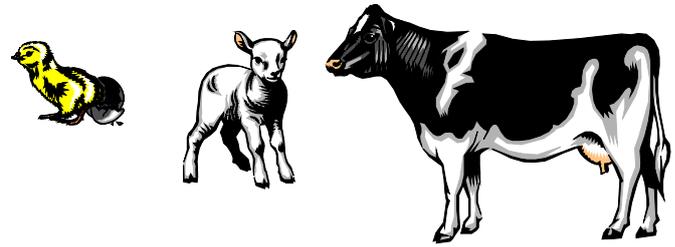


## Health and Safety Procedure



For: Heads of all Establishments/Settings  
OCC Managers  
Governors/Management Committees  
Trade Union Safety Representatives  
Employee Notice Boards  
Intranet

### FARM SAFETY

#### Farm Visits - Managing Farm Activity Visits Safely

#### LEGISLATION

**The Management of Health & Safety at Work Regulations 1999 (as amended)**  
**Control of Substances Hazardous to Health Regulations 2002 (as amended)**

#### Scope

The above regulations require that a suitable and sufficient risk assessment be undertaken before any work activity in a farming environment takes place. When farm visits are planned the Head of Establishment/Setting is required to ensure that all relevant matters are taken into account when the risk assessment is undertaken.

#### Safety risks - prevention or controlling risks for visitors to farms

Unfamiliar surroundings and unusual machinery and equipment can be such an attraction to young people that they become totally oblivious to the inherent dangers of farms. Much of the equipment and machinery in the farm environment is heavy and used only occasionally and it is usual for them to be stored around the farm where they can be seen as attractive play items by youngsters. Large amounts of chemicals are often stacked in open-sided barns awaiting use rather than being locked away in sheds. Hay and straw bales, grain stores, slurry pits, sheep dips and manure heaps all present obvious hazards to those who are aware of the inherent dangers but for the young and inexperienced they are exciting play areas. Appropriate measures must therefore be put in place to prevent or to control the risks to safety in the farm environment.

Issued by the Health, Safety and Wellbeing Team, Customer Services, Unipart House, Garsington Road, OXFORD, OX4 2GQ

Title: Farm Visits – Managing Farm Activity Visits Safely

Issue 4: April 2012  
Review: April 2014

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## For Responsible Person/Leader

### Initial Pre-visit

When organising a visit to a farm the person responsible and/or the leader of the visit should make an initial pre-visit to the farm to establish suitability and discuss arrangements with the farmer or farm manager.

***The Responsible Person/Leader should use the 'Initial Pre-Visit' check list – see Annex 1.***

### Before the visit

Before the visit takes place all those who will be taking part need to be properly prepared and informed of risks to health and safety.

***The Responsible Person/Leader of visit should use the 'Before Visit' check list – see Annex 2.***

**Women who are pregnant are at risk from infections from animals, in particular, Enzootic abortions from sheep.  
It is therefore recommended that pregnant women do not accompany farm visits whenever practicable**

### During the visit & before leaving the farm

During the visit the Responsible Person/Leader will need to manage risks to health and safety.

***The Responsible Person/Leader of visit should use the 'During the visit & before leaving the farm' check list – see Annex 3.***

### For the visitor individually

#### ***Infection risks:***

- ◆ Visitors should be discouraged from putting fingers/thumbs in their mouths. They should eat food only after washing their hands. They must not sample foodstuffs, raw milk or similar items, nor drink from taps unless clearly marked for the purpose (white tap pictogram on green background).



- ◆ Visitors should be closely supervised if direct contact with animals is likely. In particular, bottle-fed lambs and calves are usually tame and may nuzzle children and suck their fingers.
- ◆ Hands must be washed both before and after using the toilet.
- ◆ In the absence of suitable facilities for eating, use may have to be sought of other suitable local facilities such as a village hall or school.

**Safety risks:**

- ◇ Visitors must not enter the lower walk-way of herring-bone milking parlours when milking is imminent, in progress or just completed.
- ◇ No chemicals, fertilizers or unmarked product should be touched.
- ◇ Climbing on machinery, equipment, bales or stacked fertilizer bags and the like is not allowed.

**For further information and advice:**

	email and web addresses	
<b>Specialist:</b>		
<b>HSE</b>	<a href="#">HSE Information Sheet - Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions</a> <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	<b>0151 951 4000</b>
<b>General:</b>		
<b>Health, Safety &amp; Wellbeing Team</b>	email: <a href="mailto:healthandsafetyhelp@oxfordshire.gov.uk">healthandsafetyhelp@oxfordshire.gov.uk</a> web address: <a href="http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety">http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety</a>	<b>Helpdesk 01865 797222</b>

## ANNEX 1

### FARM ACTIVITY VISITS - RESPONSIBLE PERSONS'/LEADERS' 'INITIAL PRE-VISIT' CHECK LIST

Farm Location:		Yes	No
1	Is the farm to be visited suitable for the intended group?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have arrangements for the visit been discussed with the farmer or farm manager well in advance?	<input type="checkbox"/>	<input type="checkbox"/>
3	Will there be a pre-visit to the Premises/Site(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4	Has the farm a good reputation for high standards?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are public areas clean, tidy and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are suitable first aid arrangements in place both en route and on site?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have areas not available or out of bounds been identified and advised?	<input type="checkbox"/>	<input type="checkbox"/>
8	How many adults will be required for supervision of the group?	<input type="checkbox"/>	<input type="checkbox"/>
9	Will the farm provide any supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
10	Has consideration been given to the reaction of participants to the farm environment?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are there any hands-on activities to be provided?	<input type="checkbox"/>	<input type="checkbox"/>
12	Can animals be viewed safely?	<input type="checkbox"/>	<input type="checkbox"/>
13	Has the farmer/farm manager advised of those animals, which can be touched or fed?	<input type="checkbox"/>	<input type="checkbox"/>
14	Has the farmer/farm manager advised of those animals, which cannot be touched or fed?	<input type="checkbox"/>	<input type="checkbox"/>
15	Will visitors be in a place of safety when viewing operating machinery?	<input type="checkbox"/>	<input type="checkbox"/>
16	Will any farm transport provided for members of the visiting group be safe?	<input type="checkbox"/>	<input type="checkbox"/>
17	Have arrangements been made to inform/instruct all visitors about the differing hazards on farms before the visit?	<input type="checkbox"/>	<input type="checkbox"/>
18	Have arrangements been made to advise visitors that eating is prohibited on the farm except in properly defined places and then only after hand washing?	<input type="checkbox"/>	<input type="checkbox"/>
19	Are all animals prevented from entering visitor's eating-places?	<input type="checkbox"/>	<input type="checkbox"/>
20	Have arrangements been made to brief all supervisors about their roles and duties?	<input type="checkbox"/>	<input type="checkbox"/>
21	Are arrangements in hand to fully brief all members of the visiting group before the visit?	<input type="checkbox"/>	<input type="checkbox"/>
Signed:		Date:	
Name of Responsible Person/Leader:			

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## FARM ACTIVITY VISITS - RESPONSIBLE PERSONS'/LEADERS' 'BEFORE VISIT' CHECK LIST

Farm Location:		Yes	No
<b>Health/Infection Risks</b>			
1	Are suitable precautions are in place where appropriate e.g. in restricted areas such as near a slurry pit or where sick animals are isolated and have the group been advised of restricted areas.	<input type="checkbox"/>	<input type="checkbox"/>
2	Have the group been made aware they must not eat or drink anything, including chewing gum etc., while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.	<input type="checkbox"/>	<input type="checkbox"/>
3	Have all the individuals/group been prepared for the visit by explaining the required standards of behaviour and the reasons for and the importance of following any rules e.g. visitors do not suck their fingers, do not eat or drink particularly after touching animals or equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>
4	Have parents/guardians/students/pupils been informed of the advantages of footwear that can be easily cleaned.	<input type="checkbox"/>	<input type="checkbox"/>
5	Have the group been made aware of the need to ensure cuts and grazes (especially on the hands) are covered with waterproof plasters (ensuring there is no known allergic reaction to them) before entering the farm and before contact is made with any animals	<input type="checkbox"/>	<input type="checkbox"/>
6	Have the group been made aware that water for drinking and food washing should only be taken only from taps clearly labelled as <i>drinking water</i> .	<input type="checkbox"/>	<input type="checkbox"/>
7	Have the group been made aware that they should not consume unpasteurised produce, for example milk or cheese, or taste animal foodstuffs such as silage and concentrates.	<input type="checkbox"/>	<input type="checkbox"/>
8	Have the group been made aware that manure and slurry present a particular risk of infection and that they should not touch it. If slurry is inadvertently touched the hands should be thoroughly washed and dried immediately.	<input type="checkbox"/>	<input type="checkbox"/>
9	Are any pregnant women accompanying the farm visit? (It is recommended that pregnant women do <b>not</b> accompany farm visits)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safety Risks</b>			
9	Have your group prepared for the visit by explaining the required standards of behaviour and the reason for and the importance of following any rules e.g. shutting gates, warning signs, not shouting near animals, not picking up or tampering with equipment etc.	<input type="checkbox"/>	<input type="checkbox"/>
10	Have the group been informed that wellington boots are the ideal footwear although any closed shoe is acceptable. No open footwear is to be worn on farm visits.	<input type="checkbox"/>	<input type="checkbox"/>
11	Have the group been made aware of the dangers posed by farm machinery and the chemicals used on farms and that they should stay well away from all machinery particularly when in use or in motion. Chemicals should never be touched.	<input type="checkbox"/>	<input type="checkbox"/>
Signed:		Date:	
Name of Responsible Person/Leader:			

ANNEX 3

FARM ACTIVITY VISITS - RESPONSIBLE PERSONS'/LEADERS' 'DURING THE VISIT & BEFORE LEAVING THE FARM' CHECK LIST

Farm Location:		Yes	No
<b>During the visit</b>			
1	Visitors in contact with or feeding farm animals will not/did not place their faces against the animals or put their fingers in their own mouths afterwards.	<input type="checkbox"/>	<input type="checkbox"/>
2	Visitors will/did wash and dry their hands thoroughly after contact with animals and particularly before eating or drinking. Hand washing of young children and vulnerable individuals will be/has been supervised where necessary.	<input type="checkbox"/>	<input type="checkbox"/>
3	Meals or snack breaks will be/have been taken well away from areas where animals are kept. Visitors will not/have not eaten anything which may have fallen on the ground.	<input type="checkbox"/>	<input type="checkbox"/>
4	Where appropriate any crops produced on the farm will be/have been thoroughly washed in <i>drinking water</i> before being consumed.	<input type="checkbox"/>	<input type="checkbox"/>
5	Any visitor not observing the procedures or action required will be/have been removed from the site and supervised until the visit is over. [If individual supervision is not possible consideration should be given to terminating the visit.]	<input type="checkbox"/>	<input type="checkbox"/>
<b>Before leaving the farm</b>			
6	All visitors will/did wash their hands thoroughly before departure.	<input type="checkbox"/>	<input type="checkbox"/>
7	All footwear is/will be as free as possible from faecal material.	<input type="checkbox"/>	<input type="checkbox"/>
8	No unpasteurised products are being/have been taken off-site.	<input type="checkbox"/>	<input type="checkbox"/>
Signed:		Date:	
Name of Responsible Person / Leader:			