

### Location Entrances and Car Parks

You are required by legislation to ensure the health, safety and welfare of all visitors and anybody else who may be affected by your arrangements. That includes those passing and who live nearby. There are also local highways and planning requirements that must be included in your plans and controls.

The effectiveness of your provisions will give an impression to the visitor of how important they are to you and start their visit in a very positive manner. It will also give confidence to the various enforcing authorities who monitor your farm park as to the amount of thought you have put into the layout and its effectiveness. The implementation, maintenance and monitoring of the following **Control Measures** will go a long way to achieving the levels of compliance being sought and risk of injury and incident being reduced to an acceptable level.

**The measures highlighted in green are essential to maintaining legal compliance.**

#### Farm Attractions under Planning, Renovation and Established in the last 2 Years

- 1. You must complete a design risk assessment for this area of your activity and either have completed the installation of control measures or you can demonstrate a planned delivery of the controls. This assessment will outline what hazards you foresee and the control measures you are designing into your plan.**
- 2. Pedestrian and vehicle access routes to and from the car parks should be safe and clearly signed.** Attention must at this stage be given as to how disabled and those with movement difficulties can access and egress.
3. It is advisable to contact the local highways agency regarding traffic management on public roads in the first instance before the location opens for the first time, and after receiving information regarding major road works that may affect you.
4. It is also advisory to make regular contact [at least annually] with your local highways advisor to ensure you are kept up to date of any feedback they may have received from either the Police or the public.
- 5. Your local highways agency will require you to make other arrangements at you entrances and exits, depending on where you are, if there are roads feeding any other business nearby.**

#### All Farm Attractions

6. Your location entrance signs should be large enough so that last minute braking can be avoided on the public highways.
7. Your farm park signs must be kept clean and readable. Regular checks are required, sometimes in a vehicle and not always on foot.
8. If you only have one access/egress gateway, a “Please Give Way to Entering Traffic” sign must be erected and a pull in area must be provided inside the car park to give precedence to traffic entering from the public highway.
- 9. If you have two gateways, you must state which one is for entry and which one is for exit. Signs must be put up both internally and external to the entrance.**
10. The location signs should be as large as possible in order to clearly state the opening times clearly so that traffic does not have to excessively reduce speed or stop to read this information.
11. Signs must also be succinct in the wording as to what control you are seeking to have.

12. Wherever practically possible, a member of staff must be assigned a monitoring duty to ensure vehicle parking is managed and waste clearance.
13. Information on the external signs must be printed clearly and with only the information that is absolutely necessary. Too much writing often leads to the sign not being read.
- 14. The parking layout at large attractions should be easily understood. You should identify where you intend cars, coaches and the disabled to park.**
- 15. A speed limit of a maximum of 10 mph in the car park is required.**
16. The parking area, especially the entrances and exits, should be free from potholes and ruts. You need to look at the parking area through the eyes of a visitor with movement difficulties, small children and the visitor who is not used to the countryside.
17. You need to assess the likelihood of passing visitors coming in, who had not set out with the intention of coming to your farm park. They may not have the most suitable footwear with them. Have you provided parking and walkways that alleviates the need for wellington boots etc.
18. If you advise that visitors should not wear certain types of footwear at your farm park, a sign informing them is required. This stops unnecessary arguments for your staff. We must remember, not all visitors are country minded people.
19. In parking areas where coaches are permitted or a regular traffic movement occurs, a walkway leading from the parking areas needs to be provided to ensure pedestrians are segregated as far as practicably possible from moving vehicles. It is especially necessary where coaches or mini bus parking will result in large volume pedestrian movements at any one time. The walkway should be clearly signed and wherever possible, a physical barrier erected to prevent children running out into the path of vehicles.
- 20. Access and provision for the disabled is required. We must ensure there is suitable access and egress for wheelchairs and motorised buggies through access gateways and gaps. There should be passing places at the entrances/exits where they cannot be separated. Care should be taken to ensure the provisions do not become unusable by overgrown hedges etc.**
21. It is especially recommended, and appreciated by disabled persons or their carer's, for an information sheet to be made available informing them where the terrain makes the taking of motorised chairs impossible or difficult. The location information sheet should also inform the visitor where disabled facilities can be found.
22. For locations that open occasionally and, who use grass paddocks for car parking, an adverse weather plan should be prepared to ensure there are provisions in place should the weather change and the visitors or staff is at risk.
- 23. A sign at the entrance informing visitors that hygiene is an important subject which you take seriously. You should not use alarmist language however.**
- 24. A sign suggesting that those who are or believe they are pregnant should avoid touching newborn lambs should be erected. It should also remind them of the importance of good hygiene controls.**
25. Some locations provide a printed layout plan with the essential provisions marked on it. Services such as First Aid, Hand Wash Stations, W/C's, Baby Changing, Designated Picnic Areas, Cafeteria, Disabled Facilities and your Key Attractions.
26. Some signage for young visitor is always very welcome. It is important they know that they should not just climb into pens or paddocks, only feed the animals you say they can feed and that they should remember to wash their hands after they have touched an animal.

### Risk Assessment Location Entrances and Car Parks

Hazard Identified	Examples of how increased risk or failure can occur	Likelihood	Severity
Persons being struck by moving vehicle	Pedestrian segregation failure caused by poor parking or lack of segregation	Very possible	Fatal or Severe Injury
Person slipping on surface	Poor surface, poor litter control or severe cold weather	Possible	Hospitalisation
Person tripping on surface	Poor parking surface or person tripping on loose debris	Possible	Hospitalisation
Vehicle collision in car park	Poor layout or layout failure. Poor layout signage.	Possible	Damage to vehicles
Vehicle collisions on public road	Poor location signage leading to severe braking. Poor visibility when leaving the car park	Possible	Injury to vehicle occupants and/or serious vehicle damage
Exposure to bacteria when eating food or ingestion	Poor hygiene control and poor supervision of young persons	Possible	Serious Illness

Control Measures Introduced	Predicted Outcome	Additional measures required
Introduction of 24 listed control measures	Reduction of risk to an acceptable level	Continual monitoring to ensure the control measures work throughout the season
Introduction of all essential control measures only	You still run the risk that the controls may not be as effective as you desire	Introduction of the remainder is recommended, or manning of the access and car parks will be required
Introduction of selective controls only	You will run the risk of incidents in areas under your influence and the likelihood of enforcement action is very possible	Full safety review be carried out with and action be taken to introduce controls within the next 6 months.
Introduction of no control measures	Enforcement action is probable as you will not be complying with your legal obligations.	Closure of location until controls are fully introduced

## Risk Assessment Controls Checklist for Farm Attractions under Planning, Renovation and Established in the last 2 Years - Location Entrances and Car Parks

Date of review: \_\_\_\_\_ Person completing the review: \_\_\_\_\_

	Requirement	Comp ✓
1	Have you made contact with the local highways agency regarding traffic management arrangements?	
2	Have you complied with the requirements of your local highways agency?	
3	Are your location entrance signs large enough so that last minute braking can be avoided?	
4	Are your farm park signs clean and readable?	
5	If you only have one access/egress gateway, is there a "Please Give Way to Entering Traffic" sign and a pull in area?	
6	If you have two gateways, have you stated which one is for entry and which one is for exit? Are the signs put up internally and externally?	
7	Do your farm park signs state the opening times clearly so that traffic does not have to excessively reduce speed or stop to read this information?	
8	Are your external signs printed clearly and with only the information that is necessary?	
9	Is your parking layout easily understood? Do you identify where you intend cars, coaches and the disabled should park?	
10	Have you erected clear signage for a 10 mph speed limit	
11	Is the parking area, especially the entrances and exits, free from potholes and ruts?	
12	Is the parking area suitable for passing visitors without suitable footwear?	
13	If you advise that visitors should not wear certain types of footwear at your farm park, is there a sign informing them?	
14	Do you provide acceptable access and provision for the disabled? <i>[See section 14 of the guidance]</i>	
15	Do you provide an information sheet for the disabled and their carer's informing them where the terrain makes the taking of motorised chairs impossible or difficult and where disabled facilities can be found?	

	Requirement	Comp ✓
16	Do you have an adverse weather plan in place should the weather change and the visitors or staff are at risk?	
17	Have you erected an up to date sign at the entrance informing visitors that hygiene is an important subject which you take seriously?	
18	Do you inform them that you have provided X number of hand-wash stations around the location with hot & cold running water and hand-wash liquid soap?	
19	Do you make a point of asking them to use them as a preventative measure and that you welcome their use?	
20	Have you erected an up to date sign suggesting that those who are or believe they are pregnant should speak to a member of staff regarding any concerns they may have?	
21	Do you provide a printed layout plan with the essential provisions marked on it? [See section 19 of the guidance]	
22	Do you have some signage for young person's asking them not to just climb into pens or paddocks, only feed the animals you say they can feed and that they should remember to wash their hands after they have touched an animal?	

### Risk Assessment Controls Checklist

[This page does not constitute a location risk assessment. It offers a further risk assessment review checklist to demonstrate the effectiveness and maintain your control measures only]

#### Location Entrances and Car Parks

Date of review: \_\_\_\_\_ Person completing the review: \_\_\_\_\_

	Requirement	Comp ✓
1	Are your location entrance signs still in place?	
2	Are your farm park signs clean and readable?	
3	If you only have one access/egress gateway, is there a “Please Give Way to Entering Traffic” sign still in place?	
4	Are your entrance and exit signs still in place internally and externally?	
5	Is your parking layout easily understood? Do you identify where you intend cars, coaches and the disabled should park?	
6	Are your 10 mph speed limit signs still in place	
7	Is the parking area, especially the entrances and exits, free from potholes and ruts?	
8	Is the parking area suitable for passing visitors, without suitable footwear?	
9	If you advise that visitors should not wear certain types of footwear at your farm park, is there a sign informing them?	
10	Do you provide acceptable access and provision for the disabled? <i>[See section 14 of the guidance]</i>	
11	Have you sufficient printed copies of the information sheet for the disabled and their carer’s informing them where the terrain makes the taking of motorised chairs impossible or difficult and where disabled facilities can be found?	
12	Is your sign at the entrance informing visitors that hygiene is an important subject which you take seriously still in place?	
13	Is your sign for those who are or believe they are pregnant to speak to a member of staff regarding any concerns they may have still in place?	
14	Do you have sufficient printed numbers of copies of provide a printed layout plan with the essential provisions marked on it? <i>[See section 19 of the guidance]</i>	
15	Is your signage for young person’s asking them not to just climb into pens or paddocks, only feed the animals you say they can feed and that they should remember to wash their hands after they have touched an animal still in place?	