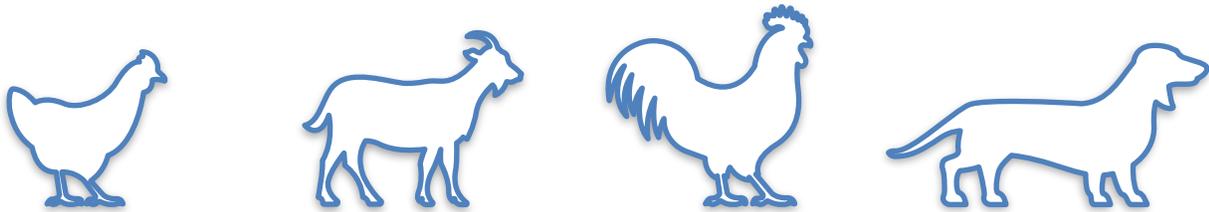
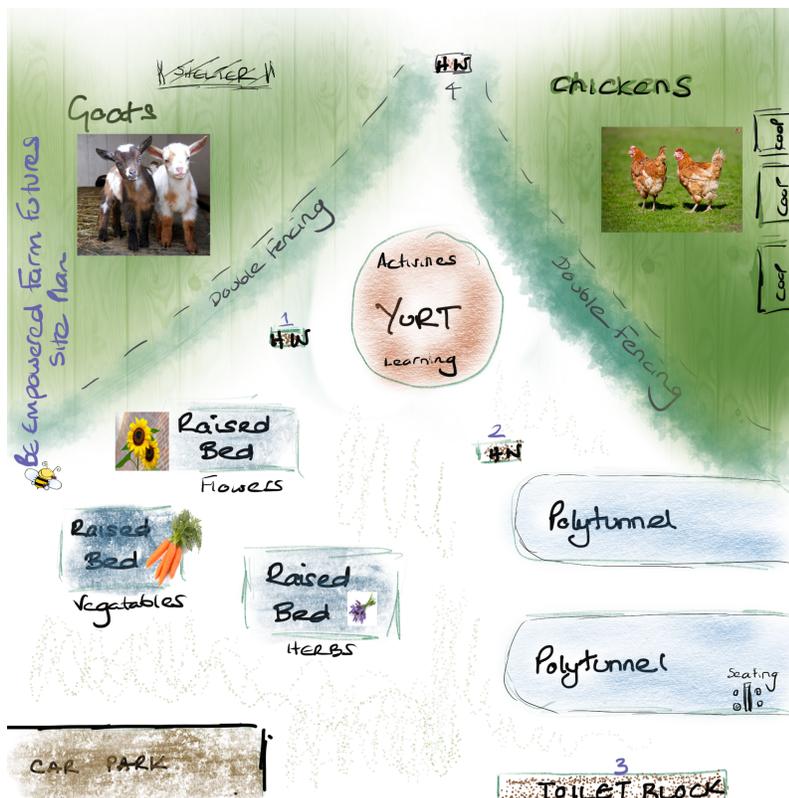


# BE FARM FUTURES

## HEALTH AND SAFETY POLICY

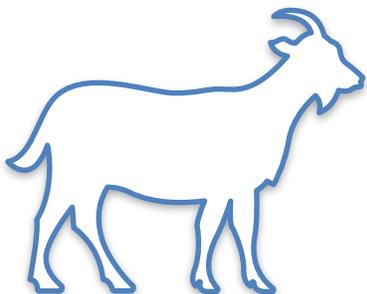


DECEMBER 2017



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## **Introduction to the Policy**

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

This policy applies to all staff, volunteers, management committee members, farm service users 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.

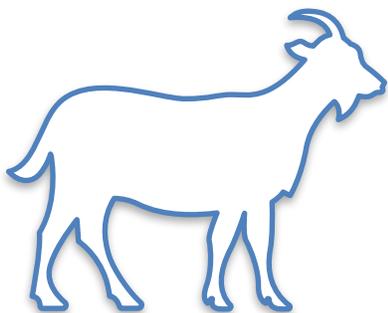
The Management Committee of **BE Farm Futures** is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, management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

**BE Farm Futures** 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**

The Management Committee is responsible for safety in **BE Farm Futures** and will monitor the policy; it will be reviewed annually. The Management Committee 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.

**The Safety Officer – Sarah Harper**, whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. She will report directly to the Management Committee 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 managers 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. Managers 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 **BE Farm Futures** 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 their manager or Safety Officer.

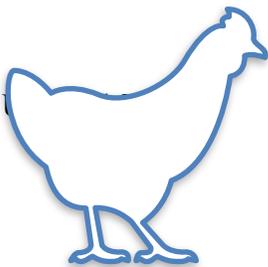
### **Violence at Work**

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 **BE Farm Futures *Equal Opportunities*** policy, as well as any other threatening behaviour and physical attack.

BE Farm Futures is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Therefore



### **BE Farm Futures will:**

- Implement procedures that will be followed at all times to minimise 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
- Review systems and procedures on a regular basis

Staff and volunteers are required to:

- Follow the procedures set out with regard to personal safety
- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform the site manager or Safety Officer of any new or increased risk in their work

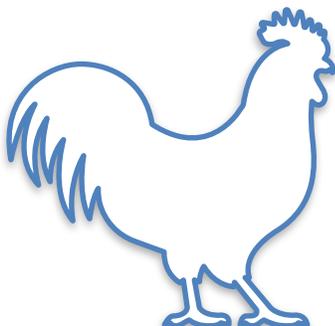
### **Accidents**

In the event of an accident all staff and volunteers must report full details to their line manager or Safety Officer as soon as possible. Accidents will be reported to the inspecting authority as and when necessary. The site manager and Safety Officer will investigate all accidents. The Safety Officer will ensure that necessary action is taken to prevent recurrence. All accidents will be recorded in the Accident Book in accordance with RIDDOR. In the event of an accident occurring on the farmland, the record of the event will be completed as soon as possible on return to the office.

### **First Aid**

**BE Farm Futures** have an Appointed Person who is responsible for our First Aid arrangements, including:

1. Compiling a First Aid Needs Assessment
2. Ensuring we have adequate trained personnel on site and that their training is up-to-date and at an appropriate level;
3. Maintaining and keeping stocked the First Aid equipment and facilities;
4. Displaying a list of First Aid personnel in a prominent place;
5. Calling the Emergency Services when required.



During the induction process:

- 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;
- ii) the location of the Accident Book (which is kept within the First Aid kit) will be advised;

## **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 our Care Farm. They are checked and maintained regularly – see Fire Log Book.

## **Electrical Equipment**

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. A qualified electrician will check all electrical equipment annually (PAT testing). 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 authorisation has been given.

**KEEP** electrical supply cables and flexes away from wet areas, or from where they will be damaged.

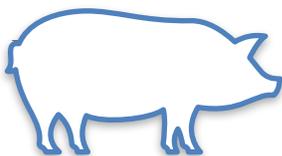
**ALWAYS** switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported.

## **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 Care Farm Site Manager

## **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 labeled 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
  - 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**

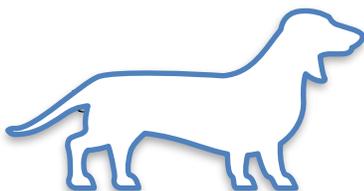
All participants will wear the appropriate protective clothing for a task. This may include safety footwear, overalls, goggles, ear protectors, gloves, hard hats etc... Any PPE issued will be recorded in a log book.

## **Extreme hot temperatures plan**

- Frequent breaks advised in either activity building or shady area set up outside of building.
- 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**

**BE Farm Futures** 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 Management Committee will review this policy annually.



On behalf of **BE Farm Futures**, I, the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to.

**Signed:**

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**Name: Sarah Harper**

**Position within BE Farm Futures:**

**Site Manager**

**Date: 2nd Dec.17**

**All our Health and Safety policies are held within the Health and Safety Site folder and will be updated annually or where guidance changes (whichever is sooner).**

