

Oxford City Farm: Event Risk Assessment and site rules

General Information

Event	[name of event and brief description]
Name and contact details of hirer	[name of hirer and contact number]
Date	
Time	
Location	Oxford City Farm, OX4 3NU -
OCF Farm contact	Nicole Titera (Farm Lead)
Contact details	
Emergency	State that the farm is through the gates at the far end of Isis Court Care Home car park. What3Words: Boot.Format.Fever 999, John Radcliffe Hospital 01865 741166, Police 111 local police
First Aider	There will be no first aider on site during the booking.

If any unexpected members of the public arrive at the farm during your hire advise that the farm is closed for a private event. A sign will be provided to place at the main entrance.

Arrival checklist

- Unlock the front gate: Code not required as staff will be on-site - change combination and leave to side of the gate
- Put closed for private hire board at entrance near the gate (can be found in the entrance to main building)
- Disconnect batteries for electric fencing by the fire pit
- Use anti-bacterial spray to wipe down counter and tables
- Complete an indoor and outdoor visual inspection of the playhouse for nesting animals or insects
- Fold back the red cover on the sandpit
- Complete a visual inspection of the outdoor toilet block and composting toilet for nesting animals or insects
- **Site rules to run through with all guests:**
 - Ensure that guests are aware that this is a working farm and that tools and working materials are around the site.
 - Children should be supervised at all times on site.
 - Point out the restricted access areas by the bee enclosure and at the far end of the site.
 - Note that special care must be taken by the wildlife pond.
 - Produce around the farm should not be harvested unless you are accompanied by a staff member or have express instructions that this is permitted.
-Put the kettle on for a cup of tea after a job well done!

Departure checklist

- Reconnect batteries for electric fencing by the fire pit
- Ensure that bikes/scooters are stored neatly by green container near the playhouse
- Replace cover on sandpit once toys are tidied into box
- Check fridges for any forgotten items and around the site for any litter/misplaced possessions
- Ensure outdoor fridge is left switched on
- Return furniture to original format
- Please take your rubbish, recycling and food waste home with you
- Lights switched off in toilet block, taps are switched off and door closed
- Secure the front gate on departure by wrapping chain around gate posts twice: Code will be text to you ahead of the event to lock up if no staff remain on-site.

Activity	Hazard	Persons at Risk	Risk level	Actions taken before or during the event	Who
Moving vehicles	Person being struck	All visitors, and OCF staff or volunteers	Low	<ul style="list-style-type: none"> Limited car policy on-site, if necessary, lead hirer to manage opening and closing of main gate and use parking area by green building (4 bays available). On-road parking available on Cornwallis Road; time limited to 2 hours. Cars at risk of removal if parked in the Care Home car park. 	Hirer
Loading, unloading and transporting equipment before and after event	Back strain, trapped fingers, cuts etc	All visitors, and OCF staff or volunteers	Medium	<ul style="list-style-type: none"> All people transporting using a car to wooden structure to be accompanied by lead hirer to warn of any obstacles or people in the way Wheelbarrows or wooden trolley can be borrowed on-site There is bicycle parking on site 	Hirer
Contact with farm Animals	Risk of disease; risk of shock	All visitors, and OCF staff or volunteers	Medium	<ul style="list-style-type: none"> Anyone in direct contact with any of the animals must wash their hands with soapy water directly after contact. Hand sanitiser is not sufficient as this does not kill E. coli Ensure that the electric fencing is disconnected at the start of the event by the fire pit Ensure that the electric fence is reconnected at the end of the event - a short demonstration will be provided on arrival at the farm Refrain from entering the animal enclosures or letting animal out of enclosures. In the event of an escaped animal, notify a staff member and close the main gate. Do not feed the animals human food 	Hirer
Food hygiene	Food poisoning, poor standards of hygiene, incorrect storage of food.	All visitors	Medium	<ul style="list-style-type: none"> Use anti-bacterial spray to wipe down counter and tables Wash hands prior to serving or eating food. Food only to be consumed away from animal enclosures in wooden structures or picnic tables. Use of outdoor fridge to be agreed in advance of booking if needed. 	
Open fire	Burning	All visitors	Medium	<ul style="list-style-type: none"> As an unstaffed private hire we ask that NO fires are lit during the event. This includes candles and BBQs. 	Hirer
Pond	Drowning	All young visitors	Medium	<ul style="list-style-type: none"> The pond is around 70cm in depth and the path around it can be slippery. 	Hirer

				<ul style="list-style-type: none"> Any children under the age of 14 must be accompanied in this gated area. Do not throw anything into the pond, this includes sticks, rocks, feet, hands and children of any size. 	
Approaching bee hives	Bee stings	All visitors	Medium	<ul style="list-style-type: none"> Advise all visitors NOT to approach bee hive enclosure Remove sting with credit card or similar – do not squeeze Lead hirer to highlight this to guests on arrival 	Hirer
Vegetable trampling and picking	Bruised and trampled vegetables	All visitors	Low	<ul style="list-style-type: none"> Advise all visitors to stick to the paths around the site and avoid trampling on veg beds Do not pick/harvest the fruit and veg around site unless accompanied by a staff member. 	Hirer
Tree climbing	Risk of broken bones	All visitors	Medium	<ul style="list-style-type: none"> Advise all visitors that tree climbing is not permitted at OCF 	Hirer
Uneven ground	Risk of ankle/leg injury from walking/running	All visitors	Low	<ul style="list-style-type: none"> Advise all visitors to stick to the paths around the site and take care when moving around the site. 	Hirer
Restricted areas	Risk of injury entering restricted areas	All visitors	Low	<ul style="list-style-type: none"> Advise all visitors NOT to enter areas where staff only or restricted access signage is displayed. 	Hirer
Weather extremes	Sunburn, sunstroke, dehydration, hypothermia	All visitors and OCF staff	Low	<ul style="list-style-type: none"> Participants advised in advance to wear suitable clothing Drinking water always available on site In extreme weather events it may be necessary to close the site 	Hirer
Ride-on toys and scooters	Riders colliding with other site users. Injury of injury Falling off the ride on toy Overcrowding of Equipment	All visitors	Medium	<ul style="list-style-type: none"> Responsible person supervising at all times ensuring participants are placed in weight / height categories or in similar size categories for safe use. Ensure only one user per ride on the toy is allowed. Visual inspections during set up and test annually from defects. Ride on toys should be used in a controlled fashion only. Do not use toys on disabled ramps. 	Hirer
Use of the kitchen	Burns, cuts, electrocution, fire, manual handling, wet floors, kitchen appliances, hazardous substances, knives, food hygiene	All visitors	Medium	<ul style="list-style-type: none"> If your hire includes the use of the kitchen ensure that you have completed the kitchen induction prior to the hire. A separate kitchen risk assessment will be supplied 	Hirer