



2.1 Health and Safety Policy

Health and Safety Key Information	
Designated H&S Lead	Sarah Giles, Programme Director
Designative H&S Officer	JP O'Connor, Programme Manager
FAI Reception	01865 790880
Fire assembly point	Field outside farmyard – marked with Assembly Point sign

About this Policy

FarmAbility is committed to ensuring the health and safety of its staff, users and anyone affected by its activities, and to providing a safe and suitable environment for all those attending our premises.

This policy sets out FarmAbility's arrangements in relation to:

- assessment and control of health and safety risks arising from work activities;
- preventing accidents and work-related ill health;
- consultation with FarmAbility's employees on matters affecting their health and safety;
- provision and maintenance of a safe workplace and equipment;
- information, instruction, training and supervision in safe working methods and procedures;
- emergency procedures in cases of fire or other major incident; and

This policy does not form part of a contract of employment and may be amended at any time. FarmAbility will continue to review this policy to ensure it is achieving its aims.

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley



Responsibility for Health and Safety Matters

Sarah Giles, has overall responsibility for health and safety and the operation of this policy. JP O'Connor is the current Health and Safety Officer with day-to-day responsibility for health and safety matters.

The Health and Safety Officer will ensure that this policy is reviewed from time to time. Recommendations for any amendments are reported to the Board of Trustees.

Health and Safety Officer's tasks

- Maintain checks on safe working practice within and outside teaching situation. This to include staff and clients.
- Review and update risk assessments once per year, last week of July. Ensure that staff write additional risk assessments as new tasks are undertaken.
- Check and replenish first aid boxes weekly, ordering new supplies where necessary.
- Check fire alarms and safety exit lights weekly. Report failures to manager, contact electrician where necessary to rectify faults.
- Organise and carry out fire drills, annually, ensuring that all students attending FarmAbility training are involved, by conducting drill on each day of the week.
- Liaise with appropriate companies to ensure that PAT testing and fire extinguisher tests are undertaken annually.
- Maintain COSSH box. Remove old chemicals and dispose of using environmentally sound method
- Maintain records of accident forms, RIDDOR, etc in accordance with current legislation.

Staff Responsibilities

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All staff share responsibility for achieving safe working conditions for each other and for FarmAbility's users. Staff must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

Staff should report any health and safety concerns immediately to the Health and Safety Officer or in their absence to a member of the management team.

If you feel it would compromise the safety of yourself or FarmAbility's users to continue with an activity you must discontinue the activity and seek immediate advice from the Health and Safety Officer or a member of FAI or FarmAbility management

You must co-operate with managers both at FarmAbility and at FAI Farms on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under FarmAbility's Disciplinary Procedure (policy 2.5).

Information and Consultation

FarmAbility will inform and consult directly with all staff regarding health and safety matters.

FarmAbility will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.

The Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

Training

FarmAbility will ensure that staff are given adequate training and supervision to perform their work competently and safely.

Staff will be given a health and safety induction and provided with appropriate safety training, including matters relevant to working in a farm environment.

Equipment

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Staff must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to your line manager.

No member of staff should attempt to repair equipment unless trained to do so.

The Health and Safety Officer is responsible for ensuring equipment safety and maintenance.

Accidents and First Aid

Details of first aid facilities and the names of trained first aiders with current First Aid at Work certificates are displayed on the notice board in the corridor. The First Aiders are: Sarah Giles, Raul Ospina, JP O'Connor and Liv Leonard.

All accidents and injuries at work, however minor, should be reported to the Health and Safety Officer and recorded in the Accident Book which is kept in the FarmAbility Office. Near misses should be recorded in the Near Miss book.

The member's family/carers are to be made aware, in person or by phone of all accidents and preferably followed up with a copy of the accident form.

The Health and Safety Officer is responsible for looking after the first aid equipment and facilities, calling the emergency services when requires, investigating any injuries or work-related disease, preparing and keeping accident records, including injuries, diseases and dangerous occurrences in the Accident Book, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Fire Safety

FarmAbility is a facility for people with special needs including those with mobility and sight problems. As such it is particularly important that buildings can be evacuated quickly and easily in case of fire. FAI is responsible for fire safety and the procedures.

FAI has the following features:

- Adequate, signed fire exits in all rooms

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- Disabled ramps at all exits
- Adequate fire alarm systems that are tested at the required intervals.
- Adequate, in-date, fire extinguishers of the correct type, in all rooms and fire blankets where required
- Regular fire drills, at least every six months, so that all co-farmers and staff are familiar with drill routine and assembly point. Drills must be taken seriously.
- Risk assessments for any tasks which have fire-risk attached.
- A trained and competent Health and Safety Officer whose duties include monitoring fire safety, liaising with advisory bodies such as the county fire services, and organising fire safety training for staff and co-farmers.

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point on the green in the farmyard. Do not stop to collect belongings. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and call 999 and ask for the fire services, giving the farm address. If you have sufficient time, call FAI reception on 01865 790880 and report the location of the fire.

Staff running a group activity are responsible to see that all of the group members (co-farmers, volunteers, support workers etc.) exit the building.

Once everyone has left the building, the health and safety officer running the drill will check with each activity leader that their group is complete. Nominated individuals will be trained in the correct use of fire extinguishers.

You should notify your manager or the Health and Safety Officer if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A

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personal evacuation plan will be drawn up and brought to the attention of colleagues working in your vicinity.

The Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

Risk Assessments and Measures to Control Risk

FarmAbility carries out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (see Manual Handling Policy 3.3) and to provide training on manual handling as necessary.

The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

Health surveillance is required for employees doing the following jobs: working with any foodstuffs e.g. collecting or grading eggs, cooking, handling animals,

Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means. Any failure by you to wear PPE where recommended, required or instructed by FarmAbility is a disciplinary matter and may be dealt with separately under FarmAbility's disciplinary policies (2.5, 2.6).

The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

Computers and Display Screen Equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

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- you should try and organise your activity so that you take frequent short breaks from looking at the screen.
- you are entitled to a workstation assessment.
- you are entitled to an eyesight test by an optician at our expense.

You should contact management to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

Given the potential risks of a farm environment, FarmAbility has a comprehensive list of risk assessments for all activities that the FarmAbility team, along with co-farmers, volunteers and support workers engage in. All staff must be familiar with the guidance contained in these risk assessments, and must review them regularly, according to the schedule in the front of the FarmAbility Code of Practice, in the FarmAbility office. Any new activity must be fully risk assessed, and any visitor to the farm who takes part in any FarmAbility activity, must be made aware of the summary risk assessment guidance, also in the folder.

Final notes:

A briefing is given to all staff, support workers, co-farmers and volunteers at the start of any activity by the FarmAbility Programme Leader, and attention will be drawn to any Health & Safety considerations. We will ensure that suitable arrangements are in place to cover employees working remotely from the main farm site, and mobile phones and a first aid kit must be carried by staff when going away from the farm site.

All visitors to the farm fill in a bio-security form; this is the responsibility of the Programme Leader with the 'start the day' role for that day – or any staff member who is hosting a meeting on the farm. The form must be taken to FAI office in the Field Station immediately if there are deemed to be any risk factors.

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