



## GROUP VISIT RISK ASSESSMENT

At Willows Activity Farm the Health and Safety of our visitors is our number one priority.

We work with local and national experts as well as the local authority to constantly assess the safety of our provision.

Each year Willows welcomes around 500,000 visitors, of which approximately 30,000 are as part of an organized group visit.

As part of our approach to managing Health and Safety we continually appraise our offer and risk assessment all activities. Below is our standard Risk Assessment for a visit to the Willows Activity Farm.

However, it is very important that you, as a group leader, carry out your own Risk Assessments relevant to your visit. To arrange a complimentary visit to carry out your own assessment:-

**Please call 0870 129 9718**

**We must stress that whilst Willows provides staff on certain activities to ensure they are being used correctly, all children remain the responsibility of the Group Leader and must be supervised at all times.**

We hope you have an enjoyable visit. Should you have any queries please contact a member of staff who will be happy to help.

HAZARD OR ACTIVITY	RISKS ASSOCIATED	POTENTIAL TO CAUSE HARM	CONTROLS IN PLACE AND ACTION REQUIRED BY VISITORS
<b>Animals</b>	Infection Biting	Low	All animals on site are hand-picked for their docile nature. Group Leaders must ensure that children wash their hands after handling or feeding the animals and before eating or drinking. Please <b>DO NOT</b> use gels or wipes instead of washing hands with soap and water. There are plenty of hand washing facilities on site. Hands <b>MUST</b> be washed with running water and soap and dried with paper towels. Appropriate signage is displayed. Training given to staff. Use of appropriate disinfectants throughout the animal areas. Regular inspection by vets. Wash your hands thoroughly at home with soap and water after removing dirty clothes, shoes or boots that have been worn at Willows Activity Farm. Any soiled clothes should be washed immediately on your return home.

HAZARD OR ACTIVITY	RISKS ASSOCIATED	POTENTIAL TO CAUSE HARM	CONTROLS IN PLACE AND ACTION REQUIRED BY VISITORS
<b>Animal Droppings</b>	Infection	Low/Medium	Our indoor animal pens are cleaned and disinfected regularly. Customers are not allowed to enter the animal enclosures and so the risk of footwear being contaminated is reduced. Public pathways and grassed areas are free from animals.
<b>Animal Feeding</b>	Infection Biting	Low	<p>Feeding of animals is only permitted in our designated animal feeding areas. Group Leaders can choose to by-pass these areas if they wish. Animal feed should not be tasted.</p> <p>Group Leaders must ensure that children wash their hands after handling or feeding the animals, touching animal fences and before eating or drinking. Please <b>DO NOT</b> use gels or wipes instead of washing hands with soap and water. There is plenty of hand washing facilities on site. Hands <b>MUST</b> be washed with running water and soap and dried with paper towels. We also advise no contact with sheep, lambs, goats and kids if you are pregnant or think you are pregnant as this is a risk to adult females</p> <p>Wash your hands thoroughly at home with soap and water after removing dirty clothes, shoes or boots that have been worn at the Willows Activity Farm. Any soiled clothes should be washed immediately on your return home.</p>
<b>Animal Handling</b>	Infection Biting	Low/Med	<p>We only handle small animals e.g. rabbits, chicks and guinea pigs. It is up to the Group Leaders if you wish to take part in this activity. Group Leaders must ensure that children wash their hands after handling or feeding the animals, touching animal fences and before eating or drinking. Please <b>DO NOT</b> use gels or wipes instead of washing hands with soap and water. There is plenty of hand washing facilities on site. Hands <b>MUST</b> be washed with running water and soap and dried with paper towels.</p> <p>The higher risk animal groups being baby calves, lambs and piglets are not used for animal handling sessions. We also advise no contact with sheep, lambs, goats and kids if you are pregnant or think you are pregnant as this is a risk to adult females.</p> <p>Wash your hands thoroughly at home with soap and water after removing dirty clothes, shoes or boots that have been worn at the Willows Activity Farm. Any soiled clothes should be washed immediately on your return home.</p>

HAZARD OR ACTIVITY	RISKS ASSOCIATED	POTENTIAL TO CAUSE HARM	CONTROLS IN PLACE AND ACTION REQUIRED BY VISITORS
<b>Play Areas</b>	Falling Tripping Entrapment Crush injuries Impact	Medium	<p>Children must be supervised at all times. All signage instructions must be adhered to at all times. Play equipment is checked daily and the results recorded, with any remedial action required carried out immediately. All our equipment is independently inspected on an annual basis. All play areas and equipment have individual specific risk assessments in place. Training manuals – trained staff only to supervise equipment.</p> <p>Group Leaders must ensure that children wash their hands after playing in play areas and on play equipment and before eating or drinking. Please <b>DO NOT</b> use gels or wipes instead of washing hands with soap and water. There is plenty of hand washing facilities on site. Hands <b>MUST</b> be washed with running water and soap and dried with paper</p>
<b>Indoor Soft Play and Cotton Tail Village</b>	Falling Tripping Impact entrapment	Medium	All soft play rules and guidance procedures displayed must be adhered to. Height restrictions apply. Children must not run. Group Leaders remain fully responsible for the children at all times. Arms and legs must be covered to use the facilities and socks must be worn. This activity is checked daily and the results recorded. Training manuals – trained staff only to supervise equipment.
<b>Captain Chickens Egg Dodge (Located upstairs in soft play)</b>	Tripping/slipping Impact from flying balls Entrapment Falling from height	Low	<p>Height restriction applies to the use of the activity. Signs erected reminding guardian of the rules of use.</p> <p>Goggles provided for adults and children to prevent balls causing eye injury. Balls used are soft foam balls.</p> <p>Regularly inspected.</p> <p>Enclosed areas for ease of security of child.</p> <p>Steps are highlighted in indicate a change of level.</p> <p>Trained staff only to supervise the equipment..</p>
<b>Willows Magical Ice Rink (mid November to Mid-February)</b>	Falling Tripping Impact Crush injuries Cuts/bruises	Low/Med	Willows Magical Ice Rink rules and procedures displayed must be adhered to. Daily checklist of ice rink maintained, preventative maintenance and service contracts maintained. Group leaders remain fully responsible for the children at all times.

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<b>Agility Course</b>	Falling/Slipping Landing awkwardly Muscle Strain	Low/Med	The area is covered with play bark and kept to a minimum depth of 300mm. This activity is checked daily and the results recorded. Annual Outdoor Play equipment Inspections carried out.
<b>Aerial Zip Slide</b>	Fall from height Impact Collison	Low/Med	The area is covered with play bark and kept to a minimum depth of 300mm. This activity is checked daily and the results recorded. Annual Outdoor Play equipment Inspections carried out.
<b>Tractor Ride</b>	Falling Over. Falling when entering and exiting ride. Crush injuries Impact from moving vehicle.	Medium	Group Leaders must ensure that the children remain seated throughout the ride and are assisted on and off the trailer. This activity is checked daily and the results recorded. Our drivers have received formal training and have formal certification.
<b>JCB - Young Drivers Zone</b>	Falling, low height Impact	Low	Fitted underlay shock pad rubber compound. Rounded edges of tunnels.
<b>Fun Fair Rides</b>	Falling off Ride Impact Children trying to get off ride whilst in motion Electricity	Low/Med	Operated by fully trained staff. Should a child stand during the ride, the ride will cease immediately. Rides are fenced off and can only be accessed through a staffed gate. All rides regularly maintained and tested as part of a recognized national accreditation scheme. Supplier maintained, test and certified RCD and trip switches. This activity is checked daily and the results recorded.
<b>Shows:</b> <b>Sheep Racing</b> <b>Goat Racing</b> <b>Scarecrow</b> <b>Animal Friends</b> <b>Live Nativity</b> <b>(Christmas only)</b>	Impact	Low	All shows are carried out by trained and experienced professional staff. Any guidance or instruction given by the presenter must be adhered to.
<b>Inflatable Slide/Bouncy Castle</b>	Fall from Height Impact Trapping Electricity	Low/Medium	Monitored by staff. It is not open in poor weather conditions. Ropes attach the slide and castle to the ground. Crash mats at base of slide and castle. All signage instructions must be adhered to. Trip switch and RCD in place. This activity is checked daily and the results recorded.
<b>The Big Dig (Sand Pit Play)</b>	Sand in Eyes Fall from height	Low	The sand complies with British Standard BS5665 and is rounded sand. This activity is checked daily and the results recorded. All equipment in the build and play area is also checked as part of our Annual Inspection.

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<b>Enclosed Trampolines</b>	Impact Fall from Height Slip/Trip	Low/Medium	Signage displayed must be adhered to particularly maximum numbers. Padded edges to prevent legs getting trapped. This activity is checked daily and the results recorded.
<b>Gold stream (Pan for Gold)</b>	Infection Electricity	Low	Water chlorinated and tested daily. Trip switch and RCD in place. Water pump is submersible. Hand washing facilities close by. Hands must be washed after use. This activity is checked daily and the results recorded.
<b>Pond</b>	Falling into Water Infection	Low	The pond is fenced off to ensure children can't fall in. An emergency life buoy is situated adjacent to the pond. Appropriate signage is displayed
<b>Growing Patch</b>	Working machinery Spraying Plant soil Fertilizer Consuming items direct from the ground	Low	All machinery kept away from the general public. Spraying and fertilizer only spread on the growing beds which are screened by mesh fencing to prevent entrance to this area. Adult supervision required to ensure children do not consume any food items growing in the ground.  Group Leaders must ensure that children wash their hands after playing in the growing patch and before eating or drinking. Please <b>DO NOT</b> use gels or wipes instead of washing hands with soap and water. There is plenty of hand washing facilities on site. Hands <b>MUST</b> be washed with running water and soap and dried with paper
<b>The Peter Rabbit Adventure Playground</b>	Tripping/Slipping Fall from height. Landing awkwardly Muscle Strain. Impact Entrapment	Low/Medium	Children must be supervised at all times. All signage instructions must be adhered to at all times. Play equipment is checked daily and the results recorded, with any remedial action required carried out immediately. All our equipment is independently inspected on an annual basis. All play areas and equipment have individual specific risk assessments in place. Training manuals – trained staff only to supervise equipment.  The area is covered with play bark and kept to a minimum depth of 300mm.

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<p><b>Mr. Tod's Lair and Squirrel Test Assault Course</b></p> <p><b>New for 2018</b></p>	<p>Tripping/Slipping Fall from height. Landing awkwardly Muscle Strain. Impact Entrapment</p>	<p>Low/Medium</p>	<p>Children must be supervised at all times. All signage instructions must be adhered to at all times. Play equipment is checked daily and the results recorded, with any remedial action required carried out immediately. All our equipment is independently inspected on an annual basis. All play areas and equipment have individual specific risk assessments in place. Training manuals – trained staff only to supervise equipment.</p> <p>The area is covered with impact attenuating surface in the potential 'fall' areas.</p>
<p><b>Lost Children</b></p>	<p>Child becomes separated from group</p>	<p>Low</p>	<p>Group Leaders must have a list of the children in their care and carry out a periodic check of numbers. Group Leaders to instruct children of action required if lost. Count pupils on to the coach and then count again (another adult) before setting off. Willows Activity Farm has a Lost Child Policy. A PA system is used to make announcements of lost children.</p>
<p><b>Uneven Surfaces</b></p>	<p>Slip/Trip/Fall</p>	<p>Low</p>	<p>Group Leaders and children should take care when walking and wear sensible footwear. Children should be instructed not to run whilst on site. Appropriate signage displayed where possible.</p>
<p><b>Wet Grass</b></p>	<p>Slip/Trip/Fall</p>	<p>Low</p>	<p>Group Leaders and children should be aware of the possibility of wet grass and take adequate precautions.</p>
<p><b>Insects</b></p>	<p>Stings Bites</p>	<p>Low</p>	<p>Trained first aiders always available. A fully equipped first aid room is on site.</p>

Please note: all our events and activities are individually risk assessed but are undertaken at the discretion of the group leader taking into account the age and ability of the individual children in their care.