



Host Farmers Handbook

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What is LEAF's Open Farm Sunday?

LEAF's Open Farm Sunday is on **Sunday 12th June 2011**, for its sixth successive year. Organised by Linking Environment And Farming (LEAF), Open Farm Sunday offers everyone a fantastic opportunity to learn about the story behind their food, its links with nature and why farming matters. The theme for 2011 is 'Discover Life on Britain's Farms' Last year's Open Farm Sunday saw 420 farms open their gates and welcome 184,000 visitors, an achievement we aim to better in 2011.

Each event is unique with its own activities - based around the host farm's own individual story. Activities during the day may include a farm walk, nature trail, tractor & trailer rides, pond dipping, activities for kids, mini farmers markets or picnics. Whatever you choose to organise, be positive, keep it simple and make it a fun day for everyone to remember!

LEAF has appointed 10 regional co-ordinators for Open Farm Sunday. These are farmers and strong Open Farm Sunday supporters who organise workshops and provide support at a regional level, as well as helping to increase the success of Open Farm Sunday for everyone. More information and contact details are on page 23.

LEAF would like to thank this years' Open Farm Sunday sponsors whose financial support has helped LEAF provide: resource packs; 22 workshops; national and regional media coverage; Open Farm Sunday website ... and lots more!!

They are:

- | | | |
|------------------|-------------------|------------------|
| • ASDA | • Natural England | • EBLEX |
| • Defra | • NFU | • GrowHow |
| • Farmers Weekly | • Syngenta | • HGCA |
| • Frontier | • Waitrose | • M&S |
| • John Deere | • Warburtons | • Wiggly Wiggles |
| • LEAF Marque | • Dairy Co | • FarmStay UK |

For further details about our principal sponsors and why they are supporting Open Farm Sunday see Appendix 1.

We hope the following information and guidance will be of help, but if you have any questions please do not hesitate to contact us at -

Telephone 024 7641 3911
Email enquiries@leafuk.org
Website www.leafuk.org

LEAF
Stoneleigh Park
Warwickshire CV8 2LG

Good luck! Enjoy your Open Farm Sunday event and please let us know how you get on.

Open Farm Sunday checklist

- Get experience by helping out at other farmer's events
- Promote your event to the right people in person, via networks, posters, press or tourist information
- Notify insurers of the event
- Order your free resource pack early
- Observe health and safety procedures – risk assessment, hand washing facilities, etc
- Involve others as helpers or speakers and brief them well
- Plan your route taking account of interests, needs of the group, time available, distance, weather
- Prepare props - small or large - for each stop along the way
- Set up displays with posters and props of interest for early arrivals
- Walk the route. Check all is well. Time it
- Sort the messages for each stop along the route and the thought you want all to leave with
- Organise refreshments, toilet and hand-washing facilities
- Have 'give-aways' ready – farm facts, leaflets, stickers, products to look for and where to buy, etc
- Put signs up at your farm entrance, for parking, toilets etc
- Ask for feedback and encourage visitors to complete the official feedback form available through the resource pack

And afterwards...

- Make a note of what went right and wrong – and do even better next time!

General advice, information and top tips

Each event will be unique - based around each farm's individual story. It can be as simple, or as elaborate, as you like. However, the success of Open Farm Sunday is very much down to the host farmers.

Whether you have hosted an open day before or not, there is lots of useful information and top tips on LEAF's Open Farm Sunday website (www.farmsunday.org) in 'Open my Farm'. The section includes an online workshop which consists of a series of short video clips of Open Farm Sunday Regional Co-ordinators giving their valuable advice and first-hand experiences. It builds into a guide through some of the essential elements of a successful and enjoyable event.

To follow are some more top tips, ideas, and guidance for making your Open Farm Sunday a safe, fun and worthwhile event. See the previous page for a simple check list.

Event size and format

The difficulty with an 'open' event is that you do not know how many people are going to turn up! But there are ways to get the numbers you want. Here are 3 different sized events and ways to help attract the audience size you would like:

- Small - The 'closed group' event for a known group of people. Contact a local interest group such as Ramblers, CPRE, RSPB or even the church congregation and invite them for a farm walk (1 1/2 hours) and a 'bring your own' picnic lunch. This way you can limit numbers, but remember to ensure that in your event registration you have ticked the box 'do not display on the website' – if you are unsure LEAF to ask that your event is not listed on the Open Farm Sunday website.
- Medium – A guided farm walk (2 hours max) for your 'village and neighbours' either before or after Sunday lunch, with perhaps some activities and/or static displays in the farm yard. Use the Open Farm Sunday postcards and A5 flyers to invite your friends, family and neighbours by putting one through each household's letter box. Personalise the Open Farm Sunday A4 posters and put them up in the village shop, local notice boards and on footpath entrances to your farm etc. Get your local school involved by arranging a visit a week or two in advance. You could offer to give a talk and hand out postcards promoting your event. The parish newsletter is also a good place to publicise your event, but you'll need to get your details in well in advance as they can have long lead times.
- Large - The 'open' event for a large number of people starting at 11am with hourly farm guided tours running until 3pm, for example. Other activities may include a nature trail, tractor and trailer rides, pond dipping, mini farmers market, picnics and activities for children, you could offer farming demonstrations, such as bale wrapping or sheep-shearing. You will need to involve as many people to help you as possible. To publicise your event you will need to use all the publicity materials in your Open Farm Sunday pack. Use the roadside banners, siting them next to busy roads if you can to attract more people. (You may need to get permission from your local Council) The key thing is to plan well in advance. You could involve the local paper or radio station – get in touch with the right journalist and offer them a good photo and/or a press release.

Information boards - Whatever your type of event, why not create your own food and farming trail by ordering some footpath notice boards from LEAF. These will then be on your farm beyond Open Farm Sunday for future visitors and walkers. For more information visit the LEAF website: www.leafuk.org/leaf/farmers/speakout/leafboards.aspx.eb.

Get experience - Get experience by helping out at other farmer's events.

Be prepared - Plan your route by taking account of interests and needs of your visitors, time available, distance, weather. Walk the route. Check all is well. Time it. Set up displays with posters and props of interest for early arrivers. Have 'give-aways' ready – farm facts, leaflets, stickers, products to look for and where to buy. Put signs up at your farm entrance, for parking, toilets etc, and use these to flag up any potential hazards, such as ponds and to advise your visitors to watch for tripping hazards, respect no-go areas, etc. Ensure that everyone helping out on the day is fully briefed on what is planned: where, when and what their specific role is.

Make it memorable – Taking part in 'hands on' activities will help visitors remember their day. LEAF have produced a booklet 'Twelve Activities to Make Farm Walks and Talks Memorable', with step by step instructions for lots of activities to help make farm walks and talks memorable, fun and interactive. If you have not ordered a copy in your resource pack you can download it from the Open Farm Sunday website.

Make the link - Help people make the link between your farm and their fridges. Always start off from plate to plough, rather than plough to plate. This makes your story relevant to your audiences lives, rather than starting off by talking about farming. If you process your own food, great, have it out on display. If not, go and buy some that could have been produced on your farm to help visitors make the link between your farm and their fridges. Why not organise a mini farmers market with produce visitors can taste and buy. You could even invite everyone to bring their own picnic and award a prize for the picnic that tells the best story about food and farming in the area!

Keep it personal - Make your event memorable by making it personal to you and your farm. Your visitors are far more likely to remember stories about you, your family, your animals, why you love farming, why you wanted to become a farmer. They are less likely to remember how many acres you farm, number of cows, crops and specific stewardship options.

Involve others - To spread the workload and demonstrate the breadth of knowledge, skills and expertise in farming, team up with your farming neighbours, agronomist, vet, conservation advisor and sponsors. You could ask them to help publicise the event, bring a display or activity, or invite them to say a few words on the farm tour to give you some breathing space! You could also involve other local people and groups in the community to get involved such as the Young Farmers, the Scouts, etc.

Money Matters – We do not envisage that host farmers charge an entrance fee for an Open Farm Sunday event. If you do charge an entrance fee please ensure this is very clear in your event details on the Open Farm Sunday website. To check your entry go to www.farmsunday.org/ofc/visit/findfarm.eb. To edit your entry go to register my farm, enter your username and password and there will be a link to edit your entry.

LEAF (Linking Environment And Farming) manages Open Farm Sunday and is a registered charity. Your support in helping to raise funds for LEAF would be appreciated.

LEAF donation boxes can be ordered from LEAF: tel 024 7641 3911 email enquiries@leafuk.org.

Here are some more money-raising ideas:

- Charge for specific activities like tractor trailer rides
- Hold a raffle
- Charge for refreshments – tea, coffee, cakes, burgers, ice creams, etc.

Being positive, prepared and jargon free - If you get a tricky question, do not try and answer on behalf of the industry, but keep it personal to your farm which is far more positive. For example, if somebody asks why they can not walk everywhere with their dog, explain “Well on our farm we have footpaths and permitted rights of way and we welcome responsible dog walkers”. Or, if somebody asks why farmers spray all their crops, explain “Well on our farm, we only use sprays as a last resort, we use many natural techniques to avoid this very expensive job, such as a crop rotation to avoid the build up of pests and diseases, crop varieties with a good resistance to pests and disease and we have beetle banks to encourage beneficial insects that will go into the crops and eat bugs like aphids, then we have an agronomist, or crop doctor, who monitors our crops and if their health is in danger, as a last resort we will consider spraying them”.

Make it safe – Do not let Health & Safety put you off. The key is being aware of the risks and planning around them. You must complete a risk assessment, and we suggest you ask a friend to help you do it as a fresh pair of eyes is more likely to spot any potential hazards. See Appendix 3 for further guidance on H&S and Appendix 4 for a generic risk assessment LEAF have developed to help you.

You must let your insurers know what you are doing. A number of insurance services are offering free public liability cover to policyholders who organise a public event on their farm providing you let them know in advance of the event taking place.

The Health and Safety Executive has issued new guidelines for farms hosting events where visitors come into contact with farm animals. This is summarised in the HSE publication ‘Preventing or controlling ill health from animal contact at visitors attractions (with supplement for teachers and others who organise visits for children)’ and you are advised to read this (see Appendix 5).

The golden rules are:

1. You **MUST** provide hand-washing facilities with clean, running water, liquid soap and paper towels. Wipes or anti-bacterial gels are **NOT** a suitable alternative.
2. Segregate eating areas from animal contact areas.
3. Proper supervision of animal contact and hand-washing are essential.
4. Put signs up to encourage visitors to wash their hands after contact with animals, before eating and before they leave the farm
5. Ensure your staff and helpers are fully trained on the HSE guidance.
6. Ensure your layout minimises the likelihood that visitors will get mucky shoes, pushchair wheels, etc and that gates and walkways are free of muck.

Please also read the additional notes in Appendix 4.

Another good source of advice is a Farmers Weekly Academy article. This has ‘test yourself’ section – particularly useful to check farm staff and helpers are up to speed. Follow the link from the downloads section under Open My Farm on www.farmsunday.org.

If you plan tractor and trailer rides you must read the guidance notes on 'Carriage of passengers on farm trailers' (see Appendix 6).

First Aid - You should have a trained first-aider at your event and a first aid kit to deal with emergencies.

Food hygiene - If you plan to serve food, you must have a food hygiene certificate, regardless of whether you plan to charge for refreshments. This can be done online at any time through a number of providers for as little as £25 + VAT.

Toilets and disabled facilities – You should provide toilets for your visitors. If you do not want them using the loo in the farmhouse, we suggest hiring a portaloos. Brandon Tool Hire offer Farm Sunday hosts a discount – check the website www.farmsunday.org for details.

You do not have to provide dedicated disabled facilities, but do consider how you will involve visitors in wheelchairs or with limited mobility in your event. Perhaps you could have a vehicle on stand-by, for example. If your farm or trail really is not suitable, you should flag this up in your website entry.

Wet weather plan - Have a Plan B for bad weather. Inevitably rain or cold weather will mean that fewer people will come and you will almost certainly need less parking, less help and fewer refreshments. However, you can lessen the impact of bad weather by stressing towards the end of your publicity material that (assuming this is the case) there is still plenty to see and do indoors, that attractions will be moved to the barn etc. Suggest people come in boots, stout shoes or wellies and bring a jacket if the weather is poor. Then check the five day forecast for your area on June 1st /2nd and keep checking it. Hopefully this will be for the weather to be fine and dry. If not - you should put a bit more time into developing Plan B. Think about things like whether parking cars on grass will be a challenge in a downpour, letting local radio know the open day is still going ahead based in the barn or grain store.

Was it worth it - one of the strengths of Open Farm Sunday is the fantastic feedback we receive from visitors who have had a wonderful day on the farm. There are feedback forms in the resource pack that you can use to ask your visitors how they enjoyed the event and what they learned about food, farming and the countryside.

You can also download them from the Open Farm Sunday website. Please use these and send them back for processing to the FREEPOST address – the information shows us how Open Farm Sunday really does help connect the public with the countryside and where their food comes from. It also really helps with getting sponsors involved.

Photos - And finally ... don't forget to take lots of photos of your event. You can upload them to the Open Farm Sunday website at www.farmsunday.org (go to 'Open My Farm' then 'Upload your OFS Photos'). We are also keen to have a selection of high resolution photos to promote Open Farm Sunday to use in our publications. Please send your images to Justine Hards at LEAF (justine.hards@leafuk.org). Please check with the people that they are happy for their photo to be used for publicity purposes, especially if photographing children. It is always best to get written permission. There is a form you can download for this on the website www.farmsunday.org.

How did it go? - Afterwards make a note of what went right and wrong – and do even better next time!

Promoting your event

LEAF is putting a great deal of effort into national and regional publicity by working with the media to encourage the public to visit www.farmsunday.org to find their closest farm. If your event is listed on the website, please make sure you provide potential visitors with as much information as possible - the more information you provide about your event the more likely you will attract visitors.

However, the key to promoting your event will be **down to you at a local level**. To help publicise your Open Farm Sunday event, if requested, LEAF have enclosed posters, flyers, postcards, and a roadside banner and arrows. If you require more, these can be viewed and downloaded off the website www.farmsunday.org

Posters A4 – these are for you to add your event details and put up in local shops, libraries and supermarkets (with permission of course)!

Flyers A5 – these are for you to put in local shops, libraries, tourist information or to hand out to neighbours, local schools, clubs and societies. One side has general information about Open Farm Sunday and how to find a farm to visit, the other side is blank. You may like to personalise it with details about your event.

‘Visit a Farm’ Postcards - these can be used to invite your friends, family and neighbours to your event or give bundles to your local school to distribute to the pupils. The back is mostly blank so you can personalise them with details about your event. You might like to use printed stickers or, if you’re looking to distribute a large number such as to every child in a local school, it may be worth asking a local printer to overprint the cards for you.

Road Side Banner 8’ x 3’ – this is to put up next to busy roads or outside the farm entrance two or three weeks before the big day. The date will be left blank, so the banner can be used again by you, or sent back to LEAF and be used by others. You will receive a stick on ‘12’ for this year’s event in your resource pack and you can personalise your banner by getting printed stickers with your own details – see www.farmsunday.org for further details.

If you need more banners you can buy them for £22 + vat & p&p (1 item - £4.95, 2+ items - £8.50). You can either order online www.farmsunday.org or send a cheque together with your order, telephone number and delivery address to LEAF, Stoneleigh Park, Warwickshire CV8 2LG Tel: 024 7641 3911

Road Side Arrows – these are smaller signs for you to produce an arrow from by cutting the appropriate side with a pair of scissors or Stanley knife, these perhaps do not need to be put up until the day. Please keep them safe for next year!

Generic Press Release – this can be downloaded from www.farmsunday.org or copied from the following page. It is designed for you to personalise and send to the local media. If you want to attract lots of people to your event, then working with the media is a great way to do this.

Word of mouth – One very effective way to promote your Open Farm Sunday event is by working with local schools. Speaking at assemblies, taking tractors into schools and giving children flyers to go home with is a great way to attract families. Or even getting school children to work on projects about the farm, which they can then demonstrate on Open Farm Sunday - a great way for children to play a role in informing visitors about the farm and the food it produces.

Generic Press Release



Open Farm Sunday - 12 June 2011 Discover Life on Britain's Farms

On Sunday 12 June 2011, **xxx** farm near **xx town/village** will be opening its gates to the public for LEAF's Open Farm Sunday. This annual event is a must for anyone interested in discovering how farmers produce our food, and the ways they care for our countryside too.

- **When: Sunday 12 June**
- **Where: Farm name and address, including post code**
- **Opening Time: From xxx – Until xx**
- **Admission Cost: State if free or include any charges**
- **Images available? – Make sure you send a photo of you and your farm with your press release or let the newspapers know they are available. Be sure to include names and contact information. Images should be of good quality - 300dpi. If you are sending photographs of children, you must ensure you have written parental permission to send these to the press.**

XX farmer from xx farm is inviting everyone to come and discover what really happens beyond the farm gate. **Xx** said: "Insert here - **Your chance to tell everyone what they can discover at your Open Farm Sunday event. For example: Come and enjoy a tractor and trailer ride, see sheep being sheared, cows being milked or even chicks hatching! There will be a farm walk and nature trails organised, which are ideal ways to enjoy the peace and beauty of the countryside. Why not make a day of it and take a picnic to enjoy with family and friends, down on the farm? For those of you who love machinery, there will be plenty of tractors and tools on show too!**"

Caroline Drummond, Chief Executive of LEAF (Linking Environment And Farming), organisers of Open Farm Sunday said: "Last year over 184,000 people visited farms on Open Farm Sunday experiencing the joy of discovering the great outdoors down on the farm. This is a day out with a real difference and so much to discover! Whatever you do at an Open Farm Sunday event on Sunday 12 June, it is a great opportunity to experience REAL farming at first hand and to meet Britain's farmers. Just as each farm is unique, each Open Farm Sunday event is unique. LEAF supports farmers with putting on an event that is not only enjoyable, but gives visitors a really fascinating insight into aspects of the countryside that they would not usually see or experience on an average day out."

This will be the sixth Open Farm Sunday and over 450 farms across the country are expected to open. For up-to-date campaign information and to let us know about your time on the farm, follow us on Twitter - twitter.com/openfarmsunday.

To find out more about LEAF and Open Farm Sunday call 02476 413911 or visit www.farmsunday.org or www.leafuk.org

– Ends –

EDITORS NOTES:

To arrange an interview with **x<your name>x** or to find out more about what will be happening at **x<your farm>x** farm call **x<put your contact details>x**.

For further information and images, or to arrange an interview with a local farmer or preview visit to a participating LEAF farm, contact:

David Gough

Open Farm Sunday Press Office

T: 01189 475956

M : 07884 353 474

E: david.gough@ceres-pr.co.uk

Editor's note:

- LEAF (Linking Environment And Farming) www.leafuk.org is a national charity that helps farmers produce food with care for the environment, while working with their local community
- The sixth annual Open Farm Sunday on 12 June 2011 provides a great opportunity for the public to truly get to know how their food is produced and how the countryside around them is cared for
- Visitors will be able to learn from farmers themselves how natural plant and insect species are encouraged to thrive alongside crops, they will get a close-up look at farm animals and see how the needs of wildlife are balanced with modern food production
- LEAF organises Open Farm Sunday and supports farmers with putting on an event that is not only enjoyable, but gives visitors a really fascinating insight into aspects of the countryside that they would not usually see or experience on an average day out
- LEAF supports both LEAF and non-LEAF member farmers by hosting a number of workshops across the country with practical advice and tips for organising successful events. LEAF also provides free promotional support materials and an interactive online event database to register details of farmer events
- Food carrying the LEAF Marque logo shows that it has been grown by farmers who are committed to looking after the countryside and the environment. LEAF farmers are subject to an independent LEAF Audit, designed to help them meet the change in demands placed on operations by legislation, the marketplace, community and the industry
- An increasing number of farmers are signing up to support LEAF, to demonstrate how they are integrating modern farming with environmental conservation
- Principal sponsors for Open Farm Sunday 2011 are: ASDA, Defra, Farmers Weekly, Frontier, John Deere, LEAF Marque, Natural England, National Farmers Union, Syngenta, Waitrose, Warburtons. Additional sponsors include: DairyCo, EBLEX, GrowHow, HGCA, M&S.

Making the most of the media

If you want to attract lots of people to your event, then working with the local media is a great way to do this. It is possible that you may be asked to speak to local media including radio or TV and the following guidelines are designed to help you with this. If you have further queries please don't hesitate to contact Laura Bates at the Open Farm Sunday Press office on 0118 9475956.

To help us keep a record of all media activity it would be much appreciated if, when an appearance is confirmed, you could please email Laura Bates at laura.bates@ceres-pr.co.uk with the details.

Some advice:

- Your idea, your story has to stand out from the rest. It needs a 'hook'.
- Do some research first to be sure the paper/programme is interested in your subject.
- Read the paper or listen to/watch the broadcast so you know the context and characters involved.
- Contact the journalist who you know has written/broadcast on that or a related subject before.
- A concise, informative email message can attract journalist's attention ... a really eye catching photo of you and your farm can help.
- Know whether your story is news or of general/human interest and then contact either the newsroom or features writer, whichever is appropriate.
- Give as much notice or lead time as you can. Give reminders.
- Be absolutely clear of your message.
- Know how it is of relevance to the 'readers/listeners' lives.
- Refer to examples, feelings, people and places or events.
- On the radio, talk 'in pictures' that illustrate what you are saying so the listeners can visualise your farm.
- Be aware of time constraints – is it a 30 second or 30 minute piece?
- Talk to the audience and not just the interviewer.
- Don't be rattled by tough questions. Focus on giving a good answer. Take your time.
- Set aside plenty of time for a TV crew.
- Be ready to be filmed doing something as well as saying something.
- Have suggestions of where and what else could be filmed.
- Try to relax and be as natural as possible.

Try to catch the broadcast or read the article and work out how to do it even better next time!

If requested, LEAF have enclosed the Speak Out 'tool kit' CD Rom providing more top media tips.

Online Media

Don't forget to promote your Open Farm Sunday event online too, such as on your website, Twitter and facebook. Appendix 3 will help you promote your event on facebook - as well as letting everyone know that your event is happening, you will also be able to see who might be attending.

Open Farm Sunday clothing

All Open Farm Sunday host farmers get a free polo shirt when they register and order resources but you can buy lots more Open Farm Sunday clothing for your family and helpers. Why not get your whole family and farm staff kitted out for the day!

Official hosts polo shirt

Price - £10 + vat (plus p&p)

Colour - Bottle Green

Sizes - XS (36), S (38), M (40), L (42), XL (44), XXL (47), XXXL (50)



Open Farm Sunday baseball cap

Price - £7.50 (adult), £6.50 (child)

+ vat (plus p&p)

Colour – Bottle Green, Kelly Green and Surf Blue (order as below)



Open Farm Sunday adult t-shirts

Price - £9.50 + vat (plus p&p)

Sizes - XS (34/36), S (36/38), M (38/40), L (40/42), XL (42/44), 2XL (44/46), 3XL (46/48), 4XL (48/50)

Colours - Bottle Green, Kelly Green and Sky Blue (order as below)



Open Farm Sunday adult hoodies

Price - £15 + vat (plus p&p)

Sizes - S (36), M (40), L (44), XL (48)

Colours - Bottle Green, Sapphire and Electric Green (order as below)



Open Farm Sunday children's t-shirts - £5.50 (plus p&p)

Sizes - 3/4 yrs, 5/6 yrs, 7/8 yrs, 9/11 yrs, 12/13 yrs

Colours – Bottle Green, Lime Green and Sapphire (order as below)



Open Farm Sunday children's hoodies - £12.50 (plus p&p)

Sizes - 5/6 yrs, 7/8 yrs, 9/11 yrs, 12/13 yrs

Colours – Bottle Green, Lime Green and Sapphire (order as below)



Postage and Packing

1 item - £4.95

2+ items - £8.50

You can either order online at www.farmsunday.org or send a cheque together with your order, telephone number and delivery address to LEAF, The National Agricultural Centre, Stoneleigh Park, Warwickshire CV8 2LG Tel: 024 7641 3911

Animals and biosecurity

Collaborating with other farmers to hold a joint Open Farm Sunday event is a great idea. It allows different types of livestock to be brought together at one site so there is a greater attraction for those attending. However, it is important when mixing stock from different holdings, to follow these simple guidelines to safeguard livestock health and safety. Biosecurity is very important for livestock health and movements to another holding could expose animals to a disease risk. Therefore, considerable discussion should be had between the farm veterinary surgeons when planning an event, to assess potential risks to animal health.

- Check the current status regarding any movement restrictions for disease control e.g. bluetongue zones and requirements for movement licences. All this information can be found on the Defra website www.defra.gov.uk/animalh/diseases
- Cattle moving from holdings with a TB testing interval of 2 years or less will require pre-movement testing within the 60 days prior to movement to the Open Farm Sunday premises.
- Movement of cattle to a holding with a TB testing interval of 2 years or less from a holding with an interval of greater than 2 years will require pre movement testing for the move back home.
- All movements to the Open Farm Sunday premises and return movements will be subjected to a 6 day standstill (or whatever standstill is currently in place).
- All movements must be recorded.
- Visiting' stock must be kept physically separate from other stock and ideally in areas not normally used for the housing of livestock. Areas used must be thoroughly cleaned and disinfected, using a Defra approved product (such as FAM 30 or Virkon), before and after they are used.
- On Open Farm Sunday itself, foot dips should be placed so that visitors pass through them between visiting animals that have come from different sites.
- If visitors are able to touch or handle animals, **washing facilities must be provided** not only to ensure human safety but to reduce the risk of cross infection between groups of stock.

It is well worth explaining biosecurity measures to your visitors too as they probably will not realise that they are there to protect the health of the livestock and to ensure human health and safety.

While live animals are going to be the best 'crowd puller' it may be worth considering making some recordings of the livestock 'at home'. It is a great way of showing other types of livestock without having to have them physically on site and therefore no risk to animal health. Even if you do have livestock from different sources, it shows that there is more to dairy farming, for instance, than a couple of calves in a pen, and it gives visitors an insight into seasonal events like lambing time and it is a good back up if it is a wet day.

These guidance notes have been kindly produced by Diana Bendall BVMS(Hons) BSc(Hons) MRCVS, Deva Vets Ltd, The Smithy, Aldford, Chester.

Other sources of help, inspiration and materials

We are delighted that many of this year's Open Farm Sunday sponsors are offering resources free of charge to host farmers. Here are details of some of the materials available.



Frontier Agriculture resources

Frontier Agriculture is the UK's leading crop inputs and grain marketing business recognised for its successful management of the whole arable supply chain. Frontier is a principal sponsor of Open Farm Sunday for the fourth year and is offering host farmers a pack of three posters illustrating how some of the main cereal crops in the UK are grown, harvested and processed to make different end products. The posters feature Open Farm Sunday branding and are:

- 'Wheat: from field to table'
- 'Wheat: from field to bioethanol fuel and animal feed'
- 'Oilseed rape: from crop to oil'

Many of Frontier's staff will be supporting Open Farm Sunday by joining their customers to help on farm on 12th June.



John Deere Technology on the Farm

John Deere is delighted to join Open Farm Sunday as the project's machinery sponsor in 2011. OFS provides two ideal opportunities: to show a wider public audience how advanced farming technologies are being applied to the benefit of farming, efficient food production and sound environmental management, including the reduction of harmful emissions; and to encourage young people to consider a challenging and worthwhile career in farming and agricultural engineering.

We have produced two leaflets to help you put these messages across during your event – your own host farmer's information leaflet ('The machinery revolution') looks at some of the key machines that power our farms and produce our food; feel free to use any of its ideas and suggestions to help put the message across to your visitors that farming is a modern, highly mechanised and technologically advanced industry. The visitor leaflet ('Technology on the farm') is aimed at both adults and children, and attempts to put across the same basic message in a fun and informative way. We hope you find them useful.



NFU resources available to all host farms

Communicating to visitors of Open farm Sunday the importance of British Farming and Why Farming Matters is a key aim for the NFU and that is why it is pleased to continue to offer host farms a range of free resource for their events.

Items on offer include Let's Talk Farming activity booklets for children; Farm, Food and Countryside magazines; stickers; salad seed packets and other giveaways all delivered direct to the farm free of charge. All resources will be available by request and will be dispatched during the fortnight before Sunday 12th June 2011. To register please send your name, address, contact telephone number, expected number of visitors and farm type to leafopenfarmsunday@nfu.org.uk or alternatively call the NFU campaigns team on 02476 858684. Deadline for all requests is Wednesday 1st June 2011.

If you are an NFU member, keep checking NFUOnline, British Farmer and Grower magazine and weekly e-bulletins for more Open Farm Sunday 2011 news and useful tips.



Resources from Warburtons

Warburtons, Britain's favourite family baker is proud to join Open Farm Sunday as a principal sponsor, for the third year running, in 2011. Warburtons care passionately about baking tasty, high quality products and believes these events are a great opportunity to educate families about the journey food takes before it reaches their plates.

Warburtons has produced a fun leaflet to help children and their families learn more about the baking process, all the way from seed to crumb. The two-sided leaflet includes a prize draw which children under 12 can enter to win one of five fantastic baking kits.

Any host farmers who supply Warburtons are encouraged to contact pressoffice@warburtons.co.uk to request product support for their event.



Calling all dairy farmers

DairyCo is proud to continue supporting Open Farm Sunday events. Opening up your farm to educational visits is a really rewarding way to engage with consumers and communicate the true story of milk production and dairy farming.



Farms are great places to learn. Farmers are great people to learn from.

DairyCo research undertaken with adults and children has highlighted that visits to farms are crucial. We've also found that you, the dairy farmer, are amongst one of the most trusted when it comes to providing information about dairy farming.

We have a range of promotional material available to you free of charge to help support you and make your Open Farm Sunday event a success. You can choose from flyers, to DVD's as well as stickers and booklets for handing out to children. All the materials will help to educate consumers young and old about the story of milk from production through to consumption. To receive your DairyCo Open Farm Sunday Farmer's Consumer Education Pack please visit www.dairyco.org.uk and go to the School milk/ For Farmers section to order online. The pack will then be sent out to you with a range of resources for your event.



EBLEX is proud to support Open Farm Sunday and help consumers understand the importance of farming to the economy and its role in producing quality food.

If you are a beef or sheep farmer and plan to open your farm to visitors on 12th June, EBLEX is here to help with advice to enable you to get the most out of the day. We can provide you with information on the environment and facts and figures about the red meat industry, as well as promotional materials to help you communicate key messages about the farming industry.

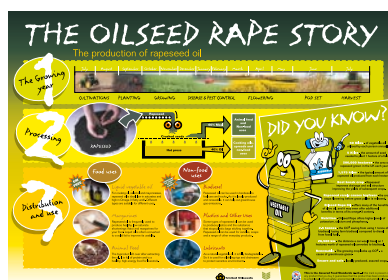
To register for your EBLEX beef and lamb farm visit pack go to www.beefandlambfarmvisits.co.uk and fill in the online request form. We will then send you a beef and sheep farmers' resource pack, including marketing materials and an information booklet to answer any questions you might have.

The website also gives you access to downloadable resources and marketing ideas, plus contact details in case you need any further information. Everything on the website is designed to help you feel prepared and confident for a successful open day. If you don't have access to the internet, please call Zhenya Dewfield on 024 76 47 8819 and she will register for you.



How can HGCA help?

HGCA is pleased to support LEAF's Open Farm Sunday 2010. We believe that the initiative plays an important part in re-connecting consumers with the vital role that farming plays in food production and educating the next generation about how farming influences their everyday lives.



HGCA has an extensive range of free educational resources to support your Open Farm Sunday activities, including a series of five A2 posters - The Cereal Story; The Oilseed Rape Story; The Malting Barley Story; The Oats Story; Grow Your Own Car. All our educational resources can be ordered on the Grain Chain website (www.grainchain.com) or by calling 024 7647 8733. The website is a user-friendly multimedia resource which offers children a fun way to learn about healthy eating and gain an insight into the 'field to fork' cycle of how wheat is grown and used to produce breads and breakfast cereals. Also available on the website there are activity sheets that can be downloaded with games and quizzes, which cover the key topics of arable farming and milling.



GrowHow, the UK's premier fertiliser manufacturer, have supported the development of Open Farm Sunday resources which help farmers tell the fertiliser story in a fun and engaging way. You can download the following from the Open Farm Sunday website www.farmsunday.org:

- resources to print out for a group activity
- information sheet for visitors
- information sheet with activity ideas for host farmers

Other sources...

There are many organisations that can provide you and your visitors with a wide range of free resources for your Open Farm Sunday event. Some of which are included in your resource pack from LEAF, others include -

- **Farming and Countryside Education (FACE)**
T: 0845 838 7192
E: janet@face-online.org.uk
W: www.face-online.org.uk
- **Health and Safety Executive (HSE)**
T: 0845 345 0055
W: www.hse.gov.uk
- **The Royal Highland Education Trust (RHET)**
T: 0131 335 6227
E: rhetinfo@rhass.org.uk
W: www.rhet.org.uk
- **UK Agriculture**
T: 0239 241 0000
W: www.ukagriculture.com
- **National Farmers Union (NFU)**
T: 024 7669 8500
W: www.nfuonline.com
- **Home Grown Cereals Authority (HGCA)**
T: 024 7669 2051
W: www.hgca.com
- **DairyCo**
T: 024 7669 2051
W: www.dairyco.org.uk
- **OPAL - Open Air Laboratories (OPAL) network**
W: www.opalexplornature.org/KidsZone
- **British Pig Executive (BPEX)**
T: 024 7669 2051
W: www.bpex.org.uk
- **English Beef and Lamb Executive (EBLEX)**
T: 024 7669 2051
W: www.eblex.org.uk
- **Hybu Cig Cymru / Meat Promotion Wales (HCC)**
T: 01970 625050
W: www.hccmpw.org.uk
- **Quality Meat Scotland (QMS)**
T: 0131 472 4040
W: www.qmscotland.co.uk
- **Potato Council**
T: 024 7669 2051
W: www.potato.org.uk
W: www.potatoesforschools.org.uk
- **Horticultural Development Council (HDC)**
T: 024 7669 2051
W: www.hdc.org.uk
- **British Wool Marketing Board**
T: 01274 688666
W: www.britishwool.org.uk
- **Soil Association**
T: 0117 314 5000
W: www.soilassociation.org

...and do not forget to ask the people you do business with!

Appendix 1 – Open Farm Sunday sponsors

We are very grateful to all our sponsors for their support of LEAF's Open Farm Sunday 2011. Our main sponsors include:



At Asda we believe that the best friend to the British farmer is the well-informed consumer which is why we are a principal sponsor of Open Farm Sunday. Open Farm Sunday encourages farmers, across the entire food chain, to open their farm gates to the public. The aim is to build a greater connection between farmers and their local community, ultimately educating consumers about where food comes from. For farmers the length and breadth of Great Britain, this provides a fantastic opportunity. It means they can publicise their presence in the local community and teach others about the countryside and what it means to be a British farmer.



Defra is pleased to support the excellent work of Open Farm Sunday in encouraging people to re-connect with farming and how and where their food is produced. The Government is committed to supporting and developing British farming and we want to encourage people to be aware of where their food comes from and how they can work with farmers for the benefit of their local community. Farm visits play an important part in helping people along this journey.



John Deere is delighted to join Open Farm Sunday as the project's machinery sponsor in 2011. As well as being the world's leading manufacturer of agricultural, turf and construction equipment, education and the environment are two of the key principles of our worldwide business. OFS provides an ideal opportunity, not only to show a wider public audience how advanced farming technologies are being applied to the benefit of farming, efficient food production and sound environmental management, including the reduction of harmful emissions, but also to encourage young people to consider a challenging and worthwhile career in farming and agricultural engineering.



Farmers Weekly is the leading farming publication in the UK and is pleased to be the official media partner for Open Farm Sunday. Connecting consumers with the people who grow their food and care for the countryside is vital for the long term health of the industry. Farmers Weekly has a proud history of representing and informing readers, and is pleased to support the many farmers hosting events as they get ready for the big day.



Frontier Agriculture is the UK's leading crop inputs and grain marketing business, recognised for its close customer relationships with farmers and grain consumers and its successful management of the whole arable supply chain. Frontier recognises the importance of educating children and adults about how their food is produced in a sustainable way and is delighted to support its farmer customers and the wider farming industry through its involvement with Open Farm Sunday.



LEAF Marque is the leading environmental food label that demonstrates that the food you buy is grown with care for the future of our environment, wildlife and countryside. LEAF Marque farmers are actively improving the environment and we want all people to visit LEAF Marque farms to see how farmers are caring for the countryside and how their food is produced.



Natural England says thumbs up for wildlife friendly farming. For this year's Open Farm Sunday we are specifically supporting the development and delivery of the Open Farm Sunday workshops in England. The aim is to give farmers the skills, confidence and knowledge to organise inspiring and memorable events for Open Farm Sunday and throughout the year for educational and group visits. The workshops are being held as a partnership between LEAF and FACE (Farming And Countryside Education).



The NFU is delighted to be a principal sponsor of Open Farm Sunday. Educating consumers about the importance of farming and Why Farming Matters is at the heart of the NFU's public-facing work. Open Farm Sunday provides the perfect opportunity for many of our members to open up their farm gates and connect with the people around them, showcasing their farms and the skills used to produce a wide range of quality foods at the same time as caring for the natural environment. We are also very happy to be continuing our support providing farmers with the information and resource they need to make their 2011 Open Farm Sunday events a success.



Syngenta is one of the world's leading plant science businesses. Our purpose is to bring plant potential to life by improving yields and protecting crops from pests and diseases so that we can feed the world's growing population. Improving people's connections with food and farming is a great ambition and Open Farm Sunday is a fantastic way in which to achieve this. We are proud to play our part in supporting food producers and in showing the public the amazing job our farmers do in protecting the countryside and growing high quality food.



Waitrose is delighted to sponsor Open Farm Sunday in 2011, and to support this showcase day for British farming. It is a fantastic opportunity for everyone to spend a fun day out seeing how their food is produced, and how farmers take care of the countryside around them. Waitrose is passionate about selling great tasting British food and is proud of the many farmers and growers who supply it, many of whom will be opening their farms on this day.



"As family bakers, we at Warburtons work with over 350 farmers in the UK to grow our own wheat. We are therefore passionate about highlighting the link between farms and the food on our dinner tables. In sponsoring Open Farm Sunday, Warburtons hopes to help people gain a better understanding of the vital role farmers play in delivering the food we eat every day – from seed to crumb." Brett Warburton, Executive Director, Warburtons.

Appendix 2 – Open Farm Sunday regional co-ordinators

Area	Counties	Name	Contact Details
South West	Cornwall, Devon, Somerset, Dorset, Avon Wilts, Glos	Jeremy Padfield	01761 232303 jeremypadfield@aol.com
South East	Hants, Berks, Oxon, Bucks, Surrey, Sussex, Herts, Kent	Ian Waller	01494 488567 ian@hbf-uk.com
East Anglia	Beds, Cambs, Essex, Norfolk, Suffolk	Andrew Nottage	01223 839002 andrew@russellsmithfarms.co.uk
East Midlands	Northants, Leics, Lincs, Notts, Derbs	Andy Guy	01636 812734 lottabottle@ukgateway.net
West Midlands	Herts, Warks, Worcs, Shrops, Staffs	Robert Kynaston	01743 884253 robert.kynaston@ukgateway.net
North West	Cheshire, G Mancs, Mersey, Lancs,	Huw Rowlands	01244 300655 huw.rowlands145@btinternet.com
Yorkshire and Humber	N, W, S + E Riding of Yorks	Tamara Hall	01482 882596 tam@molescroftfarms.karoo.co.uk
North East and Cumbria	Northumberland, Durham, Tyne and Wear, Cumbria	Lynne Pelly	0191 377 1428 simon@farnlessfarmpark.co.uk
Scotland		Anna Davies	07775 894012 anna@sceneandherdpr.co.uk
Wales		Eira Edwards	01443 670194 eira@lakesidefarmpark.co.uk

Appendix 3 – Facebook events: Promoting your OFS event online

Whether you have a personal account, or you have a business page for your farm, we encourage you to promote your event on facebook. As well as letting everyone know that your event is happening, you will also be able to see who might be attending.

How to do it?

Before you begin, download the Open Farm Sunday logo from www.farmsunday.org. If you don't have a facebook account, create one at www.facebook.com. If you have one but don't have a business page for your farm, but would like to make one (not essential), search for "**pages**" in facebook and create a page from there. Then follow the steps below to create your Open Farm Sunday event.

Using your personal facebook account:

1. Go to www.facebook.com and log in.
2. Either click on "**Events**" (on the left side of the screen, underneath your profile picture) OR go to www.facebook.com/?sk=events
3. This will bring up a list of current events. Click "**Create an event**" in the top right of the page.
4. This brings up the event page. Fill in the details of your event as follows:
 - a. **When?** 12th June 2011. Enter time as applicable.
 - b. **What are you planning?** Open Farm Sunday @ Name of your farm
 - c. **Where?** Farm address
 - d. **More info?** Describe what you are planning. Alternatively use the following template: Come along to **#Farm Name#** for Open Farm Sunday on 12th June 2011, to discover life on one of Britain's farms. Bring along your friends and family for a day out you won't forget!
5. Click "**Add event photo**" on the left side of the screen. Upload the Open Farm Sunday logo which you downloaded earlier (be patient, facebook's photo uploading feature can be slow).
6. Leave the two check-boxes checked and click the blue "**Create event**" (may show up as "**Save event**") button at the bottom of the page.
7. Your event is made! Now click the "**Select guests to invite button**" underneath the OFS logo. Click on people you wish to invite and click "**Send invitations**".
8. Let us know you have made the event! Go to the Open Farm Sunday facebook page at www.facebook.com/openfarmsunday and post the link to your event on the "**Wall**".

Using your farm's facebook page:

1. Log in to www.facebook.com and go to your facebook page.
2. Click on "**Edit page**" at the top right of the screen.
3. On the left hand side, click "**Apps**"
4. Find the "**Events**" app and click "**Go to application**"
5. Continue from step 4 above.

Appendix 4 – Health and Safety Guidance Notes

Open Farm Sunday hosts need to pay close attention to health and safety issues as part of planning an enjoyable event.

The key point is to manage risk, we do not live in a risk-free world so don't think you have to create one. Look at everything on the farm walk route through the eyes of children. If a hazard is too much of a risk, i.e. walking down a steep slope, avoid it by taking a different route. You can talk about something at a distance and so not have to undertake expensive health and safety protection that may be necessary if you were standing next to it.

The following checklist may be useful when preparing for the visit:

- Plan a route that avoids particularly busy areas, e.g. moving machinery, daily deliveries etc
- Block access to hazardous areas. Temporary signs can be used if visits are infrequent. If visits are a main part of the business, permanent signage should be installed.
- Blank off or remove ladders, and then secure them.
- Keep children away from mature, grazing male livestock and from female livestock with young.
- Procedures using hazardous substances should not take place during a visit.
- Lock away veterinary medicines, pesticides etc.
- If you use a trailer to transport visitors around the farm you must read the enclosed HSE Guidance 'Carriage of passengers on farm trailers.'
- If you allow contact with animals, you must refer to the enclosed HSE publication 'Preventing or controlling ill health from animal contact at visitor attractions' (Agriculture information sheet No.23(rev2))
- Let your insurers know.
- If you do allow smoking on the farm, ensure you have a designated area.

How clean should my farm be?

No one is expecting it to be pristine if you are opening for just one day. But you should assess your farm for the risk of visitors becoming soiled. Here are some pointers:

- Segregate parts of the yard where livestock will gather, such as collecting yards, and prevent access to these areas, as well as manure heaps and slurry pits.
- Clear the routes you want visitors to use and make sure they understand that if they contact animals directly or via hand railings, footwear or soiled clothes, they need to thoroughly wash and dry their hands before eating.
- Where you are conducting tours of the dairy, for example, keep public areas washed down and free of faecal matter.
- Where visitors mingle with livestock, clean down gates and partitions, ensure there is a good layer of clean bedding on the day, and watch for areas of faecal seepage.
- If you have a nature trail that passes through a field containing livestock, you should point visitors to hand-washing facilities on exit, using signs or supervision. Do **NOT** allow picnics in these fields.
- Pay special attention to eating areas – these must be segregated from animal contact areas with hand-washing facilities provided, preferably on entry.

What sort of hand-washing facilities should I provide?

- If your visitors come into contact with farm animals you **MUST** provide hand washing facilities.
- You should provide:
 - o Running water (ideally warm, but see note below). Basins/troughs of still water are NOT adequate.
 - o Liquid soap.
 - o Paper towels.
- Warm water encourages your visitors to wash their hands, so you must should provide this, especially in winter months. For a June event, you may consider cold water will be OK, but you should note this on your risk assessment and consider how you will encourage visitors to wash their hands thoroughly.
- Ideally your visitors must wash their hands for two minutes, so you should have enough basins/taps to allow this.
- Make sure there is plenty of signage reminding visitors to wash their hands, pointing them to the facilities and encouraging them to do so thoroughly.

For more on preventing ill health from animal contact, see the enclosed HSE guidance 'Preventing or controlling ill health from animal contact at visitor attractions'.

How much supervision should I provide?

- You should supervise static machinery displays. You may allow members of the public on to tractors and machines, but keys should be removed and a member of staff should be nearby at all times.
- You should supervise animal contact areas. All staff should be aware of the risks and the requirement to tell visitors to wash their hands thoroughly.
- You should put up signs in appropriate places to remind visitors to wash their hands. LEAF has produced some signs for you to download, print off and display on the day, available via the Open Farm Sunday website.
- If there are animals in your yard or in fields next to the yard that are not part of the animal contact area, you should take steps to prevent your visitors touching them and/or put up signs saying touching, feeding or petting is not allowed.

Insurance

You must tell your insurer what you are doing. Most companies will not increase premiums as long as they are told in advance, so talk to them or your broker. Check you have £5-£10 million Public Liability. Cost of increasing from £5m to £10m is about £200/yr.

Signage

Put up clear signs to guide your visitors to where you want them, if there is more than one entrance or place to park. Even then some people will park in the wrong place. Try and avoid deliveries to the farm at the same time as the event, it removes a possible risk factor. LEAF has produced some signs for you to download, print off and display on the day, available via the Open Farm Sunday website.

Biosecurity

Put out foot dipping baths. 25 litre drums cut in half length-ways make good ones, especially if they are square in cross-section. Have a brush available to wash your farm dirt off after the walk. It shows you are responsible to your visitors. Also be aware of E-coli risks and other zoonoses (things we can catch from animals). If you have visitors at lambing time, warn female visitors about abortion causing organisms if they are pregnant.

A place to meet and toilets

Clear an old unused building or area to meet in, which could be left tidy for your next visit (saving the time of tidying up a used area like a corn store or livestock building, or having hoards tramping through your house).

Toilets can be a problem but something can be worked out: put up sign posts to the nearest one. You could even hire a portaloo and ask for donations from your visitors! If you offer tea and biscuits you must have hand-washing facilities available.

Carrying out a Risk Assessment

RoSPA (the Royal Society for the Prevention of Accidents) has prepared the following notes. As a safety education tool, they can be used to ensure awareness of the hazards and discuss any safety measures that are in place, if these are considered adequate and what possible improvements could be made.

It may be useful to first define hazard and risk.

- 'Risk' expresses the likelihood that the harm from a particular hazard will be realised (for example the risk of slipping on a patch of water).
- A 'hazard' is something with a potential to cause harm (the patch of water).
- Hazards only present a risk when there is human interaction (someone treading in the patch of water).
- A risk assessment involves identifying the hazards present then evaluating the extent of the risks involved, taking into account any precautions already in place (identifying the patch of water as a potential problem; noting that it will be walked past; a verbal or written warning).

Identify the hazards:

What hazards are the visitors likely to face?

What kinds of behaviour will increase the risk?

Which hazards pose a significant risk if they are not managed?

How can these risks be controlled?

Might these measures create other hazards?

Assess the risk:

How serious is the risk? (i.e. the potential injury or consequence).

What might increase the severity of injury? (e.g. running, the age of the person).

Who and how many are exposed to the risk?

How likely is it to occur? (previous accidents/incidents and the frequency of exposure to the hazard).

Controlling the risk:

Can the risk be avoided or minimised? Is the activity necessary? Does the educational or social advantage outweigh the risk? Are warnings provided – written, verbal?

Can the hazard be eliminated, avoided or substituted?

Can environmental controls – alterations to physical surroundings or features, mechanisation etc – minimise or remove exposure to risk?

Can safer systems of work/play/activity be adopted? (e.g. by establishing a procedure or set of rules, providing better information, providing skills through training).

Is the use of personal protective equipment indicated where risk remains?

When should we assess the risks?

- The host farmer should be reviewing hazards on an on-going basis and employing risk assessment techniques.
- A friend or neighbour should make a pre-event check on the location's risks. This is best carried out with the host. If the farm is not open to visits on a frequent basis, the host may not be familiar with hazards which may present themselves to children. The friend or neighbour should point out any hazards that they feel need to be managed.

What are the risks?

These are many and varied and exist in all areas of life – not just on the farm! Some of the most common causes of accidents are:

- Slipping (wet surfaces in a glasshouse)
- Tripping (hoses lying around)
- Falls from a height (ladders, platforms)
- Contact with moving vehicles (cars, tractors, fork lift trucks)
- Fire
- Being trapped (collapsing hay bales, grain stores)
- Exposure to cold/wet
- Exposure to sun/heat
- Exposure to infection

A number of hazards can be specific to farm locations.

- Failure to safeguard machinery
- Failure to safeguard toxic substances, slurry pits and gases
- Failure to safeguard flammable substances such as oil, fuel, hay and straw
- Frantic farm activity
- Male animals grazing, female animals with young
- Failure to segregate pedestrians and vehicles

All of the above hazards pose risks that can be managed. Many of them can be eliminated at the pre-visit stage.

Appendix 5 – Generic Risk Assessment for Farm Visits and Open Days



Farm name:	Telephone:
Address where visit will take place:	Fax:
	Email:
	Website:
	Grid reference:
Post code:	
Date of Risk Assessment:	Time of Risk Assessment:
Carried out by:	Signature:

Checklist:

- ☐ Sufficient access for visitors' vehicles (cars, coaches, etc.) with one-way system or turning area
- ☐ Areas out of bounds marked off
- ☐ Hand washing and boot washing point provided and signposted
- ☐ Fire equipment and first aid equipment easily accessible
- ☐ There will be a trained first-aider on site during the visit/open day
- ☐ Clear contingency plans are in place in the event of an emergency or unsafe behaviour amongst visitors
- ☐ Insurer has been informed and farm has adequate public liability cover

Summary (to be completed after the assessment)

Is more information required?	Yes/No	More HSE guidance notes are available at www.hse.gov.uk/agriculture/topics	
Authorised by: (Signature)		Acceptable: (for all beneficiary groups?)	Yes/No
Print name:		Further action required:	Yes/No
Further action required:			

Note:

This risk assessment is designed to help farmers assess their premises in relation to farm visits and for Open Farm Sunday. It should not be used for other purposes, nor should it be used to assess the farm as a workplace. Employers with more than five employees must have a written Health and Safety Policy Statement and must record significant findings of their risk assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Car park – moving vehicles	Visitors – physical injuries - falls from getting in and out of cars, mini bus or coach. Visitors struck by vehicles.		Coach parks in car park. Staff to maintain proper control on the bus/coach. Children stay on bus until instructed to get off. Supervision of car park. One way systems. Maintain surface of parking area e.g. avoid pot holes.			
Public access/roads vehicle movements	Visitors entering farm on foot - passing from one part of farm to another struck by vehicles.		Barriers. Signs on road to alert traffic. Supervision of farm entrance. Divert route to avoid hazard. Provide safe transport e.g. tractor and trailer, segregate vehicles and pedestrians.			
Lost or disorientated visitors	All visitors - wander into unsafe areas.		Signage. Ensure visitors know what to do if they get separated from the group. Regular head counts.			
Trailer rides	Visitors on a tractor and trailer ride – physical injuries: falling; being crushed or run over.		Suitable trailer (<i>see HSE agricultural information sheet AIS 36</i>) trained and competent driver. Tractor/trailer maintained. Supervision.			
Farm vehicles and machinery (not part of a demonstration)	All visitors – physical injury struck by moving vehicles or machinery.		Do not carry out vehicle movements during farm visit. If absolutely necessary ensure vehicles and pedestrians segregated. Provide safe access routes to avoid vehicles. Avoid holding tours at busy times e.g. silage-making. Brief contractors carrying out essential work.			
Workshop activities	All visitors - physical injury from slips, trips and falls.		Prevent access to workshop.			
Uneven ground, steep paths	Visitors on nature trails, farm walks – slips, trips and falls.		Choose a safe route or path – walk and check route for hazards. Cordon off problem areas. Warn visitors before setting off. Signage.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Slurry pits	All visitors – slips, trips, falls; drowning.		Prevent access and ensure adequate fencing to HSE AIS9 standard. Supervision. Signage.			
Sheep dipping baths	All visitors – drowning.		Prevent access and keep dips securely covered. Supervision.			
Silage pits	All visitors – falls from height; Contamination with manure.		Prevent access – area to be roped off when not full. Supervision. Signage. Supervised hand-washing.			
Manure and compost heaps	All visitors – contamination with manure.		Prevent access. Supervision. Signage.			
Ponds and water courses; zoonoses – Weil's disease	All visitors – drowning; contamination with infective agent from contact with water.		Prevent access. Divert route to avoid water course. Signage (at entrance and near water course). Washing facilities. (See later for pond-dipping.)			
Fences and gates; electric fences	Visitors physical injuries – cuts, grazes, etc. Contamination of visitors from touching farm animals or contaminated surfaces followed by ingestion of micro-organisms; electric shock from touching live fences.		Maintenance of fences and gates. Regular cleaning to prevent contamination with manure. Provide hand-washing facilities (see HSE guidance AIS23). Information and signage. Double fencing. Cover barbed/electric wire at viewing point. Switch off fence.			
Barns and yards – bale and fertiliser stacks; unsecured tractor wheels, pallets, boxes etc	All visitors – struck by falling objects, injuries due to climbing/falling.		Check stacks are secure and restack if required. Prevent access. Prohibit climbing on stacks (see later for supervised bale-climbing). Remove hazardous objects, tripping hazards, etc. Store wheels/tyres, etc. safely.			
Grain silos, bins and stores	All visitors – inhaling harmful grain dust; physical injury from falls; entrapment/suffocation.		Prevent access to grain stores/bins. Cover intake pits. Supervision. Signage. Remove access ladders on bins or make safe.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? Suggestions below	Action by whom?	Action by when?	Done
Milking parlour	Visitors at milking demonstration – slips on wet surfaces. Contamination with manure/slurry.	See hand-washing checklist (over).	Clean parlour prior to visit. Supervised hand and boot-washing must be provided. Designated viewing area/ access routes. Supervision. Signage on steps, etc. Remove any tripping hazards.			
Shearing activities Electricity zoonoses – orf, E Coli 0157	Visitors and staff/helpers at shearing demonstration; electric shock or burns; tripping on wires; contamination with manure/dung.		Maintenance of electrical equipment and systems. Use RCDs on sheep shears. Regular cleaning of area. Designated viewing areas. Wires out of passageways. Washing facilities.			
Static machinery (tractors, harvesters, cultivation equipment, ATVs)	Visitors climbing on and playing with machinery displays – physical injury from contact with dangerous parts e.g. spikes or falls from height.		Static machinery must be supervised. Keys must be removed. Remove/protect sharp edges and dangerous parts. Signage. Park machinery safely e.g. lift trucks and loader tractors with buckets/spikes on the floor.			
Working machinery (e.g. bale-wrapping, spraying, feeding or bedding animals with machines etc)	Visitors viewing machinery demonstrations – physical injury from contact with dangerous parts.		PTO shafts and other dangerous parts must be guarded. Cordon off demonstration area. Signage and supervision. Staff/helper training. Remove keys and park safely when not in use. No chemicals may be sprayed. No riding on machines permitted.			
Electrical eq'ment – Saw benches, heavy plant (not part of display)	All visitors – physical injury from contact with dangerous parts.		Equipment stored or locked away and not used during visit/event. Restrict access. Fit guards to those on display. Disconnect power supply and make safe.			
Ponds, streams for pond-dipping	Children – drowning, slips, falls, cuts, grazes.		Supervision. Avoid deep water and fast-flowing streams. Barrier to prevent falling in. First aid provision.			
Bale stacks for bale-climbing	Children – falling, asthma, allergic reactions, entrapment.		Supervision. Signage. Designated area with purpose-built stack.			

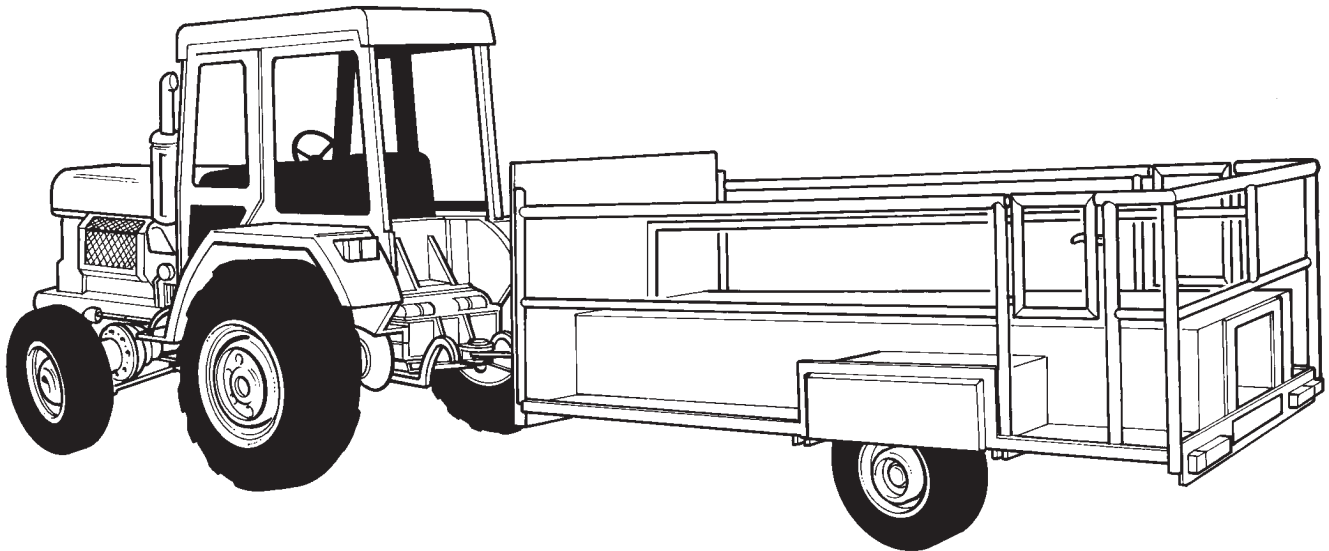
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Zoonoses, including E Coli 0157, Cryptosporidiosis, Brucellosis, Tuberculosis, Chlamydia abortus (sheep afterbirth), orf, ringworm	Visitors feeding, petting or stroking calves, sheep, lambs, pigs, piglets, goats, kids, horses, foals or contact with their dung, contaminated surfaces fences, and pens; pregnant women (C abortus).	Do your hand-washing facilities include the following: Enough basins/points <input type="checkbox"/> Liquid soap <input type="checkbox"/> Paper towels <input type="checkbox"/> Hot and cold running water <input type="checkbox"/> OR Just cold running water <input type="checkbox"/> <i>justify below</i> Cold running water will suffice because	Select healthy stock. If visitors touch livestock or fencing hand-washing facilities must be provided. Locate facilities at exit of animal contact area. Signage and supervision by trained staff/helpers must be provided. Explain to visitors they cannot put their hands in their mouths, smoke, eat or drink before washing their hands because of the risk of infection. Animals in contact area should be clean and healthy (no scouring, dags) (See <i>HSE Agricultural Information Sheet 23</i>). Designated eating areas where contact with animals prevented.			
Poultry – Psittacosis (dust from faeces), Chlamydia psittaci	Visitors petting hens, chicks; feeding the chickens pecked, scratched.	Visitors will be encouraged to wash their hands thoroughly by	No visitor access to animal pens. Fingers or hands must not be put through the railings or pen fencing. Warn visitors of the dangers of walking behind an animal. Explain to visitors that sudden sounds or movement may frighten animals. Use signage and supervision by trained staff/helpers. Prohibit feeding. Restrict access by providing double fencing. Move less docile animals away from visitor area.			
Sheep, pigs, horses, cows, goats	Visitors entering animal pens; feeding the animals; herding animals; performing simple farmyard tasks, contamination with dung, trampled; crushed; bitten; kicked; butted.	<i>Warm water encourages visitors to wash their hands, so this should be provided, especially in winter months. For a June event, such as Open Farm Sunday, you may consider cold water will be OK, but you should consider how you will encourage visitors to wash their hands thoroughly.</i>	No access to collecting yards. Clear areas of accumulated dung, faecal seepage. Define pathways and keep clean. Clean gates, partitions. Apply fresh bedding before visit. Provide facilities to allow cleaning of contaminated footwear, etc.			
Manure and faecal seepage – E Coli 0157	Visitors viewing animals or entering livestock sheds walking through manure; touching manure on gates/walls/ partitions contamination on shoes, laces, pushchair wheels; slips, trips and falls.					

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary? <i>Suggestions below</i>	Action by whom?	Action by when?	Done
Farm pets – dogs and cats	All visitors, especially children – bitten; scratched; toxoplasmosis through stroking, petting.		Keep pets indoors away from visitors.			
Fuel storage tank	All visitors – personal contamination, fumes, burns		Keep fuel tank locked. Prevent access e.g. remove ladder. Supervision.			
Animal feeds	All visitors – ingestion of feeds or contamination with micro organisms		Prevent access to feed stores. Supervision of feeding animals. Washing facilities.			
Flora and fauna	Visitors on farm walk or nature trail – ingestion of poisonous fruits or berries etc.		Check routes beforehand. Supervision. Warn visitors before setting off. Avoid known hazards on route.			
Chemical and veterinary products	All visitors – ingestion of harmful chemicals, breathing vapour or skin; contamination		Chemical and veterinary products must be locked away in a suitable store. Access to store prohibited.			
Food, refreshments	Visitors who eat food supplied at venue – food poisoning, illness		Provider must have food hygiene certificate.			



Carriage of passengers on farm trailers

Agriculture Information Sheet No 36



Introduction

The Health and Safety Executive (HSE) investigated three deaths and 31 serious injuries between 1986 and 1999 that were a direct result of carrying passengers on farm trailers. Whenever people are transported around the farm, the vehicle they are being carried on must be suitable for the purpose and a safe system of work (safe working practices) must be followed.

This information sheet is aimed at anyone who uses a trailer to move people around on a farm and sets out the features, related to the circumstances of use, a trailer should have if it is used for carrying passengers.

It only considers on-farm use (ie away from the public highway). Travelling on the public highway with passengers on a trailer may be an offence under road traffic legislation. If you intend doing this you should consult the police to establish any further precautions you should take. Remember that parts of the road traffic legislation apply to any area to which the public have access (eg farm driveways with a public footpath).

Towing vehicle

The tractor or other towing vehicle:

- must be maintained in effective working order, in particular the steering, the brakes (both parking and service) and the tyres;

- should have the facility to operate trailer brakes, preferably direct from the service brakes, but where this is not possible then from the hydraulic services;
- should be correctly and securely coupled to the trailer being used. In particular, the hitch of the tractor should be compatible with the trailer drawbar connection (eg hook and eye, clevis to drawbar) and all necessary securing pins should be in place.

The driver of the towing vehicle should be a mature, competent, and responsible person. Adequate training should have taken place to ensure competence and care should be taken to ensure that the driver is sufficiently mature, particularly if they are less than 18 years old. Remember that young people may require greater training and supervision.

Trailer

- The trailer should be in sound condition and maintained in effective working order, including in particular the tyres and brakes, the floor and sides of the trailer and the connection to the tractor (eg pick-up ring or drawbar).
- It should not be possible for a driver or a passenger to contact the wheels (or tracks) from any position in which they may be riding (ie on either the towing or towed vehicle).

- Brakes (either hydraulic or air) should be fitted on at least one axle of the trailer. They should be connected directly to the tractor's service brakes. If this is not possible, they should be readily operated from the normal driving position (eg the tractor seat).
- Tail-lighting systems, in full working order, should be fitted to both the towing and trailed vehicles, especially direction indicators. (These are the vehicle's normal 'road-going' lights.)
- When passengers are to be carried after dark, provide effective lights that will illuminate the access/egress areas and the area of the trailer used by passengers. (This is additional lighting to aid visibility on the trailer.) Hand-held lights or torches are not suitable for this.
- Do not use trailers in circumstances where overturn is foreseeable.
- If young children are carried (eg under-school-age children travelling with casual workers, or school children on a tour) then the sides should be infilled (eg with weld mesh or similar).
- There should be a safe means of access to and egress from the trailer. This could consist of a fixed ladder or steps, with the lowest rung or step no more than 550 mm above ground level. There should be a secure handhold at the top between 920 mm and 1070 mm above the trailer floor level to help people mounting or dismounting from the trailer. The access position should be behind the trailer wheels.

Trailers in regular use for workers or for carrying members of the public

The following advice applies to trailers used for regularly transporting workers (such as labour gangs) or for carrying members of the public (eg on student farm tours, to PYO fields, school visits etc):

- Seating should be provided which provides back support and is secured to the trailer floor. It should allow all passengers, including children, to sit with their feet on the trailer floor. Seating should preferably face outwards or forwards. If this is not the case (ie passengers face inwards) back support can be provided by the trailer sides (including rear and front).
- Back support should be at 'sitting shoulder height' - 600 mm above the seat for an average man. This will vary for children (depending on age) and may be as little as 350 mm for the average four year old.
- Trailer edges should be protected to prevent passengers from falling. Any headboards, tailboards, sides or guard rails should be secured in position. All sides/guard rails should be strong enough to support an adult's weight without damage or permanent distortion. (Guard rails etc should be able to withstand a minimum horizontal force of 1000 N.) In the case of guard rails/sides which passengers lean on when seated, the rail should be able to support the weight of the total number of people who are likely to lean on them.
- Solid headboards, tailboards or sides should be at least 920 mm high. If the edges are protected by a guard rail it should be not less than 920 mm or more than 1070 mm high. There should be an intermediary rail between 460 mm and 535 mm, and a toeboard not less than 75 mm high should be fitted at the exposed edges. Any opening provided for access should provide a similar level of protection when closed during transport.
- If a portable ladder is used, it should be rigid and strong enough for the purpose and secured in position before being used. (It should accompany the trailer when it is being used to transport passengers.)
- Nothing other than the passengers and their personal tools and effects should be carried on the trailer, ie there should be no goods, equipment or loads in transit.
- Trailers that are regularly used for carrying passengers should be clearly marked with the maximum number of people that can be carried.

Trailers used for workers on an exceptional basis

For trailers used to carry workers to or from a worksite on a one-off basis, the above criteria should be applied as far as possible. If they cannot reasonably be met, then the minimum standards to be achieved are:

- People should be able to sit down (either on seating or on the floor of the trailer) and any seating should be secured to the trailer floor. If bales form the seats, they should ideally be placed in the centre of the trailer so that people can sit back to back, and they should be secured in position by ropes or other effective means.
- There should be a headboard, tailboard and sides to prevent people falling. The sides, headboard and tailboard should be to a height at least 470 mm above the surface upon which a person is sitting.
- No one should ride standing in the trailer unless the sides are sufficiently high that it is safer to do

so (eg in a high-sided grain trailer where sides are around standing chest height and provide a secure handhold).

- No one should ride seated on the top edges of sides/headboard/tailboard or with their legs hanging over the side of the trailer.
- No one should be carried on a laden or partially laden trailer if movement of the load could cause injury either directly (eg by crushing) or indirectly (eg by causing a fall). If people do ride on a load they should be sitting and the sides of the trailer should be at least 470 mm higher than the load.
- Means of access should be provided. This can be either permanently attached steps/ladders or a portable ladder that can be secured in position. Means of access provided by manufacturers on new trailers are acceptable to meet this requirement.

Safe system of work

- A responsible person should travel on the trailer to control and help the passengers. (More than one person may be required if the passengers are groups of children.) The driver should not carry out this task as well as his driving duties.
- For school parties the teacher or parental supervisor should not be the only responsible person travelling on the trailer - farm staff should also be on board.
- The responsible person should ensure that the number of passengers does not exceed the capacity of the trailer.
- If the only passengers are workers, one of them should be appointed as the responsible person.
- There should be an effective and efficient system of communication provided between the responsible person and the driver, clearly understood by both parties, for starting and stopping travel (eg two-way radio, bell signal etc). The driver should not move the trailer without first receiving instructions or signals from the responsible person to do so.
- All passengers, including the responsible person, should remain seated during the journey. No one should be allowed to mount or dismount from the trailer while it is moving.
- Mounting and dismounting from the trailer should take place in a quiet and safe area, away from other traffic, if possible. (If not, then suitable barriers should be provided to prevent people,

especially young children, from running into danger.)

- If workers are to be carried to a worksite on an empty trailer that will subsequently be loaded and returning with a load, alternative arrangements will have to be made for the workers' return journey.
- The driver should drive within speeds which will not jolt the passengers or cause them to be thrown around and should avoid any sudden speed changes.

Legal requirements

The Health and Safety at Work etc Act 1974 (section 3) requires employers and the self-employed to take reasonably practicable precautions in relation to the safety of non-employees who may be affected by the work activity.

The Provision and Use of Work Equipment Regulations 1998¹ (PUWER 98) put duties on employers, the self-employed and workers in relation to work equipment.

The regulations that have specific requirements on carrying passengers on trailers are:

- regulation 4 which requires work equipment to be suitable for the purpose for which it is used. This can be achieved either by the original design of the equipment or by proper modification to make it fit for purpose;
- regulation 9 which requires the driver of the towing vehicle to be adequately trained;
- regulation 25 which requires any equipment used for carrying people to be suitable for the purpose and requires that there are features to reduce the risk from contact with the wheels or tracks as low as reasonably practicable;
- regulation 26 which states that where there is a risk of injury in an overturn the risk is controlled by various means including stabilising the equipment or by providing a roll-over protective structure.

References

1 *Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance* L22 HSE Books 1998 ISBN 0 7176 1626 6

Further information

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 02920 859260 e-mail: hseinformationservices@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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Preventing or controlling ill health from animal contact at visitor attractions

Includes a supplement for teachers and others who organise visits for children

HSE information sheet

Agriculture Information Sheet No 23(rev2)

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

Introduction

This information sheet provides advice for those responsible for premises where members of the public, including children, are encouraged to view, touch or pet animals. Visits to these sites are primarily for recreational or educational purposes.

Premises covered by this guidance include:

- farm attractions, eg open farms/farm parks;
- animal petting/handling enclaves within other attractions (including those at zoos etc);
- city farms or other educational establishments;
- working farms with livestock that occasionally open to the public, eg for school visits or to participate in 'Open Farm Sunday' or similar events;
- rare breed and rescue centres;
- agricultural shows or country fairs where livestock are present;
- travelling menageries or mobile animal petting/handling enterprises;
- other similar visitor attractions at which the public have contact with animals.

While the general principles covered in this document are equally applicable to zoos, specific guidance on managing zoonotic disease (disease passed from animals to humans) in zoos will be contained in *Managing zoonotic risk in zoos and wildlife parks* which is to be published shortly.

The information contained within this guidance is aimed at owners and managers of visitor attractions who have legal duties under health and safety law (dutyholders). It describes the measures dutyholders should take to protect visitors. Dutyholders will also need to ensure that they comply with their legal obligations to protect the health and safety of their staff, including their employees, volunteers, helpers etc.

Teachers and others who organise visits should also read the supplementary sheet which forms part of this advice, to help them make sure that children do not become ill as a result of visits. It may be useful to assist with the process of risk assessment, which should be carried out before the visit takes place.

Visits to premises covered by this guidance play a valuable part in the education and development of children and young adults, and provide an enjoyable experience for many people. It is unusual for members of the public to be made ill as a result of such visits. However, there have been a relatively small number of serious cases of ill health reported as a consequence of visits to premises.

It should be assumed that animals at visitor attractions carry harmful micro-organisms such as *Escherichia coli* O157 (commonly known as *E coli* O157 or VTEC) and *Cryptosporidium parvum*. Therefore, as with many other activities, visits to such premises can never be considered free from all risk. However, implementing the control measures in this guidance will help ensure that the risk of infection from contact with animals is low.

'Hazard' and 'risk'

Throughout this guidance the term 'hazard' is used to describe anything with the potential to cause harm and 'risk' used to describe the chance or probability of harm occurring coupled with its severity.

Background

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, in whom they may cause ill health, which in some cases may be severe or life threatening.

Much of this guidance refers specifically to the verocytotoxin-producing bacterium *E coli* O157 because it poses a serious hazard to the health of people visiting such premises. *E coli* O157 can potentially cause serious illness, especially in young children, in whom symptoms may include bloody diarrhoea and kidney failure.

Cattle and sheep are the main recognised carriers of *E coli* O157. The organism may occasionally be found in other animals, especially among the mixed species often present at visitor attractions. These include goats, pigs, chickens, horses, deer, llamas and alpacas. Farm dogs and wild rabbits can pick up the infection from an infected environment. Infection can also occur in birds such as wild geese. The organism is primarily transmitted through contact with their faeces (dung).

Another harmful micro-organism is *Cryptosporidium parvum*. This is a microscopic parasite carried by calves, lambs, deer and goats and can cause severe diarrhoea in young children and the elderly. It is capable of surviving for a long time in the environment.

People can become infected with *E coli* O157 or *Cryptosporidium parvum* through consuming contaminated food or drink, through direct contact with contaminated animals, or by contact with an environment contaminated with animal faeces.

Very low numbers of micro-organisms can cause human infection and so it is important that those responsible for the premises control the risks to visitors.

A number of essential control measures can help reduce the risk of people, especially children, becoming infected through contact with faeces and faecal material. These include:

- good general cleanliness around the premises;
- prevention of animal soiling on paths and walkways;
- containing animal bedding material within pens;
- the careful transporting and storage of manure;
- good animal husbandry;
- separating animal contact and non-contact areas;
- provision of adequate hand-washing facilities;
- information for staff and visitors; and
- proper supervision of animal contact and hand washing.

Controlling the risks from *E coli* O157 and *Cryptosporidium parvum* will also control the risks from most other organisms that are transmissible to humans by the hand-to-mouth route.

Precautions against other types of zoonoses are covered by HSE Agriculture Information Sheet 2(rev2) *Common zoonoses in agriculture*.

The law

The Health and Safety at Work etc Act 1974 and associated health and safety regulations place duties on a wide range of people (dutyholders). If you open your premises to the public, including for charity events, you will have duties under health and safety law.

COSHH

E coli O157 and other micro-organisms that may cause ill health are subject to The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended). These Regulations require an employer or self-employed person to:

- assess the risks to employees, self-employed people and the public from exposure to hazardous substances, including micro-organisms;
- prevent, or, where this is not reasonably practicable, adequately control exposure to the hazardous substances;
- introduce and maintain control measures;
- inform, instruct and train employees about the risks and precautions to be taken;
- inform visitors about the risks and precautions to be taken; and
- regularly review the assessment and the effectiveness of control measures.

Guidance on COSHH can be obtained from the HSE website: www.hse.gov.uk/coshh/index.htm

Assessing the risk

When undertaking your COSHH assessment you should:

- assume that all animals (including birds) carry micro-organisms such as *E coli* O157 that could represent a hazard to human health. Animals carrying infection can still appear healthy;
- remember that ruminants (eg cattle, sheep and goats) carry *E coli* O157;
- take into account that *E coli* O157 is also found in a range of other animals, including pigs, horses,

donkeys, deer, alpacas, llamas, cats, dogs, wild rabbits, chickens and other birds;

- recognise that, although tests are available to detect the presence of *E coli* O157 and other micro-organisms, a negative test result does not guarantee the animal is free of infection as infected animals do not shed the micro-organism all the time. Animals which have previously tested negative may begin to excrete the organism at a later date;
- acknowledge *E coli* O157 may be introduced to your premises at any time by new stock, wild birds and animals, or by visitors;
- bear in mind when selecting animals for animal petting/handling areas that young stock, stock under stress, or stock unfamiliar with people etc are more likely to excrete *E coli* O157; and
- accept that other animals on the premises, including pets, may acquire the bacterium through contact with faeces etc.

Exposure to *E coli* O157

You should assume that your animals carry *E coli* O157 even though they have no signs of this. The organism can be spread to humans by hand-to-mouth contact, eg hands contaminated with *E coli* O157 from faecal sources coming into contact with the mouth. Children, especially those under five years old, are particularly at risk as they are most likely to put contaminated fingers or items in their mouths (including thumb sucking, nail biting and dummies/toys). Only small numbers of the bacterium are required to cause illness, so just because something (an animal or an object) is not visibly contaminated with faeces, this does not necessarily mean it is free from risk.

People may become infected when they come into contact with animal faeces or saliva by:

- touching or kissing animals in animal petting/handling areas or during bottle feeding;
- feeding, stroking or touching animals through gates or pens;
- touching gates, or animal pen divisions, or other structures contaminated with faeces;
- picking up contaminated feed from the floor;
- removing contaminated footwear or clothing;
- eating, drinking and smoking with contaminated hands;
- using contaminated play equipment; or
- touching personal items taken on to the premises that have become contaminated, eg dropped toys or dummies and pushchair wheels.

Control measures

Control measures are actions that need to be taken to prevent or reduce exposure to a substance hazardous to health, in this case micro-organisms. Such measures include:

- the layout of the premises;
- the cleaning of the premises;
- provision and use of washing facilities;
- supervision;
- information; and
- signage etc.

In practice, a combination of control measures will be necessary to protect the health of visitors. To be effective, these measures should be practical, workable and sustainable. They should be reviewed on a regular basis.

Controlling the risk

In order to minimise and control the risk you should concentrate on the following:

- establishing premises' layout and routes, including areas to which visitors should not have access;
- defining, segregating and clearly identifying animal contact areas;
- defining, segregating and clearly identifying non-animal contact areas;
- defining, segregating and clearly identifying eating and play areas;
- providing adequate and suitable washing facilities;
- providing visitor information;
- providing information and signs for visitors;
- providing training and supervision of staff;
- establishing livestock management procedures, including management of bedding, sick/pregnant/stressed animals and veterinary input; and
- controlling manure/run-off and compost heaps.

These are discussed in more detail in the following sections.

Premises layout and routes

You should:

- decide which areas you want visitors to have access to;
- make sure that routes around the premises prevent visitors from entering non-access areas, eg parts of the premises where work is going on, or where manure is stored etc;

- consider how you will prevent entry to non-access areas, eg providing suitable fencing and warning signs;
- direct visitors to washing facilities as they leave any animal contact area, before they access eating and play areas and before they leave the premises;
- avoid directing visitors across tracks or routes used regularly by stock and farm vehicles. If this is not possible, then make sure visitors do not have to walk through any build-up of faeces, liquid effluent, or soiled bedding material. For example, regularly clear or clean routes used by livestock or when cleaning out pens etc, and provide duckboards or similar so that visitors avoid contaminating their footwear; and
- keep the premises as clean as practicable and ensure areas to which visitors have access are free from any build-up of faeces.

Animal contact

You should:

- decide on suitable contact areas, where visitors will be able to pet/handle and feed animals;
- decide which animals are suitable for contact areas;
- not allow the public to enter animal pens (as faeces or contaminated bedding will be underfoot and visitors may themselves carry infections on their footwear that could put your animals at risk);
- ensure adequate and suitable washing facilities are available and are used by visitors when leaving contact areas;
- ensure fencing and other barriers are regularly inspected and properly maintained;
- ensure that animal contact areas where visitors stand or walk are as free as possible from any faeces, and put in place measures to prevent contamination from liquid manure or surface run-off, where necessary;
- regularly clean and disinfect pen divisions and gates as required in animal contact areas where visitors are able to touch them;
- not allow faeces to remain on and contaminate walkways or other areas used by the visitors;
- not allow contaminated bedding or run-off material to contaminate walkways or other areas used by visitors;
- ensure that eating (including sweets, gum and ice cream), drinking, putting contaminated items in mouths (including dummies) and smoking are prohibited in animal contact areas (signs should be displayed instructing visitors of this requirement);
- ensure an adequate number of trained staff for contact areas; and
- ensure, where eating and play areas are adjacent to areas containing animals, measures are provided to prevent members of the public

touching the animals, eg by providing double fencing. This should be positioned at a distance that will prevent visitors reaching through to touch the animals and to prevent animals reaching over or through the fence to contact people.

In some non-contact areas, it will not be reasonably practicable to provide double fencing along enclosures where animals are kept. Examples would be: livestock farms that open occasionally, eg Open Farm Sunday; and along a farm walk/trail through fields. In such cases, the areas should be clearly signed to inform visitors they are entering a non-contact area and touching, animal petting/handling and feeding of animals is not allowed. Eating and play areas should be located within non-contact areas. Any decision to rely on single fencing and signage rather than double fencing must be justified in your risk assessment.

Eating areas

You should:

- site eating or picnic facilities away from areas where animals can be contacted, and preferably at the end of any farm trail, walk or tour, or outside the main areas of the premises;
- make sure that visitors have to pass through or by washing facilities before going to eating areas;
- ensure visitors are advised, eg by adequate signage, to wash their hands before eating;
- exclude your animals including captive birds from eating areas. They could contaminate eating areas with faeces. Consider wing clipping, double gates into eating areas and adequate fencing to exclude them;
- ensure where eating areas are adjacent to animal contact areas, animal contact must be prevented, eg by providing double fencing. This should be positioned at a distance that will prevent visitors reaching through to touch the animals and to prevent animals reaching over or through the fence to contact people;
- provide adequate waste bins and clear discarded food from eating areas to discourage wild birds and rodents from feeding and contaminating the area; and
- position ice-cream and/or sweet kiosks etc in the non-contact areas of the premises, such as the eating areas or at the exit, where visitors have passed washing facilities, and remind visitors using the kiosks, by notices or verbally, to wash their hands before touching or eating purchased food or sweets.

Play areas

You should:

- where possible, site play areas away from areas where animals can be contacted, and preferably at the end of any farm trail, walk or tour, or outside the main areas of the premises;
- ensure visitors are advised, eg by adequate signage, to wash their hands before and after using play areas;
- exclude your animals, including captive birds, from play areas. They could contaminate play areas and equipment with faeces. Consider wing clipping, double gates into play areas and adequate fencing to exclude them;
- ensure where play areas are adjacent to animal contact areas, animal contact is prevented, eg by providing double fencing. This should be positioned at a distance that will prevent visitors reaching through to touch the animals and to prevent animals reaching over or through the fence to contact people; and
- ensure play areas are cleaned on a regular basis to remove any contamination.

Washing facilities

While the primary control measures should focus on reducing and eliminating faecal contamination, the most effective method of removing dirt and contamination remains hand washing with soap and hot and cold or warm running water.

Washing facilities, ie soap and running water, should be provided at or near the exits from any area/ premises where visitors are encouraged to have animal contact. **Cleansing wipes or anti-bacterial gels are not an acceptable substitute for proper hand washing.**

At temporary events, such as agricultural shows where there are suitable permanent washing facilities provided, eg a purpose-built toilet and washing block, it is acceptable practice for animal exhibitors or others to provide information and signs to indicate that visitors should use these facilities after contact with the animals. If such general visitor washing facilities do not exist or are not situated close by, then it will be necessary to provide suitable temporary washing facilities. Ideally, washing facilities should be positioned close to areas where animal contact is permitted.

Further guidance on the provision of washing facilities at agricultural shows is being discussed with the industry.

The provision of adequate numbers of facilities and their location is crucial to preventing ill health. Facilities

can be individual taps and basins, and/or long sinks with a number of running water outlets. They need to be provided and easily accessible at or near:

- areas for intentional contact (animal petting/ handling barns etc). If there is a one-way system for visitors through the contact area they should be provided immediately adjacent to the exit; if there is a two-way flow of visitors they should be provided immediately adjacent to entrances and exits. A one-way system may help to ensure that washing facilities are properly used;
- entrances to eating areas; and
- the exit from the premises.

Washing facilities

An acceptable way of estimating the capacity of the washing facilities is to:

- estimate the maximum number of visitors expected or permitted at one time;
- consider how many visitors will be in animal contact areas at any time – you may already limit numbers of visitors in these areas to allow them time to enjoy the experience with the animals;
- assess the rate at which visitors will leave contact areas, eg in large groups such as school parties or a few at a time; and
- estimate the time taken to wash hands effectively, remembering that a thorough hand wash may take up to two minutes.

If you estimate that, for instance, 30 people will leave a contact area every 15 minutes, and each person will take two minutes to wash their hands, you should provide enough washing facilities for four people to use at one time (30×2 divided by $15 = 4$). Make similar calculations for other locations around the premises, eg at main exits or entrances to eating areas.

You can supplement permanent facilities with temporary ones at busy times, eg just before the summer holidays, in remote areas of the premises, or for short-duration events, eg country shows or fairs. Portable units can be hired which have heating, lighting and running water.

All washing facilities should:

- be accessible by all visitors, ie at the right heights for both children and adults or with raised standing areas provided for children. Check these do not create tripping or falling hazards;
- have running hot and cold or warm water (eg mixer taps). It is easier to create soap lather with warm

water, and it may encourage visitors, especially children, to wash more thoroughly, particularly in cold weather. Warm water supplies should be fitted with a means of restricting the temperature to no more than 43 °C to avoid scalding;

- have liquid soap. Bactericidal soaps are not necessary;
- have paper towels. Hot-air hand-dryers are suitable but may lead to queues, which discourage visitors from washing their hands. Reusable hand towels are not suitable;
- be properly maintained and cleaned regularly as required, at least daily;
- be replenished with paper towels and soap as necessary;
- include open or pedal-operated waste bins which are emptied as necessary; and
- be arranged so that visitor throughput and/or water overflows etc do not make the immediate vicinity muddy and so put people off using the washing facilities.

In exceptional circumstances, such as premises that open on an occasional basis in the summer, providing cold running water only, soap and disposable towels may be acceptable. This must be justified in your risk assessment.

Do not provide buckets or troughs of standing water which are shared or reused by several people – they do not allow effective hand washing, and reusing water can spread micro-organisms among those using it. Adding a disinfectant to the water does not make the practice acceptable.

It is important to encourage your staff, parents, teachers and others who have responsibility for visitors to make sure that children and other visitors wash their hands properly.

Cleaning footwear, pushchairs, wheelchairs etc

You should ensure your planned layout will minimise the likelihood of contamination of footwear, pushchairs, wheelchairs etc. Where this unavoidably occurs, you will need to consider providing suitable facilities to allow visitors to clean contaminated footwear and wheels on pushchairs and wheelchairs. The facilities should be arranged to reduce the risk of personal contamination from manure, liquid run-off etc during the cleaning process and be located so that people can easily wash their hands after this has been done.

Visitor information and signage

Information should be provided to visitors covering:

- risks to health;
- precautions taken to minimise risks;

- personal responsibilities of visitors to minimise risks, including hygiene precautions; and
- site plan, map, route directions or other information as necessary.

The information should be included:

- on the attraction's website; and
- on site maps/plans or other handouts given to visitors on arrival.

Leaflets or pre-visit packs for schools and other organised groups should be provided to help teachers and others plan the visit.

Remember the following:

- Information should include notices at all entrances to the premises to remind visitors of the need for good personal hygiene, and to inform them that they should only eat or drink in the designated areas.
- Consider handouts and stickers for visitors etc about hand washing.
- Signs should be erected in appropriate places reminding visitors to wash their hands when leaving animal contact areas, before eating, and when leaving the premises.
- Washing facilities should have signs showing how to wash hands properly.
- Young children may have dummies or toys that they put in their mouths. You should remind accompanying adults not to put dummies that have fallen to the ground back into their children's mouths.
- Pictograms, audio devices, continuous loop videos or other media may be useful.
- Information should be clearly legible and may be required in languages other than English.

Training and supervision

You should:

- ensure staff are trained and instructed about the human health risks associated with animals and the necessary control measures. Don't forget that training should also be provided for temporary or seasonal staff taken on during busy periods;
- ensure staff are trained and instructed on what visitors should or should not do;
- provide guidance to staff on how to explain the hygiene message to visitors, including the importance of thorough hand washing, particularly for children;
- arrange adequate and appropriate levels of supervision in contact areas. The number of supervisors will depend on the size of the animal contact area and the number of visitors permitted

or expected in that area at one time;

- make sure that children are supervised while they wash their hands. Although this is the responsibility of parents or teachers, in some cases staff may need to help in supervising;
- remind supervisors in animal contact areas (who may also be there to protect the animals) to ensure that visitors do not eat, drink or put items in their mouths while in these areas;
- ensure supervisors discourage visitors (especially children) from putting their fingers in their mouths or kissing the animals; and
- stress to your own staff the importance of following good personal hygiene, eg thoroughly washing their own hands, when necessary, and not eating or drinking in animal contact areas.

Livestock management procedures

You should:

- consider producing an animal or farm health plan in consultation with your vet to help reduce the risks from zoonoses;
- assess whether animals are healthy before moving them to animal contact areas, but remember that animals carrying *E coli* O157 do not show signs of illness;
- ensure that animals that have just given birth, or been born, are not put in contact areas;
- immediately remove any animals showing signs of ill health, such as diarrhoea or stress, from animal contact areas until they have recovered and seek veterinary attention and advice promptly;
- keep animals and their housing clean;
- consider whether replacement stock can come from within the premises rather than being brought in (this would reduce the likelihood of new infections being inadvertently brought on to the farm);
- where possible, source replacement livestock (especially young animals for bottle feeding) from a reputable supplier with known health status, where the stock-keeper will have ensured that they have received an adequate supply of colostrum after being born;
- try to minimise movement and mixing of animals from different groups (this is particularly important to minimise the shedding of *E coli* O157 by ruminants such as cattle and sheep);
- check all animals on display regularly for evidence of illness, consulting your vet as appropriate; and
- regularly empty and clean water troughs and provide the animals with clean drinking water.

Manure and compost heaps

You should:

- position manure or compost heaps well away from areas that visitors can access, or fence them off;
- prevent or contain any liquid run-off where this might contaminate visitor areas; and
- not allow visitors to bag their own compost or manure.

Additional advice

Further advice on *E coli* O157, including a video on handwashing, is available at: www.hse.gov.uk/campaigns/farmsafe/ecoli.htm

Sources of advice for dutyholders

The National Farm Attraction Network (www.farmattractions.net), the Federation of City Farms and Community Gardens (www.farmgarden.org.uk), Farming and Countryside Education (www.face-online.org.uk), and Farms for Schools (www.farmsforschools.org.uk) all provide advice and other services. Consider using the assurance or inspection schemes run by some of these organisations.

Where the premises are part of a commercial farm this will normally be HSE: www.hse.gov.uk; in other cases it will be the local authority for your area: www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm

Other advice is available from a number of other government websites including:

www.hpa.org.uk/
www.hps.scot.nhs.uk/
www.dh.gov.uk/en/index.htm
ww2.defra.gov.uk/

Advice on the control of infections in animals that can be transmitted to people can also be provided by veterinary surgeons (see telephone books for contacts).

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available at: www.hse.gov.uk/pubns/ais23.pdf

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Advice to teachers and others who organise visits for children

HSE information sheet

This supplement to AIS23 *Preventing or controlling ill health from animal contact at visitor attractions* advises teachers and others who organise visits by children on the precautions necessary to reduce the risk of ill health arising from contact with animals.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some of these, such as the bacterium *Escherichia coli* O157 (*E coli* O157) or *Cryptosporidium parvum* (a microscopic parasite), present a serious health hazard and have the potential to cause severe illness and health problems which may be particularly acute in young children.

As with many other educational or recreational activities, visits can never be considered free from all risk. However, while the hazards are real, the risk of infection in children can be readily controlled by simple everyday measures. The following practical steps will help make your visit even more safe, healthy and enjoyable.

Before your visit, you should:

- read and understand the advice in the main AIS23 information sheet, and discuss arrangements for the visit with the management at the site;
- confirm that the control measures provided at the site match the recommendations in AIS23;
- seek advice from your local authority or organisation on what the appropriate ratio of children to teachers/leaders/assistants/parents etc should be;
- discuss and agree with the supervisors, parents or staff of the school, creche, leaders of youth organisations etc, their roles and responsibilities during the visit. In particular, they must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly after contacting animals. Key points to cover with the children should include:
 - explaining the rules for the visit, stressing that they must not eat, drink or chew anything (including sweets) outside the areas in which you permit them to do so;

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- explaining why they must wash their hands thoroughly after contact with the animals, and before eating or drinking anything;
- demonstrating how to wash their hands properly;
- discussing the requirements for appropriate clothing, including suitable footwear. You should liaise with the attraction to ascertain what this is; and
- checking that cuts, grazes etc on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children:

- are reminded of the rules/precautions to take on arrival at the site;
- do not kiss animals;
- always wash their hands thoroughly before and after eating, after any contact with animals, and again before leaving the site;
- eat only food that they have brought with them, or food for human consumption they have bought on the premises, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- do not suck fingers or put hands, pens, pencils or crayons etc in mouths;
- where practical and possible, clean or change their footwear before leaving; and
- wash their hands after changing their footwear.

Check that the children stay in their allocated groups during the visit and that they:

- do not use or pick up tools (eg spades and forks) or touch other work equipment unless permitted to do so by site staff;
- do not climb on to walls, fences, gates or animal pens etc;
- listen carefully and follow the instructions and information given by the site staff;
- approach and handle animals quietly and gently;
- do not chase, frighten or torment the animals; and
- do not wander off into unsupervised or prohibited areas, eg manure heaps.

Remember:

- **the children are your responsibility during the visit;**
- you should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Site staff may be able to help with this supervision; and
- allow plenty of time before eating or leaving so that the children do not have to rush.

If a member of your group shows signs of illness (eg sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.

Additional advice

Further advice on *E coli* O157, including a video on hand washing, is available at: www.hse.gov.uk/campaigns/farmsafe/ecoli.htm

Other advice is available from a number of other government websites including:

www.hpa.org.uk/
www.hps.scot.nhs.uk/
www.dh.gov.uk/en/index.htm
ww2.defra.gov.uk/

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This document is available at: www.hse.gov.uk/pubns/ais23.pdf

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We hope this handbook helps you to put on a safe,
fun and memorable event for your visitors.

Good luck and have a wonderful day!

from everyone at LEAF