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| **Written by:** | **Rob Stevenson** | **Date: October 2024** |
| **Last reviewed on:** | **NEW** | |
| **Approved by:** | **Andrew Powell** | |
| **Next review due by:** | **October 2025** | |

**Health and Safety Policy**

**Aims**

Higher Farm Education is committed to protecting the rights of every learner in its care. The Health and Safety Policy has been written with the UN Convention on Rights of the Learner in mind with particular reference to Article 3 (Best Interests of the Learner) which states:

The best interests of learners must be the primary concern in making decisions that affect them. All adults should do what is best for learners. When adults make decisions, they should think about how their decisions will affect learners. This particularly applies to budget, policy and law makers.

Higher Farm Education recognises its duty of care for the health, safety and well-being of its staff members. It will take effective steps to ensure that this is achieved, so far as is reasonable. In discharging this responsibility, it will take into account its parallel obligations for the Health and Safety of learners, visitors and others who might be affected by its operations.

The provisions in this policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the provision operates. Thus, Health and Safety will be included in the provision’s review and planning process as an issue essential to the development and maintenance of the provision’s management systems.

**The purpose of the Policy is:**

● To provide the necessary authority and support for staff as they make their respective contributions to Health and Safety.

● To set out duties and responsibilities.

● To recognise the partnership necessary with the Local Authority (LA) to ensure that all statutory duties in this field are met.

● To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The Management Team is committed to securing the health, safety and well-being of staff members, learners and others affected by the provision’s activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For staff members, this is not only a matter of common sense, but also as a legal duty.

All staff members, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods

approved by their supervisor/senior colleague. Special care should be taken with the health and safety issues of any new venture.

**Organisation and arrangements for implementation of this policy**

The Provision Leader has overall responsibility for the implementation of this policy. To facilitate this, Andy Powell (Proprietor) is the named Health and Safety Co-ordinator.

Each member of staff will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Management Team requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate, in which a culture of Health and Safety can flourish.

**Risk Assessment**

The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Provision Manager, Deputy and support workers/teachers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

There will also be paper copies of all risk assessments kept in the main office for ease of access. Where learners are taken offsite, there will be written parental/carer consent. Where risks are presented to the provision as a result of external consultancy, the provision will ensure that each risk is fully quantified in order to enable decision making and priority of action.

**Consultation**

Staff Members with concerns should normally raise them with the Health and Safety Co-ordinator. However, the Proprietors welcome the support of external bodies to support staff and their concerns. Requests for external help should be raised initially with the Health and Safety Co-ordinator, who will seek advice from the LA Departmental Health and Safety Adviser, on any concerns of team members, which cannot be resolved locally.

Contractors and Provision Partnerships

Contractors will be required to act in accordance with this Policy and the Provision’s specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. They will be required to make appropriate arrangements with the Provision Leader or site manager to ensure that the Provision’s Management

Team and users are sufficiently and suitably informed and consulted on issues relevant to risk control. Copies of these risk assessments will be kept by the Business Manager.

Provision linked partners and hirers will exchange Health and Safety policies and procedures with the provision and ensure that the Health and Safety of all provision staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the provision. Partners will be required to provide provision staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with provision’s activities.

**Inspection and Monitoring**

The Provision Leader / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole provision Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Management Team. The provision will also fully participate in, and share information with any necessary outside agencies, including the L.A.. Actions identified will be monitored and actioned by the Provision Site Manager and the Provision Business Manager.

Every injury should be reported in the provision Accident Book, located in the main office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the LA Accident Form must be completed by the relevant member of staff, signed by the Provision Leader and sent to the Health and Safety Team.

Accidents by learners in provision, will also be logged in the Learners accident book; and communication made with parent/carer. All head injuries will require a phone call home and a letter explaining what has happened, with guidance about what to do if their learner becomes unwell. If the accident falls within the L.A., the appropriate reporting forms will be completed.

**Uniform Expectations**

To mitigate as much as possible against injury, learners are expected to wear suitable clothes to facilitate yard and animal activities. The wearing of appropriate PPE is essential when completing activities around animals in stable, pen or field areas and also must be worn when directly working with or leading animals. Staff will remind learners where required but learners must adhere to PPE expectations. If participating in a riding activity, then appropriate safety equipment is to be worn, e.g. a helmet and body protection where appropriate.

**Training and Information**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training is available to team members and records are maintained by Health and Safety Coordinator. Relevant Health and Safety documents and guidance are readily available to team members with relevant notes held on TEAMs for the team members concerned to refer to them.

**Policy review**

This Policy will be reviewed annually. The Management Team will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.