

# Longdown Activity Farm Visitor Risk Assessment

Client's Name:	Longdown Activity Farm Ltd	Date of assessment: reviewed 21 <sup>st</sup> May 2021	Review date: 21 <sup>st</sup> June 2021
Area being assessed:	Longdown Activity Farm ( <b>opening due to COVID-19 18/07/2020</b> )	Assessor's name(s): Shaun Churchill CMIOSH – reviewed by Bryan Pass	

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	<b>Car Park – Moving Vehicles</b>	Risk to visitors (including children and vulnerable persons) and staff  <u>Risk of death or serious injury from:</u> Visitors – physical injuries - falls from getting in and out of cars, mini bus or coach. Visitors struck by vehicles.	<ul style="list-style-type: none"> <li>▪ Designated and signed car and coach parking areas plus overflow parking.</li> <li>▪ Supervision of car park by a member of staff.</li> <li>▪ Parking area is level and surface in reasonable condition.</li> <li>▪ Signage deployed in order to alert customers of the need to take care when crossing road from the car park.</li> <li>▪ Good visibility across road from / to parking area.</li> <li>▪ Customers have to exit through sprung-loaded gate in order to cross the road.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Continue to lobby the local authority in relation to imposing a reduced speed limit and traffic calming measures on the adjacent public highway.</li> <li>▪ Maintain surface of parking area e.g. avoid pot holes.</li> <li>▪ Ensure fore-end loader has its flashing amber beacon switched on when crossing public highway and unloading within the car park.</li> <li>▪ Ensure staff supervising parking areas are suitably trained and equipped, e.g. provided with a high-visibility vest or jacket.</li> <li>▪</li> </ul>	

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2.	<p><b>Tractor &amp; Trailer Rides</b></p>	<p>Risk to employees and visitors</p> <p><u>Risk of death or serious injury from:</u> Crushing Overturn Collision with objects or people Contact with moving parts Falls from vehicles</p> <p><u>Risk of ill health from:</u> Noise &amp; vibration</p> <p>COVID-19 precautions:</p>	<ul style="list-style-type: none"> <li>▪ Experienced operators.</li> <li>▪ Suitable trailer (see HSE Agricultural Information Sheet AIS 36) trained and competent driver.</li> <li>▪ Tractor and trailer maintained in accordance with manufacturer's recommendations.</li> <li>▪ Tractor and trailer rides only operated on the premises which are level and have good road surfaces.</li> <li>▪ Trailer is limited to a specified number of people on any one ride.</li> <li>▪ Trailer is to be fitted in 2020 with fixed bench seats as opposed to secured straw bales.</li> </ul> <p>Distance seating required</p>	Medium	<ul style="list-style-type: none"> <li>▪ A visual check of both the tractor and trailer should be undertaken each day prior to use. Ideally, a record of these inspections should be maintained.</li> <li>▪ Where the tractor driver is likely to become fatigued due to hot weather, then consideration should be given to rotating staff to ensure they are suitably rested and rehydrated.</li> </ul> <p>Take smaller groups of visitors on rides maintaining social distancing</p>	

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3.	<b>Asbestos</b>	Risk to employees and visitors  <u>Risk of death or ill health from:</u> Breathing in asbestos fibres Falls through fragile materials	<ul style="list-style-type: none"> <li>▪ Employees aware of location of asbestos containing materials.</li> <li>▪ Asbestos cement profile sheets on barns (low grade asbestos).</li> <li>▪ Work on fragile roofs only carried out by contractors or using crawling boards / access equipment.</li> <li>▪ Contractors would be made aware of location as required.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Carry out survey of asbestos on site and record any on site plan.</li> <li>▪ Any work done on fragile roofs should take account of its fragility and work carried out in line with the HSE guidance documents A0 &amp; A14 'Asbestos Essentials' available from <a href="http://www.hse.gov.uk/asbestos/essentials/index.htm">http://www.hse.gov.uk/asbestos/essentials/index.htm</a>.</li> </ul>	
4.	<b>Bales - Storage &amp; Handling</b>	Risk to employees and visitors  <u>Risk of death or serious injury from:</u> Falling bales Falls from height Contact with overhead power lines Fire Manual handling  <u>Risk of ill health from:</u> Dust	<ul style="list-style-type: none"> <li>▪ Experienced workers.</li> <li>▪ Large rectangular bales stacked indoors.</li> <li>▪ No storage below power lines or within 10 metres horizontal distance.</li> <li>▪ Mechanical handling of bales where possible, fitted with suitable falling object protection systems.</li> <li>▪ Dust masks (to at least EN149 FFP2) provided for indoor working.</li> <li>▪ Rope or sheet loads before transport.</li> <li>▪ Fire extinguishers and first aid kits readily available.</li> <li>▪ No smoking in buildings, including hay barn.</li> <li>▪ Where possible non-essential people are excluded from the area when bales are being stacked / de-stacked.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Round bales to be stacked in pyramid rather than end-on-end.</li> <li>▪ Carry out regular checks on stacks and restack bales that have shifted.</li> <li>▪ Ensure safe stacking &amp; de-stacking procedures as per HSE guidance INDG 125.</li> <li>▪ Keep ladders stored securely when not in use.</li> <li>▪ Ensure trailer brakes are adjusted to reflect empty or full trailers.</li> <li>▪ Consider displaying 'Danger – Bale Stack' signage where there is a risk of third party access.</li> </ul>	

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5.	<b>Buried Services</b>	Risk to maintenance staff and contractors  <u>Risk of death or serious injury from:</u> Electrocutation Fire / explosion	<ul style="list-style-type: none"> <li>▪ Only contractors would be employed to undertake excavation work.</li> <li>▪ Bryan Pass would liaise with contractors in relation to the potential for contact with underground services. Where necessary the respective service provider / utility company would be contacted about the presence of concealed services prior to excavation work proceeding.</li> <li>▪ The requirement to carry out major excavation work is not something which occurs that frequently.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Request details of underground services from landlord or service providers when carrying out ground works.</li> <li>▪ Ensure cable avoidance tools (CAT) are used in advance of any hand dig or machine excavation works being carried out.</li> </ul>	
6.	<b>Fixed Electrical Installations</b>	Risk to employees and visitors  <u>Risk of death or serious injury from:</u> Electrocutation Fire / explosion	<ul style="list-style-type: none"> <li>▪ The fixed electrical installations have been upgraded and there are Miniature Circuit Breakers and Residual Current Devices within the consumer units. The consumer units are out of reach to members of the public.</li> <li>▪ Electrical repairs and faults are dealt with by a suitably competent contractor.</li> <li>▪ There are suitably IP rated electrical fittings on items which are exposed to the elements.</li> <li>▪ Electrical wiring is suitably protected by way of armoured cabling and / or conduit.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Ensure Electrical Installation Condition Reports (EICR's) are carried out periodically by a competent contractor.</li> <li>▪ Ensure the damaged electrical jointing box on the rear of the classroom building is replaced with a suitably IP rated enclosure.</li> </ul>	



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9.	<b>Tree Safety</b>	Risk to employees and visitors  <u>Risk of death or serious injury from</u>	<ul style="list-style-type: none"> <li>▪ The trees are generally along the boundary of the premises.</li> <li>▪ A tree surgeon is employed on a regular basis to deal with any windblown or developing tree safety issues. There is no formal Tree Safety Management Plan.</li> <li>▪ The management monitor weather conditions and would close down the premises in the event of wind speeds giving rise to a potential tree safety issue.</li> <li>▪ Staff are reminded to remain vigilant to weather conditions.</li> <li>▪ Footpaths are pressure washed at the beginning of the season and any fallen leaf accumulations are dealt with accordingly.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ A formal documented Tree Safety Management Plan should be drawn up by a suitably competent arboricultural specialist. The risk of deadfall from trees should be managed in accordance with the plan. Please refer to the competency scheme run by The Arboricultural Association (<a href="http://www.trees.org.uk">www.trees.org.uk</a>).</li> </ul>	
10.	<b>Uneven Ground</b>	Risk to employees and visitors  <u>Risk of death or serious injury from:</u> Slips, trips and falls	<ul style="list-style-type: none"> <li>▪ The premises are generally level and the surfacing around the buildings is in good condition.</li> <li>▪ Staff vigilance.</li> <li>▪ Opening times restricted to daylight hours.</li> <li>▪ Maintenance of premises including path surfaces.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Ensure the unsecured inspection cover near to the classroom building is made safe. The inspection cover frame should be suitably set into the ground and secured in position. It may also be prudent to secure the inspection cover with suitable (stainless steel) fasteners.</li> <li>▪ The management should undertake periodic inspection tours of the premises to identify and potential tripping hazards. The frequency of these inspections should be increased during busy periods.</li> </ul>	Completed 10/03/2020

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11.	<b>Children &amp; Vulnerable Persons</b>	<p>Risk to employees and third parties including children and vulnerable persons</p> <p><u>Risk of death or serious injury from:</u> Various risks dependent upon work activity.</p> <p>Assisted needs students COVID-19 precautions:</p>	<ul style="list-style-type: none"> <li>▪ All unauthorised areas kept secure when not in use.</li> <li>▪ Storage of tools, equipment and chemicals kept secure.</li> <li>▪ Portable ladders and steps stored securely when not in use.</li> <li>▪ Heavy items not stored in a way that they may present a hazard to staff or visitors.</li> <li>▪ Rules specify that children visiting the farm should be supervised at all times.</li> <li>▪ Due to difficulties in maintain social distancing all groups and volunteers with assisted needs will be postponed until further notice</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Remind tractor drivers to practice Safe Stop – handbrake on, controls in neutral, engine off and remove the key.</li> <li>▪ The swing type door on the disabled toilet unit should be fitted with a suitable latching restraint to prevent it from being caught by the wind and injuring someone.</li> </ul> <p>Notification to be sent to all students and volunteers</p>	
12.	<b>Manure Heap</b>	<p>Risk to visitors including children and vulnerable persons</p> <p><u>Risk of ill health from:</u> Contact with animal waste and bedding material potentially contaminated with zoonotic pathogens.</p>	<ul style="list-style-type: none"> <li>▪ Manure heap situated away from public and gated.</li> <li>▪ Effluent contained and therefore does not run out into public areas.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Deploy signage warning third parties not to go near to the manure heap.</li> </ul>	

<p>13.</p>	<p><b>Tea Room (food hygiene)</b> Kiosk Seating arrangements on premises for visitors to consume their food</p>	<p>Risk to customers <u>Risk of ill health from:</u> Food poisoning</p> <p>COVID-19 precautions</p>	<ul style="list-style-type: none"> <li>▪ Pre-prepared and package food products provided.</li> <li>▪ Appropriate hand washing facilities provided (including hot water, soap and towels).</li> <li>▪ Regular cleaning carried out.</li> <li>▪ Foods refrigerated where appropriate.</li> <li>▪ Good practice for storage of foodstuffs.</li> <li>▪ Food waste and waste disposed of regularly.</li> <li>▪ First Aid kits readily available (including blue plasters).</li> </ul> <p>All seating in Tea room to be removed/ cleared serving through hatch only for take away food and drink, all food will be prepacked, all food to be supplied in disposable containers, cutlery packs and straws prewrapped, and condiments will be issued by serving staff, bags will be issued instead of trays.</p> <p>Staff to serve all food and drinks all self service will be avoided.</p> <p>Staff members to be allocated to areas of working (hot drinks machine, chiller units and till)</p> <p>Staff to be protected by screen where close contact cannot be avoided.</p> <p>Contactless payment preferred</p> <p>All deliveries to Tea room/Kiosk should be completed prior to opening each day.</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>▪ Ensure that staff are suitably trained in food hygiene requirements. The level of training provided should be commensurate with the risk.</li> </ul> <p>Create serving hatch in Tea room entrance Discuss the food availability with suppliers Discuss disposable products with suppliers and Tea room manager Check practicality of use of bags with Tea room manager Employ additional staff for Tea room Tea room manager to create rota and staff requirements</p> <p>Screen to be installed if required Sign for preferred payment method to be installed.</p> <p>Contact suppliers reference deliveries.</p>	
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	Seating arrangements		<p>All outside benches and tables to be sited a minimum of two metres apart</p> <p>Tables under Marquee sited a minimum of two metres apart</p> <p>All tables benches and serving areas to be cleaned after each use.</p> <p>Queuing outside serving hatch to indicate social distancing.</p> <p>Hand wash unit next to Tea room and Kiosk to be cleaned on a regular basis (20 minute intervals)</p> <p>Board to display food available outside of Tea room to avoid paper menus.</p> <p>Suggest that one member per family queues to order food to assist with social distancing</p> <p>Enhanced cleaning procedure to be implemented to ensure high touch points are sanitised regularly.</p>		<p>All benches and tables to be sited and notices put on not to move.</p> <p>All benches to be sited and notices put on not to move.</p> <p>Tea room manager to create rota for cleaning staff.</p> <p>Social distance markers to be installed outside Tea room and Kiosk</p> <p>Tea room manager to create rota for cleaning staff</p> <p>Large 'availability board' to be placed outside Tea room.</p> <p>Sign to be placed in queue</p> <p>Tea room manager to implement cleaning regime.</p>	

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14.	<b>Fire</b>	Risk to employees and visitors  <u>Risk of death or serious injury from:</u> Fire / explosion Burn  COVID-19 precautions	<ul style="list-style-type: none"> <li>▪ Mainly single storey buildings.</li> <li>▪ Fire extinguishers provided and serviced by contractor.</li> <li>▪ Smoking not permitted in buildings.</li> <li>▪ Electrical installations suitable and subject to maintenance by contractor.</li> <li>▪ Some IP rated sockets to prevent water &amp; dust getting into sockets, as specified by a competent electrician.</li> </ul> Evacuation Emergency procedure	Medium	<ul style="list-style-type: none"> <li>▪ The fire door situated within the sensory area should not be designated as fire exit door.</li> <li>▪ Ensure Electrical Installation Condition Reports (EICR's) are carried out periodically by a competent contractor.</li> <li>▪ Routine maintenance / visual inspection / PAT testing of electrical appliances and equipment.</li> <li>▪ Emergency procedures to be put in place for farm.</li> <li>▪ Eradicate the use of suspended heat lamps in the poultry area.</li> <li>▪ Review to allow for social distancing.</li> </ul>	

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15.	<b>Zoonoses</b>	<p>Risk to employees and visitors including children and vulnerable persons</p> <p><u>Risk of ill health from:</u> Visitors feeding, petting or stroking lambs, pigs, piglets, goats, or contact with their dung, contaminated surfaces fences, and pens; pregnant women (C abortus).</p> <p>COVID-19 precautions</p>	<ul style="list-style-type: none"> <li>▪ Hand-washing facilities include wash basins/points with hot and cold running water, soap dispensers and paper towels.</li> <li>▪ Livestock healthy and vaccinated.</li> <li>▪ Suitable signage deployed and supervision by trained staff. Explanation to visitors why they cannot put their hands in their mouths, smoke, eat or drink before washing their hands because of the risk of infection.</li> <li>▪ Designated eating areas where contact with livestock is prevented.</li> <li>▪ Most livestock kept in pens or suitably fenced areas.</li> </ul> <p>Continue to reinforce our strict code of practice which assumes that every animal carries Zoonotic diseases.</p>	Medium	<ul style="list-style-type: none"> <li>▪ Ensure pregnant women are advised of the risks to health of coming into contact with livestock.</li> <li>▪ Ensure staff are better informed generally of the health risks associated with contact with livestock and their waste / bedding materials.</li> <li>▪ Deploy better signage advising visitors about the need to maintain high standards of personal hygiene when coming into contact with livestock.</li> </ul> <p>Relay to ALL staff and visitors the importance of maintaining very high standards of personal hygiene.</p>	

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16.	<p><b>Livestock</b></p>	<p>Risk to employees and visitors including children and vulnerable persons</p> <p><u>Risk of death or serious injury from:</u> Staff or visitors being trampled, crushed, bitten, kicked or butted.</p> <p>All livestock to be doubled fenced to avoid visitor contact (subject to clarification from governing bodies)</p>	<ul style="list-style-type: none"> <li>▪ Suitable signage deployed and supervision by trained staff.</li> <li>▪ Livestock healthy and vaccinated.</li> <li>▪ Animals selected for their temperament. Less docile animals moved away from visitor areas.</li> <li>▪ Specific livestock enclosures to be strengthened / improved in 2020.</li> <li>▪ Livestock numbers have been decreased for 2020 season.</li> </ul> <p>Animal encounter to be open throughout the day accommodating small animals which will not be able to be handled.</p> <p>Calves will be fenced to avoid contact, staff will demonstrate bottle feeding and provide information regarding the calves to small groups of visitors who will view at social distancing areas, demonstrations will be provided at intervals during the day to prevent congestion.</p> <p>Pigs will be doubled fenced and farrowing unit to have distancing markers on floor by viewing area.</p> <p>Small goat feeding – Goats to be doubled fenced, staff will demonstrate feeding and offer a commentary to small groups social distancing will be observed.</p> <p>Rabbit, Guinea Pig nursery and Chick room will remain open, extra cleaning of rails will be required.</p>	Medium	<p>Create safe distancing markers onto floor in animal encounter.</p> <p>Double fence calves into several pens to allow groups to view feeding.</p> <p>Ensure social distancing markers are visible.</p> <p>Farm staff to wash off rails in Guinea pig and rabbit areas (20 minute intervals)</p>	

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17.	<b>Livestock Faecal Material</b>	Risk to employees and visitors including children and vulnerable persons  <u>Risk of ill health from:</u> Direct or indirect contact with animal waste and bedding.	<ul style="list-style-type: none"> <li>▪ Animal waste and faecal material is routinely cleared from pens. Pathways also routinely hosed down and kept clean.</li> <li>▪ In some cases straw bales are placed in front of pens to prevent seepage in to public areas.</li> <li>▪ Fresh animal bedding provided on a routine basis.</li> </ul>	Medium		
18.	<b>Working at height (including use of portable ladders &amp; steps)</b>	Risk to employees and visitors  <u>Risk of death or serious injury from:</u> Falls from height Falls through fragile roofs Falling objects Collision between vehicles and access equipment Risk of falling increased in adverse weather conditions	<ul style="list-style-type: none"> <li>▪ Minimal work at height carried out.</li> <li>▪ Fragile roofs are not worked on unless using crawling boards or a man cage.</li> <li>▪ Competent contractors used for major works, including roofing work.</li> <li>▪ Handholds used when dismounting vehicles.</li> <li>▪ Avoidance of climbing vehicle loads / trailers.</li> <li>▪ Avoidance of climbing on bales.</li> <li>▪ No carrying or lifting of persons in bucket or on forks / loads.</li> <li>▪ No walking or standing under raised loads.</li> <li>▪ Ladders are to British Standard (BS) Class 1 'Industrial' or BS EN 131 (no "Domestic" rated ladders).</li> <li>▪ Damaged ladders disposed of.</li> <li>▪ Sensible non slip footwear worn.</li> <li>▪ Work at height avoided where possible during high winds or rain.</li> <li>▪ First Aid kits readily available.</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Ensure any activity requiring work at height is risk assessed.</li> <li>▪ Portable ladders and steps should only be used where three points of contact can be maintained.</li> <li>▪ Anyone working at height should be suitably trained and instructed for the task they are to perform.</li> </ul>	

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19.	<b>Tractors, PTO's &amp; Trailed Implements</b>	Risk to employees and visitors  <u>Risk of death or serious injury:</u> Contact with moving parts. Entanglement with PTO Crushing Overturn Collision with objects or people High pressure injection from hydraulics Lone working  <u>Risk of ill health from:</u> Noise, dust & vibration	<ul style="list-style-type: none"> <li>▪ Experienced operators.</li> <li>▪ Maintenance and servicing in accordance with manufacturer's recommendations, including trailer brakes, PTO shaft greasing etc.</li> <li>▪ Modern tractors with Q cabs and suspension seats etc. to reduce risks from noise and vibration.</li> <li>▪ Ballast used where necessary.</li> <li>▪ Mirrors fitted to vehicles along with horn &amp; flashing beacons.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Remind drivers to practice Safe Stop – handbrake on, controls in neutral, engine off and remove the key.</li> <li>▪ PTO shaft driven machinery and implements should be regularly checked to ensure guarding stays effective.</li> <li>▪ Remind drivers to wear seat belts when there is a risk of overturn, such as driving on slopes.</li> <li>▪ Ensure that a first aid kit is carried in the cab.</li> <li>▪ Consider keeping a fire extinguisher-in vehicles.</li> <li>▪ Remind drivers to keep cab windows and doors closed to reduce exposure to noise and dust.</li> <li>▪ Raise awareness of the effects of whole-body vibration and what to do if operators experience symptoms such as back pain.</li> <li>▪ Ensure persons are kept clear of hitching areas and during lifting and lowering of trailers.</li> </ul>	

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			<ul style="list-style-type: none"> <li>▪ No passengers carried unless dedicated passenger seat.</li> <li>▪ Power Input Connector (PIC) and PTO protected by shield / guard / fixed cap.</li> <li>▪ PTO shafts fully enclosed by a guard. Guard attached at both ends by suitable chain restraints.</li> <li>▪ PTO driven attachments guarded.</li> <li>▪ Safe hitching procedures used and unhitching on level ground.</li> <li>▪ Trailed equipment has suitable brakes where required, which are appropriate to the size / weight of the trailer and load capacity. Brakes are maintained.</li> <li>▪ Trailed items parked with pick-up shoe when not in use.</li> <li>▪ Mud deposits cleared up from roads as soon as practicable and signs used in the interim if required.</li> <li>▪ Adequate lighting in yards and sufficient operating room.</li> <li>▪ Cab kept free of loose objects – tools kept in secure box.</li> <li>▪ Loose fitting clothing / jewellery avoided; long hair tied back.</li> <li>▪ Fire extinguishers and first aid kits readily available.</li> <li>▪ Mobile phones carried for use in case of emergency.</li> </ul>			

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20.	<b>Fore-End Loader (tractor mounted)</b>	Risk to operator and third parties  <u>Risk of death or serious injury from:</u> Contact with overhead power lines. Falling objects Failure of lifting mechanisms Crushing	<ul style="list-style-type: none"> <li>▪ Experienced operators.</li> <li>▪ Maintenance and servicing in accordance with manufacturer's recommendations. Invoicing from machinery specialists retained as proof of works having been undertaken.</li> <li>▪ Annual thorough examination of the fore-end loader by a competent person in accordance with the requirements of the Lifting Operations &amp; Lifting Equipment Regulations 1998.</li> <li>▪ No carrying or lifting of persons in bucket / on loads.</li> <li>▪ No walking or standing under raised loads.</li> <li>▪ No use of the fore-end loader on the public highways.</li> <li>▪ Fore-end loader tends to be used when there are no members of the public around or in areas where they are not permitted.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Remind drivers to practice Safe Stop – handbrake on, controls in neutral, engine off and remove the key.</li> </ul>	



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21.	<b>Workplace Transport</b>	Risk to employees and visitors  <u>Risk of death or serious injury from:</u> Crushing Overturn Collision with objects or people Lone working	<ul style="list-style-type: none"> <li>▪ Experienced workers.</li> <li>▪ All vehicle operators hold a current driving licence for the category of vehicles driven if driving on public highways.</li> <li>▪ Maintenance and servicing of vehicles in accordance with manufacturer's recommendations.</li> <li>▪ Mirrors fitted to vehicles along with horn, flashing beacons and reversing beepers.</li> <li>▪ Appropriate speeds adopted by staff drivers.</li> <li>▪ Mobile phones not used while driving unless hands free.</li> <li>▪ Maintained outside areas, with sufficient turning space.</li> <li>▪ Suitable lighting in external areas.</li> <li>▪ Where possible non-essential people are excluded from the area prior to loading / unloading activities.</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Continue to lobby the local authority in relation to imposing a reduced speed limit and traffic calming measures on the adjacent public highway.</li> <li>▪ Maintain surface of parking area e.g. avoid pot holes.</li> <li>▪ Ensure fore-end loader has its flashing amber beacon switched on when crossing public highway and unloading within the car park.</li> <li>▪ Remind drivers to practice Safe Stop – handbrake on, controls in neutral, engine off and remove the key.</li> <li>▪ High-visibility clothing and appropriate safety footwear to be worn when working near vehicles.</li> </ul>	

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22.	<b>Chemical &amp; Veterinary Products</b>	<p>Risk to employees and visitors including children and vulnerable persons</p> <p><u>Risk of ill health from:</u> Exposure to hazardous substances or accident ingestion</p>	<ul style="list-style-type: none"> <li>▪ Chemical products kept secure when not in use.</li> <li>▪ Chemicals and veterinary products only handled by suitably trained personnel.</li> <li>▪ Chemical containers suitably rinsed and stored pending disposal.</li> <li>▪ Small quantities of hazardous substances held on the premises at any one time.</li> <li>▪ Use of veterinary products is kept to a minimum and where required are administered under the recommendations of a qualified veterinary surgeon.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Staff should be reminded that chemical products should never be decanted into unmarked or inappropriate receptacles for storage purposes.</li> </ul>	

	<p><b>Farm Shop</b></p>	<p>Risk to employees and visitors including children and vulnerable persons</p> <p><u>Risk of death or serious injury:</u> Slips, trips and falls Manual handling injuries Violence from robbery Aggressive customers Food hygiene risks</p>	<ul style="list-style-type: none"> <li>▪ Only trained and authorised staff permitted to work in the farm shop.</li> <li>▪ Telephone provided and retail staff made aware of risk of violence, aggression from hostile public, robberies etc.</li> <li>▪ Serviceable fire extinguishers provided.</li> <li>▪ Floors kept clean, dry and free from obstruction. Sensible footwear worn.</li> <li>▪ Good lighting levels.</li> <li>▪ Effective stock management in place. Stock regularly checked for stability to avoid objects falling.</li> <li>▪ Elephant foot type hop-ups available to access stock at height.</li> <li>▪ Avoidance of lifting items that are too heavy and assistance from colleagues sought as necessary. Store heavier items at waist height.</li> <li>▪ Cleaning undertaken when shop closed.</li> <li>▪ Spillage's are cleared up immediately and 'wet floor' signs used where necessary.</li> <li>▪ Disability access ramp provided.</li> <li>▪ An online booking system will be put in place which will take payments and allocate time slots this will enable monitoring footfall on the premises, also reduce the risk of handling money, this will include season ticket holders who will be given an allocated slots.</li> </ul> <p>Social distance markers will be placed at the entrance combined with allocated timed slots</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>▪ Ensure that staff are suitably trained in food hygiene requirements.</li> <li>▪ Ensure the high step within the farm shop building is made safe by installing either a ramp (suitable for disabled access) or fixed steps with a hand rail.</li> <li>▪ Ensure electrical fittings within stock area are secured to the wall.</li> </ul> <p>Set up online booking system</p> <p>Arrange for markers to be designed and situated at entrance</p>	
	<p>Entrance and Booking arrangements</p>	<p>Avoiding queues and congestion and handling of money</p> <p>Managing entrance queues</p>				

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
		<p>Communications and getting the message across</p>	<p>Screen to be installed in gift shop</p> <p>Weekly newsletters to all season ticket holders Regular social media updates.</p> <p>Large sign at entrance providing 'site code of conduct' expressing requirements to keep us all safe</p>		<p>Screen to be installed at gift shop entrance</p>	

**Due to the rapid change of circumstances, this document will be reviewed on a monthly basis.  
Next review due 21/06/2021**

Signed: .....

Name: **Bryan Pass**

Position: **Director**

Date: **21<sup>st</sup> May 2021**