



Integrating Safety into Agritourism Checklist Booklet

The checklists in this booklet are from the *Integrating Safety into Agritourism* website: www.safeagritourism.org. These checklists are designed to be used with the website walkthroughs and resources to help you implement safety strategies on your agritourism operation. The walkthroughs will help educate you on what to look for, the checklists will help you identify hazards on your own farm, and the resources can be used to address the safety issues found.

The checklists in this booklet cover a variety of topics, some of which all farms should review, and others that should be reviewed if that activity is part of your operation. The first checklist in this booklet is a “Topic Checklist”, which you can use to help you determine the topics you need to review and track your progress on completing them. In addition to the Topics Checklist, this booklet also contains the following checklists:

Checklists for all operations:

- ✚ Emergency Prep
- ✚ Traffic & Parking
- ✚ Handwashing & Restrooms
- ✚ Barriers & Fences
- ✚ Walkways, Surfaces & Structures
- ✚ Communicating with Guests
- ✚ Insurance Information

Activity specific checklists

- ✚ Corn Mazes
- ✚ Food Safety
- ✚ Hayride Safety
- ✚ Machine Safety
- ✚ Play Areas
- ✚ Petting Zoo
- ✚ Large Animals
- ✚ Farmers' Markets
- ✚ Water & Attractive Nuisances
- ✚ Inflatable Rides

Once you have used the checklists to identify safety issues on your farm, visit the website to download free resources, such as signs, example policies, procedures and logs, to help you fix these safety issues.



This guide serves as a supplement to the "Integrating Safety into Agritourism" website (www.safeagritourism.org), and is published by Marshfield Clinic, 2015.

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Topics Checklist

Enter date when completed

All farms do these:		Walkthrough	Checklist	Resources
1	Emergency Prep and Plan			
2	Traffic and Parking			
3	Handwashing and Restrooms			
4	Barriers and Fences			
5	Walkways, Surfaces and Structures			
All farms do these:		Information Pages	Checklist	Resources
6	Communicating with Guests			
7	Insurance Information (Discussion sheet replaces checklist)			
Do these if you have this activity:		Walkthrough	Checklist	Resources
8	Farmers' Market			
9	Hayride			
10	Corn Maze			
11	Play Areas			
12	Petting Zoos			
13	Large Animal Safety			
14	Inflatable Rides			
15	Food Safety			
16	Water and Attractive Nuisances			
17	Machine Safety			

Notes:

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Emergency Preparation and Planning Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	There is an established procedure to warn visitors of hazards that may be found in various areas of the operation (workers explain verbally when guests arrive, signs are posted, etc.).			
2	The operation has been evaluated for hazards for people with disabilities, such as steps and stairs. Accommodations are made (signage, parking stalls, smooth and wide walkways) for these guests. The operation complies with the Americans with Disabilities Act.			
3	There is emergency information posted by phones for easy access during an emergency. Maps are available with routes to the nearest clinic or hospital.			
4	The operation has an Emergency Response Plan, that is reviewed by owners and employees on a regular basis.			
5	A first aid kit with adequate supplies to respond to an emergency is easily accessible to all employees. The first aid kit is inspected regularly, resupplied, and the inspection documented.			
6	There are employees trained in basic first aid and CPR. All employees know where the first aid kits are located and how to respond in the event of an emergency.			
7	Employees are trained to inform guests to immediately report any illness or injuries. Employees are trained on the use of the Incident Policy and Incident Report forms.			
8	Employees have a method to contact other employees in other areas of the operation in case of emergency.			
9	Fire extinguishers are clearly marked and located in several areas throughout the operation.			
10	There is a fire evacuation plan and fire safety plan in place and all employees are trained on these plans.			
11	All exits are clearly marked and free of obstructions in areas where guests will be present. Guest areas have working smoke detectors.			
12	Employees verify that supervising adults are aware of which children they are responsible for and will be able to ensure that all children are accounted for in an emergency.			
13	All areas are monitored to ensure they are kept free of dust and other combustible materials that can cause fires. Fuels and flammable chemicals are appropriately marked and stored?			

(Over)

No.	Inspection Item	Present	Needs Correction	Date Corrected
14	Grass or field burning are only done when visitors are not present. Appropriate precautions, including fire safety equipment, are in place.			
15	All non-smoking areas are clearly marked and employees are trained to inform guests of smoking policies and areas, as well as policies on open flames (e.g. candles, grills, campfires, etc.).			
16	There is a sturdy shelter available, with a capacity greater than the number of guests, for protection from weather hazards.			
17	Employees are trained to know when to have guests take shelter and which areas to avoid during bad weather. The operation has a Weather Safety Plan, which all employees are familiar with.			
18	There is an operational weather radio monitored during the times that guests are present on the operation.			
19	Guests are informed prior to arrival on appropriate clothing and other environmentally appropriate items such as sunscreen and bug spray (tour group handouts, website, etc.).			
20	Employees are trained to check guests for appropriate clothing and other items they may need.			
21	There is a shelter available for guests to warm up or cool down in case of weather exposures. Employees are trained to monitor guests for heat/cold related illnesses.			
22	Guests are offered drinking water and encouraged to drink frequently.			
23	There is a safety log available for documenting all safety issues discovered on the operation that need to be addressed. This log is monitored and all documented items are addressed.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Traffic & Parking Safety Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	There is a sign located approximately 1/2 mile from the turn off to the agritourism operation with the name and distance to the operation on it.			
2	The entrance to the agritourism operation is clearly marked/identified and wide enough to accommodate school buses and other large vehicles.			
3	The entrance to the operation and parking areas are sufficiently lit to provide good visibility, allowing visitors to identify the name of the operation, traffic patterns and parking spots.			
4	The road/driveway to the operation is smooth, even and free of holes and dips.			
5	The parking areas where visitors are supposed to park are clearly marked, with adequate space for the number of expected vehicles.			
6	The parking area is far enough away from children's attractions and gathering areas to minimize danger to children.			
7	All parking areas are free of brush, long grass, litter and other trip hazards.			
8	Parking areas for the handicapped are clearly marked.			
9	If the parking area is far from attractions, there are drop off and pick up locations available and clearly marked.			
10	If large numbers of guests are expected, workers (wearing bright/reflective clothing) are directing traffic.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Handwashing & Restrooms Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are there facilities in the guest area where visitors can wash their hands with warm running water, soap and paper towels?			
2	In areas where there is no running water available, is there some method for visitors to "clean hands" such as hand sanitizer?			
3	Are there hand washing facilities and/or sanitizer placed near the exit of all animal areas for visitor use?			
4	Is there a hand washing policy in place? Are all employees familiar with this policy and hand washing procedures?			
5	Do employees communicate the importance of hand washing and correct hand washing procedures to all guests?			
6	Are restroom facilities available that include a toilet/urinal and a sink with soap and water? If portable restrooms are used, do they contain hand sanitizer?			
7	Are there handrails present in restrooms to accommodate handicapped guests?			
8	Are restroom facilities low enough to accommodate usage by children? If applicable, do the restrooms contain a diaper changing area?			
9	Are the restroom facilities adequate to accommodate the expected number of guests?			
10	Are all hand washing facilities and restrooms, including portable ones, inspected and cleaned on a regular basis? Are the inspections and cleaning documented on a cleaning record or log?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Barriers and Fencing Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are there fences to separate visitors from large animals and/or other farm hazards?			
2	Are all fences inspected regularly and repaired as needed?			
3	Are fences separating visitors from hazards designed so children cannot crawl under, over or through the fence?			
4	Are fences that visitors may come in contact with made up of material that will not harm them (not barbed wire or electric)?			
5	If animals are present with a tendency to bite, is double fencing used to separate the animals from visitors and a warning sign posted?			
6	Are gates and latches constructed to withstand weather and abuse from visitors?			
7	Are gates checked regularly to ensure they close and latch properly?			
8	Are signs posted in appropriate places to indicate areas that are off limits to guests?			
9	If guests have easy access to areas that are off limits, are barriers such as fencing in place?			
10	Are gates locked if they lead to areas that are off limits to guests?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Walkways, Surfaces and Structures Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all depressions, holes or other ground areas where water may pool filled in or drained?			
2	If water is present that cannot be drained, has it been treated with a larvicide, or other steps taken to decrease insect reproduction?			
3	Are all paths and surfaces smooth, level and free of steep grades if visitors will be using them?			
4	Are paths and surfaces inspected regularly and kept free of debris, brush, and vegetation?			
5	Are trails, walkways and paths clearly marked so visitors know where they lead?			
6	Are all signs in good condition, legible and language appropriate?			
7	Are walkways smooth and wide enough to accommodate wheelchairs and scooters?			
8	Has the use of stairs and steps been minimized in the operation?			
9	If stairs have to be used, do they have a sturdy handrail in place?			
10	Does the operation comply with the Americans with Disabilities Act (ADA)?			
11	Is the groundcover under and around play items (e.g. slides, swings) sufficient to protect against injury?			
12	Are all entrances to guest areas inspected for tripping hazards, clutter and debris, with signs posted to indicate the type of attraction?			
13	Are storage areas such as barns, sheds and grain bins locked when visitors are present?			
14	Are chemicals, fuels and pharmaceuticals kept in locked storage areas that are cool and dry and have proper ventilation?			
15	Are hand tools and power tools stored in a locked area?			
16	Are signs present indicating which storage areas are off limits to guests?			
17	Are storage areas with guest access kept free of hazardous materials at all times and supervised by adults when guests are present?			
18	Are all building exits marked with exit signs (lighted if building is in use after dark)?			
19	Are all building exits kept clear of obstacles, clutter and debris?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Communicating with Guests Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all forms and information sheets that will be posted on the website, used as a handout, or sent to guests, reviewed to ensure the information is current and complete?			
2	If a group is coming, have they been contacted to find out how many people will be coming (including how many adults and children), if they have any special needs, and/or if they are looking for any special information or events?			
3	If you are aware that a group is coming, have you sent them this information? <ul style="list-style-type: none"> • Information about "What to expect from the visit" • List of rules • Apparel/Clothing recommendations • Appropriate child-to-adult ratios for adequate supervision • List of items to bring • List of items not to bring • Medical/Informed Consent forms • A request to be notified of visitors with special needs • A copy of the farm's Emergency Response Plan 			
4	Do you have information available for guests (when contact prior to the visit is not possible) in one or more of the following formats? Internet: Include information about your operation that is printable as a handout or form. This should include all information listed in question 3. Handouts: The same information is available in handouts at the operation site and/or on signs that are posted around the operation, for guests who do not have internet access or in the event the operation does not have a website.			
5	Are signs posted near specific hazards to remind visitors of the hazard?			
6	Do you do a site walk-through before guests arrive to ensure that all signs are appropriately placed, in good condition and clearly readable?			
7	If possible, do employees take a few minutes when guests arrive to communicate health and safety information, perform a visitor orientation, and explain the location of restrooms and hand washing stations?			
8	Are all employees trained in health and safety information and reminded on a regular basis that they need to model safe behavior?			
9	As guests leave, are they asked about specific safety concerns they may have or for other feedback?			
10	Once guests leave, is a tour done to ensure signs remain in good repair, there are no new hazards and all debris is picked up?			

Resources that can be used to address these checklist items are available at www.safefarmtourism.org/Resources.

These resources include signs, policies, forms, logs, and other items.

Insurance Discussion Sheet

The following information and questions are designed to provide basic guidance for meeting with your insurance agent. These items can be used to start the discussion, but there may be more items to discuss that are specific to your operation.

Choosing an insurance company

- Choose a company whose representatives understand your operation and the risk associated with it. This includes agents, claims adjusters, underwriters, auditors and loss control staff.
- Find out what kind of financial strength the insurance company has. This is an indication of their ability to pay claims. Ask what their A.M. Best Rating is: “A++” is the best.
- Find out what kind of experience they have with operations like yours. How many others do they insure?
- Ask leading questions about your operation and hypothetical (or real) examples of losses. Ensure they can answer your questions. This will help you determine if they can provide the coverages you need.

Meet with your insurance agent regularly to discuss your operation.

- At minimum you should do this prior to opening for the season.
- If open all year, meet at least annually.
- Meet whenever you make a change to your operation, and consider consulting your agent before implementing changes.

Questions for your insurance agent:

- Are there any property or liability exclusions or limitations that will affect my coverages?
- Will I be able to replace my damaged property with the coverages I have purchased?
- Are there any additional coverages I haven't purchased that may help protect my assets if an accident were to occur?
- When will you have someone such as an Underwriter or a Loss Control Inspector come and review my operation? Is there anything I can do to prepare?
- Do I need current certificates of insurance from my vendors? Do they need to list us as additional insureds on their policy? Do the vendors need to have limits equal to or higher than my limits?
- Is there anything specific I will be asked to report to the insurance company, such as gross receipts or number of visitors?
- Do I need to review workers compensation insurance with you?

Questions about documentation for your insurance agent

- Do I need to provide proof to you that my fire extinguishers have been serviced, or just keep records on file at the farm?
- Do you need a copy of my emergency plan and/or documentation that my employees and family have been trained on the plan?
- Do I need to document that the local emergency responders such as the fire department and police visited my farm? Do you need a copy for your files?
- Do you need copies of the all local permits (like a health department permit), or do I just need to keep them on file?

- Do you need copies of completed checklists, photographs or other documentation that demonstrates that safety practices are in place and regularly reviewed for the following items?
 - Hand washing stations and restrooms
 - Signs (appropriate signs posted, legible, in good condition, etc.)
 - Inspections performed (e.g. for slip, trip and fall hazards, equipment in good condition, buildings well maintained, etc.)
 - Log sheets for cleaning, disinfections, refrigerator temperatures, etc.
 - Animals: regular wellness checks from a veterinarian and vaccination records
 - Designated parking and walking areas to help control the flow of traffic
 - Emergency contact numbers posted in a visible place
- Is there anything other documentation or policies that you need copies of or that we need to keep on file?

Keep in mind

- Keeping documentation of all safety strategies, including policies and inspections, demonstrates that you have these elements in place. This is important in the event of an injury on your operation. Sharing this documentation with your insurance company may help them understand your operation better.
- Don't be afraid to ask questions, ask for clarification, or even challenge your agent when something doesn't seem right. It is important that you and your insurance agent work together to ensure you have the coverage you need. The best time to do this is before a claim occurs.



National Children's Center
for Rural and Agricultural Health and Safety

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