



Health and Safety Policy

Corn Close Care Farm places a high priority on the health and safety of visitors, employees and volunteers and any other persons visiting our site.

It is our policy to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting or working at Corn Close Care Farm.

To this end, we undertake to:

- provide, as far as is reasonable and practical, an environment for employees, volunteers and visitors that is safe, without health risks and adequate as regards facilities and arrangements for their welfare.
- ensure, as far as is reasonably practical, that all people coming onto the site (visitors, outside contractors, children etc.) are not exposed to risks to their health & safety.
- ensure employees, volunteers, visitors and all other people coming onto the site, are provided with such information, instruction, training and supervision as is necessary to ensure their health, safety and welfare.
- provide and maintain safe machinery, equipment and systems of work, so far as is reasonably practical.
- investigate and record accidents and dangerous incidents and ensure remedial action is taken, where practical, to prevent recurrence.

Primary responsibility and accountability rests with the manager of Corn Close Care Farm to provide and maintain safe and healthy working conditions for all on site, in accordance with the relevant statutory requirements. However, implementation of the day-to-day operation of the health & safety policy is delegated to core staff and volunteers as set out below.

Risk assessments are in place for activities carried out on the Care Farm and offsite.

All employees, volunteers and visitors for their part, have a clear duty to take every reasonable precaution to avoid injury to themselves, their colleagues and members of the public. This includes complying with all Corn Close Care Farm health and safety policies and procedures.

This policy statement is subject to revision as necessary to ensure that it is relevant to all operations being carried out at Corn Close Care Farm. Staff, volunteers and visitors will be consulted and notified of any such revision.

Manager Responsibilities:

The Manager has responsibility to:

- Ensure that Corn Close Care Farm complies with statutory requirements and has appropriate Health & Safety policies and procedures.
- Ensure that Corn Close Care Farm reviews risk assessments annually.

- Develop the commitment of staff, volunteers and visitors to health and safety issues.
- Ensure that all staff and volunteers are adequately trained for all tasks they are required to do.
- Ensure that safety equipment and protective clothing is available if necessary.
- Ensure that staff and volunteers receive relevant and up-to-date information on health, safety and welfare matters.

The Lead Volunteer Tutor Responsibilities:

The Lead Volunteer Tutor has responsibility to:

- Implement and monitor Health & Safety policies and procedures.
- Immediately investigate any accident or dangerous occurrence and where possible take immediate remedial action and/or recommend appropriate action to the manager.
- Comply with RIDDOR and report serious accidents or incidents to the appropriate authorities.
- Respond to health and safety matters raised by staff.
- Ensure that there is an annual check of all electrical equipment in all working areas by qualified engineers/technicians and that these inspections are properly documented.
- Ensure that the security and safety of premises is satisfactory, and that security and safety procedures are understood.
- Ensure that all staff, volunteers and visitors receive the necessary information and training in the implementation of Health & Safety policies.
- Ensure that the cleanliness of premises is satisfactory and that particular attention is given to food hygiene matters. Facilities are available to store food brought onto the premises by staff, volunteers and visitors (eg for lunch) appropriately.
- Ensure that adequate records are maintained, including accident books and sickness records.
- Ensure the regular testing and maintenance of fire-fighting equipment; that notices setting out the procedure for evacuation of the premises are properly sited and updated; and that fire drill practice is held not less frequently than every 3 months.
- Ensure that the First Aid Box is maintained and training is provided for at least one member of staff to be qualified as a 'First Aider'.

In the absence of the lead volunteer tutor, the manager will take responsibility for the above areas.

Employees and Volunteers Responsibilities

All Employees and volunteers have responsibility to:

- Be familiar with and adhere to Corn Close Care Farm's Health & Safety policy and procedures.
- Act in a safe and responsible manner during working time, so that neither they nor their colleagues nor visitors are exposed to risks by their conduct.
- Not to intentionally interfere with or misuse anything provided in the interest of health, safety and welfare on the Farm.
- Report hazards and safety risks to the Lead Volunteer Tutor or Manager. For example:
 - Obstruction by rubbish or clutter to doors, paths, floors, walkways etc.
 - Electrical defects, overloading of plugs, worn or trailing leads, loose connections etc.
 - Broken or jagged edged furniture, equipment or farm machinery, or their unsuitable positioning.
 - Defective floor coverings or surfaces e.g. worn, uneven, slippery or unacceptably dirty.
 - Careless action e.g. attempting to repair equipment without the necessary skill, lifting heavy objects, spilling of liquid etc.
 - Poor ventilation, lighting, temperature, lack of regular cleaning and maintenance.
 - Any potential fire risks.
 - Poor security of premises.
 - Any potential risk pertaining to the animals (see below).
- Report any accident or injury, however minor, sustained by an employee, volunteer, contractor or visitor whilst on farm premises to the lead volunteer tutor or the manager. An accurate record of the incident must be made in the Accident Book. Near misses must also be recorded (Near Miss Book) and reported to the lead volunteer tutor or the manager and any necessary action taken.

Core staff (manager, lead volunteer tutor, part time tutor) also have responsibility to:

- Implement and monitor the health & safety policy on the Care Farm, in all areas.

- Supervise visitors on the site so as to ensure, as far as is reasonably practical, their health and safety.

Visitor Responsibilities:

All visitors to Corn Close Care Farm are expected to act in accordance with this policy.

Any person who behaves in a way that does not comply with this policy will be asked to leave the premises, or staff will make arrangements for them to be collected immediately.

Any person who acts in a way that is not compatible with the ethos of Corn Close Care Farm (including using bad language, bullying, inappropriate behaviour towards animals or people, stealing, deliberately misusing Care Farm property or equipment) will be asked to leave the premises. They will allowed to return only if and when they agree to abide by this policy and the Care Farm ethos.

Accidents

If an accident happens to anyone on the premises (employees, volunteers, outside contractors, visitors, children) the accident, however slight, must be reported to the lead volunteer tutor or the manager.

The qualified First Aider (manager) will normally be responsible for giving **First Aid**. However, in their absence, other members of the core staff should administer First Aid. In the event of a medical emergency, staff should immediately call an ambulance and report such action to the lead volunteer tutor or the manager, as soon as is practical.

A fully stocked **first aid kit** will be provided and maintained in the meeting room. This will be the responsibility of Tim Wilson (Lead Volunteer Tutor).

The **Accident Book** located in the meeting room should be used to record any injury, work related disease, or dangerous occurrence at the Care Farm. The following details must be recorded:

- Date, time and place of the event.
- Name, age and status of those involved.
- A brief description of the nature of the event, injury or disease.
- Place where accident happened.
- Who dealt with the event?
- Action taken.

If the accident results in a major injury or a dangerous occurrence (e.g. the breaking of bones, hospitalisation for more than 24 hours or death) the lead volunteer tutor or manager will immediately report the incident under the rules of RIDDOR.

An accident happening to a visitor, or an outside contractor, or any accident resulting in an employee being absent from work, will be investigated by the manager and a written record will be kept.

It will be the responsibility of the lead volunteer tutor to inform the manager of all incidents recorded in the Accident Book, however minor.

The purpose of putting all accidents and incidents in the Accident Book is not simply to comply with the law. It is done primarily to ensure that the manager is aware of those incidents and can put in place measures, where practical, to prevent their recurrence.

A **Near Miss Book** will be used to record any near misses and appropriate action taken if necessary. All near misses must also be reported to the manager and/or the lead volunteer tutor who will take action if necessary.

Smoking

Smoking/vaping is not allowed on or around the premises.

The following areas will be clearly marked with NO SMOKING/VAPING posters:

- Farmyard
- All other farm buildings containing livestock, hay, straw or other flammable materials.

Any person found smoking/vaping will be asked to leave the site.

Manual handling

If an employee or volunteer is required to lift heavy loads, they must be informed of basic safe lifting practices. If the load is too heavy for one person, assistance should be sought.

Personal Protective Equipment

The care farm has limited supplies of the following protective equipment, which is available to staff and volunteers:

- Eye protection
- Protective gloves
- Dust masks
- Wellingtons
- Wet weather clothing

PPE will be worn as necessary under the guidance of the supervising adult. If in doubt about what equipment should be used for a particular task, staff/volunteers/service users should talk to their supervisor.

Fire Safety

A fire evacuation plan is in place and suitable assembly points has been designated. Signage is in place.

Keybury Fire and Security to visit on 14.5.21 to install compliant fire extinguishers and fire-fighting equipment.

Hazards on Site

- **Injury by Animals**

Farm Animals: All animals can be dangerous if not handled correctly. Females about to give birth or with young, and adult males can be particularly unpredictable and dangerous; untrained or inexperienced staff will not be allowed to handle any such animals unsupervised. Visitors will not handle any animals without instruction and supervision.

Animals being treated or handled must be securely restrained and be in the charge of a core staff member. Sick or dead animals must only be handled by a core staff member, as some animal diseases can be transmitted to people. No visitors may enter an animal enclosure unless supervised by staff.

Visitor capabilities will be assessed prior to them working/coming into contact with animals and they will be supervised at all times.

Animals will be chosen for their suitability for this role. They will be regularly handled by staff to ensure that they are calm and friendly towards visitors.

Hand washing/sanitising stations are located around the Care Farm and staff/volunteers/visitors will be reminded to wash hands frequently, as soon as possible after handling/touching animals and particularly before eating/drinking. Staff/volunteers/visitors will be encouraged to wash hands with soap and water rather than using hand sanitiser wherever possible.

Rats: Rats are particularly dangerous as they transmit diseases, notably Weils disease, through their urine. If rats (dead or alive) are seen to be present, the part time tutor/agricultural adviser should be notified immediately, so that the necessary steps can be taken for their eradication. Pest control is carried out by a council employee. Traps/poison will not be accessible to visitors and animals. Hand washing/sanitising stations are located around the Care Farm and staff/visitors will be reminded to wash hands frequently and particularly before eating to minimise the risk of contamination.

- **Animal Medicines and Treatments**

All animal medication and treatments will be kept securely in an area of the Care Farm that is not accessible to visitors.

Visitors will not handle or administer any medication/treatments to animals. They may observe, if it is safe to do so.

Adequate records of medication for animals will be kept.

- **Animal Waste**

Animal housing will be regularly cleaned and kept in hygienic conditions.

Animal waste will be appropriately stored and disposed of.

PPE (eg disposable gloves) will be available for employees/volunteers/visitors if required.

Employees/volunteers/visitors will wash their hands after they have been involved in cleaning out animal housing.

- **Hazardous substances**

- a) All **chemicals** and **animal medication** used on the premises are stored in a locked cupboard in a private area of the Care Farm that is not accessible to visitors.
- b) Chemicals and animal medication are stored in their original containers in an area of the Care Farm that is not accessible to visitors and they are clearly labelled.
- c) All the manufacturer's instructions must be followed.
- d) Employees/volunteers must wash their hands after using any chemicals or animal medication.
- e) Visitors will not see any hazardous substances whilst on site.
- f) Protective clothing (where appropriate) should be supplied and used properly.
- g) Flammable substances are not stored in areas accessible to visitors.
- h) An up-to-date record of animal medication administered is maintained.

- **Machinery and Equipment**

- a) Vehicles must only be driven by named drivers who are holders of a current, full, clean driving licence of the appropriate category. Vehicles must be insured for business purposes and have a valid MOT certificate. Any defect or mechanical failure must be reported immediately.

b) Any other equipment must be maintained in good condition and regularly inspected. Any employee noticing any damage or defective equipment must bring it to the attention of the appropriate member of staff, so that repairs can be arranged and a report made to the Manager.

- **Electrical safety**

- a) All staff must take due care in the use of electrical equipment.
- b) Staff should report any defective equipment, trailing cables or worn equipment to the lead volunteer tutor or the manager.
- c) In the case of defective equipment, the equipment will be removed for mending or disposal.
- d) Equipment must be sited carefully to avoid trailing leads.
- e) Visitors will be supervised when using electrical equipment - eg microwave, kettle.
- f) Annual PAT testing is undertaken on all portable electrical equipment.

- **Children**

- a) All children under 5 years old must be accompanied by a responsible adult.
- b) All children on site must be kept away from chemicals and machinery.

- All staff have a responsibility to ensure, as far as is reasonably practical, the health, safety and well-being of all children on the site. If children are continually wilfully disruptive or repeatedly acting in an unsafe manner, parent/carers will be asked to take them off site. The incident should be reported to the manager

- **Dogs**

Corn Close Care Farm own dogs. It is Corn Close Care Farm policy that no other dogs should be allowed on site under any circumstances, except for working guide dogs/assistance dogs.

- **Hygiene and Diseases**

- a) All staff/volunteers are advised to have a course of anti-tetanus injections if they are to be spending time at the Care Farm, to be followed by 'boosters' as appropriate.
- b) Due to the particularly high risk of transferable diseases from ewes to humans, pregnant visitors and members of staff should not visit the farm, particularly during lambing.
- c) Any cut or graze, however small, must be treated immediately and recorded in the Accident book.

- d) Hands should be washed after handling animals or soil, and before eating, drinking, smoking or going to the toilet.
- e) Only authorised staff may enter the barn area.
- f) Any staff who develop any unusual symptoms (those symptoms not explained by normal ailments) should report this to the lead volunteer tutor/manager, whose responsibility it is to record the incident in the Accident Book and notify the Manager. Medical advice/attention should be sought.

Alcohol and Drugs

Alcohol is not permitted on the site.

No drugs are permitted on site, other than prescribed medication.

Corn Close Care Farm staff will not routinely administer medication. However, individual requirements can be discussed.


Workshop

Workshops can be dangerous places, especially to children who may walk in out of curiosity. In order to maintain safety and security, all users are requested to comply with the following instructions:

- a) Entrance doors to any workshop areas must ALWAYS be kept locked when the workshop is unattended.
- b) Power to any power tools must be turned off when the machine is not in use.
- c) Power tools may only be used by Care Farm staff unless visitors are under instruction/supervision or have been deemed competent by a CCCF tutor.
- d) Loose clothing or open footwear must not be worn in any workshop area.
- e) Floors must be kept clear of obstacles and rubbish, and protruding nails removed from discarded timber.

Specific risk assessments for workshop activities are in place.

Date of policy	16 th April 2021
Review date	15 th April 2022
Name	Cath Wilson

Signed	Cath Wilson, 
Position	Manger