



## Risk Management Overview – Visitor Safety during Farm Visits

We recognise that safety is a shared responsibility during visit sessions. However, please note that Duty of Care lies at all times with the attending organisation and any coordinators on behalf of a visiting group. Below are the main areas that present risks on the farm and their control measures. We appreciate your cooperation to help keep everyone safe while on the farm. Kia ora.

Hazard Identification	Control Measures
<p><b>1. Health Care &amp; First Aid</b> A visit to the farm is an off-site trip, during which visitors are outside of their usual context/environment</p> <p><i>Associated risks:</i> -Allergic reactions -Accidents or medical emergencies</p>	<ul style="list-style-type: none"> <li>● Ensure access to first aid kit on the farm</li> <li>● Ensure that individual health care plans are provided for visitors with allergies, disabilities, or other special needs, including management of such conditions during the visit</li> <li>● Bring a first aid kit on the visit</li> <li>● Ensure any relevant visitors have access to appropriate medications specific to their needs</li> <li>● Bring a first aid qualified supervisor(s) on the visit</li> </ul>
<p><b>2. Navigating the Farm</b> The farm is a dynamic environment that involves moving through and around in a variety of conditions</p> <p><i>Associated risks:</i> -Slips, trips and falls -Separation from group</p>	<ul style="list-style-type: none"> <li>● Ensure appropriate footwear is worn on site (closed-toe shoes or boots recommended)</li> <li>● Ensure visitors are aware of appropriate foot pathways</li> <li>● KG staff will encourage awareness, alert to cautions, and reiterate instructions where necessary</li> <li>● Ensure visitors are directly supervised at all times</li> </ul>
<p><b>3. Weather Conditions</b> The farm is primarily an outdoor venue, inherently subject to local and changeable weather conditions</p> <p><i>Associated risks:</i> -Sun exposure (heat, UV, etc.) -Precipitation (rain, hail, etc.) -Temperature (hot, cold, etc.) -Other or extreme weather events</p>	<ul style="list-style-type: none"> <li>● Check weather forecast leading up to site visit</li> <li>● Ensure visitors are prepared for weather conditions, including appropriate clothing and sun/rain protection</li> <li>● During warmer months and especially in extreme heat, ensure visitors have refillable water bottles</li> <li>● Ensure activities are modified, postponed, or cancelled if extreme weather conditions are anticipated</li> <li>● Ensure access to sheltered/indoor areas if necessary</li> </ul>
<p><b>4. Plants, Insects, &amp; Animals</b> The farm environment presents potential for exposure to a variety of plants, insects, and animals</p> <p><i>Associated risks:</i> -Scrapes, cuts or rashes -Bites, pecks, scratches or stings -Allergic or other reaction</p>	<ul style="list-style-type: none"> <li>● Ensure clear expectations are set prior to any activity</li> <li>● Ensure visitors only handle plants/crops with relevant permission and appropriate guidance</li> <li>● Ensure visitors only approach animals with relevant permission and appropriate guidance</li> <li>● Identify individuals with allergies, ensure appropriate protection/medication is with them, and avoid allergens</li> <li>● Ensure access to first aid kit</li> </ul>

### **5. Hygiene & Equipment**

Activities on the farm involve the potential to work with soil, plants, animals, and food using a variety of tools and equipment

*Associated risks:*

-Illness or infection

-Allergic reaction

-Cuts, bruises, or other injury

- Ensure access to hand washing station
- Ensure visitors wash hands after handling soil, plants, equipment, etc. and before handling food
- Ensure visitors wash hands after using the toilet
- Ensure individuals with allergies have appropriate protection, medication, and avoid allergens
- Ensure visitors only handle tools and equipment with permission, instruction, and supervision
- Ensure access to first aid kit

Please get in touch with any questions, comments, or concerns regarding any of the above.

### **Kelmarna Gardens Corporate & Team Experience Programme**

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Thank you, stay safe, and we look forward to seeing you on the farm!