

Playbarn Group Visit - Risk Assessment

Name of Group \_\_\_\_\_ Date of Proposed Visit \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Pre-group Visit \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Playbarn Contact \_\_\_\_\_

Hazard	Level of Risk	Persons 'at risk'	Precautions in Place	Additional Precautions	Group leaders Notes
Fire Safety	Low	Adults & children	<p>Fire extinguishers placed in strategic places</p> <p>Fire exits clearly marked and checked daily for obstructions.</p> <p>Fire alarm BELL tested regularly.</p> <p>Fire procedure in place and drills recorded</p> <p>Fire procedure (public information) displayed around the site and assembly point clearly marked.</p> <p>No smoking in all areas including outside play areas.</p>	<p>Group leader to familiarise themselves with fire procedure.</p> <p>Call 999 for fire incident.</p>	
First Aid & Medical	Low	Adults & Children	<p>First aid kit well stocked and regularly checked.</p> <p>Staff aware of location and briefed on use.</p> <p>Administering first aid is not the responsibility of Playbarn staff . All accidents/incidents are recorded and filed securely. Refrigeration can be provided for medicines that may need to be administered but only if provided in secure, labelled packaging.</p>	<p>Groups must be supported by qualified first aiders, first aid kits, enough staff to release one member of staff in an emergency, mobile telephones, contact numbers of all members of the group and access to a vehicle in case a hospital visit is necessary. Review children's/adults medical needs prior to visit.</p>	

General Hazards:		Adults & Children	Daily inspections carried out on site for hazards due to broken/damaged equipment and site structure. Areas closed to the public and warning signs erected. Public Liability insurance provided.	Report any identified broken/damaged equipment or structural damaged to a member of staff as soon as possible. First aid point at coffee bar. Injuries report into accident log.	
Trips & Falls on General Site	Low		Adults to supervise children at all times. Main play areas padded and carpeted or non-slip surfaced. Wet floor signs displayed when cleaning in progress. Areas salted in frosty weather. Safety advice given when gallery stairs used by children. Pony rides must be supervised by an adult & a member of staff.	Discourage 'rough' play at all times.	
Falls from Play Equipment or General Equipment	Low		Adults to supervise children at all times. Abide by recommended age restrictions displayed on equipment. Follow Playbarn rules at all times.	Do not allow children climb on the Playbarn Furniture in any area.	
Trapped Body Parts	Low		Doors fitted with self closing mechanisms adjusted to close slowly. Hooks fitted to main play area door to hook back as children play.	Adults to be aware that doors need to be hooked back where hooks are fitted.	
Injury from Thrown or Fallen Object	Low		Adults to supervise children at all times. Follow Playbarn rules at all times. Areas of potential risk are closed in adverse weather and high winds.	Eye wash solution available from first aid for 'sand' throwing incidents.	
Exposure			Chemicals used for cleaning/maintenance kept in a		

to Chemicals	Low		locked cupboard. Staff aware not to leave cleaning chemicals & equipment unsupervised. No harsh chemicals used when the public are present.		
Burns & Scalds	Med		Hand wash basins in toilet area restricted to lower temperature water for hand washing. Staff advise caution when serving hot food. Adults to supervise children at all times. Follow Playbarn rules at all times. Staff advise adults to take extra care with hot drinks. No drinks to be taken through play area. No smoking in any area including outside areas. Adults to supervise children at all times. Report any hazards to staff immediately for action to close an area down. Follow Playbarn rules at all times. Abide by age restriction on play equipment.	Adults to warn children of hot drink hazard and advise no running in the eating areas.  Call 999 for severe injuries.	
Cuts & Grazes	Low				
Vehicles	Med	Adults & Children	No access to farm machinery unless supervised by a member of staff. Adults to supervise children at all times. Caution advised in car park. No vehicles beyond main car park area during public opening times. No grounds maintenance carried out during public opening times or area cordoned off with hazard signs.		
Food Safety	Low	Adults & Children	Senior kitchen staff hold current food hygiene certificates. All food freshly prepared on the premises and served immediately or covered and stored following food hygiene guidelines. Kitchen management procedures in place for all food purchased, prepared and stored. Special dietary requirements/food allergies catered for.	Notify staff of any dietary requirements/food allergies.	
Lost Child	Low	Children	Notify member of staff immediately if a child is lost. Tannoy and sticker system in place for lost child incident. Staff take responsibility for lost child until parent/carer is found. Adults supervise children at all times.	Group leader 'head count' frequently. Arrange a meeting point and visit it frequently.	

Group Activities	Low/ Med	Adults & Children	(see individual activities risk assessment for details)	Pre-book activities and request specific risk assessment information for each activity.	
Extreme Weather	Low	Adults & Children	Advice on attire for out-doors activities. Close hazardous areas in extreme conditions. Drinking water to be made available in hot weather. Areas for activities to be assessed and alternative areas used in extreme conditions.	Adults to judge if children are becoming over exposed during out-door activities and bring them inside.	
Deep Water	Low	Adults & Children	Pond area gated during open season. No access to public in closed season. Deep water signs displayed. Life saving equipment available. Children to be supervised at all times. Follow Playbarn rules at all times.		
Child Protection	Low	Children	All activity staff that may 'work' with children are Criminal Records Bureau checked. Adults supervise children at all times. Be aware of adults with cameras and report anything/anybody suspicious to staff immediately.	Brief children about the dangers of 'talking to strangers' and the dangers of 'wandering off'.	
Animal Contact	Low/ Med	Adults & Children	Hand washing facilities provided on the animal farm. Farm staff ensures that visiting area is cleared and animals are in good health. Adults to supervise children at all times. Follow Playbarn rules at all times. Take note of displayed warning signs at the farm entrance that include: No food or drink on the animal farm. Do not feed the animals. Do not climb on the fencing. Never enter an animal pen. Appropriate behaviour must be encouraged on the animal farm.- thorough hand washing is encouraged. (See separate risk assessments for organised farm tours).	Never assume an animal's behaviour or a child's reaction. Identify children with special needs/behaviour difficulties and plan appropriately. Discourage 'fingers in mouths'. Report 'escaped' animals to a member of staff immediately - never approach sleeping or distressed animal.	