White Post Farm

Risk assessment
WPF-RA-020
Guided Groups

Potential hazard and risk	People at risk	Controls in place	Further actions required
Animal contact handling/touching/feeding: Zoonoses/illness Bites Scratches Allergies	Visitors Staff	All staff inducted and trained at the start of their employment, refresher training given. Health and safety talk before handling/touching any animals. (Including correct handling/feeding techniques for each animal). Only authorised, trained staff to supervise animal handling/touching Hand washing after handling/touching the animals Clearly defined animal contact and non-contact areas Hand washing signage and correct feeding technique in place Hand washing facilities monitored and topped up daily No food and drink allowed in any animal areas. Good animal management practices in place. (i.e. no sick animals on display or no soiled bedding on footpaths). Rest and rotation procedure in place. KIWA accreditation for good working practices renewed annually. Daily treatment and disinfection of touchable surfaces in animal contact barn. (After removing any animal waste or faeces from the area).	Ongoing staff training Ensure signage is well maintained Ongoing daily maintenance checks on hand washing facilities

		Group leaders invited onsite for prelim visit and encouraged to complete own Risk assessment	
Slips, trips and Falls Injury	Visitors Staff	Correct warning signs in place Staff to assess paths/areas before opening Staff to keep floors and areas tidy and well maintained at all times and report any problems to maintenance First aiders onsite daily Group leaders invited onsite for prelim visit and encouraged to complete own risk assessment	Monitoring on all areas by all staff during opening hours Ongoing maintenance checks on paths/walkways/play equipment
Play equipment – Indoor: Jungle barn Mini Ville Outdoor: Sky Jumpers Beach Go-Kart track Trampolines Ride-on Tractors Mervs lookout Playhouses Adventure Trail Train	Visitors Staff	Maintenance checks on all play equipment Short safety talk by staff to groups before entering play areas Signage clear and comprehensible at all times Report any damages/mechanical failure of equipment and signage to maintenance and remove out of reach immediately Play time is supervised by teachers and staff at all times Group leaders invited onsite for prelim visit and encouraged to complete own risk assessment Annual external accreditation on play equipment; ROSPA and Inflatable safety.	Ongoing maintenance checks on all play areas/equipment Update and review risk assessment annually
Tractor & Trailer Rides Crash	Visitors Staff	Health and safety talk when everyone is seated in the trailer while stationary	Ongoing staff training

Injury – falling, slipping		maintenance checks of tractor and trailer prior to use Tractor/trailer rides assessed by the Operations Manager if weather/terrain is unsafe – cancelled if necessary Staff monitor all visitors for the duration of the ride, making sure everyone remains seated at all times Only trained members of staff to drive the tractor/trailer All public remain in safe zone outside area of moving vehicles. Two staff members present during loading of trailer. One at steps and one lets them into the loading area. Gate/door into trailer secured with locking pin during loading/unloading of ride	Review risk assessment annually
Car Park: Moving Cars Open gate to road Injury	Visitors Staff	Speak with staff and children on bus to make them aware of hazards Move out of car park into gift shop quickly and efficiently Staff supervision when moving through the carpark Bus parking separated from general visitor parking	Ongoing Staff training
Extreme weather: Slippery surfaces; slips, trips and falls Children getting exposed to cold weather Sun burn	Visitors Staff	Instruct visitors before they visit on what best to wear for all weather conditions Advise visitors to bring sun cream Staff to place signs warning for extreme conditions Maintenance staff put grit out when icy	Ongoing management review of conditions daily and checks for Met office adverse weather conditions. Annual refresher training for guides regarding

Dehydration		Staff make regular stops for water breaks when the weather is hot. Guides to adapt route/plan for the day if weather is severe	dealing with different weather conditions
Lost Child:	Visitors	At the start of the day, let the children know that if they can not find one of their teachers to either approach a member of staff in a green White Post Farm t-shirt or go to the Gift Shop Lost child procedure in place Staff provided with radios to alert Ops if there is a lost child on the farm Group leader to undertake regular head counts Staff trained to deal with a lost child situation	Ongoing staff training Review procedure annually Annual guide refresher training
Escaped animals Injury / Harm	Visitors Staff	Guides will follow the escape procedure in place	Ongoing staff training
Animal enclosure fencing: Slips,trips,falls	Visitors Staff	Health and safety talk to not climb any of the fences or pens and enter a restricted area Monitor children at all times Daily maintenance checks on enclosures to ensure fencing is secure	Regular checks on fencing Ongoing staff supervision

Please note this is a White Post Farm Risk assessment and organisers are encouraged to complete their own risk assessments.

Review: Jan	2021	2022	2023	2024	2025	2026	2027
Signature:	**CM**	**CM**	**AB**	**RA**	**DA**	**DA**	