



Bore Place School Day Visits: Policies, Procedures and Risk Assessments

Teacher Handbook

Bore Place helps young people connect with nature by maximising the time they spend outdoors. We aim to inspire young people with a love of the natural world, educate them about food production and regenerative farming, and involve them in taking care of our world for future generations.

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Programme overview

A tour around our regenerative farm giving your class an opportunity to explore and take part in a citizen science survey is part of every visit. They will have the chance to learn about vegetable growing in a market garden, how we look after our site and discuss some of the issues faced by modern farming. This is combined with your choice of theme.

Activities will vary by key stage, adapting for SEN, season, weather, access and the natural resources available. If there is a specific activity or curriculum focus you would really like to look at, please make a request and we will work to incorporate this.

Theme	Example activities
Marvellous minibeasts	<ul style="list-style-type: none"> • Minibeast hunt in logs, leaf litter or grassland • Meadow walk (summer) • Pond dipping (limited number of sessions in spring/summer) • Predator-prey and camouflage games
Habitat detectives	<ul style="list-style-type: none"> • Seasonal survey e.g. worm, bird, hedgerow • Habitat trail, comparing types • Footprint survey tunnels and mammal ID • Nest building • Animal signs scavenger hunt
Sow and grow	<ul style="list-style-type: none"> • Parts of a plant, germination and pollination games • Visit the garden to see the range of plants and what parts we can eat • Exploring the importance of soil • Seed sowing/wildflower seed bombs
Field to fork	<ul style="list-style-type: none"> • Foraging or harvesting ingredients • Look at natural vs. processed foods • Cook a simple food • Produce taste testing
Teambuilding/fun day	<ul style="list-style-type: none"> • Orienteering style challenge trail • Picnic lunch • Campfire cooking • Free play with activities in the woods.

Example generic itinerary

You will receive a plan for your day in advance of your visit. Below is a typical schedule. A double class visit will swap activities after lunch.

Name of School - Chosen Programme

Date	Audience
1000	Welcome, introduction and safety chat (based on standard and dynamic daily risk assessment) <ul style="list-style-type: none"> Toilets/wellies/snack time Today we will be exploring the organic farm and ... (summary of the day).
1030	Explore the farm Find out how we farm organically/regeneratively in our market garden Spend time in nature on a walk out onto the fields Take part in a Citizen Science survey to check how well we are looking after our land If time - additional short activity based on theme
1200	Lunch
1230	Theme based activity
1400	Session ends

Dynamic risk assessment notes: additional points to take note of will be communicated to the group either during the initial safety chat or just before the group take part in a specific activity e.g. discussing boundaries when out in the woodland.

Staff roles

Prior to your trip, visiting staff are responsible for ensuring that:

- parents have given written permission for their children to visit Bore Place
- the group has appropriate adult to pupil ratios
- all accompanying adults are well briefed and aware of their responsibilities
- pupils are well briefed and aware of their responsibilities
- the school has completed the appropriate risk assessments
- Bore Place staff are supplied with appropriate information about the group e.g. allergies or mobility needs
- parents have been informed of our clothing/weather policies, and that children have brought a packed lunch and a water bottle

During your visit, visiting staff are responsible for:

- acting 'in loco parentis', taking overall responsibility for pupil's wellbeing and safety.
- pupils' behaviour.
- administering first aid to members of the group, (Bore Place staff are trained and can administer first aid on request).
- being aware of any known allergies/medical conditions of the group and dealing with these issues, should they arise. Always carrying any medication/inhalers/EpiPens.
- supervising pupils' snack, lunch and toilet breaks.
- informing Bore Place staff of any incidents or near-misses so that we can review our procedures if necessary.

Bore Place is responsible for:

- providing programmes designed to meet the pupils' needs.
- providing appropriate facilities, i.e., premises and equipment.
- providing appropriately qualified and experienced tutors.
- briefing groups on health and safety issues.
- evaluating visits with users and taking appropriate action.
- carrying out risk assessments of our activities.
- having arrangements for fire safety and evacuation, accident and emergency procedures and insurance.

Insurance

Bore Place is owned and managed by the Commonwork Trust. Commonwork Trust has public liability insurance with NFU Mutual.

Clothing policy

School staff are responsible for communicating the following information with parents:

- Please ensure that pupils wear suitable clothing: this should be something that won't spoil if it gets a bit dirty and should be appropriate for the season and weather forecast for your visit. At all times of the year, the optimum clothing includes waterproofs and wellies.
- We strongly recommend that children and adults wear long sleeves and trousers to protect from scratching plants, biting insects and strong sun.
- It is essential that all pupils and adult participants bring two pairs of footwear: a pair suitable for the tour of the farm (ideally wellies as on occasion the site can get very muddy and walking shoes or boots may not keep feet dry) and a pair for indoor/travel use.

Travel policy

- Schools are responsible for making their own travel arrangements to and from Bore Place.
- Bore Place tutors will meet coaches and minibuses at the main gate, just past the public car park. When children get off the bus they will be asked to go through the gate and line up in the lime avenue, which is traffic free.
- If minibuses are parking in the main car park, school staff are responsible for escorting students safely through the car park.

Weather policy

School staff are responsible for making sure that:

- children are properly dressed for the weather (please see the clothing policy).
- in sunny weather that parents have applied sunscreen.
- ensuring water bottles are topped up as needed (water is available in the main building).

Bore Place staff are responsible for adjusting the days plan to ensure the group has a safe visit. Example scenarios are listed below (this list is not exhaustive).

- adjusting walking routes and activities to avoid spending time in woodlands in high winds or thunderstorms.
- avoiding static activities in periods of cold weather and adding them in periods of hot weather.
- adapting, changing or moving activities into the shade where possible in hot weather.
- avoiding campfires in periods of prolonged dry weather.

Safety briefings

At the start of your visit, your group will receive an introductory safety briefing. This will include:

- Bore Place is a working dairy farm. We have visiting grazing animals, tractors, delivery trucks, dog walkers, ponds etc. It is therefore very important that we always stick together as a group throughout the day.
- If you do happen to find yourself separated from the group, look for someone wearing a green lanyard. They will be Bore Place staff.
- If you are inside and hear the farm alarm sound, our meeting point is the holm oak in the courtyard (tree with the bench around it).
- When we are out in the fields, we absolutely cannot touch the electric fence.
- Location of toilets, water and spare wellies if they have been forgotten.

Activity specific briefings

Additional safety information will be given at the appropriate point in an activity. Examples include (this list is not exhaustive):

- Children and teachers will walk behind BP staff member or may be allowed to go on ahead in line of site if safe to do so.
- When we are near animals, we will be calm, walking not running and trying not to shout or raise our voices.
- Try not to touch your face and make sure you wash your hands thoroughly.
- Change your boots when we get back.
- Clearly establish boundaries of area being used.
- Discuss foraging rules or insist on 'no pick, no lick'.
- Demonstrate what to do if a dog comes on site.
- A member of staff will always be available to give help at 'X' point.

Emergency procedures

Indoors:

- If the fire alarm sounds, exit through the nearest marked emergency exit.
- Assemble group under holm oak (big tree with bench round it) in courtyard.
- Class teacher is responsible for taking register of children and staff.
- Await further instructions from BP fire officer.

Outdoors:

- Call group back to central point. One teacher takes responsibility for role call. Keep group together in one place (play a quiet game etc) while another teacher/Bore Place tutor organises search or administers first aid where appropriate.
- In event of unwanted attention from a dog or swarm of insects, children are encouraged to stand very still.
- Bore Place tutor will carry a mobile phone or radio. If extra help is needed, Bore Place tutor will return to Middle Yard to request assistance and/or contact emergency services.

Notifying next of kin:

- The school/community group representative in charge is responsible for contacting the next of kin in case of emergency. The visiting school/organisation is required to have and keep a list of participants' names, next of kin's names, addresses and telephone numbers.

Reporting:

- Any accident, incident or near-miss on site should be reported to your tutor, who will fill out a report. Copies of this report will be forwarded to the school who should forward it to the parents. Risk assessments will be reviewed considering the report as appropriate.

General site risk assessment

Risk rating:

Likelihood of harm (1-5) where 1 is least likely

Severity of hazard (1-5) where 1 is the least severe

Risk rating is severity x likelihood where 1-6 = LOW; 7-14 = MEDIUM; 15-25 = HIGH

Risk Assessment Matrix (L X S)			Severity (S)				
			1	2	3	4	5
			Minor Injury	First Aid Injury	3 Day Injury	Major Injury	Fatality
Likelihood (L)	1	Remote Possibility	1	2	3	4	5
	2	Might Happen	2	4	6	8	10
	3	Feasible	3	6	9	12	15
	4	Highly Probable	4	8	12	16	20
	5	Invariably Happens	5	10	15	20	25

Hazards	Associated risk	Risk rating (L x S)	Current control measures	Further control measures	New Risk Rating (L x S)
Separation from group	Possible injuries caused by a number of hazards	L 2 S 5 Risk 10 MEDIUM	During initial safety talk emphasise the need to stay together in groups & not wander off unaccompanied. Remind students to listen to all instructions. Leader at front. Responsible adult nominated as back-marker. Bore Place staff to be wearing a high visibility vest when leading or supporting a farm tour to be easily identifiable.	Regular head counts Close supervision by leaders and accompanying adults. Remind adults of their responsibilities if necessary.	L 1 S 5 Risk 5 LOW
Farm traffic, machinery	Possible injuries such as bruising or crushing, or death	L 2 S 5 Risk 10 MEDIUM	No unsupervised access to the farm yard. Emphasise traffic hazard & 'no touching of machinery' during initial safety talk. Don't take group into barns if machinery in use.	Leaders to communicate with farm team ahead of farm tours. Close supervision by leaders and accompanying adults	L 1 S 5 Risk 5 LOW

			Bore Place staff to be wearing a high visibility vest when leading or supporting a farm tour.		
Uneven, wet, muddy surfaces, steps,	Slips, trips & falls, leading to bruises, sprains, minor fractures	L 3 S 3 Risk 9 MEDIUM	There is a no running rule around the farmyard, car park and tracks. However, depending on site conditions there may be opportunities for the group to run out in their fields. Appropriate clothing and footwear advised at time of booking. Check areas are clear of obvious trip hazards before activity.	Remind group of 'no running rule' if necessary. Remind of known or expected conditions and hazards during visit. Close supervision by leaders.	L 2 S 3 Risk 6 LOW
Airborne particles	Dust & small debris in eyes, & inhalation	L 3 S 2 Risk 6 LOW	Ensure all aware of possible dust and straw being blown about before and during visit. Warn of crop dust when machines are moving grain. Avoid hazard areas if conducting tour in windy conditions.	Avoid hazard areas if conducting tour in windy conditions.	L 2 S 2 Risk 4 LOW
Electric bars and fences	Electric shock	L 2 S 2 Risk 4 LOW	Emphasise no touching fences in initial safety talk. Electricity hazard signs displayed by electric bars in cow sheds. If walking across fields with electric fencing, ensure people cross at supplied crossing point or squeeze gap or wait for group leader to lay fencing on ground before crossing.	Point out electric bars and fences and remind group to not touch them. Close supervision by leaders and accompanying adults.	L 1 S 2 Risk 2 LOW
Climbing fences, gates, straw bales	Slips and falls; collapse of straw bales and silage mound.	L 2 S 5 Risk 10 MEDIUM	Emphasise 'no climbing rule' during initial safety talk.	Close supervision by leaders and accompanying adults.	L 2 S 5 Risk 10 MEDIUM

	Possible sprains and fractures; suffocation		Do not allow access onto bales or to edge of silage mound.		
Contact with animals or animal faeces	Illness caused by microbes, e.g. E. coli and ringworm	L 3 S 4 Risk 12 MEDIUM	<p>If very muddy during farm visit, wash wellies or footwear using outside tap and hose before removing footwear.</p> <p>Instruct all to wash hands using water and soap immediately after farm visit.</p> <p>Ensure accessible hand washing facilities with water, soap and drying facilities.</p>	<p>Remind all of safety rules during visit if necessary.</p> <p>Close supervision by leaders and accompanying adults; particularly with very young groups and groups of people with learning difficulties.</p> <p>Remind groups that footwear worn during the farm visit may still have manure for some time after the visit and so care should be taken when handling footwear, and to always wash hands afterwards.</p>	L 2 S 3 Risk 6 LOW
Plants e.g. poisonous, irritant	Ingestion, allergic reactions, poisoning.	L 2 S 4 Risk 8 MEDIUM	<p>Leaders/Staff & Volunteers to be made aware of any participant known to have specific plant and food allergies or hay fever, and to know the school representative responsible for administering that medication.</p> <p>Some plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten.</p> <p>Participants must not pick plants unless instructed to do so.</p> <p>Emphasise keeping hands away from mouth and to wash hands immediately after garden visit.</p>	<p>Do not plant potentially poisonous plants (e.g. daffodils) in edible beds.</p> <p>Emphasise no tasting of vegetables in plot unless instructed.</p> <p>Participants must not eat parts of plants unless instructed to do so by leader or member of staff competent in identifying edible/inedible/poisonous plants.</p> <p>Close supervision by accompanying staff & leaders</p>	L 2 S 3 Risk 6 LOW
Falling in a pond and use of dipping platforms	Drowning	L 3 S 5 Risk 15 HIGH	Ensure children are told there are ponds onsite before setting off on activity.	Remind group of 'no running rule' if necessary.	L 1 S 5 Risk 5 LOW

			<p>Children not to approach ponds until told.</p> <p>Pond access points to be stable and level where possible. Dipping platforms and areas to be inspected and cleared regularly.</p> <p>Ensure route to activity area is clear of any obstructions and overgrown vegetation.</p> <p>Ring and rope at pondside.</p>	<p>Remind of known or expected conditions and hazards during visit.</p> <p>Close supervision by leaders.</p> <p>Adults only to fill up water trays.</p>	
Allergies	<p>Possible allergic reaction;</p> <p>Possibility of anaphylactic reaction</p>	<p>L 3</p> <p>S 5</p> <p>Risk 15</p> <p>MEDIUM</p>	<p>Ensure visiting groups provide details/info on any known allergies PRIOR TO VISIT.</p> <p>All staff/volunteers are made aware of pupils who are sensitive to foods and food additives.</p> <p>Staff should be aware of ingredients/food additives present in foodstuffs.</p> <p>Provide alternative ingredients appropriate for those with allergies if possible.</p>	<p>Confirm details & arrangements for allergy sufferers on day of visit before starting activity, e.g., that staff has appropriate epi-pen if needed; separate work station set up for allergy sufferers</p> <p>See special separate note on procedure for working with participants with Coeliacs disease.</p>	<p>L 3</p> <p>S 3</p> <p>Risk 9</p> <p>MEDIUM</p>
Poor standards of hygiene	<p>Contamination & food poisoning</p>	<p>L 3</p> <p>S 3</p> <p>Risk 9</p> <p>MEDIUM</p>	<p>Everyone to wash hands before handling food and after visits to the toilet.</p> <p>Ensure that warm water, soap and towels (disposable) are available.</p> <p>Open cuts are covered with waterproof adhesive dressings. Tie back long hair.</p>	<p>Food storage and preparation spaces checked & cleaned regularly.</p> <p>Close supervision by leaders and accompanying adults.</p>	<p>L 2</p> <p>S 3</p> <p>Risk 6</p> <p>LOW</p>

			<p>"Use by" and "best before" dates will be checked by BP staff.</p> <p>Foods appropriately covered / wrapped and stored.</p> <p>Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation.</p> <p>Equipment, including cutlery, should be stored in secure, clean conditions & used only for food preparation.</p> <p>Adequate rubbish bins for waste food which must be emptied daily.</p>		
Insect bites and stings	Discomfort, allergic reaction, anaphylactic shock	<p>L 3</p> <p>S 4</p> <p>Risk 12</p> <p>MEDIUM</p>	<p>Ensure visiting groups provide details/info on any with allergies PRIOR TO VISIT.</p> <p>Avoid netting bees/wasps drinking at the pond margins or sweep netting in meadow.</p>	<p>Confirm details & arrangements for those with allergies on day of visit before starting activity, e.g., that staff has appropriate epi-pen if needed.</p> <p>Close supervision by leaders and accompanying adults.</p>	<p>L 2</p> <p>S 3</p> <p>Risk 6</p> <p>LOW</p>
Waterborne diseases, and harmful bacteria	Illness arising from contact with contaminated water. Leptospirosis/Weil's disease.	<p>L 2</p> <p>S 4</p> <p>Risk 8</p> <p>MEDIUM</p>	<p>Inspect all participants for cuts/abrasions to hands.</p> <p>Issue latex-free gloves to those with cuts/abrasions.</p> <p>Provide plastic spoons for handling organisms to avoid contact with water.</p> <p>Advise children not to put hands in pond water and to keep hands away from their mouths to avoid ingestion of water.</p>	<p>Instruct all to wash hands using soap before eating.</p> <p>Close supervision by leaders and accompanying adults.</p>	<p>L 2</p> <p>S 3</p> <p>Risk 6</p> <p>LOW</p>
Hot trays, surfaces and liquids	Burns & scalds	<p>L 3</p> <p>S 4</p> <p>Risk 12</p>	Lifting lids off pans & kettles, moving hot tins,	Keep hot baking trays in kitchen away from children until cooled.	<p>L 3</p> <p>S 3</p> <p>Risk 9</p>

		MEDIUM	<p>dishes and water to be restricted to adults only.</p> <p>Use oven gloves to protect hands when carrying hot trays.</p> <p>Adequate supervision and safe working procedures in place.</p> <p>Position pan handles not to overhang the edge of the hobs.</p> <p>Ensure adequate space is available around the ovens at all times when handling hot items.</p> <p>Adults to supervise pan and oil on induction hobs</p> <p>No children to take trays out of ovens.</p>	<p>Close supervision by leaders & accompanying adults, & 1-1 for participants with additional needs or behavioural issues.</p>	MEDIUM
Sharp tools and knives	Minor cuts	<p>L 3</p> <p>S 1</p> <p>Risk 3</p> <p>MEDIUM</p>	<p>Demonstration to all of correct techniques for use of knives/tools and use under supervision.</p> <p>Remind students to stand still while holding knives, and show how to carry knives safely if appropriate.</p> <p>Wash separately do not leave in sink.</p> <p>NB Food scissors must not be used for any other activity. Controlled storage and use of knives.</p>	<p>Remind children to pass scissors to others in closed position.</p> <p>Close supervision by leaders & accompanying adults, & 1-1 for participants with additional needs or behavioural issues.</p>	<p>L 2</p> <p>S 1</p> <p>Risk 2</p> <p>LOW</p>

Risk/benefit analysis of activities

Example activity	Benefits
Challenge trail – children out of line of sight for very short periods	Team building Communication Autonomy and responsibility Physical exertion Problem solving Increase in self esteem
Worm survey – risk of soil borne infection	Connecting children to nature through hands on discovery Sensory stimulation Teaching care for nature Contribute to bigger survey
Free play in woodland	Creativity Physical exertion Site discovery Self-expression through play
Habitat or ecology walks	Empathy with other animals Understanding a profession
Seasonal site walk	Connecting children to nature Observation, noticing the changing seasons