

# School Visits Risk Assessment

This Risk Assessment should be used as a guidance alongside each School's own risk assessment and Health & Safety Policies.

The contents of this assessment are to be taken over to any activity which include these elements.

The risk level for each area highlights the residual risk after all controls are applied. It is therefore essential that all control measures are adhered to in order to manage risk effectively.

## Risk Calculation Matrix

LIKELIHOOD	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	SEVERITY				

LIKELIHOOD	Score	SEVERITY		Risk Level	ACTION REQUIRED
		Injury to person or animal	Property Damage		
Happens every year	5	Death or Permanent Disability	Destruction of structure or property	High	Risk must be controlled by change of procedure or additional provisions. Re assess to ensure the risk has reduced to below 8
Has happened here but not in the last 12 months	4	Hospitalisation	Significant damage – Reportable to HSE		
Has happened here but not in the last two years	3	Treatment by Local Doctor/Vet	Maintenance required for continual use	Med	Take action at event level to reduce risk at the location provided the benefits are proportionate to the costs Re assess to ensure the risk has reduce before spending the money Ensure action is made permanent
Not happened here, but I have heard of it happening elsewhere	2	F/A Treatment / Treatment by Site Staff	Repairs completed without disruption		
Not happened here and I have not heard of it happening elsewhere	1	Discomfort	Slight scratches	Low	Monitor throughout the running of the location
Multiply the likelihood by the Severity and the result is the Risk Level					

Assessments Adopted: May 2025

Next review: May 2026

Hazards Who might be harmed and how	Management Systems Controls Required	Risk Analysis With all controls in place		Overall Risk level with Specific Controls in Place
		Likelihood	Severity	
<p style="text-align: center;"><b>GENERAL</b></p> <p><b>Team Members and Visiting School</b></p>	<ul style="list-style-type: none"> <li>• School visits are planned in advance and have worked closely with the Big Wood Estate to arrange the school visit.</li> <li>• Relevant information is shared with the Visiting School prior to their arrival. This includes guidance on appropriate clothing and footwear.</li> <li>• The Big Wood Estate team are responsible for meeting the Visiting School in the car parking area. The Visiting School must remain with the transport until the Big Wood Staff arrive.</li> <li>• The Visiting School identifies the person in charge and also the Group Leaders (GLs) for each class/group to ensure a clear route for communications. Numbers in the group should be confirmed on arrival.</li> <li>• The Schools Team give the Visiting School a Welcome Safety Talk when they arrive.</li> <li>• The Visiting School is responsible for managing child-specific needs and should inform the School's Team with any specific requirements prior to arrival.</li> <li>• Lunches to be stored in the classroom during the visit so that they are not carried around.</li> <li>• Mobile phones are prohibited during the visit.</li> </ul>	<b>1</b>	<b>3</b>	<b>LOW</b>
<p style="text-align: center;"><b>MOVING VEHICLES IN THE CAR PARK</b></p> <p><b>Team Members and Visiting School</b> Injury from being run over by car or coach.</p>	<ul style="list-style-type: none"> <li>• The drive on to the farm has a strict 5mph speed limit.</li> <li>• The person in charge should ensure the driver follows instructions from the Big Wood Staff Team on arrival.</li> <li>• The GLs are responsible for supervising the children on and off transport.</li> <li>• The GLs should ensure that children stay together within their groups until safely in the Farm.</li> <li>• Drivers should inform Big Wood Farm if they are going to stay or leave the site. If they are leaving, they must wait for Big Wood Farm to confirm the route to exit is free of pedestrians to ensure safety.</li> </ul>	<b>1</b>	<b>3</b>	<b>LOW</b>
<p style="text-align: center;"><b>SLIPS AND TRIPS AROUND THE FARM</b></p>	<ul style="list-style-type: none"> <li>• Children are told not to run on the site in the Welcome Safety Talk. The GLs and other adult helpers should enforce this throughout the duration of the visit.</li> </ul>	<b>2</b>	<b>1</b>	<b>LOW</b>

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<b>Visiting School</b> Injury from tripping on uneven surfaces	<ul style="list-style-type: none"> <li>All pathways are kept clear.</li> <li>Weekly checks for any new trip hazards which are either isolated or rectified immediately.</li> <li>GLs to ensure sensible and appropriate footwear is worn.</li> </ul>			
<b>SPILLAGES</b> in Toilets and Barn  <b>Visiting School</b> Injury from slipping on wet surfaces	<ul style="list-style-type: none"> <li>The GLs or any other adult helpers should report any spillages to Staff.</li> <li>There is regular monitoring of all areas in line with normal operating practice.</li> </ul>	1	2	LOW
<b>MOVING VEHICLES ON THE FARM</b>  <b>Team Members and Visiting School</b> Injury from collision with vehicles	<ul style="list-style-type: none"> <li>The Welcome Safety Talk includes asking the Visiting School to listen and watch for moving vehicles.</li> <li>Vehicle movement is kept to a minimum at all times especially during opening times.</li> <li>Keys are kept out of working farm vehicles when not in use.</li> <li>GLs to ensure that children stay together within their groups.</li> <li>GLs to ensure children do not climb into any working farm vehicles.</li> <li>It is recommended but not essential that children wear hi-vis tabards.</li> </ul>	1	3	LOW
<b>ELECTRICAL EQUIPMENT</b>  <b>Visiting School</b> Injury from electric shock, burns	<ul style="list-style-type: none"> <li>All items that require electricity are PAT tested by a competent person. All fixed electrical systems are installed by a qualified electrician.</li> <li>Extension leads are only used when necessary. They are in excellent condition if used and are kept tidy and covered. If required outdoors, then the extension lead and plug used are fit for purpose.</li> <li>Extension leads are monitored to ensure they are kept tidy and are in good working order. Any extension leads that become faulty will be replaced immediately or the item will be turned off.</li> <li>GLs to ensure that children do not touch or interfere with any electrical equipment</li> </ul>	1	2	LOW

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<p><b>LOOSE/ESCAPED ANIMALS</b></p> <p>Team Members and Visiting School Injury from animal such as crush/bite Injury from slips, trips and falls</p>	<ul style="list-style-type: none"> <li>All animal enclosures are locked or securely fastened.</li> <li>If an animal does escape, please do not approach it, move away slowly and alert a member of staff.</li> </ul>	1	2	LOW
<p><b>INAPPROPRIATE ADVICE/TREATMENT GIVEN IN FIRST AID</b></p> <p>Visiting School By not having appropriate treatment</p>	<ul style="list-style-type: none"> <li>GLs to be aware of any medical needs their children may have and to inform Big Wood Farm if necessary prior to arrival.</li> <li>GLs to ensure they have the correct medical equipment with them where necessary.</li> <li>GLs to inform their Big Wood Farm staff of any first aid incidents. Everything will be recorded and logged by the Farm.</li> <li>Only Staff with up to date first aid training will attend incidents.</li> <li>First aid supplies are available.</li> <li>If there is a first aid emergency medical emergency procedures would be followed.</li> </ul>	1	3	LOW
<p><b>FENCING</b></p> <p>Visiting School From livestock escape, splinters, illness from contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>Fencing is regularly checked and maintained.</li> </ul>	1	1	LOW
<p><b>PLANTS, TREES AND WEEDS</b></p> <p>Visiting School From falling branches/trees, allergic reaction, stings from nettles, poisonous plants, irritation to skin, ingestion of berries causing ill health.</p>	<ul style="list-style-type: none"> <li>Tree safety management plan in place around the farm to manage dead or diseased trees.</li> <li>Vegetation around the farm is managed – to remove poisonous plants and to manage stinging nettles, brambles etc.</li> <li>Mowing and maintenance off vegetation/trees, removal of irritant plants/weeds where required.</li> <li>GLs to supervise children at all times to ensure that they don't pick plants, berries or stray into staff only areas</li> </ul>	1	3	LOW
<p><b>FALLING OBJECTS</b></p>	<ul style="list-style-type: none"> <li>Farm regularly inspected to identify hazards and risks.</li> <li>Heavy objects secured where necessary.</li> <li>Staff only areas are kept as secure as possible.</li> <li>GLs to supervise children at all times.</li> </ul>	1	3	LOW

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<b>Visiting School</b> From crushing, striking body				
<b>BEES, WASPS AND INSECTS</b>  <b>Team Members and Visiting School</b> Injury from stings	<ul style="list-style-type: none"> <li>• These are natural inhabitants of the countryside. Bees and wasps pose no risk unless provoked.</li> <li>• Any signs of nests are dealt with appropriately.</li> <li>• If children are stung seek first aid.</li> <li>• The Visiting School should inform Big Wood Farm of any allergies prior to arrival and ensure they bring the appropriate first aid with them if a child under their supervision has an allergy relating to stings e.g. EpiPen.</li> </ul>	<b>2</b>	<b>1</b>	<b>LOW</b>
<b>ALLERGIES</b>  <b>Visiting School</b> Risk of allergic reaction from touching animals, animal feed, straw, nuts	<ul style="list-style-type: none"> <li>• The Visiting School should inform Big Wood Farm prior to arrival if any member of the group has an allergy to any of the known allergies and also if there are any allergies that are directly related to <b>animals, animal feed, straw and nuts</b>.</li> <li>• The Visiting School should have a conversation with Big Wood Farm prior to arrival if there is a child with a <u>severe</u> allergy to ascertain the measures that need to be taken. In rare cases it might be agreed that the child should not attend the trip.</li> <li>• Appropriate child-specific remedies should be with the GLs for the duration of the visit in case of an allergic reaction with knowledge on how to use it.</li> <li>• The GLs must ensure any children that have allergies are removed from specific environments if at risk.</li> <li>• GLs should ensure they know the guidelines about allergic reactions and what to do if someone has an allergic reaction.</li> </ul>	<b>1</b>	<b>3</b>	<b>LOW</b>
<b>WEATHER</b>  <b>Team Members and Visiting School</b>  Risk of sunburn, hypothermia caused by wet/cold conditions	<ul style="list-style-type: none"> <li>• The SGSL is aware of the risks posed by extreme weather and will highlight any concerns to the GLs.</li> <li>• The Visiting School should come prepared with the correct clothing, footwear and sun protection.</li> <li>• GLs to ensure children are using sun cream/hats throughout the day on hot sunny days.</li> <li>• First Aid is available if required.</li> <li>• Water bottles can be refilled when required.</li> </ul>	<b>1</b>	<b>1</b>	<b>LOW</b>

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<p><b>CHILD PROTECTION</b></p> <p>Children, Vulnerable Adults and Staff</p>	<ul style="list-style-type: none"> <li>The Visiting School is expected to follow their own guidelines in relation to Child Protection and Safeguarding. They should ensure that children are always accompanied by a member of the school.</li> <li>Big Wood Farm Staff will not put themselves in a 1:1 situation with a child under any circumstances.</li> <li>Whilst on site, children from a Visiting School remain in the primary care of the school. The SGSL is there to provide the educational and entertainment content.</li> <li>Any safeguarding concerns will be reported appropriately to the lead teacher and/or schools Safeguarding DSL.</li> <li>Whilst concerns regarding adult behaviour will also be reported to authorities designated officer and Surrey LADO on 0300 123 1650 option 3 or emailed to LADO@surreycc.gov.uk</li> </ul>	1	1	LOW
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<p><b>LOST CHILDREN</b></p> <p><b>Children</b></p> <p>By lack of supervision whilst lost, leading to injury</p>	<ul style="list-style-type: none"> <li>It is the responsibility of the Visiting School to adhere to the correct ratios for supervising children of specific ages.</li> <li>GLs to have list of groupings and adequate procedures on regular roll calls. The Farm's Team will also encourage headcounts throughout the visit.</li> <li>GLs to count pupils onto the transport and then a different member of staff to count again whilst they are seated on the transport before setting off to ensure all children are accounted for.</li> </ul>	1	2	LOW
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<p><b>ANIMALS</b></p> <p><b>Visiting School</b></p> <p>Risk of illness from transferable diseases such as E-Coli &amp; Zoonoses</p> <p>By hand mouth contact after touching faeces</p>	<ul style="list-style-type: none"> <li>Competent and trained staff advise children on hand washing, not putting fingers in their mouths or around their faces and not eating in animal areas.</li> <li>Any animal showing signs of being unwell are quickly moved into isolation.</li> <li>Staff will remind the Visiting School to wash their hands following any handling with liquid anti-bacterial soap.</li> <li>Hand washing facilities with soap are located at the hand washing station.</li> <li>Designated eating areas are provided away from animals.</li> </ul>	1	3	LOW
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	<ul style="list-style-type: none"> <li>Staff check hand washing facilities are clean, stocked and records kept in line with standard procedures.</li> <li>High levels of cleanliness around animal areas especially animal contact areas.</li> <li>GLs must ensure that children wash their hands with liquid anti-bacteria soap and water after handling the animals and especially before eating and drinking.</li> <li>Please note that wet wipes and gels are not sufficient in protecting you from transferable diseases. They do not work.</li> <li>GLs ensure that food or drink is eaten only in the designated eating areas. All areas are cleaned prior to arrival and at the end of the day. This includes picking up food and emptying bins.</li> <li>GLs to ensure that they wash their own hands before eating and drinking and only eat and drink in the designated areas.</li> <li>Teachers and adults that attend the Farm on a school visit are dissuaded from smoking or vaping. There are designated areas and hands must be washed thoroughly.</li> </ul>			
<p><b>POOR HYGIENE</b></p> <p><b>Children and Teachers</b></p> <p>From contact with harmful bacteria</p>	<ul style="list-style-type: none"> <li>Toilet and hand washing areas regularly checked to ensure they are provided in good condition.</li> <li>GLs must ensure that children wash their hands with liquid anti-bacterial soap after touching animals and before eating or drinking</li> </ul>	1	2	LOW
<p><b>PLANTING</b></p> <p><b>Children and Teachers</b></p> <p>From bites and stings, injuries from using garden tools</p>	<ul style="list-style-type: none"> <li>Verbal instructions from Big Wood Farm Staff at beginning of the session to include instructions about each activity, how to use the tool/ equipment safely.</li> <li>Demonstration from Big Wood Farm Staff on the best way to plant.</li> <li>Tools suitable for the task and well maintained.</li> <li>Seeds/bulbs purchased from reputable suppliers.</li> <li>Instructions on the packaging followed.</li> <li>Adequate signage on the importance of hand washing.</li> <li>This is a SGSL visit which provides a further level of care.</li> <li>If anyone on the visit has a cut or abrasion it must be covered prior to this activity with a waterproof plaster. Please let a</li> </ul>	1	1	LOW

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	<p>member of staff know so that a plaster or dressing can be applied.</p> <ul style="list-style-type: none"><li>• GLs must ensure that children wash their hands with liquid anti-bacterial soap after the session.</li><li>• GLs to ensure that children follow any instructions given by Big Wood Farm Staff.</li></ul>			
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