

Health & Safety Policy



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Edfords Care Farm Community Interest Company

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Introduction to the Policy

This policy applies to all staff, volunteers, directors, farm clients and the general public.

It is a priority of the Care Farm to provide a safe working environment for all participants, staff, volunteers and others who access the farm and training areas. Procedures for dealing with unavoidable hazards are included within risk assessments. These include uneven surfaces, farm animals, tools and chemicals.

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

The Directors of **Edfords Care Farm CIC** are aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, management committee members, users and the general public.

Edfords Care Farm CIC will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
2. Involving and motivating staff and volunteers in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

The Procedure

Directors are responsible for safety in **Edfords Care Farm CIC** and will monitor the policy; it will be reviewed annually. The Directors will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training in manual handling where appropriate, and the provision of eye tests for those who habitually use display screen equipment. Information and training for staff and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

¹ For more information on 'The Health and Safety at Work Act' (1974), and other relevant legislation, please visit www.hse.gov.uk

The Safety Officer – Chris Howes, whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. He will report directly to the Directors and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents.

The Safety Officer has responsibility to provide leadership and to promote responsible attitudes towards health and safety. Any Supervising Officers will ensure that all staff and volunteers are given induction training into health and safety procedures. All new staff and volunteers will be shown the location of First Aid boxes, fire exit doors, and fire fighting equipment. Supervising Officers will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety, and carry out regular safety checks and audits

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow **Edfords Care Farm CIC** procedures in particular, to report any incidents that have or may have led to injury or damage. All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any

serious or imminent danger and any shortcomings that they see in the protection arrangements, to the Supervising Officer or Safety Officer.

Violence at Work

Violence at work can be defined as:

“any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment” (The Health and Safety executive leaflet ‘Violence to Staff’, 1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within **Edfords Care Farm CIC** Equality and Diversity policy, as well as any other threatening behaviour and physical attack.

Edfords Care Farm CIC is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Therefore **Edfords Care Farm CIC** will:

- Implement procedures that will be followed at all times to minimize risk and develop safe working practices
- Provide equipment such as walkie talkies where necessary
- Maintain an attendance system
- Provide up to date information and training on personal safety issues

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- Review systems and procedures on a regular basis

Staff and volunteers are required to:

- Follow the procedures set out with regard to personal safety (groups should set these out as separate appendices)
- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform the Supervising Office or Safety Officer of any new or increased risk in their work

Accidents

In the event of an accident all staff and volunteers must report full details to the Supervising Officer or Safety Officer as soon as possible. Accidents will be reported to the inspecting authority as and when necessary. The Supervising Officer and/or Safety Officer will investigate all accidents. The Safety Officer will ensure that necessary action is taken to prevent recurrence. All accidents will be recorded on an accident form and placed in the log file in accordance with RIDDOR. In the event of an accident occurring on the farm estate the record of the event will be completed as soon as possible on return to the office.

Commissioning parties will be contacted via telephone by our office manager

First Aid

Edfords Care Farm CIC have an Appointed Persons who are responsible for our First Aid arrangements including:

1. a) compiling a First Aid Needs Assessment.
2. b) ensuring we have adequate trained personnel on site and that their training is up-to-date and at an appropriate level.
3. c) maintaining and keeping stocked the First Aid equipment and facilities;
4. d) displaying a list of First Aid personnel in a prominent place;
5. e) calling the Emergency Services when required.

During the induction process:

1. i) all staff and volunteers will be shown the location of the First Aid kit; which will be in an appropriate place and clearly signposted;

2. ii) the location of the accident forms and log file is on the wall in Education centre
3. iii) a sheet detailing the location of the nearest defibrillator and instructions on procedure/use will be distributed;

Fire

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations are displayed in working areas. All staff and volunteers must receive information and training upon fire equipment and how to use it. Fire extinguishers are located in each building of the Care Farm. They are checked and maintained regularly – see Fire Policies & Risk Assessment.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

NEVER touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorization has been given.

KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged. **ALWAYS** switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported. PAT testing will be carried out annually by a competent person with a knowledge of *electricity*.

Risk Management

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Safety Officer and the Supervising Officers.

VDU users

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

Manual Handling

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible

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- Always use appropriate aids
 - Do not attempt to lift alone if two people are more appropriate
- Training will be provided for staff and volunteers when necessary

PPE

All participants will wear the appropriate protective clothing for a task. This may include safety footwear, overalls, goggles, ear protectors, gloves, hard hats etc.

Extreme hot temperatures plan

- Frequent breaks advised in either classroom or shady area set up outside of classroom.
- Sun cream/hat strongly advised – although we can only advise and not insist, any refusal to use will be logged.
- Plenty of fluids available.
- Frequent monitoring of individuals.
- Hot weather advice given to participants.
- No pressure of work/activities to be carried out – work at individual's own comfortable pace.

Monitoring and Reviewing

Edfords Care Farm CIC is committed to ensuring safe working conditions for all staff and volunteers. The Safety Officer – is responsible for monitoring these procedures on a regular basis and the Directors will review this policy annually.

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Safety Officer informed

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Injury or potential injury caused by a hazard in the work place

First Aid administered by named First Aid person and emergency procedures followed

Safety Officer to ensure that area of work place is **immediately made safe** and no further injury can be caused

Safety Officer to carry out a full investigation and to report back to the Directors and relevant staff

Safety Officer to ensure that any major faults are rectified to prevent further injuries

On behalf of **Edfords Care Farm CIC** , we, The Board of Directors, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to.