



Middle England Farm

Risk Assessment for unaccompanied Care Farm Students



July 2017 revisions July 2018, January 2019 & January 2020, January 2021, January 2022, January 2023, January 2024, January 2025

Middle England Farm aim to provide alpaca experiences and other farm animal experiences in safe and hygienic surroundings. Our guides ensure everyone enjoys the maximum benefits during their time with us. We are here to ensure maximum learning and maximum enjoyment from their visit, and this is done through working in close partnership with you.

Health and safety is paramount at Middle England Farm. To help schools prepare for visits, we have done our own hazard risk assessments about our operation and the important points are listed below. However, there will be things that require your own judgment, relating to your knowledge of your own, specific student(s). You are responsible for informing us of any risks you see as being an issue whilst your student(s) are on our farm.

Please take the time, therefore, to read our assessments and add your own notes where appropriate. We emphasise to every group the importance of thorough hand-washing when handling animals and we advise all students to have taken all hygienic precautions after stroking/caring for the animals.



Health and safety policy

| This is the statement of general policy and arrangements for: Middle England Farm visiting schools/students | | | |
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| Andrea Stevens-Moore | | has overall and final responsibility for health and safety | |
| Andrea & Tom Stevens-Moore | | has day-to-day responsibility for ensuring this policy is put into practice | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) | |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Andrea Stevens-Moore | Continual assessment whilst we are at schools/schools are on site for any risks. | |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Andrea Stevens-Moore | Both owners of the farm are continually updating their knowledge and training to ensure the very best service. | |
| Engage and consult with employees on day-to-day health and safety conditions | Andrea Stevens-Moore | This is discussed and actioned if necessary in our daily meeting. | |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Andrea Stevens-Moore | All staff are aware of all emergency procedures. | |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Tom Stevens-Moore | Students will not be able to access any equipment or machinery including substances. | |
| Signed: * (Employer) Andrea Stevens-Moore | Andrea Stevens-Moore | Date: | 1 st July 2017 reviewed continually most recent January 2025 |
| Health and safety law poster is displayed at (location) | N/A | | |

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| First-aid box is located: | In our vehicle, shop, The Hub, garage |
| Accident book is located: | The Shop, The Hub |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

| Activity/ Area/ | Potential Hazard | Who is at Risk? | Current Controls | Further Precautions | Risk Rating (Scale of 1 to 5) | Notes |
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| School Visits | <p>Exposure to infection - Zoonosis bacteria or other infectious substance.</p> <p>Tripping / slipping.</p> <p>Knocked over/ kicked by an animal.</p> <p>Fire.</p> | Students and staff | <p>Farming and Countryside Education (FACE) guidance is followed by MEF: http://www.faceonline.org.uk/resources/preventingor-controlling-ill-health-fromanimal-contact-at-visitorattractions-industry-code-of-practice</p> <p>We will advise staff students not to stoke the back end of the animal or stand close to be kicked. This must be enforced by any supporting staff. We cannot be responsible for any student or staff who does not follow our safety precautions.</p> <p>Only trained staff are employed in assisting with visits. That is Andrea & Tom Stevens-Moore or any of the appropriately trained farm staff.</p> <p>First aid facilities are always kept in our vehicle and shop.</p> | <p>Advise schools to conduct their own risk assessment. etc if they are unsure about our assessments.</p> <p>Areas not open to the public to be secured.</p> <p>Incidents to be recorded in the accident book.</p> <p>The staff will be responsible for ensuring an ambulance is called if necessary.</p> | | |
| Visiting the school | Our vehicle and horse box | Staff, students, including vulnerable people | <p>We always request a reserved parking space for our 4 x 4 and horsebox. This is essential to minimise the amount of reversing.</p> <p>Keys are removed from our vehicles when not in use.</p> <p>First aid facilities are in our vehicle.</p> | <p>Incidents to be reported in the accident book.</p> <p>The school is responsible for ensuring an ambulance is called if necessary</p> | | |

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| School hygiene | Farm animal hygiene – animal droppings and urinating | Staff, students, including vulnerable people | Our animals are trained not to relieve themselves indoors. As with all animals this is sometimes unavoidable. We will clean up after our animals and remove all solid waste. However the school is responsible for disinfecting in accordance with their own cleaning protocol. | Staff are reminded that they are responsible for the supervision of their students and they should keep away whilst any clean up activities are in place. Staff should ensure all cleaning is done to their high standards. | | |
| Animal petting | Being kicked by an alpaca, being knocked over by an alpaca | Staff, students, including vulnerable people | All persons stoking any animal will be shown how to handle the animals and how to avoid accidents. All persons will be supervised at all times and will never be left unaccompanied. In the unlikely event of either owner having to leave the scene for a few moments due to an emergency situation the student will be asked to remove themselves from the animal or left in the care of a member of staff who feels confident in the handling of the animal, if they agree this is appropriate and safe to do so. | Incidents to be reported in the accident book. Andrea or Tom Stevens-Moore is responsible for ensuring an ambulance is called if necessary | | |
| | | | All tack and equipment is inspected daily before use. Alpacas are rotated to ensure they remain cooperative and interested in their experiences with people. | | | |

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| Animal petting and activities involving close contact with animals. | Exposure to Zoonosis, bacteria or other infectious substances. | Staff, students, including vulnerable people | <p>Staff are reminded that they are responsible for watching and monitoring students and vulnerable adults.</p> <p>Compliance with FACE guidelines</p> <p>Animals cleaned out regularly</p> <p>Residents reminded to wash hands.</p> | Incidents to be reported in the accident book. | | |
| | Animal bites | Staff, students, including vulnerable people | <p>Expectant mothers are reminded of the need for proper hygiene controls when on the premises.</p> <p>Food and drink consumption is prohibited in the animal contact areas.</p> <p>Residents are requested to cooperate with maintaining hygiene standards but they cannot be forced to comply.</p> <p>Staff must ensure their charges are aware and carry out good hygiene.</p> <p>Animals for contact areas are selected according to their temperament.</p> <p>Our alpacas have never bitten. However we have first aid facilities in our vehicle if necessary.</p> <p>Staff must ensure rules for safety are followed.</p> | <p>Incidents to be reported in the accident book.</p> <p>Andrea or Tom Stevens-Moore is responsible for ensuring an ambulance is called if necessary</p> | | |

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| Visiting schools | Slips, trips and falls. | Our staff | The managers Tom & Andrea Stevens-Moore will speak with the staff about any incidents of note. | Incidents to be reported in the accident book and followed up by investigation. | | |
| Open water See separate risk assessment | Falling in, drowning risk | Students and visitors | Andrea Stevens-Moore, Jeanne Shotton, Claire Black | Incidents to be reported in the accident book and followed up by investigation. | | |
| Fire pit/open cooking See separate risk assessment | Burns, death | Students and visitors | Andrea Stevens-Moore, Jeanne Shotton, Claire Black | Incidents to be reported in the accident book and followed up by investigation. | | |

Completed January 2023 and yearly or as required thereafter by: Andrea Stevens-Moore

Signed by Andrea Stevens-Moore (on behalf of Middle England Farm)

Reviewed By Andrea Stevens-Moore

Reviewed date: 18th January 2023, 4th January 2024, 7th August 2024

For review August 2025