



# ACCESS TO FARMS

A partnership promoting quality educational visits to farms



## Managing Risk checklist



# On site vehicle access

1. Can you exclude vehicle movement totally during visitor opening hours? **If yes, how do you do this?** Y  N

**If no, please consult the relevant links and then explain how you will address this**

**Please visit <http://www.hse.gov.uk/event-safety/transport.htm>**

2. If you cannot do this do you know how you can keep the public and vehicles apart? **If yes, how do you do this?** Y  N

**If no, please visit <http://www.hse.gov.uk/workplacetransport/vehicles/safemaneuvring.htm> and then explain how you will address this**

3. Can you design the site to allow access to waste or skip collection areas, or farm vehicles, without passing through areas open to the public? **If yes, how do you do this?** Y  N

**If no, please explain how you will address this?**

4. Can you avoid vehicles reversing on site? **If yes, how do you do this?** Y  N

**If no, please visit <http://www.hse.gov.uk/workplacetransport/personnel/managingvisitors.htm> and then explain how you will address this.**



5. If not, can you make sure the public are excluded from the area either by using physical barriers [gates, crowd barriers, tape] or by supervising the area? **If yes, how do you do this?**

Y  N

If no, please visit <http://www.nfuonline.com/assets/7226> and then explain how you will address this.

6. Do drivers have a clear view both in front and behind the vehicles? **If yes, how do you do this?**

Y  N

If no, please visit <http://www.nfuonline.com/assets/7224> and then explain how you will address this.

7. Can you use a one-way system? **If yes, how do you do this?**

Y  N

If no, please explain how you will address this.

8. What about blind corners – do you need mirrors? **If yes, how do you enforce this?**

Y  N

9. Do you require a maximum speed limit? **If yes, how do you enforce this?**

Y  N



# On site vehicle access

10. Have you made sure you plan for the entry and exit for emergency vehicles? **If yes, how do you facilitate this?**

Y  N

**If no, please explain how you will address this.**

11. Do you have clear site rules and do you enforce them? e.g. no deliveries during public opening times. **If yes, how do you make these known?**

Y  N

**If no, please explain how you will address this.**

12. Do visiting drivers know about your rules? **If yes, how do you make these known?**

Y  N

**If no, please explain how you will address this.**

13. Are all drivers on site trained and competent e.g. farm trailer ride drivers? **If yes, how do you do this?**

Y  N

**If no, please explain how you will address this.**



14. Do you have a system to stop anyone driving a vehicle unless they are authorised to do so and appropriately insured? (You could limit access to vehicle keys.) **If yes, how do you do this?**

Y  N

**If no, please explain how you will address this.**

15. Are your vehicles well maintained? **If yes, how do you evidence this?**

Y  N

**If no, please explain how you will address this.**

16. Have you recorded your plan in your risk assessment? **If yes, where is the plan?**

Y  N

**If no, please explain how you will address this.**

17. Are ALL your employees, helpers & volunteers aware of your plan and will they challenge any behaviour which breaches it? **If yes, how do you ensure everyone concerned has access to this?**

Y  N

**If no, please explain how you will address this.**



## Tractor & Trailer Rides

18. Are you going to use a passenger-carrying trailer around the farm? Y  N   
[For more info,click here http://www.hse.gov.uk/pubns/ais36.pdf](http://www.hse.gov.uk/pubns/ais36.pdf)
- Are you sure the vehicle towing it is capable of towing the loaded
19. weight? Does it have working brakes, good steering, mirrors and safe tyres? Y  N   
[For more info, click on http://www.nfuonline.com/business/transport/farm-vehicle-health-check-scheme/](http://www.nfuonline.com/business/transport/farm-vehicle-health-check-scheme/)
20. Is the driver competent and trained? Y  N
21. Is the trailer in good condition and purpose built or correctly adapted? Y  N
22. Does the seating have backrests and are they secured to the floor? Y  N
23. Are the edges protected to stop passengers falling off or contacting the wheels? Y  N
24. If you are carrying young children, are the sides filled in e.g. with mesh? Y  N
25. Is there a safe means of getting on and off the trailer? Y  N
26. Is the trailer marked to show the maximum number of passengers? Y  N
27. Do you have a member of staff [a responsible person] supervising on the trailer? – the driver cannot do this alone Y  N
28. Is there a method of communication between the trailer and the driver? Y  N
29. Have you allocated a safe location for passengers to embark and dismount from the trailer? Y  N
30. If an incident occurs, how will the responsible person alert you and what is your emergency plan? Y  N



# Parking

<http://www.hse.gov.uk/workplacetransport/parking.htm>

32. Are your location entrance signs clear enough and far enough in advance to avoid last minute braking on the public road? Y  N
33. If you have an entry and exit to your premises or car park, have you made this clear? Y  N
34. Have you provided signs so the public, coach drivers and delivery drivers can clearly see where you want them to park? Y  N
35. Do you need to exclude the public from delivery areas? Y  N
36. Have you considered special needs parking, workers parking? Y  N
37. Have you discussed traffic management with the police and local highway authority, particularly if you are holding a temporary event? Y  N
38. Have you laid out the parking area to minimise the need for large vehicles reversing? Y  N
39. Do you have enough parking? Have you used a busy day to test this? Y  N
40. How are you going to ensure people park where you want them? Do you need to provide car park supervisors particularly if you are hosting a temporary event e.g. the local fete/flower show, Open Farm Sunday etc? Y  N
41. Do you need to provide protected walkways or marked paths for pedestrians? Y  N
42. Is the car park surface likely to cause problems e.g. will cars get bogged down if it rains, are there large potholes? Y  N
43. Have you signposted the route into your premises and out of the car park? Y  N
44. If pedestrians are likely to use the car park in the dark have you provided adequate lighting? Y  N



## Play Areas

<http://www.hse.gov.uk/pubns/ais9.pdf>

45. Where are you siting your play area? Y  N
46. Will children have to cross traffic routes? Y  N
47. What about water, ponds, rivers? Y  N
48. Are slurry lagoons and compost areas properly fenced? Y  N
49. Is the area clearly visible to discourage vandalism, bullying or unwanted visitors? Y  N
50. Are you going to have age specific areas and equipment? Y  N

[http://letnaturefeedyoursenses.org/wp-content/uploads/pdf-downloads/Infys\\_improving\\_accessibility\\_on\\_farms\\_cribsheets.pdf](http://letnaturefeedyoursenses.org/wp-content/uploads/pdf-downloads/Infys_improving_accessibility_on_farms_cribsheets.pdf)

51. What about fencing areas to help segregate age groups? Y  N
52. Have you thought about access for disabled children? Y  N
53. Have you consulted with playground users and their carers? Y  N

<http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/play-area-surfacing.aspx>

54. If there is a risk of falls have you thought about alternative floor coverings including matting, loose bark or grass, depending on usage, maintenance and the type of equipment you are installing? Y  N
55. Have you considered long term issues such as maintenance of the equipment and the floor surface, monitoring that the design still works? Y  N
56. What about seating – is it in good condition? Do you need more?  
[An Essential Guide to BS EN 1176 and BS EN 1177 Children's Playground Equipment & Surfacing: updated for 2008](#)  
This is a good guide to the standards - <http://www.wickstead.co.uk/pdfs/EN1176%20and%20EN1177.pdf>

57. Are you aware of the standards for play equipment?  
<http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/> Y  N
58. Do you know where you can find out more? Y  N
59. Do you have an approved system for inspecting play equipment?  
<http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/routine-inspection.aspx> Y  N



## The Value of Play

60. Do you know how to promote a balanced approach to children's play? Y  N   
For more information, click here <http://www.hse.gov.uk/entertainment/childrens-play-july-2012.pdf>
61. Do you know where to find wide ranging advice on play safety? Y  N   
For more information click on <http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/>

## Fairground rides

62. Are the activities you provide considered to be fairground rides? Y  N   
Check out the table on pages 8 – 10 of 'Fairgrounds and amusement parks: guidance on safe practice' - <http://www.hse.gov.uk/pubns/priced/hsg175.pdf>

## Quad Bike Rides

<http://www.nfuonline.com/assets/7224>

<http://www.rospa.com/leisuresafety/adviceandinformation/leisuresafety/mini-motorbikes.aspx>

63. How much instruction are you going to give riders prior to quad bike use? Y  N
64. What about speed restrictions? Y  N
65. Are you going to provide different sizes of safety helmets? Y  N
66. Are you going to provide a safely positioned waiting / observation area? Y  N
67. How are parents, observers and those waiting kept off the track? Y  N
68. Do you have maintenance and repair information documented for each quad bike? Y  N
69. What about emergency procedures? Y  N
70. Do you have a first aider working nearby? Y  N   
<http://www.hse.gov.uk/pubns/indg347.pdf>



# Inflatables

<http://www.hse.gov.uk/entertainment/fairgrounds/faqs.htm#inflatables1>

71. If you are buying an inflatable for use commercially or hiring one do you know if it has been manufactured to British Standard BS EN 14960 'Inflatable play equipment – safety requirements and test methods'? Y  N
72. Have you been supplied with the manufacturer's handbook? This will give instructions on assembly and use and how many people can use the inflatable at one time. You should not use the inflatable without this information Y  N
73. Do you know how many anchor points it requires? The minimum is six but it may need more than six Y  N
74. Do you know how to check if the inflatable is in good condition? Y  N
75. Are the compressor controls accessible to the public? If so, provide constant supervision. Y  N
76. Are you going to supervise the use of the inflatable? Many injuries occur because of misuse.  
<http://www.pipa.org.uk/>  
<http://www.hse.gov.uk/entertainment/fairgrounds/faqs.htm> Y  N
77. Are you providing different sessions for small children and bigger users? Y  N
78. Do you have clearly communicated rules for users? e.g. not eating or drinking during use, no horseplay, no access if drunk, removing shoes, glasses and sharp objects. Y  N
79. How will you enforce your rule? Y  N
80. If your inflatable is over a year old have you arranged to have the inflatable examined on an annual basis? Y  N



# Trampolines

<http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/trampolines.aspx>

<http://www.rospa.com/leisuresafety/Info/PlaySafety/trampolines.pdf>

81. Is the area around your trampoline clear of objects including play equipment, fences and trees? Y  N
82. Have you ensured a minimum fall distance from the edge of the trampoline? e.g. setting in the ground or providing substantial side netting to BS 8409 standard. Y  N
83. Have you provided impact-attenuating surfacing around the trampoline? Y  N
84. If your trampoline is raised above the ground, how do you prevent other children getting under the trampoline? Y  N
85. How do you supervise the activity? You should insist on the removal of shoes, jewellery and anything which may catch such as buckles. Y  N
86. What about age restrictions? Y  N
87. Do you have a first aider working close to the activity? What is your emergency plan? Y  N

88. Can emergency vehicles get close to the trampoline area? Y  N
89. Do you have an approved system of inspecting the trampoline? Y  N



## Animal rides

<http://www.bluecross.org.uk/2146-2834/correctly-fitting-tack-.html>

[http://www.bhs.org.uk/~/\\_media/BHS/Files/PDF%20Documents/BHS%20Code%20of%20Practice%20for%20the%20Welfare%20of%20Horses%20and%20Ponies%20at%20Events.ashx](http://www.bhs.org.uk/~/_media/BHS/Files/PDF%20Documents/BHS%20Code%20of%20Practice%20for%20the%20Welfare%20of%20Horses%20and%20Ponies%20at%20Events.ashx)

90. Do the animals have correctly fitting tack with safety stirrups which is comfortable for the individual? Are stirrups correctly adjusted for each person? Y  N
91. Are all animals fitted with comfortable, well-maintained head collars? Y  N
92. Are staff trained and confident with the animals? Y  N
93. Is equipment checked daily? Y  N
94. Are helmets provided and worn? Y  N
95. Are members of the public kept away from areas where animals might kick or bite? Y  N
96. Do you assess animals for temperament on a regular basis? A bad tempered animal might be unsuitable for public rides or could be unwell. Y  N

## Zip wires & low ropes

<http://leeaint.com/images/upload/documents/Bulletin%20Documents/LEFA->

<http://www.hse.gov.uk/aala/public-information.htm>

97. Do I need a licence for adventurous sports activities? Y  N



## Water sports & adventure activities

<http://www.hse.gov.uk/aala/activities.htm>

<http://www.hse.gov.uk/aala/index.htm>

### AALA Activities

98. Are you offering an activity which requires a licence under the Adventure Activities Licensing Regulations 1994? Currently these are specific types of caving, climbing, trekking or water sports Y  N

If you are then several guidance notes apply

## Other Activities

<http://www.rya.org.uk/Pages/Search.aspx?k=BUOYANCY>

<http://www.bcu.org.uk/our-sport/getting-started/kit-and-equipment/>

99. Do you have a plan if boat / kayak users fall in the water? Are all staff aware and trained in this procedure? Y  N
100. If you have a perimeter fence to your water facility, is it regularly inspected? Y  N
101. If you have a jetty, is access to it restricted or, if not, is it supervised? Y  N
102. Is there an age restriction on those in charge of boats? Y  N
103. What policy do you have on instances of misbehaviour e.g. horseplay?



## Mazes

<http://www.safeagritourism.com/Portals/0/Resources/CornMazeSafety/CornMazeSafetyChecklist.pdf>

104. Do you have 'maze rules'? Y  N
105. Does that include no smoking? Y  N
106. Do you allow dogs other than guide dogs? If so what about collection of faeces? Y  N
107. Are the paths round the maze reasonably even and inspected regularly for damage, litter etc? Y  N
108. Do you require children to be accompanied? Y  N
109. Do members of the public have a method of communicating with those monitoring the maze? e.g. a flag or mobile phone Y  N
110. How would you know if members of the public including children are injured, unwell or have panicked? Y  N
111. How would you retrieve them from the maze? Y  N
112. What about fire precautions? Y  N
113. Do you have a viewing platform? Y  N

## Use of hay & straw bales

<http://www.hse.gov.uk/pubns/indg125.pdf>

114. Are you familiar with safe storage recommendations? Y  N
115. Do you have signs warning of the potential risk of dust and spores to asthma sufferers? Y  N
116. Are birds or rodent droppings cleared away each day? Y  N
117. If you allow climbing is there an impact- attenuating floor covering? Y  N
118. Are smoking and naked flames banned in the area? Y  N
119. Do you have adequate fire-fighting equipment in place with staff trained how to use it? Y  N
120. Have you informed the Fire & Rescue Services about the activity? Y  N



## Camping

<http://www.scotland.gov.uk/Resource/Doc/47102/0013825.pdf>

<http://www.scoutbase.org.uk/library/hqdocs/facts/pdfs/fs120626.pdf>

121. Do you know the precautions needed to protect campers from zoonoses such as E coli o157 and cryptosporidium? Precautions include keeping the field clear of grazing livestock for at least 3 weeks, mowing the field to help reduce the amount of faeces, clearing up areas of gross contamination and keeping farm animals off the field during use. Y  N
- What access do campers have to the farm? Y  N
122. Do you segregate the working farm area to protect campers? Y  N   
<http://www.hse.gov.uk/workplacetransport/sitesafe/cs9unsafe.htm>
123. If you allow campers or the public into your working farm area, are children supervised? Y  N
124. If the public are allowed to stroke & cuddle animals, do you provide washing facilities and suitable signage? Y  N   
<http://www.face-online.org.uk/codeofpractice>
125. Are you aware of how you protect the public from accidents with cattle in fields? Y  N   
<http://www.hse.gov.uk/pubns/ais17s.pdf>

## Footpaths

126. Do you need to protect the public from cattle in your fields? Y  N   
<http://www.hse.gov.uk/pubns/ais17ew.pdf>  
<http://www.hse.gov.uk/pubns/indg472.htm>

## Bush craft

127. Do you have appropriate training in bush craft and/or forest school activities? Y  N   
<http://www.foresteducation.org/>



## Practical observation & conservation

<http://www.rospa.com/leisuresafety/adviceandinformation/watersafety/pond-dipping.aspx>

<http://www.rospa.com/leisuresafety/adviceandinformation/watersafety/weils-disease.aspx>

<http://www.face-online.org.uk/resources/CEVAS/Water%20Safety.pdf>

<http://www.nfuonline.com/assets/7222>

129. Are you offering pond dipping? Y  N

130. Have you enough staff to supervise? Y  N

If this is a school trip have you discussed the visit thoroughly with the teacher?  
131. Y  N

132. Who will be responsible for monitoring and controlling the behaviour of the children?

133. What's your plan if someone falls in?

## First Aid

The Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for members of the public. However, many organisations such as schools, places of entertainment, fairgrounds and shops provide a service for others. HSE strongly recommends that employers include the public in their first-aid needs assessment and make provision for them.

<http://www.hse.gov.uk/pubns/indg347.pdf>  
'Basic advice on first aid at work'

<http://www.hse.gov.uk/pubns/indg214.pdf>  
First Aid at work – your questions answered

134. Do I need to provide first aid for visitors to my farm? Y  N

135. What if there is an emergency? Y  N

136. What first aid provision should I make if I have employees? Y  N



## School Visits to Farms

<http://www.visitmyfarm.org/>

Where do I start?

## Open Farm Sundays

<http://www.farmsunday.org/ofs12/open/checklist.eb>

What do I need to consider before I sign up to OFS?

## Farm Attractions

<http://www.farmattractions.net/>

Is there a source of information if I want to set up a farm attraction?