

**CHURCH FARM STOW BARDOLPH**  
**RISK ASSESSMENT FOR COVID-19**

The following are the risks that have been identified, the controls that are in place and the actions required to help reduce any problems.

What is the Hazard?	Who may be at risk?	Risk Level	What is currently being done to control the risk?	What future action may be needed?
<b>Social distancing when parking</b>	All visitors	Low if cars are parked 2 meters apart and social distancing is observed	Signage at the entrance to the park asking cars to park 2 meters apart and to observe social distancing when alighting from cars. Children to be supervised at all times. The main carpark will be used for all cars including disabled. There will disabled drop off only in the small car park outside the shop.	Monitor compliance and if it is not adhered to put a member of staff in the car park.
<b>Queueing on arrival to the farm</b>	All visitors & staff but particularly children and senior citizens	Low if social distancing is observed	The small car park in front of the entrance will be "disabled drop off" Create a clearly marked queue with 2 meter markers to help visitors queue correctly. All visitors, adults and children will be required to sanitise their hands before entering the Farm. There will be sanitiser dispensers for them to use with appropriate signage. Everyone must sanitise their hands before entering the farm.	A member of staff may be needed to ensure all visitors sanitise their hands before entry.
<b>Paying at the main till</b>	All visitors	Medium	The entrance door to the farm will be kept open so visitors do not have to touch the door or handle. On cold days the front door may be closed but the handle must be sanitised between customers. A Perspex screen will be set up in front of the till to separate staff from visitors. Visitors will only be able to gain entry via a pre-paid ticket bought on-line. Tickets will be scanned and details checked before entry. If no ticket has been bought visitors can book a ticket online if available. Staff to have full PPE as necessary. No paper maps or quiz sheets to be handed out. Only 1 member of staff to be on the main till at any one time. Visitor will be refused entry if they are in a group of more than six. All visitors over eleven will be required to wear a mask.	
<b>Visitors moving from the Main till to the outside area</b>	All visitors	Low	Visitors will go straight from the main till to the outside areas. All doors to be open so visitors do not have to touch doors or handles. There will be a black board directly outside the link with a map showing all the hand wash stations around the farm. On cold days the doors may be closed but the handle must be sanitised between customers.	

<b>Gift Shop</b>	All visitors	Medium	Visitor numbers to be restricted in the shop at any one time. All visitors over eleven will be required to wear a mask. Ideally no children allowed to reduce the unnecessary touching of shop items. Staff to sanitise their hands/gloves between each transaction.	Monitor numbers in the shop and adjust as necessary.
<b>Shop Toilets</b>	Staff	Medium	These toilets will be closed to the public but open for staff, and regularly cleaned.	
<b>First Aid area</b>	All visitors	Medium	Create a dedicated first aid area in the groups room. Have all PPE available and dedicated cleaning items purely for the first aid area. Make sure all members of staff know where this area is and who is the first aider of the day. This person is the only staff member allowed in the first aid area and is responsible for cleaning once the first aid incident has been dealt with.	
<b>Food ordering</b>	All visitors	Medium	Food orders will be taken at the Tea room till. Visitors will queue in the tea room using 2 meter distance makers for social distancing. Contactless payment will be encouraged. All chairs and tables have been removed from the tea room. Entry and exit doors are separate and will be left open. Food and drinks will be collected from the outside takeaway hatch. Orders will be called when ready so no queuing will be needed.	May create a pre-order system for food therefore reducing the queues?
<b>Kitchen area</b>	All staff	Medium	We will move the tea till so the 4 staff in the kitchen will be able to be socially distanced. All staff to have appropriate PPE. Extra cleaning to take place and be recorded. Food and drink will all be served from the hatch but made/prepared in the kitchen.	
<b>Picnic seating</b>	All visitors	Medium	All picnic seating will be arranged so that tables/chairs are at least 2 meters apart. Some tables/ chairs may need to be removed. Once a table has been used, staff to sanitise tables and chairs. Ask visitors to clear their own tables back to the outdoor tray racks and bins. Have more bins on the patio to enable them to do this. There will be a sign on each table explaining not to move the tables and the sanitizing system	Create a system to indicate that a table has been sanitised - red spoon not sanitised /green spoon - sanitised?
<b>Bins</b>	All visitors	Low	All bins to have the lids removed or be bins that do not require a lid.	Look at sourcing more bins without lids?

<b>Petting pens</b>	All visitors	Medium	Ask all visitors to observe social distancing when viewing the animals. Staff to sanitise all bars, hand rails and gates regularly and record this being done. Staff to monitor visitor numbers and restrict numbers in the petting pens if social distancing becomes unachievable. Boards to remind visitors to wash their hands after visiting each petting pen.	
<b>Animal pens</b>	All visitors	Medium	Ask all visitors to observe social distancing when viewing the animals. Staff to sanitise all bars, hand rails and gates regularly and record this being done. Staff to monitor visitor numbers and restrict numbers in the barns if social distancing becomes unachievable. Boards to remind visitors to wash their hands after visiting each barn or animal area.	May look at creating a one way system if staff observe "pinch points".
<b>Toilets</b>	All visitors	Medium	Have signage encouraging all visitors to wash their hands for a minimum of 20 seconds. Use only the farm toilets. Leave the main door to the toilets open so visitors do not need to touch the door on exiting the toilet block.	May need a sanitiser station outside the disabled loo as the door will need to be opened and shut. Monitor numbers of visitors as may need to open the treehouse toilets as well.
<b>Animal encounters</b>	All visitors	Low	The staff will be doing animal tasks for the public to watch. E.g. washing sheep, grooming donkeys and working on the horses.	We may try donkey grooming with the brushes washed in sanitiser between each child.
<b>Outside play area / trim trail / rope swing</b>	All visitors	Medium	Place a sanitiser near the start of the playground asking visitors to use before and after using the play equipment. One member of staff to sanitise the play equipment every hour. Use Suma Bac D10 and wear a high Viz jacket so are very visible to visitors	
<b>Football pitch</b>	All visitors	low	No footballs to be given out, visitors to bring their own and not share.	
<b>Sand Pit</b>	All visitors	Medium	All toys have been removed, ask visitors to bring their own and not to share. Enforce social distancing. Check these rules are being adhered to.	
<b>Straw Barn</b>	All visitors	Medium	Sign on entrance to straw barn limiting numbers in the barn to 5 max. Make checks throughout the day to make sure this is being adhered to.	
<b>Ride-on Tractors</b>	All visitors	Medium	Ride-on tractors to be sanitised every hour. Request visitors use sanitiser before and after using a ride on tractor.	
<b>Tractor ride</b>	All visitors	Medium	Numbers are reduced so are able to socially distance visitors. Bars and seating sanitised between rides. The rides will be shorter and free.	May need sanitiser on the tractor gate

<b>Animal Walks to paddocks</b>	All Visitors	Low	There will be guided animal walks to the paddocks regularly throughout the day. Visitors will be reminded to walk socially distanced. They will take carrots in a takeaway container to feed to the pigs.	Animal walks to paddocks now not happening
<b>Church Wood</b>	All visitors	Low	Blackboard telling visitors to observe social distancing while in the woods.	
<b>Deliveries</b>	All staff	Low	Food deliveries to come via the back kitchen entrance if during opening times to avoid the queue by the entrance. Shop stock to be delivered to Home Farm if possible and taken to Church Farm when closed.	
<b>Cleaning</b>	All staff	Medium	Cleaning rotas to be created and recorded. All staff to have appropriate PPE and training on how to carry this out safely. Cosh sheets for any new chemicals to be filed.	
<b>Indoor seating</b>	All visitors	Low	Tables are placed at socially distances and are sanitised after each family has used them.	
<b>Indoor seating</b>	All visitors	Low	All visitors over eleven year's old are required to wear a mask whilst indoors, unless they are eating.	
<b>Indoor Toilets</b>	All Visitors	Medium	Door to be left open to avoid it being touched. Visitors reminded to socially distance when in toilet area.	
<b>Under 5's indoor playarea</b>	All Visitors	Medium	Government guidelines state that numbers should be worked out on 20 ltrs of air per person per second therefore we can have 24 people in the under 5s area with the doors closed at any one time.	
<b>Under 5's indoor playarea</b>	All Visitors	Medium	Each play session runs for 30 minutes. Families are asked to clean the area before and after playing	
<b>Under 5's indoor playarea</b>	All Visitors	Medium	Families should queue at 2m intervals, as per signs. The play duty manager will allow each family through the gate. Only the play duty manager opens or closes the gate and sanitises it regularly.	
<b>Under 5's indoor playarea</b>	All visitors	Medium	All adults using the under 5s play area and the play duty manager must wear a face covering.	

<b>Under 5's indoor playarea</b>	All visitors	Medium	The play area is divided into 7 areas which are 100ft <sup>2</sup> in size and each is 2m apart. Only 1 family allowed in each area. Each family is given a clean tub of toys, Suma sanitiser spray and cloth Each family to mop and clean their area before and after play.	
<b>Under 5's indoor playarea</b>	All visitors	Medium	Each family will be escorted to their playarea and told to stay within their area, which is demarcated with furniture. Each family should not share toys. When the family leaves they give the mop, spray, cloth and toys to the play duty manager, who wipes down the mop handle & spray bottle and puts cloth in bucket to wash at 60° later. The toys are then soaked in Milton and left to dry and the tubs are wiped out. Every 2 hours the area is thoroughly cleaned with Suma Bac D10.	
<b>5 &amp; Overs indoor play area (Treehouse)</b>	All Visitors	Medium	The area will be open for children only. Government Guidelines state that the number of children allowed at any one time on the play equipment is to be 40% of the maximum capacity. Capacity is set by EN1176-10 Table One. At two square metres per junior and an area of 97sqm capacity is 48 juniors. No more than 10 children to be allowed on the play area at a time. (40% of capacity would be 18 children)	
<b>5 &amp; Overs indoor play area (Treehouse)</b>	All Visitors	Medium	Entrance to the play area is via the Under five's entrance which is staffed at all times. All children will be required to sanitise their hands before entering the play area and when leaving. Staff will allow up to 10 Children through to play on the treehouse per session. Sessions will last up to 30 minutes. At the end of the session the treehouse will be sanitised by cleaning the frequent touch points. Every 2 hours the whole treehouse will be sanitised using a fogging machine filled with Suma Bac D10.The fogging machine will be used in accordance with the manufacturer's guidelines and time will be give for the cleansing to settle before the subsequent session is started.	
<b>5 &amp; Overs indoor play area (Treehouse)</b>	All Visitors	Medium	The treehouse play equipment will be signposted with a one way system for children to follow whilst on the equipment. Children will also be encouraged to social distance whilst on the play equipment.	Monitor conformance and risk in order to gauge efficacy.
<b>5 &amp; Overs indoor play area (Treehouse)</b>	All Visitors	Medium	If at any stage an adult is required to enter the play area they will have to sanitise their hands before entering, wear a mask and sanitise upon leaving. Adults supervising children in the play area will need to wear a mask and keep a social distance from all others. Anyone queueing for the play area will be in an organised, socially distanced queue.	

<b>5 &amp; Overs indoor play area (Treehouse)</b>	All Visitors	Medium	Government Guidelines state that the maximum amount of people allowed in a the play area should be calculated using the usable floor area. The calculation for this area is attached on a separate sheet. The usable floor area is 506.49 square metres. Government guidelines state that there should be a maximum of one person per 100 square feet. Therefore the is a maximum of 56 persons allowed in the play area building at any one time.	
<b>5 &amp; Overs indoor play area (Treehouse)</b>	All Visitors	Medium	In addition to all of the above measures the guidelines from BALPPA on opening indoor play areas will be adhered to where possible.	Assess any changes in guidance and implement as necessary.
<b>Donkey Treks</b>	All visitors		Not to be run at this time.	
Revised by Wendy Lemon/Liz Esse 11/1/2021				