

Generic risk assessment for farm visits and open days

This risk assessment is designed to help farmers assess their premises in relation to farm visits and for LEAF Open Farm Sunday. You must make sure you cover all the significant risks on your premises even if they do not appear on this generic risk assessment. This form should not be used for other purposes, nor should it be used to assess the farm as a workplace. Employers with more than five employees must have a written Health and Safety Policy Statement and must record significant findings of their risk assessment. This document can be downloaded as a word document at www.farmsunday.org/open-my-farm.

Farm name:	Telephone:
Address where visit will take place:	Mobile:
	Email:
	Website:
	Grid Reference:
Post code:	
Date of Risk Assessment:	Time of Risk Assessment:
Carried out by:	Signature:

<p>Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sufficient access for visitors' vehicles (cars, coaches etc) with one-way system or turning area <input type="checkbox"/> Areas out of bounds marked off <input type="checkbox"/> Handwashing and boot washing point provided, and signposted <input type="checkbox"/> Fire equipment and first aid equipment easily accessible <input type="checkbox"/> There will be a trained first-aider on site during the visit/open day <input type="checkbox"/> Clear contingency plans are in place in the event of an emergency, or unsafe behaviour amongst visitors <input type="checkbox"/> Insurer has been informed and farm has adequate public liability cover

Summary (to be completed after the assessment)			
Is more information required?	Yes/No	More HSE guidance notes are available at http://www.hse.gov.uk/agriculture/index.htm	
Authorised by: (Signature)		Acceptable: (for all beneficiary groups?)	Yes/No
Print name:		Further action required:	Yes/No
Further action required:			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Car park – moving vehicles	Visitors – physical injuries - falls from getting in and out of cars, mini-bus or coach. Visitors struck by vehicles		Supervision of car park. One-way systems. Maintain surface of parking area e.g. avoid pot holes. Parking area for mini-bus/coaches.			
Public access/roads vehicle movements	Visitors entering farm on foot; passing from one part of farm to another struck by vehicles		Barriers. Signs on road to alert traffic. Supervision of farm entrance. Divert route to avoid hazard. Provide safe transport e.g. tractor & trailer segregate vehicles & pedestrians.			
Lost or disorientated visitors	All visitors - wander into unsafe areas		Good supervision of visitors around clearly defined routes. Lock unsafe area or put barriers across with signage. Ensure visitors know what to do if they get separated from their group.			
Trailer rides	Visitors on a tractor and trailer ride – physical injuries: falling; being crushed or run over		Suitable trailer (<i>See HSE agricultural information sheet AIS 36; requirements for on road use of trailers carrying passengers are more onerous and further advice should be sought</i>) Trained and competent driver. Tractor/trailer maintained. Supervision.			
Farm vehicles and machinery (not part of a demonstration)	All visitors – physical injury struck by moving vehicles or machinery		Do not carry out vehicle movements during farm visits. If absolutely necessary, ensure vehicles & pedestrians segregated. Provide safe access routes to avoid vehicles. Avoid holding tours at busy times e.g. silage-making. Brief contractors carrying out essential work.			
Workshop activities	All visitors - physical injury from slips, trips and falls		Prevent access to workshop.			
Uneven ground, steep paths	Visitors on nature trails, farm walks – slips, trips and falls		Choose a safe route or path – walk and check route for hazards. Cordon off problem areas. Warn visitors before setting off. Signage.			

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Slurry pits	All visitors – slips, trips, falls; drowning.		Prevent access and ensure adequate fencing to HSE AIS9 standard. Supervision. Signage.			
Sheep dipping baths	All visitors – drowning.		Prevent access and keep dips securely covered. Supervision.			
Silage pits	All visitors – falls from height; Contamination with manure.		Prevent access – area to be roped off when not full. Supervision. Signage. Supervised handwashing.			
Manure & compost heaps	All visitors – contamination with manure.		Prevent access. Supervision. Signage.			
Ponds and water courses; zoonoses – Weil's disease	All visitors – drowning; contamination with infective agent from contact with water.		Prevent access. Divert route to avoid water course - signage (at entrance and near water course). Washing facilities. (see later for pond dipping).			
Fences and gates; Electric fences	Visitors' physical injuries – cuts, grazes etc. Contamination of visitors from touching farm animals or contaminated surfaces followed by ingestion of micro-organisms; electric shock from touching live fences.		Maintenance of fences & gates. Regular cleaning to prevent contamination with manure. Provide handwashing facilities (See Industry Code of Practice). Information & signage. Double fencing. Cover barbed/electric wire at viewing point. Switch off fence.			
Barns and yards – bale & fertiliser stacks; unsecured tractor wheels, pallets, boxes etc	All visitors – struck by falling objects, injuries due to climbing/falling.		Check stacks are secure & restack if required. Prevent access. Prohibit climbing on stacks (see later for supervised bale-climbing) Remove hazardous objects, tripping hazards etc. Store wheels/tyres etc safely.			
Grain silos, bins and stores	All visitors – inhaling harmful grain dust; physical injury from falls; entrapment/ suffocation.		Prevent access to grain stores/bins. Cover intake pits. Supervision. Signage. Remove access ladders on bins or make safe.			

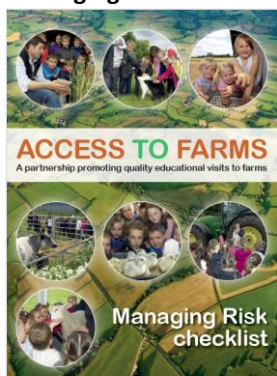
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Milking parlour	Visitors at milking demonstration – slips on wet surfaces. Contamination with manure/slurry.	See handwashing checklist	Clean parlour prior to visit. Supervised hand and boot washing must be provided. Designated viewing area/ access routes. Supervision. Signage on steps, etc. Remove any tripping hazards.			
Shearing activities Electricity zoonoses – such as orf, E coli O157, Cryptosporidiosis, etc	Visitors and staff/helpers at shearing demonstration; electric shock or burns; tripping on wires; contamination with manure/dung.		Maintenance of electrical equipment & systems. Use RCDs on sheep shears. Regular cleaning of area. Designated viewing areas. Wires out of passageways. Washing facilities.			
Static machinery (tractors, harvesters, cultivation equipment, ATVs)	Visitors climbing on and playing with machinery displays – physical injury from contact with dangerous parts e.g. spikes or falls from height.		Static machinery must be supervised. Keys must be removed. Remove/protect sharp edges & dangerous parts. Signage. Park machinery safely e.g. Lift trucks & loader tractors with buckets/spikes on the floor; put chocks against wheels; disable hydraulics.			
Working machinery (e.g. bale-wrapping, spraying, feeding or bedding animals with machines etc)	Visitors viewing machinery demonstrations: physical injury from contact with dangerous parts.		PTO shafts & other dangerous parts must be guarded. Cordon off demonstration area. Signage and supervision. Staff/helper training. Remove keys & park safely when not in use. No chemicals may be sprayed. No riding on machines permitted.			
Electrical eq'ment – Saw benches, heavy plant (not part of display)	All visitors – physical injury from contact with dangerous parts.		Equipment stored or locked away and not used during visit/event. Restrict access. Fit guards to those on display. Disconnect power supply and make safe.			
Ponds, streams for pond dipping	Children – drowning, slips, falls, cuts, grazes		Supervision. Avoid deep water and fast-flowing streams. Barrier to prevent falling in. First aid provision. Handwashing.			
Bale stacks for bale-climbing	Children – falling, asthma, allergic reactions, entrapment		Supervision. Signage. Designated area with purpose-built stack.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Zoonoses including E coli O157, Cryptosporidiosis, Brucellosis, Tuberculosis, Chlamydia abortus (sheep afterbirth), orf, ringworm	Visitors feeding, petting or stroking calves, sheep, lambs, pigs, piglets, goats, kids, horses, foals or contact with their dung, contaminated surfaces fences, & pens; pregnant women (C abortus).	Do your handwashing facilities include the following: Enough basins/points <input type="checkbox"/> Liquid soap <input type="checkbox"/> Paper towels <input type="checkbox"/> Running water <input type="checkbox"/> Bins for used paper towels <input type="checkbox"/> Visitors will be encouraged to wash their hands thoroughly by:	Select healthy stock. Provide handwashing facilities located next to animal contact areas, or at the exit of controlled contact areas. Signage and supervision by trained staff/helpers must be provided. Explain to visitors they cannot put their hands in their mouths, smoke, eat or drink before washing their hands because of the risk of infection. Animals in contact area should be clean and healthy (no scouring, dags) <i>(See the Industry Code of Practice Preventing or controlling ill health from animal contact at visitor attractions March 2021)</i> Have designated eating areas where contact with animals is prevented.			
Poultry – Psittacosis (dust from faeces), Chlamydia psittaci;	Visitors petting hens, chicks; feeding the chickens, pecked, scratched.	Signage <input type="checkbox"/> Volunteers/staff <input type="checkbox"/> Event guide <input type="checkbox"/>				
Sheep, pigs, horses, cows, goats.	Visitors entering animal pens; feeding the animals; herding animals; performing simple farmyard tasks; contamination with dung, trampled; crushed; bitten; kicked; butted.		No visitor access to animal pens. Fingers/hands must not be put through the railings/pen fencing. Warn visitors of the dangers of walking behind an animal and that sudden sounds or movement may frighten animals. Use signage and supervision by trained staff/helpers. Prohibit feeding animals – if it is allowed use a bucket, not by hand. Restrict access by providing double fencing. Move less docile animals away from visitor area.			
Manure and faecal seepage – E coli O157	Visitors viewing animals or entering livestock sheds walking through manure; touching manure on gates/walls/ partitions; contamination on shoes, laces, pushchair wheels; slips, trips and falls.		No access to collecting yards. Clear areas of accumulated dung, faecal seepage. Define pathways and keep clean. Clean gates, partitions. Apply fresh bedding before visit. Provide facilities to allow cleaning of contaminated footwear etc.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Farm pets – dogs and cats	All visitors, especially children – bitten; scratched; toxoplasmosis through stroking, petting.		Keep pets indoors away from visitors.			
Fuel storage tank	All visitors – personal contamination, fumes, burns.		Keep fuel tank locked. Prevent access e.g. remove ladder. Supervision.			
Animal feeds	All visitors – ingestion of feeds or contamination with micro-organisms.		Prevent access to feed stores. Supervision of feeding animals. Washing facilities.			
Flora and fauna	Visitors on farm walk or nature trail – ingestion of poisonous fruits or berries etc.		Check routes beforehand. Supervision. Warn visitors before setting off. Avoid known hazards on route.			
Chemical and veterinary products	All visitors – ingestion of harmful chemicals, breathing vapour or skin; contamination.		Chemical and veterinary products must be locked away in a suitable store. Access to store prohibited.			
Food, refreshments	Visitors who eat food supplied at venue – food poisoning, illness.		Ensure food providers are trained in food hygiene.			

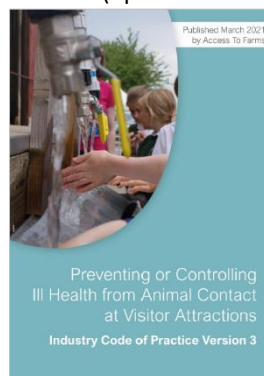
Please refer to the following documents when doing your risk assessment –download at <https://www.visitmyfarm.org/component/k2/content/2-healthandsafety>

**Access to Farms:
Managing Risk Checklist**



Industry Code of Practice (COP): Preventing or controlling ill health from animal contact at visitor attractions

Full COP version 3 (updated March 2021)



Summary of control measures



Teacher's Guide (updated April 2021)



Appendix 5: Covid-19 risk assessment for farm visits and open days

This risk assessment is designed to help farmers assess their premises in relation to protecting your volunteers, workers and visitors from coronavirus during farm visits and for LEAF Open Farm Sunday. You must:

- Identify what work activity or situations might cause transmission of the virus
- Think about who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this isn't possible, control the risk.

In the UK, the Health and Safety Executive (HSE) regulates in all devolved nations. However, Covid rules, such as social distancing, are different in each of the devolved nations. You should check the public health guidance for the country you are in to ensure this risk assessment is up to date.

Farm/business name:
out by:

Assessment carried

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Visitors, customers, volunteers, workers.		Are you providing: <ul style="list-style-type: none"> <input type="checkbox"/> running water, soap, paper towels & a bin <input type="checkbox"/> information on when and how to wash hands properly Communicate your handwashing protocols to visitors before your event – if using an online ticketing service email visitors, e.g. <ul style="list-style-type: none"> <input type="checkbox"/> Wash hands before leaving home <input type="checkbox"/> Hand sanitise on arrival and sanitise ‘squirt & scrub’ before touching any hands-on activities <input type="checkbox"/> Wash hands thoroughly after activities, before eating food and before leaving Have trained helpers/volunteers to encourage/monitor/supervise handwashing and ensure stocks are replenished. Signage.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Getting or spreading coronavirus in commonly used or high traffic areas	Visitors, customers, volunteers, workers.		<p>Operate one-way systems to avoid pinch points/narrow walkways where social distancing is compromised. Run activities outdoors (good flow of air reduces transmission risks). Wet weather plans: only host activities in barns with good air movement/ventilation. Ensure there is plenty of space around areas/demonstrations/activities where people congregate. Use platforms so it is easier for visitors to see demonstrations. Space out seating/bales for activities (e.g. farmer question time; storytelling). Train helpers to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ensure people sanitise 'squirt & scrub' hands before doing activities e.g. climbing into a tractor cab; <input type="checkbox"/> manage queues for activities/welcome area 			

Getting or spreading coronavirus by not cleaning surfaces , equipment and displays	Visitors, customers, volunteers, workers.		<p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> limiting the number of hands-on activity areas <input type="checkbox"/> ask visitors to sanitise 'squirt and scrub' before doing activities <input type="checkbox"/> ensure there is more space between activities <input type="checkbox"/> periodically sanitise/use surface wipes to clean surfaces visitors and helpers touch <input type="checkbox"/> PPE for helpers – plastic gloves, face mask, apron. <p>Have trained helpers/volunteers to clean surfaces down periodically. Have a good supply of antibacterial wipes and/or disinfectant and cloths. Provide bins and empty them regularly. Signage.</p>			
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Contracting or spreading the virus by not maintaining social distancing .	Visitors, customers, volunteers, workers.		<p>Follow the guidance on social distancing for your location at the time of your event.</p> <p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> using one-way systems <input type="checkbox"/> staggering arrival times by using timed tickets to avoid congestion. <input type="checkbox"/> use a booking/ticketing system to limit the number of people on farm <input type="checkbox"/> spreading your event out over a wider area. <p>Have trained helpers/volunteers to help everyone maintain the correct social distancing for your event. Provide signage.</p>			

Poorly ventilated spaces leading to risks of coronavirus spreading.	Visitors, customers, volunteers, workers.		Do not run activities in poorly ventilated spaces.			
Providing catering	Visitors, customers, volunteers, workers.		If your event resembles an outdoor food market or outdoor hospitality venue, you will need to follow hospitality rules for your location – this may include the table service rule.			
Large events	Visitors, customers, volunteers, workers.		If you are planning a large event with well over 1000 visitors we recommend you contact your local authority to check if there needs to be a cap on the number of visitors for your event.			