

Outings Risk Assessment & Policy, Totnes Rare Breeds Farm etc

Grafton Childcare must ensure that we take all reasonable steps to ensure staff and children in our care are not exposed to risks and must be able to demonstrate how we are managing risks.

This policy sets out clear principles and guidelines on supporting risk assessment with specific reference to **Grafton Childcare's Outings**. It should be considered in line with our Health and Safety Policies, and other risk assessments which we may have identified and determined where it is helpful to make some written assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and or carers, other early years workers or inspectors.

Children must be kept safe while on outings. Grafton Childcare must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. Our assessment must also include consideration of adult to child ratios. We must also consider any vehicles in which children will be transported, and the driver of those vehicles, must be adequately insured.

This policy supports the safety and suitability of premises, environment and equipment requirements of the Early Years Foundation Stage (EYFS) 2014, **Risk Assessment 3.64, 3.65 & 3.66**

This risk assessment has identified aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed and or minimised.

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Totnes Rare Breeds Farm etc	
Date(s) and time(s) of visit	As decided by staff and booked with a minimum of 7 days notice with parents for which written consent via Daily Diaries, Communication Booklets or Outings Slip will be required, according to weather conditions and arrival and departure trends of children.
Purpose of visit	To provide "hands-on" multi-sensory activities linked to our topic on Farming during April.
Details of any preparatory work	Planning illustrates a high level of adult interaction with children outside to ensure that they are supported in developing the skills they need to be independent users of the outdoor space; discussion with parents and carers regarding aims of the outdoor session; children aware of rules and sanctions regarding behaviour, appropriate dress and responsible risk-taking.
Details of follow-up work	High level of adult interaction and observation outside ensures that the children's interests and explorations are developed.
Travel arrangements	On foot to Newton Abbot Station with under 3's being transported via Grafton Childcare's own double and triple buggies, Train to Totnes. Check train has not been replaced with a coach and allow extra time to get buggies up and down the steps at Newton Abbot Station whilst lifts are being refurbished. Walk from the Totnes Station directly to the facility along the signposted and fenced route marked out for the South Devon Steam Railway.
Time of departure	9.55 (10.06) or 10.02 (10.12) am dependant on train schedules
Time of return	13.51 (14.02) or 14.12 (14.26) but usually by 4.00 pm unless other arrangements have been made.
Meal arrangements	All drinks & meals will be provide as normal by staff at Grafton Childcare, they will be appropriately stored in a cools bags which will be carried on either one of the tandem pushchairs or in our cool-bag food trolley which will be pulled by a member of staff.
Number of children	Maximum of 13 3 & 4 year olds, 12 2 years old and 10 under 2's
Number of adults	Up to ten, dependant on age and number of children maintaining higher levels of minimum adult to high ratios on all off site visits.
Name of persons responsible for first aid.	Denise Tupman, Lara Rowe, Jade Lofthouse, and Angela Evey
Overall cost of outing	Adult train fares and entrance fees for adults and over threes
Voluntary contribution suggested	50p to purchase a bag of animal feed if children wish to feed the sheep, goats and squirrels.
Estimated cost to Grafton Childcare	Adult train fares and entrance fees for adults and over threes
Name and status of all staff	Denise Tupman Manager & Proprietor, Lara Rowe Senior Nursery Nurse Over 2's, Jade Lofthouse Senior Nursery Nurse Under 2's, Angela Evey Nursery Teacher, Christopher Tupman Nursery Nurse, Zoe Northcott Nursery Nurse Under 2's, Gary Staton Nursery Nurse Under 3's, Zoe-Ann Roseway Nursery Nurse Under 3's, Jonty Tupman Junior Nursery Assistant, Phil Tupman Nursery Cook & Caretaker and potentially two students Ellis and Rebecca.

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<p>Practitioner's notes</p>	<p>Boundaries to be clear and consistent with all staff regarding behaviour and sanctions. i.e. if a child should let go of a staff members hand they will be reminded to hold hands again or they might have to wear reins.</p> <p>One adult carries the settings mobile phone loaded with the emergency contact numbers for each child.</p> <p>Advise children not to approach dogs and dog walkers and to avoid dog waste, broken glass, needles, discarded rubbish etc. Remind children of the need for extra care when wet, icy and snowy and when walking along the train platforms.</p> <p>One adult carries several changes of clothing, nappies and emergency 1st aid kit and sun cream as applicable</p> <p>When walking to and from the station along the public footpath between Torquay Road and Station Road. Encourage the children to walk on the foot path and avoid the cycle lanes encourage children to hold onto a staff member or to one of the Triple Buggies or Silvercross Tandems if not being transported in them themselves.</p> <p>Children are counted by their key worker, manager and supervisor before they leave the setting and regularly during the trip and then before we leave Totnes and make our journey home.</p> <p>Those old enough and capable will be encouraged to walk either both ways or a combination of ways.</p> <p>Those not capably i.e. babies, younger toddlers will be transported in one of the settings Triple buggies or Silvercross Tandem pushchairs, complete with either/or sun canopy or rain covers.</p> <p>Children will be suitable dressed with outside clothing as deemed suitable for the days expected weather conditions.</p> <p>There is always a risk of infection in any environment, the countryside being no exception. Risk of infection, including E. Coli, Cryptosporidium, and Salmonella. Reminding children to wash hands with anti-bacterial soap after touching animals and before eating any foods, reminding children not to puts hands in their mouths. Ensure that any existing cuts and abrasions are protected by a dressing.</p> <p>No food or bags to be taken into the animal area, there is an area next to the cafe set aside to leave our packed lunches.</p> <p>Check with parents to ensure if there are any known allergies to animals, and discuss proposed precautions. Contact parents and follow emergency procedures if necessary.</p> <p>The farm staff and volunteers offer supervised handling sessions. Signs are well displayed showing any animals which may bite or kick e.g. the miniature donkeys. All children are to be supervised by Grafton Childcare staff at all times and encouraged to hold their hands flat when feeding animals and not put their fingers into animals' mouths.</p> <p>Encourage children to be gentle with animals to avoid being kicked or bitten. Avoid standing to the rear of animals. Avoid areas which might contain slurry, if unavoidable wash wellies under a tap to minimise risk of infection.</p>
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	<p>Whilst out and about ensure that all children must wear sun hats if supplied and have sun-cream applied at regular intervals or as instructed by parents if weather is deemed hot enough. Ensure that babies and children are offered suitable coverage and shade from the sun and wind. Keep children hydrated during hot weather.</p> <p>Discuss stranger danger with children before and during visits and explain our policy on what to do if they should get lost. Staff and children must be vigilant of farm vehicles e.g. mini 4x4's moving around the site and alert children to the possible dangers. Each child will be supplied with, one of the settings hi-visibility vests and an I.D. wristband; these must be worn at all times.</p> <p>Ensure children do not play near any stacked bales of straw or hay and remind children of the possible dangers of them becoming trapped or crushed by them falling onto them.</p> <p>There is a stream behind the coffee shop, which has mid-height fencing preventing access by the children. Children must be supervised at all times and not permitted to climb the fence.</p> <p>The risk of Toxoplasmosis presents a low risk from the Lambing ewes and or new lambs on site and should not be touched by any pregnant members of staff, students or parents on the trip.</p> <p>Allergies to plants/poisonous flora. Any poisonous/stinging plants are removed when found by farm staff. Be aware that the red squirrels eat nuts, so any children or adults with a nut allergy must not touch the wire around their cages.</p> <p>There are a few uneven, slippery surfaces although most of the farm is on level ground and the pathways are very clearly marked out and maintained with bark coverings. Sensible footwear is advised, welly boots if possible. Children must be supervised when climbing onto the static tractor.</p> <p>There is a small section with a display of vintage farm machinery. This is for display only and access is not permitted and prevented by a fence. Children must not be permitted to cross the fence and must be supervised at all times by a member of Grafton staff.</p>
Toilet Facilities	There are no facilities on site but visitors can use the toilets and baby changing area on the station platform for the South Devon Railway. All children and staff must use the facilities before crossing to the Rare Breeds Farm and staff should arrange to take batches of children back over to the platform if the toilet facilities are needed during our visit.
First Aid	The first aid station is situated in the Coffee Shop, although our own First Aid supplies will also be brought along for use during the trip for minor bumps and bruises.
Evaluation	On return from the journey any problems or incidents will be assessed and any recommendations taken on board before the trip is next undertaken.
Review	Produced 29th March 2016, Review Spring 2018 or sooner if a trip is planned.