

Risk Assessment for Visitors to RVF Animal Farm Ltd

Date: January 2019

Review Date: Monthly

Assessors: Simon Dillon & Jill Dillon



Hazard No:	Significant Hazards	Persons Affected	Existing Controls	Level of Risk	Further Action Required
1	Carpark: At busy times there may be lots of cars which may park carelessly which could result in a child entering or leaving the park getting knocked over & injured	-All customers using the Carpark - Staff in the car park	-At busy times there is a Car park attendant on duty in a high visibility jacket to meet and park the cars -Cars have to slow down to locate a parking space CCTV operates over parts of the car park -A sign is up in the Carpark reminding visitors that children should be supervised at all times. - A sign indicating a speed limit of 5mph is located in the car park - No parking is allowed in front of the entrance doors to enable customers leaving the park to have a clear view of any moving traffic.	L	Regular review & monitoring
2	Car Park: Coaches arriving, leaving & maneuvering in the car park could hit pedestrians & cause injury to them & damage to cars. Passengers getting off the coaches could be hit by other vehicles as they get on & off	-All customers & visitors using the Car park - Coach passengers	-A member of staff meets each coach as it arrives and tells the driver where to park. -Coaches drive into the Carpark and reverse into the coach bay. - Passengers exit the coach when the coach is parked up safely and the driver says it is safe to do so. - Groups getting off the coaches are asked to go and stand against the wall of the main building out of the way of any moving vehicles and are escorted onto the farm by a member of staff. - On leaving, passengers are escorted by a member of staff back to the coach bay and safely back on to the coach.	L	Regular Review & monitoring
3	Farm Park: Due to the size & layout of the farm park children may become lost or separated from their parents / guardians	-All customers -All staff	- It is recommended that group leaders have some method of being able to identify their group in a crowd i.e. school uniform, high visibility jackets, neckerchiefs, name tags etc. - Children at birthday parties wear wristbands and the general public wear coloured wristbands on which parents can write their mobile phone numbers in case the children get separated from them. - Staff carry phones and can inform all other staff of any missing children, to provide a description of them & to coordinate a search for them. - Procedures in place and staff trained in what to do if a lost child.	L	Regular Review & monitoring

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4	Farm Park: The animals may bite or kick the customers causing minor cuts & bruises	- All Customers	<ul style="list-style-type: none"> - The animals in the small animal barn and outdoor pens are chosen for their friendly nature. However, they may bite if fingers are placed in their mouths. - Staff are on hand to teach visitors how to feed animals correctly without getting bitten. - Animals are supervised at all times with a qualified member of staff, if they are out of their pens. - During activities the customers are told how to safely handle the animals and not to stand behind them, offer them food, put fingers near their mouths and to wash their hands after handling them etc. - Staff inform customers not to lean their faces or mouths against the animal pens or to touch their own faces or put their own fingers in their mouths until they have washed their hands. - Signs are up at the entrances to the animal contact areas asking customers not to take food & drink into animal areas as the animals may smell the food, think you are going to feed them and try to take the food, causing a bite or scratch to occur. - Signs reminding customers to wash their hands are located throughout the site as are hand washing stations. 	L	Regular review & monitoring
5	Farm Park: Tripping on uneven surfaces could result in cuts & bruises	- All customers - All staff	<ul style="list-style-type: none"> - Signs are in place at all entrances reminding customers that suitable footwear should be worn around the site. - The surfaces down to the adventure play the adventure play park and the nature trail are monitored and any pot holes filled when needed - All floor surfaces are well lit and kept clear of debris and trip hazards. 	L	Regular Review & monitoring
6	Farm Park: Running Children may fall and cause minor cuts and bruises	- All customers - All staff	<ul style="list-style-type: none"> - Children must always be adequately supervised by a responsible adult - Staff are on hand to instruct children not to run 	L	Regular Review & monitoring

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7.	<p>Farm Park: Visitors could pick up bacteria such as E.Coli 0157, Cryptosporidium & Salmonella from touching animals or from coming into contact with their faeces, which could result in symptoms of sickness & diarrhea and in some cases lead to more serious and longer lasting illnesses.</p> <ul style="list-style-type: none"> - Children under 5 could suffer kidney related problems. - Pregnant women could abort if they come in contact with lambs & pregnant ewes 	<ul style="list-style-type: none"> - All customers - All staff - Customers in age groups that are more vulnerable to infection: young, elderly, pregnant & nursing women, those with existing medical conditions. 	<ul style="list-style-type: none"> - All areas are kept as clean as possible and staff are trained to clear up any animal faeces on pathways as soon as they can. - Animal pens are cleaned out and fresh bedding laid to reduce the risk of bacterial contamination. - A health and safety sheet is given to each customer on arrival, outlining the importance of washing hands and not using hand sanitizers - Signs are in place asking people to wash their hands whenever they have touched an animal or before eating. - Signage around the park and at admissions informs customers of the risk of bacterial contamination, who is most at risk and what they can do to stay safe. - Staff conclude animal activity sessions by reminding everyone to wash their hands. - Washing facilities are clearly marked with soap and warm water provided; Checked daily & restocked when necessary. - The general health of animals is monitored daily and assistance sought from other staff, local vet as required. - Staff training is in place on the risks from bacterial contamination and procedures are in place to prevent the transfer of bacteria from animal contact areas to other areas of the site. 	L	Regular review & monitoring
8.	<p>Farm Park: Dust, dirt and debris on the park could lead to a risk of contamination from airborne bacteria</p>	<ul style="list-style-type: none"> - All users of the park 	<ul style="list-style-type: none"> - A cleaning schedule is in place and checks are made. - Paths are swept daily and hosed down as necessary. - No rubbish is allowed to accumulate on the park removing the risk of bacterial contamination, smells & pest problems. - Animals in public areas are kept to a minimum and any mess cleared up as soon as possible. 	L	Regular Review & monitoring

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9.	Small Animal Barn: Customers could attempt to climb into the small animal pens or climb into the small animal enclosures and disturb / upset / frighten the animals causing bites & cuts to customers and stress and upset to the animals.	-All customers	<ul style="list-style-type: none"> - All animal pens have a wall or beams across to prevent anyone climbing in to the pens. These are high enough to see over or through and should deter people from climbing over. - Adequate signage is around the small animal barn informing customers not to pick up the small animals or enter the enclosure and informing them handling is only available under supervision with a member of staff. - Staff are constantly moving through the animal barn and would deter anyone from climbing / reaching over the walls & barriers. 	L	Regular review & monitoring
10.	Nature Trail: Animals in the fields could bite customers if they come up to them at the fences	-Customers on the nature trail	<ul style="list-style-type: none"> - The field trail is a fenced walk way through fields with animals on one side. - Adequate signage is around the nature trail telling customers not to stroke the animals - The feeding & stroking of animals is not encouraged unless under the strict supervision of the farm staff. 	L	Regular Review & monitoring

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11.	Nature Trail: Although the field trail is on level ground it could be muddy & bumpy in places which could pose a slip or trip hazard to customers resulting in bruises & sprains. The field trail is suitable for wheelchairs & pushchairs, but the ground could be a bit awkward to push these over at certain times.	-Customers on the nature trail	- The nature trail is a gravel path which is always flat & free of potholes, the nature trail is walked daily. - The field trail extension of 2018 includes a gravel path for the first part of the trail - Signs at admissions and around the site remind customers that suitable footwear should be worn.	L	Regular review & monitoring
12.	Vehicles on site: vehicles on the farm park could hit customers causing them severe injuries	-Customers on the farm park	- Vehicles are not allowed in the public areas during opening hours. - Access to barrel rides is controlled by making customers wait at the station - Drivers are trained to be alert at all times - All vehicles operate to set speed limits and routes and staff are trained to be vigilant for customer or animals who may have strayed into their path.	L	Regular Review & monitoring
13.	Vehicles on site: Children & adults could be run or knocked over by the barrel ride.	-all adults & children in the vicinity of the barrel ride	- The barrel ride operates from the left-hand side of the park where there is no play equipment - children and adults waiting for the tractor ride queue behind a fence - The barrel ride only moves when customers are safely behind the fence.	L	Regular Review & monitoring

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14.	Barrel Train Ride: Customers could fall out of the barrel ride while it is in operation and be run over by the remaining barrels	- All barrel ride customers	<ul style="list-style-type: none"> - Each barrel is fitted with seat belts and these are checked by the driver before the ride begins that they are securely fastened. - The driver informs customers that they must not stand up or try to get off the ride while it is still moving. - Children under 24 inches must sit on the knee of an adult. - Children over 24 inches must sit one to a barrel. - Due to the openness of the ride the driver can see behind him at all times and is constantly looking behind him while driving. - A sign is up on the track outlining the main rules – seat belts must be worn, remain seated, do not disembark until the ride has stopped. – - The track is level but can be bumpy in places. No hills / slopes. - Driver is on phone in case an emergency arises. 	L	Regular review & monitoring
15.	Barrel Train ride (seasonal): The barrel ride could turn over during operation causing injury to those on board.	- All barrel ride customers	<ul style="list-style-type: none"> - Forward speed is monitored at all times and the maximum speed achieved on straight sections is 10mph. - Wide wheel centers on each barrel provide maximum stability. - Each barrel is fitted with roll bars to reduce any impact if the barrels turn over. - A maximum of 5 barrels make up the ride at any one time. - All current HSE & insurance guidance is in place and followed. - Staff are trained to avoid tight turns. - All drivers hold a full driving licence and have been trained on site in the operation of the vehicles used. - Driver is on phone in case an emergency arises. 	L	Regular Review & monitoring
16.	Vehicles: Other vehicles on the track at the same time	- Customers on the barrel ride - Staff	- No other vehicles will be on the track at the same time under no circumstance	L	Regular Review & monitoring

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17.	Tractor & Barrel ride: In poor weather conditions the track could become dangerous and the risk of accidents increase	<ul style="list-style-type: none"> - Customers using the barrel ride - Driver of the barrel ride 	<ul style="list-style-type: none"> - The track is checked daily and if it is too wet or in a poor condition the ride is cancelled - The barrel ride doesn't operate in the winter months. 	L	Regular review & monitoring
18.	Vehicles: With daily use the vehicles being used to transport the customers could develop faults which could affect their operation & the safety of passengers	<ul style="list-style-type: none"> - All adults & children on the barrel ride - Tractor driver 	<ul style="list-style-type: none"> - All vehicles are checked daily before & after use & any problems dealt with as soon as possible. - All barrels are cleaned & checked daily for loose wheel nuts and couplings and any that are damaged are removed from the track until they can be repaired. - Procedures are in place to report problems throughout the day & remove from operation if necessary. - Regular maintenance checks are carried out & recorded. - All drivers hold a driving licence and have been trained on site in the operation of the vehicles used. 	L	Regular Review & monitoring
19.	Moving Animals: Animals being moved could escape & cause customers to become injured or frightened	<ul style="list-style-type: none"> - Customers in the vicinity 	<ul style="list-style-type: none"> - Movement of animals is done before the park opens or at quiet times when no public are around and there is less risk of the animals getting startled & escaping. - Animals used for the daily activities such as pony grooming are supervised to the pen meaning that they don't come into contact with the public during the move. - Animals in public areas are in enclosed pens. - Staff work as a team to move animals - Regular tractor rides that go round the larger fields and staff would spot any animals that have escaped from their field and be able to alert other staff & call for assistance. Regular checking of animals in the fields, including cattle, would identify if any were missing and if there was any damage to fencing which may enable animals to escape. 	L	Regular Review & monitoring

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20.	<p>Outdoor Adventure Play Equipment: Children using the outdoor play equipment could fall off resulting in injuries such as cuts & bruises or broken bones</p>	- Children using the equipment	<ul style="list-style-type: none"> - The majority of the outdoor equipment has woodchip on the ground directly under and around it. - Woodchip is topped up & checked as necessary with approved woodchip & records kept. - Children should be supervised at all time & signs in place around the park remind customers of this. 	L	Regular review & monitoring
21.	<p>Outdoor Adventure Play Equipment: Being exposed to the elements all year round could cause problems with the structures resulting in failure of the equipment during use, rotting of floors, walkways, edging boards and splinters occurring.</p>	- Children on the equipment	<ul style="list-style-type: none"> - All timbers have been pressure treated at the production stage and further treatment is therefore not necessary. - Due to varying climatic conditions splits may occur in the timber poles which may cause splinters. This is a natural process and has no effect on the structural strength of the timber. - Sharp edges, wires & rough wood which could cause splinters are checked for and made safe & records kept. - All equipment conforms to British Safety Standards 5696 - Equipment is inspected annually by The Play Inspection Company who manufactured it to EN1176:2008 standards and any repairs / modifications are carried out by them. - Daily & weekly checking system in place 	L	Regular Review & monitoring

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22.	Outdoor Adventure Play Equipment: Dirt and bacteria from hands and shoes and bacteria from animal and bird faeces could be transferred to play equipment and picked up by others which could lead to symptoms of sickness and diarrhoea etc.	- Children on the equipment	<ul style="list-style-type: none"> - Equipment is checked daily and visible problems and soiling dealt with immediately and staff available to deal with incidents that arise during the day. - Signs are located around the park reminding customers to wash their hands before eating. - Hand wash facilities are found in the animal barn, and in the outside toilets. - Signs are located around the park reminding parents that children should be supervised at all times. - Because animals are not allowed to roam free around the park, faecal contamination of pathways is kept to a minimum which lowers the risk of footwear becoming contaminated with animal faeces which is the main source of harmful bacteria such as E.coli 0157. 	L	Regular review & monitoring
23.	Zip Wires: Customers using the aerial runway could overload it or their actions e.g running with the seat; could cause an incident to occur which could injure people on the seat or in the vicinity	- Customers on the aerial runway, especially children	<ul style="list-style-type: none"> - A sign is in place saying "Children must be supervised by a parent or guardian at all times." - A sign is in place saying "one person only" to minimise the risk of accidents & overloading. - A sign is also in place saying "You must not push or run with the zip wire seat". 	L	Regular Review & monitoring

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24.	Climb & Slide: Children in the Climb & Slide play barn could fall and bang into others or sections of the equipment causing cuts, bumps & friction burns.	-Customers using slide & climb	<ul style="list-style-type: none"> - Any area which provides a landing zone is covered with 70mm of approved rubber matting. - Any upright or vertical bars that a child could come into contact with while on the equipment are padded. - It is recommended that long sleeves & trousers are worn especially when using the slides. 	L	Regular review & monitoring
25.	Climb & Slide: Some children using the slide could travel further than others on landing & receive cuts & grazes.	<ul style="list-style-type: none"> - Customers using slide & climb - Customers in the vicinity of the equipment 	<ul style="list-style-type: none"> - A substantial padded landing area is provided at the base of the slides - Netting is fitted at the end of the landing mats to "catch" anyone that travels too far and to avoid children colliding with others standing at the base of the slides. - Slides are checked daily for any damage and polished accordingly. During heavy usage the slides become less slippery. 	L	Regular Review & monitoring
26.	Climb & Slide: Children could fall from the equipment when on the higher levels resulting in cuts, bruises & possible broken bones.	- Customers using slide & climb	<ul style="list-style-type: none"> - The whole climb & slide play area is enclosed by a framework to reduce the risk of anyone falling. - Equipment is checked regularly for damage / gaps and repaired as necessary. - Children should be under adult supervision whilst on the equipment and signs in the vicinity remind them of this. 	L	Regular Review & monitoring

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27.	Climb & Slide: Equipment could become damaged and cause injury / accidents to users.	- Customers using slide & climb	- All equipment is visually checked daily by outdoor staff & records kept. - Any problems are reported to outdoor staff and dealt with immediately. - All equipment complies with current safety legislation.	L	Regular review & monitoring
28.	Sand Pit: Rubbish & foreign bodies in the sand or the metal toys in the sandpit could cause cuts to children or be a choking hazard or; lead to bacterial contamination and symptoms of sickness & diarrhoea.	- Children playing in the sand pit	- Sand is checked regularly for stones & sharp objects. - Sand is replaced on a regular basis. - The sand pit is locked up at night to prevent unauthorised access by intruders or animals that could contaminate the sand. - A sign is located in the sand pit and around the park reminding customers to wash their hands before eating. - Toys are checked daily & replaced or removed to be mended / cleaned as necessary.	L	Regular Review & monitoring
29.	Sand Pit: Children throwing sand could get it in their eyes & ears or those of others in the sand pit.	- Children playing in the sand pit	- Signs warning of the dangers of throwing sand are displayed on the walls. - Children should be under adult supervision at all times.	L	Regular Review & monitoring

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30.	Coin Operated Quad Bikes: Customers using the quad bikes may not know how to operate them safely and could fall off them or crash into others causing bumps, bruises & cuts	- Children using the quad bikes	- Signs are in place saying that users must not crash into others. - A one way system is in operation on the track to limit collisions & accidents occurring. - Unruly behaviour will not be tolerated and staff will remove troublesome individuals. - At busy times a member of staff supervises the track constantly. - Tyres are positioned at points on the track and fencing encircles the track with grass verges to absorb the impact of any collisions. - The track has no steep slopes.	L	Regular review & monitoring
31.	Pedal Tractors: Children could bash into each other with the tractors causing cuts & bruises	- Children using the pedal tractors	- The pedal tractor area is designed for children under 10 years old. - Staff are usually working in the vicinity of the tractors and if they see any problems they politely warn the children of the dangers involved. - Anyone continuing to disrupt the activity for others will be asked to leave.	L	Regular Review & monitoring
32.	Pedal Tractors: Children could fall off the vehicles onto the concrete floor causing bumps, bruises & cuts.	- Children using the pedal tractors	- Due to the size of the tractor enclosures it is not possible to achieve a very high speed and so falling off at speed is kept to a minimum. - The distance from seat to floor is minimal so any impact from falling off is minimal.	L	Regular Review & monitoring

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33.	Bouncy Castles: Larger children colliding with smaller children causing minor injury's	- children using the bouncy castle	-adequate signage is in place, stating children must be supervised by an adult at all times - signage advises under 10 years only and no adults allowed - A member of staff supervises the indoor play barn making sure no more than 8 children are allowed on the castle at one time	L	Regular review & monitoring
34.	Bouncy Castles: Falling from a height	-Children using the bouncy slide	-adequate signage is in place, stating children must be supervised by an adult at all times, mustn't run up the bouncy slide and climb the walls or the beams of the bouncy castle's	L	Regular Review & monitoring
35.	Pony Rides: A child may fall/slip from the pony	-children riding the ponies -Staff -Parent/guardian	- Each pony has a trained leader and only one pony is used per leader - A PAS 015 standard riding hat is used - the leader keeps the pony in a slow walk and watches the rider constantly and asks the parent/guardian to hold the child on.	L	Regular Review & monitoring
36.	Pony Rides: Pony may kick or bite causing minor cuts and bruises	-Customers in the vicinity -Staff	-Only ponies with good temperaments are used on the pony rides - Each pony has a trained leader and only one pony is used per leader -Customers are kept behind a gate until it is their turn to ride and then a member of staff escorts them to the pony safely.	L	Regular Review & monitoring

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37.	Hot Water: Hot water in the hand wash basins could be too hot for children and cause minor burns & scalds	- Staff & customers using the hand wash basins in the toilets especially young children who don't know to pull their hands away if the water is too hot.	- Hot water in all taps is checked daily. - All water is thermostatically controlled and is generally kept to about 40 - 45°C - Taps are pushed / swiped to operate and turn themselves off after a short while. - There are signs up in the toilets & throughout the site reminding visitors that children should be under supervision at all times.	L	Regular review & monitoring
38.	Staff: Staff working with and around children could be open to accusations of inappropriate behavior	- Staff	- All children on site must be supervised at all times by their parent / guardian or group leaders and signage around the site reminds adults of this. - Lost children are kept with a member of staff in a public place while their responsible adult is located. - All first aid is carried out with the child's responsible adult / guardian or another member of staff present.	L	Regular Review & monitoring
39.	Emergencies: Fire could break out or the park may need to be evacuated which may cause customers to panic & become separated.	- All customers	- An evacuation plan is in place and all staff regularly review their role in it and are able to direct customers to the nearest exit.	L	Regular Review & monitoring

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40.	Displays/Demo's	- All customers in the vicinity - Staff	- Displays and demonstrations are controlled by their own method statements and risk assessments and are monitored against these. Third party risk assessments and insurance is filed in the office.	L	Regular review & monitoring
41.	Fire	- All customers - Staff	- Fire Risk Assessments have been carried out for the farm and adequate controls are in place. The farm is a strictly no smoking area, smokers are advised to go off site. Relevant signage is around the farm	L	Regular Review & monitoring
42.	Face painting (EVENTS ONLY): Adverse skin reactions due to applying face painting materials	- Children having their faces painted	- Face painting materials are industry standard and of a high quality. Do not face paint children with sensitive skin (offer to paint hand or arm instead). - Advise people who appear to have skin conditions	L	Regular Review & monitoring
43.	Archery (EVENTS ONLY):	- Staff - All customers	- A member of staff to supervise at all times. - Signs and barrier to be used as appropriate. - Range is always set up towards a wall/fence. Range set up within guidelines.	L	Regular Review & monitoring

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44.	Pony Grooming: Pony may kick or bite causing minor cuts and bruises	- All customers in the vicinity - Staff	- Only ponies with good temperaments are used on the pony grooming - All children are given an up to standard riding hat to wear (PAS 015) by a member of staff and it must be fastened at all times - Customers are kept behind a gate until it is their turn to groom and then a member of staff escorts them to the pony safely.	L	Regular review & monitoring

This risk assessment has been prepared by the staff of RVF Animal Farm Ltd as a general guide for visiting groups; we strongly recommend that any groups visiting RVF Animal Farm Ltd conduct their own risk assessment to take into account the specific needs of their group.
 More detailed risk assessments for particular areas & activities are available on request.