



Lock Lane, Sandling, Maidstone, Kent, ME14 3AU

01622 763936 cgeddes@kentlife.org.uk

GENERAL RISK ASSESSMENTS FOR SCHOOLS & PRESCHOOLS

Teachers & Organisers are advised to book a free familiarisation visit before attending with the group. Please contact the Education Officer to book – cgeddes@kentlife.org.uk

Potential Hazard	Who is at risk?	Existing controls	Further action required
General	Pupils and visitors	Teachers and group adults are Responsible for pupils at all times	Kent Life staff are facilitators only. Accompanying adults to be made aware of responsibility.
Car Park	Pupils and staff	Private car park. No public road to cross. Groups met by staff.	Head counts. Designate group leaders. Instruction to stay with groups.
Water	Staff, pupils and visitors	Pond fenced off	Supervision to ensure fence is not crossed
Slips, trips and falls	Staff, pupils and visitors	Teachers to instruct pupils not to engage in horseplay during visit	Suitable footwear must be worn. Adults should encourage sensible and calm behaviour
Lost Persons	Pupils and visitors	Staff must always remain with groups. Radio communications on site at all times.	Regular head counts. Pupils instructed to stay in their group and not to wander off alone. Suggested meeting point is Dotty's Tearooms.
Fire	Staff, pupils and visitors	Alarmed buildings and extinguishers located around site. Assembly points in Pizza Garden (next to Tearooms) and at Sandling Cottage (bottom of site). We have no smoking policy on site.	Stay in groups and let Kent life staff know if anyone is unaccounted for. Await Fire wardens instructions.
Illness & Injury	Staff, pupils and visitors	Trained first aiders onsite. Radio communication on site. Supply of fresh water at Dotty's Tearooms and the outside handwashing station outside the Tearooms. The site has two defibrillators (located in workshop and shop in car park)	Advise Kent Life in an event of accident, even if it is very minor. Kent Life cannot administer lotions, medication or substances they may cause allergic reaction
Animals on site	Staff, pupils and visitors	General access to animals is fenced off but some animals can still present risk, especially if people put fingers through enclosures.	Supervision when interacting with animals. Do not encourage people to put fingers into fences, cages or wires.
Farmyard Friends	Staff, Pupils and visitors	Area supervised by trained staff. Animals regularly changed	Children to always be accompanied by adults. Visitors to follow instructions of staff.
Hygiene	Staff, pupils and visitors	Hand washing facilities in several locations. Signs placed to encourage hand washing,	Ensure all persons wash hands after any contact with animals or their pens. Before eating or drinking. Before leaving site. No food for human consumption in animal areas.
Vehicles operating on site	Staff, pupils and visitors	Speed ramp at entrance. 5mph speed limit. Delivery vehicles escorted through site by staff.	Instruct all persons to be vigilant when walking around the whole site.
Tractor Ride/Fun Farm ride	Staff, pupils and visitors	Trained tractor drivers. Safety briefing before ride. Tractor and route well maintained.	Children must always be accompanied by an adult. Pupils to follow instructions of staff.
Workshops & Demonstrations	Staff, pupils and visitors	All staff and contractors are aware of our health and safety policies.	Pupils must be accompanied by adults at all times.

FIRST AID BOXES are located in offices, play barn, admissions/shop, workshop and Farmyard.

Nearest A & E Department: Maidstone Hospital, Hermitage Lane, Maidstone ME16 9QQ



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KENT LIFE EDUCATION VISITS – THE ESSENTIAL GUIDE

We hope that you enjoy your visit to Kent Life. Please take a few moments to read the following information, designed to make your visit as stress free as possible.

ARRIVING AT KENT LIFE

Upon arrival, please escort the children out of the coach park quickly and safely. A member of staff will be available to guide you through the admissions process and escort you on to the site. Maps can be found on our website. You will be invoiced for the actual number of children and adults present on the day, after your visit. An invoice will be emailed to the school please ensure this is forwarded on to the correct person.

HEALTH AND SAFETY

- Risk assessments are available to download from the Resources section on the Education part of our website www.kentlife.org.uk. Teachers are advised to book a free familiarisation visit beforehand. Please contact our Education Officer to book – cgeddes@kentlife.org.uk
- First Aid boxes are dotted around the site and fully trained First Aiders are available. All First Aid incidents must be reported to a member of staff.
- You will find lots of hand washing facilities around the site. Please ensure that pupils clean their hands thoroughly between activities and always before eating.
- Fire meeting points are located in the pizza garden (next to Dotty's Tearooms) and opposite Sandling Cottage (bottom of site).

YOUR VISIT

A room/s will be reserved for your group to eat lunch and bag storage. Kent Life is open to the public so do not leave any valuables in the room. Children always remain the responsibility of the lead teacher and must remain in small, supervised groups. Please observe the height restrictions in the indoor and outdoor play areas.

FACILITIES

- Toilets with disabled access can be found across the site.
- Due to the nature of our historic houses, not all buildings are wheelchair accessible. Please advise the Education Officer of any wheelchair users in your group, so provision can be made for a wheelchair-accessible lunchroom and workshop rooms (if applicable).
- Refreshments can be obtained in our Tearooms and in the Playbarn.

FURTHER INFORMATION

We hope that you enjoy your visit to Kent Life. Visit the website www.kentlife.org.uk for further information on our Educational days out, or alternatively, contact our Education Officer: cgeddes@kentlife.org.uk or 01622 763936.



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