



Nursery & SEND Group Visits Risk Assessment

This Risk Assessment should be used as a guidance alongside each School's own risk assessment and Health & Safety Policies.

The contents of this assessment are to be taken over to any activity which include these elements.

The risk level for each area highlights the residual risk after all controls are applied. It is therefore essential that all control measures are adhered to in order to manage risk effectively.

Risk Calculation Matrix

LIKELIHOOD	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	SEVERITY				

LIKELIHOOD	Score	SEVERITY		Risk Level	ACTION REQUIRED
		Injury to person or animal	Property Damage		
Happens every year	5	Death or Permanent Disability	Destruction of structure or property	High	Risk must be controlled by change of procedure or additional provisions. Re assess to ensure the risk has reduced to below 8
Has happened here but not in the last 12 months	4	Hospitalisation	Significant damage – Reportable to HSE		
Has happened here but not in the last two years	3	Treatment by Local Doctor/Vet	Maintenance required for continual use	Med	Take action at event level to reduce risk at the location provided the benefits are proportionate to the costs Re assess to ensure the risk has reduce before spending the money Ensure action is made permanent
Not happened here, but I have heard of it happening elsewhere	2	F/A Treatment / Treatment by Site Staff	Repairs completed without disruption		
Not happened here and I have not heard of it happening elsewhere	1	Discomfort	Slight scratches	Low	Monitor throughout the running of the location
Multiply the likelihood by the Severity and the result is the Risk Level					

Assessments Adopted: June 2024

Reviewed by: Customer Operations Manager and Education Coordinator

Next review: January 2025

Hazards Who might be harmed and how	Management Systems Controls Required	Risk Analysis With all controls in place		Overall Risk level with Specific Controls in Place
		Likelihood	Severity	
<p style="text-align: center;">GENERAL</p> <p>Team Members and Visiting Nursery or SEND group</p>	<ul style="list-style-type: none"> Nursery or SEND visits are planned in advance and have a dedicated Godstone Farm 'Schools Team' which is managed by the Education Co-ordinator at Godstone Farm. Relevant information is shared with the Visiting Nursery or SEND group prior to their arrival. This includes guidance on appropriate clothing and footwear. The Schools Team are responsible for meeting the Visiting Nursery or SEND group in the car park and escorting them into Godstone Farm. The Visiting Nursery or SEND group must remain with the coach until the School's Team arrive. The Visiting Nursery or SEND group identifies the person in charge and also the Group Leaders (GLs) for each class/group to ensure a clear route for communications. Numbers in the group should be confirmed on arrival. The Schools Team give the Visiting Nursery or SEND group a Welcome Safety Talk when they arrive. Children are welcome to wear hi-vis tabards for the duration of their visit. The Visiting Nursery or SEND group is responsible for managing child-specific needs and should inform the School's Team with any specific requirements prior to arrival. Food for the animals can be ordered prior to arrival. The Farm map and onsite signage shows which animals can be fed. It is also printed on the bags of food. 			
<p style="text-align: center;">MOVING VEHICLES IN THE CAR PARK</p> <p>Team Members and Visiting Nursery or SEND group Injury from being run over by car or coach.</p>	<ul style="list-style-type: none"> The Coach Park is separated from the main car park with a strict 5mph speed limit. It is positioned next to the entrance to restrict how far the children have to walk in the car park. The children are instructed to line up next to the coach and not venture into the car park. The person in charge should ensure the driver follows instructions from the Schools Team on arrival. The GLs are responsible for supervising the children on and off coach. The GLs should ensure that children stay together within their groups until safely in the Farm. Drivers should inform Godstone Farm if they are going to stay or 	1	3	LOW

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	leave the site. If they are leaving, they must wait for Godstone Farm to confirm the route to exit the car park is free of pedestrians to ensure safety.			
<p>SLIPS AND TRIPS AROUND THE FARM</p> <p>Visiting Nursery or SEND group Injury from tripping on uneven surfaces</p>	<ul style="list-style-type: none"> Children are told not to run on the site in the Welcome Safety Talk. The GLs and other adult helpers should enforce this throughout the duration of the visit. All pathways are kept clear in line with our Health and Safety Policy. Weekly checks for any new trip hazards which are either isolated or rectified immediately. High risk areas have been tarmacked. GLs to ensure sensible and appropriate footwear is worn. 	2	1	LOW
<p>SPILLAGES</p> <p>in Toilets, Barns and Tearoom areas including hot drinks</p> <p>Visiting Nursery or SEND group Injury from slipping on wet surfaces</p>	<ul style="list-style-type: none"> The GLs or any other adult helpers should report any spillages to Staff. There is regular monitoring of all areas in line with normal operating practice. Staff clean up any spillages. Signage will be used and area cordoned off if necessary. Staff trained in how to serve hot drinks correctly. 	1	2	LOW
<p>MOVING VEHICLES ON THE FARM</p> <p>Team Members and Visiting Nursery or SEND group Injury from collision with vehicles</p>	<ul style="list-style-type: none"> The Welcome Safety Talk includes asking the Visiting Nursery or SEND group to listen and watch for moving vehicles. Vehicle movement is kept to a minimum at all times especially during opening times. The Livestock and Maintenance Teams are trained for driving where children are present and this includes giving way to pedestrians, driving at a limit of 5mph and sounding the horn when moving. It is extremely unlikely that a farm vehicle has to reverse. Should there be a requirement to reverse, the Team will follow strict, pre-agreed protocols. Keys are kept out of working farm vehicles when not in use. GLs to ensure that children stay together within their groups. GLs to ensure children do not climb into any working farm 	1	3	LOW

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	<ul style="list-style-type: none"> vehicles. It is recommended but not essential that children wear hi-vis tabards. 			
<p>STRAYING INTO PROHIBITED AREAS</p> <p>Visiting Nursery or SEND group Injury from unidentified hazards</p>	<ul style="list-style-type: none"> All animal enclosures/hazardous areas are locked or securely fastened. Areas that are not accessible to the general public are clearly signed and gated. GLs to ensure that children stay together within their group. GLs to ensure children don't enter prohibited areas. 	1	2	LOW
<p>ELECTRICAL EQUIPMENT</p> <p>Visiting Nursery or SEND group Injury from electric shock, burns</p>	<ul style="list-style-type: none"> All items that require electricity are PAT tested by a competent person. All fixed electrical systems are installed by a qualified electrician. If there is a themed event on at the Farm whilst Nursery & SEND group are visiting, the themed items that require electricity are manned or have staff in the close vicinity. This ensures no electrical leads or plugs can be tampered with. Extension leads are only used when necessary. They are in excellent condition if used and are kept tidy and covered. If required outdoors, then the extension lead and plug used are fit for purpose. Extension leads are monitored to ensure they are kept tidy and are in good working order. Any extension leads that become faulty will be replaced immediately or the item will be turned off. Displays are fenced off with a notice asking people not to touch. When specialist displays are used such as UV/flashing or strobe lighting, a third party will be brought in and will be responsible for the implementation of the display. Their risk assessment would be obtained along with safety guidance and the correct signage that should be used to convey any special instructions/warnings or restrictions to Visitors. GLs to ensure that children do not touch or interfere with any electrical equipment 	1	2	LOW
<p>LOOSE/ESCAPED ANIMALS</p>	<ul style="list-style-type: none"> All animal enclosures are locked or securely fastened. The Livestock Team monitor areas throughout the day to ensure 	1	2	LOW

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<p>Team Members and Visiting Nursery or SEND group Injury from animal such as crush/bite Injury from slips, trips and falls</p>	<p>enclosures are safe.</p> <ul style="list-style-type: none"> Large animals are generally not moved during opening hours and if so, are properly supervised and the correct equipment is used. If an animal does escape, please do not approach it, move away slowly and alert a member of staff. Animals are chosen for their docility so in the highly unlikely event of them escaping, they should pose no real threat. 			
<p>OUTSIDE PLAY AREAS/EQUIPMENT Visiting Nursery or SEND group From risk of falling, injury from protruding bolts or screws, cuts or splinters from poorly maintained equipment or safety surface, collapse of equipment</p>	<ul style="list-style-type: none"> Daily, weekly and monthly checks and maintenance of all play area equipment carried out by a trained accredited member of staff. The findings are centrally logged with any issues resolved. Thorough annual inspections by an independent play inspection company on all equipment is carried out with a report given to Godstone Farm. New equipment is either bought from approved suppliers or made by Godstone Farm in accordance with EN1176. All play equipment has an approved safety surface surround which is regularly checked. GLs to supervise children while playing on equipment and play areas. GLs to be aware that play equipment may be slippery when wet. GLs to ensure children are adhering to all rules displayed. The haybarn is closed to visitors so children should not access it or climb on the hay stacks. This is clearly signposted. 	2	2	LOW
<p>INDOOR PLAY BARN Children From risk of falling, injury from protruding bolts or screws, injury from poorly maintained equipment, collapse of equipment</p>	<ul style="list-style-type: none"> Ratio's must be adhered to at all times. Godstone Farm staff will be on hand to monitor play and deal with any specific questions as appropriate. All soft play rules are displayed throughout the barn. Daily, weekly and monthly checks and maintenance of all play area equipment carried out by a trained accredited member of staff. The findings are centrally logged with any issues resolved. Thorough annual inspections by an independent play inspection company on all equipment is carried out with a report given to Godstone Farm. New equipment is bought from approved suppliers. All play equipment has an approved safety surface surround which is regularly checked. 	2	2	LOW

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	<ul style="list-style-type: none"> GLs to remain fully responsible for the children at all times. GLs and adult helpers will be asked to enter the equipment to monitor slides under the instruction of Godstone Farm Staff. GLs to ensure socks are worn on the equipment. GLs to ensure children are adhering to all rules displayed. Shoes must be put in buckets provided to prevent any trips. 			
<p>FIRE & BLOCKED FIRE ROUTES AND EMERGENCY VEHICLE ROUTES FOR FARM AND ANIMALS</p> <p>Team Members and Visiting Nursery or SEND group Injury from burning, smoke inhalation or crushing</p>	<ul style="list-style-type: none"> Fire Risk Assessment available with Near Miss log to enable continuous improvement for all Staff and regular monitoring of fire risk and routes. Fire extinguishers are available where appropriate and form part of an annual service routine. Clear fire exit signs with emergency lighting as appropriate. Godstone Farm evacuation procedures will be undertaken in the case of an emergency by the trained Duty Management Team in addition to the School Team. All areas in the Farm have their own evacuation procedures and specific marshals leading to a central muster point where registers can be taken. In case of fire, GLs should ensure that they and any children in their care leave the building/area by the nearest exit and comply with Godstone Staff Marshals to go to the designated safe place. GLs should then ensure that a roll call is taken and all findings reported back to the Duty Managers to report to the emergency services. 	1	3	LOW
<p>UN-AUTHORISED ACCESS AND INCORRECT USE OF CHEMICALS AND MEDICINES</p> <p>Visiting Nursery or SEND group Illness from swallowing, injecting, skin or eye contact with harmful chemicals or medicines</p>	<ul style="list-style-type: none"> COSHH Assessment available with individual data sheets for all chemicals. All areas where chemicals/medicines are kept are either shut away or locked away out of the reach of children. Only competent and trained staff use chemicals and medicines. 	1	3	LOW

Hazards Who might be harmed and how	Management Systems Controls Required	Risk Analysis With all controls in place		Overall Risk level with Specific Controls in Place
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<p>INCORRECT STORAGE AND HANDLING OF FOOD</p> <p>Visiting Nursery or SEND group Illness through food poisoning</p>	<ul style="list-style-type: none"> Visiting Nursery or SEND group generally bring a packed lunch so the GLs must ensure that the packed lunches do not contain any allergens for their group e.g. nuts if someone in the group has a nut allergy. Should the Visiting Nursery or SEND group pre-book an item of food (such as ice lollies) they will be bought from a reputable third party, will be wrapped with information available on its ingredients as well as stored in line with Godstone Farm's Food and Beverage Risk Assessment and procedures around buying food from a third party. Risk Assessments can be provided if you intend of pre-buying any food. 	1	3	LOW
<p>INAPPROPRIATE ADVICE/TREATMENT GIVEN IN FIRST AID</p> <p>Visiting Nursery or SEND group By not having appropriate treatment</p>	<ul style="list-style-type: none"> GLs to be aware of any medical needs their children may have and to inform Godstone Farm if necessary prior to arrival. GLs to ensure they have the correct medical equipment with them where necessary. GLs to inform their School's Team Member of any first aid incidents. Everything will be recorded and logged by the Operations Manager. The Operations Manager reports internally on any trends with regards to first aid events and any follow ups as required. Only Staff with up to date first aid training will attend incidents. First aid supplies are available with first aid points clearly sign posted. If there is a first aid emergency, the Duty Manager would be called and the medical emergency procedures would be followed. 	1	3	LOW
<p>FENCING</p> <p>Visiting Nursery or SEND group From livestock escape, splinters, illness from contaminated surfaces.</p>	<ul style="list-style-type: none"> Fencing is regularly checked and maintained. Fencing is disinfected daily in animal contact areas. Double fencing in non-contact areas Livestock escape procedures in place. 	1	1	LOW
<p>PLANTS, TREES AND WEEDS</p>	<ul style="list-style-type: none"> Tree safety management plan in place around the farm to manage dead or diseased trees. Vegetation around the farm is managed – to remove poisonous 	1	3	LOW

Hazards Who might be harmed and how	Management Systems Controls Required	Risk Analysis With all controls in place		Overall Risk level with Specific Controls in Place
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Visiting Nursery or SEND group From falling branches/trees, allergic reaction, stings from nettles, poisonous plants, irritation to skin, ingestion of berries causing ill health.	plants and to manage stinging nettles, brambles etc. <ul style="list-style-type: none"> Mowing and maintenance off vegetation/trees, removal of irritant plants/weeds where required. GLs to supervise children at all times to ensure that they don't pick plants, berries or stray into staff only areas 			
FALLING OBJECTS Visiting Nursery or SEND group From crushing, striking body	<ul style="list-style-type: none"> Farm regularly inspected to identify hazards and risks. Heavy objects secured where necessary. Bale stacks in staff only areas. Staff only areas are kept as secure as possible. GLs to supervise children at all times. 	1	3	LOW

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<p>BEEES, WASPS AND INSECTS</p> <p>Team Members and Visiting Nursery or SEND group Injury from stings</p>	<ul style="list-style-type: none"> • These are natural inhabitants of the countryside. Bees and wasps pose no risk unless provoked. • Any signs of nests are dealt with appropriately. • If children are stung seek first aid from the nearest first aid point. • The Visiting Nursery or SEND group should inform Godstone Farm of any allergies prior to arrival and ensure they bring the appropriate first aid with them if a child under their supervision has an allergy relating to stings e.g. EpiPen. 	2	1	LOW
<p>FALLING FROM CLIMBING GATES OR FENCES</p> <p>Visiting Nursery or SEND group Injury from falls from height, cuts, bruises, breaks in limbs</p>	<ul style="list-style-type: none"> • The Welcome Safety Talk tells children that climbing on fences or gates is not allowed. • Where possible fences are designed to stop children climbing and lots of gates on animal pens have solid or mesh bottoms to prevent climbing. • GLs to supervise children at all times to ensure that they don't climb gates/fences or other objects. 	1	2	LOW
<p>ALLERGIES</p> <p>Visiting Nursery or SEND group Risk of allergic reaction from touching animals, animal feed, straw, nuts</p>	<ul style="list-style-type: none"> • The Visiting Nursery or SEND group should inform Godstone Farm prior to arrival if any member of the group has an allergy to any of the known allergies and also if there are any allergies that are directly related to animals, animal feed, straw and nuts. • The Visiting Nursery or SEND group should have a conversation with Godstone Farm prior to arrival if there is a child with a <u>severe</u> allergy to ascertain the measures that need to be taken. In rare cases it might be agreed that the child should not attend the trip. • Appropriate child-specific remedies should be with the GLs for the duration of the visit in case of an allergic reaction with knowledge on how to use it. • The GLs must ensure any children that have allergies are removed from specific environments if at risk. • GLs should not allow children to eat animal feed. (Note the animal feed ingredients are listed at the end of this Risk Assessment.) • GLs should ensure they know the guidelines about allergic reactions and what to do if someone has an allergic reaction. 	1	3	LOW

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<p>WEATHER</p> <p>Team Members and Visiting Nursery or SEND group</p> <p>Risk of sunburn, hypothermia caused by wet/cold conditions</p>	<ul style="list-style-type: none"> The Schools Team will highlight any concerns to the GLs relating to extreme weather, if any, during the welcome safety talk. The Visiting Nursery or SEND group should come prepared with the correct clothing, footwear and sun protection however, sun hats, sun cream and ponchos are sold in the Gift Shop GLs to ensure children are using sun cream/hats throughout the day on hot sunny days. First Aid is available if required. Water bottles can be refilled when required. 	1	1	LOW
<p>CHILD PROTECTION</p> <p>Children, Vulnerable Adults and Staff</p>	<ul style="list-style-type: none"> The Visiting Nursery or SEND group is expected to follow their own guidelines in relation to Child Protection and Safeguarding. They should ensure that children are always accompanied by a member of the school. Godstone Farm Staff will not put themselves in a 1:1 situation with a child under any circumstances. Whilst on site, children from a Visiting Nursery or SEND group remain in the primary care of the Nursery or SEND group. Godstone Farm Staff are recruited according to strict employment protocols. The Education Coordinator and the Events Co-ordinator are DBS checked along with the Management of Godstone Farm however not all of the School's Teams members are as they aren't ever left with children in a 1:1 situation. 	1	1	LOW

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<p>LOST CHILDREN</p> <p>Children By lack of supervision whilst lost, leading to injury</p>	<ul style="list-style-type: none"> It is the responsibility of the Visiting Nursery or SEND group to adhere to the correct ratios for supervising children of specific ages. During the Welcome Safety Talk, the Lost Child Policy will be covered and children will be told what to do should they become lost/separated. GLs to have list of groupings and adequate procedures on regular roll calls. The School's Team will also encourage headcounts throughout the visit. GLs to count pupils onto the coach and then a different member of staff to count again whilst they are seated on the coach before setting off to ensure all children are accounted for. 	1	2	LOW
<p>ANIMALS</p> <p>Team Members and Visiting Nursery or SEND group Risk of injury from being bitten, kicked or scratched</p>	<ul style="list-style-type: none"> The Welcome Safety Talk covers how to treat the animals. During these sessions the GLs must ensure children follow instructions given by Staff. Staff demonstrate the correct way to stroke each animal and emphasise the importance of being gentle. Children who are unsure are given space to watch activities from a distance. Animals are selected for their docility and any that show signs of aggression are not accessible to children in line with our standard procedures. Specific animals that should not be touched are double fenced and gated. Areas are well signposted to warn that some animals may bite. Animals that can be fed have signs next to them saying 'Feed me'. First aid is available should it be required. Staff will remind visitors to wash their hands but the GLs must ensure this happens - especially before eating and drinking. Please note that wet wipes and gels are not sufficient in protecting you from transferable diseases. They do not work. There is signage throughout the farm reminding people to hand wash and how to do it properly. The Animal Interactions and Reptile area is locked when Staff are not present to ensure visitors can't access animals without 	2	1	LOW

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		Likelihood	Severity	
	supervision.			

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<p align="center">ANIMALS</p> <p>Visiting Nursery or SEND group Risk of illness from transferable diseases such as E-Coli</p> <p>By hand mouth contact after touching faeces</p>	<ul style="list-style-type: none"> • Competent and trained staff advise children on hand washing, not putting fingers in their mouths or around their faces and not eating in animal areas at the Welcome Safety Talk. • There are 'Look and See' areas (no animal contact) and Look and Touch areas (not recommended for young children who suck fingers unless with 1-to-1 supervision). • Any animal showing signs of being unwell are quickly moved into isolation. • Staff will remind the Visiting Nursery or SEND group to wash their hands following any handling with anti-bacterial soap. Facilities are located at exits to all animal close contact areas. • Hand washing facilities with anti-bacterial soap are located at regular intervals around the Farm and are well sign posted in how to wash hands properly to prevent transferable diseases. • Adequate signs around the farm remind people to wash their hands and not to eat in animal areas. • Designated eating areas are provided away from animals and indicated with adequate signage. • Staff check hand washing facilities are clean, stocked and records kept in line with standard procedures. • High levels of cleanliness around animal areas especially animal contact areas. • GLs must ensure that children wash their hands with soap and water after handling the animals and especially before eating and drinking. • Please note that wet wipes and gels are not sufficient in protecting you from transferable diseases. They do not work. • GLs ensure that food or drink is eaten only in the designated eating areas. The Visiting School will be allocated their own picnic area for them to store their belongings (at their own risk) and have their lunch. No other school is given access to this space. All areas are cleaned prior to arrival and at the end of the day. This includes picking up food and emptying bins. • GLs to ensure that they wash their own hands before eating and drinking and only eat and drink in the designated areas. • Teachers and adults that attend the Farm on a school visit are dissuaded from smoking or vaping. There are designated areas 	1	3	LOW

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	and hands must be washed thoroughly.			
EATING SNACKS OR LUNCH Children and Adults Risk of illness from contaminating food after touching animals	<ul style="list-style-type: none"> The Welcome Safety talk explains the importance of not putting fingers in mouths or around faces. Designated eating areas are provided away from animals and indicated with adequate signage. The GLs must ensure that food or drink is eaten only in these designated eating areas. There are adequate hand washing facilities around the farm. The GLs must ensure that children wash their hands with anti-bacterial soap after handling the animals and especially before eating and drinking. Please note that wet wipes and gels are not sufficient in protecting you from transferable diseases. GL to ensure that they wash their own hands before eating and drinking and only eat and drink in the designated areas. 	1	2	LOW
POOR HYGIENE Children and Adults From contact with harmful bacteria	<ul style="list-style-type: none"> Toilet and hand washing areas regularly checked and records kept to ensure they are provided in good condition. Anti-bacterial soap and paper towels provided in all toilets and hand washing areas. Adequate signage on the importance of hand washing. Please note that wet wipes and gels are not sufficient in protecting you from transferable diseases. They do not work. GLs must ensure that children wash their hands with anti-bacterial soap after touching animals and before eating or drinking There is a hand washing station at the exit of the farm to ensure the Visiting School all wash their hands prior to leaving. 	1	2	LOW
ANIMAL RACING Children and Adults Bites from the animals if they stick their fingers in the fence.	<ul style="list-style-type: none"> This is a supervised activity run by Godstone Farm Staff. They provide verbal instructions at the beginning of the session. All races are carried out by experienced staff. GLs to ensure that children follow any instructions given by Godstone Farm Staff. 	1	1	LOW
PIG TALK/ FEEDING	<ul style="list-style-type: none"> Verbal instructions from Godstone Farm Staff at beginning of the session to include instructions about each activity. 	1	2	LOW

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<p>Children and Adults Bites from animals</p> <p>By hand mouth contact after touching faeces</p>	<ul style="list-style-type: none"> GLs to ensure that children follow any instructions given by Godstone Farm Staff Staff demonstrate the correct way to feed pigs and emphasise the importance of throwing the food into the enclosure rather than hand feeding. Children who are unsure are given space to watch activities from a distance. Animals are selected for their docility and any that show signs of aggression are not accessible to children in line with our standard procedures. Any animal showing signs of being unwell are quickly moved into isolation. Staff will remind the visiting school to wash their hands following any handling with anti-bacterial soap and warm running water. Facilities are located at exits to all animal close contact areas. 			
<p>GIFT SHOP</p>	<ul style="list-style-type: none"> If the GLs would like to go into the Gift Shop they should ensure they go in one group at a time and a maximum of six people. The GLs must supervise the children at all times in the Gift Shop. The items in the Gift Shop have been purchased from reputable suppliers in line with the main Gift Shop Risk Assessment. If the visiting school would like a keepsake from the trip, this must be ordered and paid for prior to the visit via Godstone Farm's School's Team. 	1	1	LOW

Animal Feed Ingredients

Alfalfa Pellets: Analysis: Protein, Fibre, Oil and Ash

Pig Sow Rolls: Wheat, Wheat feed, Barley, Soya (bean) meal feed stocks, Rape seed meal feed stocks, Sunflower meal feed stocks, Sugar Cane molasses, Calcium carbonate, Soya oil, Mono-Calcium, Phosphate, Sodium Chloride, Moldgard

Please check on arrival for any changes in animal feed.

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