Gloverspiece Minifarm & School

Health and Safety Policy

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PART ONE General Statement of Policy, Duties & Responsibilities

Policy Statement

Gloverspiece recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as "staff," "workers," "employees," include both paid and volunteer workers.

Gloverspiece has a health and safety policy which encompasses all sites. Individual groups and bodies are obliged to adhere to this policy and failure to comply will result in termination of their activity on the care farm, Dilmore and The Gate House. Additionally, the care farm operates a school on the site.

It is the policy of Gloverspiece to promote the health and safety of the members, volunteers, staff, students, building users and of all visitors to our premises' and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all persons working, volunteering, using, or volunteering on our premises.'
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on all of our premises' to co-operate with us in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training, and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Representative).
  Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from our activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in our employment, arising out of or in connection with our activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer's workers on our premises may be exposed.

Statutory Duty of Gloverspiece

Gloverspiece will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its workers, volunteers, students and of visitors/users to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored, and used safely.
- Give volunteers/ workers the information, instruction, training, and supervision necessary for their health and safety.

In particular, Gloverspiece will:

- Assess the risks to health and safety of its volunteers/workers.
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers, volunteers, students and building users.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that all workplaces satisfy health, safety, and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health. Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of Gloverspiece Employees

Employees also have legal duties, and Gloverspiece confidently requests non-employees (voluntary workers) also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with health and safety.
- To use work items provided by Gloverspiece correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes.
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by Gloverspiece.
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

Policy for Visitors and Contractors

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in buildings or on one of our sites should report any concerns relating to their own safety or suspected unsafe working practices to a representative of Gloverspiece who will investigate any reported incident to our Health and Safety representative. Contractors should be able to provide the following information:

- Employers Liability and Public Liability Insurance
- Health and safety policy (if they have five or more employees)
- Risk assessments
- Method statements
- COSHH assessments and safety data sheets (if applicable)
- Training and competence evidence
- Does the contractor provide maintenance of their equipment (PAT testing etc.)
- Do they use sub-contractors? Are they on the contractors approved list?
- References
- The level of supervision provided during the contract on site.
- Previous actions by the HSE?

PART TWO ORGANISATION OF HEALTH AND SAFETY

Directors

The directors will appoint a Health and Safety Representative:

- To have a broad overview of Health and Safety matters.
- To keep the Organisation's Health and Safety policy and procedures under review.
- To conduct safety tours of the premises.
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations).
- To take such action as may be required to ensure that our responsibilities for Health and Safety are fulfilled.
- To create a Health and Safety Committee which will meet and discuss all matters regarding Health and Safety and implement any necessary actions, where reasonable and practicable.

Contractors working in buildings or on one of our sites should report any concerns relating to their own safety or suspected unsafe working practices to a representative of Gloverspiece who will investigate any reported incident to our Health and Safety representative.

Safety Tours

The Health and Safety Representative shall carry out monthly tours and inspections of all of the premises' and discuss the findings with Gloverspiece's Health and Safety Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File. A report will be made to the next ordinary meeting of the Board of Trustees.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Gloverspiece may publish from time to time.

Specific Areas of Risk

To mitigate risk, we have arrangements in place for conducting risk assessments and implementing the practical control measures to reduce risks and hazards across each site. These are carried out by our Health and Safety Representative and, in some areas, assisted by members of staff who have a greater knowledge in the specific area of risk. These risk assessments are written in relevance to each site and include control measures in relation to, for example, animals, outdoor and environmental risks, vehicles, school transport, school student activities, outside learning and managing student anxiety. All risk assessments are automatically set alert update reminders every twelve months or are updated when a change is necessary (e.g. procedure or material changes).

Animal Risk Assessment

All species of animals on our sites are risk assessed by The Farm Manager and Health and Safety Representative, in conjunction with Farm Technicians and staff who have extended knowledge from working with them. These are written to inform all staff, students, volunteers and service users of the control measures in place to mitigate the risks associated with working and caring for the animals and all individuals working with an animal are to read its risk assessment. Species that present higher levels of risk, e.g. equine, dogs, have their own individual risk assessment in place to highlight the specified risk and hazards associated with that animal. The control measures in place to mitigate risk are used to inform our organisational Animal Handling Protocols which all staff, students, volunteers and service users must read and understand before working with our animals.

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Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on one of Gloverspiece premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form.

Near Misses

Gloverspiece staff are to record and report any near misses on the site to the Health and Safety Representative. The report must be kept in a secure area once completed.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Gloverspiece in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of Gloverspiece and any directions for the use of such must be followed precisely.

Safety Clearways

Floors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture, and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Display Screen Equipment

Gloverspiece recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work.

Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at Gloverspiece expense.

Alcohol, Drugs and Tobacco

Smoking and vaping within any of our premises and the use of Drugs (except licenced / prescribed under medical supervision) on any of the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake their duties if under the influence of alcohol or drugs (except under medical supervision).

PART THREE ARRANGEMENT AND PROCEDURES

The Health and Representative is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. Their details and contact number will be displayed on every site's noticeboard in a public area.

Fire Drills and Evacuation Procedures

First Aid

- The current list of First Aiders for the premises are displayed in the medical room at Gloverspiece, Dilmore and Gate House and also on the farm at the Gloverspiece Site
- First Aid Boxes are provided in the following location(s):
  - Medical room & Kitchen (all sites)
  - Site Managers work area - Gloverspiece Farm and Dilmore
  - Rear barn, Gloverspiece Farm

Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for "ambulance".
- All accidents must be reported to the Health and Safety representative or another member of staff on duty immediately or as soon as practicable.
- All accidents must be entered on an accident form, available from the reception at Gloverspiece or office at Dilmore and Gate House. The procedures for "notifiable" accidents as shown in Appendix A below must be followed.
- The Health and Safety Representative will investigate incidents and accidents, to consider the actions necessary to prevent recurrence.

Fire Drills and Emergency Evacuation Procedures

Fire Drills

- All employees, students, building users, and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits, and emergency lighting system will be tested weekly at all sites.
- Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered into each logbook. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.

** The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).*

In the event of Fire

- Persons discovering a fire should sound the alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately when the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point at Gloverspiece is in the carpark, by the entrance. The assembly point at Dilmore is on the field facing the building. The assembly point at Gate House is within the grounds, away from the service road.
- No-one should leave the assembly point without the permission of a member of staff.
- If **any** fire occurs, **however minor,** the Fire Brigade must be called immediately by dialling 999 and asking for "Fire".
- When the Fire Brigade arrives, advise whether all persons are accounted for and location of fire.

Bomb Warnings

- If you receive a warning, try to find out from the caller:
  - i) The approximate location of the bomb and likely time of detonation.
  - ii) Whether the police and fire brigade have been notified.
  - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.

Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery/equipment must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors and dangerous; use warning signs.

General

- All thoroughfares, exits and gates must be left clear at all times.
- Fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Representative or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR APPENDICES

Appendix A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for Gloverspiece and/or for the User/Hirer, or on premises under the control of Gloverspiece must be recorded.

2. Accidents to Employees, Volunteers, Students or Contractor's Staff

For ALL accidents complete an accident form and give to Health & Safety Representative. If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public, Building users or Visitors for ALL Accidents:

- Complete Accident Form and give to Health & Safety Representative.
- Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.
- Comply with RIDDOR and report serious accidents/incidents to the appropriate authorities.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine, or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb, or toe; any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
  - The loss of sight of eye; penetrating injury to eye, or chemical/hot metal burn to eye.
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
  - Loss of consciousness resulting from lack of oxygen.
  - Decompression sickness requiring medical treatment.
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
  - Any injury which results in an immediate hospital admission and stay of over 24 hours

5. Occupational Diseases

Poisoning / Skin Diseases / Lung Diseases / Infections.

On receipt of a written diagnosis from a doctor, report the disease using online form on www.hse.gov.uk

Full details of Dangerous Occurrences and Occupational Diseases can be found online at www.hse.gov.uk

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review.

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off etc?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers must ensure that the exposure of workers to hazardous substances is PREVENTED or if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer must decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that my present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process.
- Substituting with a safe or safer substance or using a safer form.

Or where this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process.
- Using partial enclosure and extraction equipment.
- General ventilation.
- Using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling the exposure and to examine and assess control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.
Employers must provide any of their workers and, so far is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take. Employers must ensure that anyone who conducts any task in connection with their duties under COSHH has sufficient information, instruction, and training to do the job properly.

Appendix C – FIRE PREVENTION

1. Has the Fire brigade or Fire Alarm Company been consulted on:
    - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
    - Emergency lighting and its maintenance?
    - The most suitable way of raising an alarm in the event of fire?
    - The contents of fire instruction notices?
    - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
    - Precautions to be taken with any activities involving the use of flammable liquids, naked flames, or heating processes?
    - The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
    - The maximum number of people who should be allowed on the premises at any one time.
    - Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
    - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
    - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
    - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?

2. Is Fire Equipment properly looked after?
    - Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
    - Are staff/duty officers trained to use this equipment?
    - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
    - No smouldering fires or cigarettes left burning.
    - Heater and cookers turned off. / Televisions and other electrical apparatus turned off and unplugged. / Lights off? / Internal doors closed? / Outside doors and windows closed and secured?

Gloverspiece Minifarm and School has been under consultation and assessed by fire alarm and equipment service providers 'Brookside Fire Services,' 30 New Road, Rubery, Birmingham, B45 9HU. Dilmore and Gate House have been under consultation and assessed by fire alarm and service providers 'Twenty4 Fire and Security', Unit 1 Pro-Copy business centre, Park Ty-Glas, Cardiff, CF14 5DU.

Appendix D – HEALTH AND SAFETY INSPECTION

1. *Inspections*

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed Health and Safety Representative and the Building and Transport.
- Coordinator should arrange to meet and carry out the inspection.
- This inspection group will need to agree how each question needs to be answered.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Board of Directors.
- **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.**
- The whole form should be made available to members of Board of Directors. The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.
- Gloverspiece has a dedicated Health and Safety committee. The Health and Safety Representative conducts daily visual site checks and monthly hazard walks to identify areas of concern and action necessary solutions. The committee meet every term to discuss areas of concern or improvement and implement relative procedures.

2. *Risk Assessment*

• Risk assessments relate to activities within the individual premises or grounds.

* Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers. Special attention should be paid to the circumstances of employees or Students under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding. A risk assessment needs to be carried out whenever a new activity is envisaged.

Assessments need to be repeated whenever circumstances change:

- Changes in layout of equipment.
- Observing trends on the accident form.
- Changes in staff.
- Introduction of new procedures, processes, or materials.

NB- Gloverspiece Minifarm is the primary base of operations. Dilmore is satellite school; a two acre farm site with school and farm building. The Gate House and the Willows are rented satellite office buildings; used as school or AP as required.