



Lancashire
Farm Education Centre

EMERGENCY PROCEDURES

The Lancashire Farm Education Centre is committed to ensuring that all visitors are safe, however, it is also important to plan for emergencies.

The following procedure should be followed for all emergencies:

- **STAY CALM**
- Exit safely and meet in a safe place. The meeting place unless unsafe is at the farm entrance . This will be shared with all visitors at the start of any visit.
- Farm staff to find out all details of the incident and consider possible actions to be taken.
- For school visits – teacher to register the children and wait for further instruction from farm staff. Teachers to liaise with farm staff and then inform school leaders and follow school procedures.
- For other events – ES to check that everyone is gathered safely. Await further instructions from PS.
- After considering possible action, decide what immediate help is needed and contact those people.
- If required, ring 999 and request the attendance of the fire service and ambulance service as necessary.
- Follow advice from Emergency Services.
- For other events - If necessary, contact parents – or the child’s emergency contacts – and ask for children to be collected as quickly as possible.
- Farm staff to take charge of the incident until a clear handover is completed to the emergency services, school staff or other appropriate body.
- Ensure the security of the site and ensure access gates are staffed, especially if awaiting emergency services to direct them.
- Reassure all visitors and keep them up to date with information.
- Record any emergencies and ask parents/school staff to sign.
- Keep a log of all actions, communications and decisions, including people involved and times.
- Inform the Insurance Company that a serious incident has occurred and follow their advice.

Potential Risk	Action to be taken
Emergency involving an individual child	<ul style="list-style-type: none"> • For school visits - Teacher in charge to liaise with the school and make the final decision • Farm staff to advise and support • For all other farm activities, farm staff to decide appropriate course of action.
Power cuts	<ul style="list-style-type: none"> • Contact 105 to find further details/report • If it is safe to do so continue the visit adapting plans as needed. • If necessary, re-arrange farm visit • Source a generator • Contact PK electrical/De Laval engineer for further advice.
Extreme weather	<ul style="list-style-type: none"> • Check weather apps and liaise with schools prior to visits if warnings of bad weather are in place. • Check all areas are safe for use. • Adapt/amend plans as necessary e.g. in hot weather plan for activities in the shade. • Ensure that slurry channels are emptied ahead of severe rain. • Keep water disposal i.e. guttering's clear. • Ensure sufficient water supply in hot weather • Sand on site for to grit ice areas as needed.
Disease outbreak of stock	<ul style="list-style-type: none"> • Isolate the affected animal(s) and do not allow any visitors near. • Contact the vet for further advice depending on disease type. • Contact relevant bodies if a problem to the general public and remove stock from public rights of way. • If necessary re-arrange the visit.
Fire	<ul style="list-style-type: none"> • Meet at the car park or safe area away from the fire. • Follow the instructions of farm staff. • Keep calm and register all children • Dial 999
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EMERGENCY CONTACT LIST

Telephone Numbers		
Useful numbers	Emergency Services	999
	Doctor	01772 214680
	Nearest Hospital A&E Department	Chorley
	Local Police	101 – non-emergency
	Local Fire Services	01257 262919 - Chorley
	Local Authority	Chorley Borough Council 01257 515151
	Health & Safety Executive (fatal/ major incident line)	0845 300 9923
Environment Related	Environment Incident Hotline	0800 80 70 60 (UK)
	Floodline	0345 988 1188 0300 2000 100 (NI only)
Suppliers	Electricity	British Gas Business 0808 5015699
	Gas	Npower Business 0845 0709494
	Water	Water Plus Business 0345 072
	Vet	Ribble Vets 01772 746393
	Fallen stock	Martlands 01704 893161
	Pest Control	Ana Pest Control 07971196370

When reporting and dealing with an incident, the reporting person might find it useful to have the information below easily to hand.

Your Contact Information	
Farm Address: Home Farm, Grape Lane Croston PR26 9HB	Farm Contact Name: Elaine Smith Farm Tel. No: 07951857404 Alternative contact – Paul Smith 07811438314
Farm map reference: SD 49810 18045	Farm CPH No: 21/249/0052
Directions to farm from nearest main road/ village: From Croston, follow Grape Lane, until you get to a small bridge. Do not go over the bridge but turn left at the base of the bridge following the farm track – the river will be on your right-hand side.	
Location of nearest alternative water supply: River Yarrow Location of fire extinguishers: Farm workshop Location of washing facilities: Hot water – calf building Volume washers in robots and dairy Hand and arm washing - dairy	
Location of isolation points: Gas No gas supply in the farm buildings Electricity Plant room Water stop tap Plant room	
Location of gas cylinders, fuel tanks and any highly flammable substances (e.g. fertilisers): Fuel tank at the end of the calf building Oxyacetylene in the workshop	Location of any corrosive, poisonous or other noxious substances (pesticides, paints, preservatives, acids): Cleaning chemicals in plant and storeroom Drugs in a locked cabinet in office No unauthorised access in either of these areas.