

**Health and Safety Policy**

**The Purpose of this Policy:**

This policy describes how Lane End Farm Trust manages its health and safety in all areas. It is a signpost to other documents, procedures and people that are involved in the process. Lane End Farm Trust is committed to ensuring the safety and welfare of its staff, learners, volunteers and visitors and, to this end, it is very important that safety rules are followed. We endeavour to promote safe participation and learning by getting people involved in the process itself.

Lane End Farm Trust’s Board of Director, Trustees, staff, service-users and volunteers all have specific areas of responsibility to make sure that our Health and Safety systems work. The Director has overall responsibility for Health and Safety matters, the managers have responsibility for ensuring that everything that is reasonable and practicable has been done to ensure safety, including monitoring. All staff have a responsibility to ensure that safety guidelines are followed and that reporting of risks, accidents and incidents occurs.

While Lane End Farm Trust will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people’s health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee’s duty to report this as soon as possible to their health and safety representative Connie Turner. Alternatively, an employee may, if they prefer, contact a Trustee.

Disciplinary action may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to gross misconduct rendering the employee liable to summary dismissal.

Lane End Farm Trust will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. Lane End Farm Trust will pay particular attention to:

1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.

2. Providing a safe means of access to and from the workplace.

3. The provision and maintenance of equipment and systems of work, which are safe.

4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.

5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

Lane End Farm Trust also recognises its duty to protect the health and safety of all visitors to Lane End Farm, including volunteers, service-users and contractors, and temporary workers, as well as any members of the public who might be affected by Lane End Farm Trust’s work operations.

**How our safety issues are dealt with:**

Lane End Farm Trust has a Health and Safety representative, who is responsible for monitoring and making sure that safety checks are made, people are following safety guidelines on all our sites and that buildings and equipment are maintained in good order. They will also ensure that people know what to do in the event of emergencies and that safety rules and evacuation procedures are followed, where and who to go to for advice, and regarding the reporting of accidents, incidents and problems arising. (This also covers people working on site such as contractors and sub contractors).

The process also includes making sure people know what is required of them, particularly people who are inexperienced in the world of work, for example volunteers, people with learning difficulties and young people on work experience.

**Assistance**

Should anyone need competent assistance or advice with regard to Health and Safety matters, they should speak to the health and safety representative, or in case of visitors, a member of staff. If questions cannot be answered clearly, or any doubts remain, then a Health and Safety Adviser should be consulted:

Lane End Farm Trust has access to specialist health and safety advice, and at times consults with other organisations such as occupational health specialists, Sheffield City Council, the Health and Safety Executive and Health and Safety consultants provided by contractors. Contact details for the above can be obtained from the Health and Safety representative and the Business Support Officer.

**Risks**

Lane End Farm Trust has an ongoing procedure of risk assessment. This is to identify anything that has the potential to harm anyone working at, learning at, or visiting the farm. It will cover activities, buildings, plant and equipment (including vehicles), hazardous substances, fire and other emergencies, electrical safety, risks posed by and to clients and young people, visitors, people with learning difficulties, animals, diseases, training (both vocational and health and safety), general safety on and in work areas, and transport. Some of these are currently under development or review. **It is vitally important therefore, that managers at Lane End Farm Trust are kept informed of new activities**.

Lane End Farm Trust will make people aware of general hazards that they need to know about, depending on what on what they are scheduled to be doing. Managers, supervisors and other staff will ensure that these are made clear to new starters; however, the procedures that are explained during induction are not exhaustive.

As new tasks arise, more safety information will be necessary. A full list of Safety information, risk assessments and procedures can be found in the main office including everything mentioned in this policy.

**Employees at special risk:**

Lane End Farm Trust recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. Lane End Farm Trust therefore requires that all employees advise the Health and Safety representative if they become aware of any change in their personal circumstances, which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

**Training and Safe Systems of Work:**

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Lane End Farm Trust have, as a result of identifying certain risks, put procedures, rules and training in place to ensure that where possible, people are not exposed to these risks and also where possible, the risks are reduced and controlled.

It is extremely important to everyone’s safety and the safety of others that these rules are followed. Training will be given during induction for staff, service-users, and volunteers when starting at the farm. Additional safety training where needed, can be arranged through the Health and Safety representative.

Each work area has its own specific risk assessments, safe systems of work and safety arrangements. Master copies of these are to be found in the main office. It is the aim of the farm to ensure that safety is incorporated into all that we do.

Before using new equipment, it is important that risks are assessed, safe systems of work are identified and training is given. The Health and Safety representative needs to know of any new equipment bought onto sites and any changes to ways of working.

**Safety Monitoring:**

As part of Lane End Farm Trust’s ongoing commitment to raising health and safety standards, safety monitoring will be undertaken in the following ways:

* Monitoring learner safety (knowledge’s and practices)
* Service-user’s environment
* Meetings
* Reviews
* Inspections
* Feedback from staff, service-users, volunteers and visitors
* Accident investigation
* Monitoring contractor’s/sub contractors (where applicable)
* Reports and evaluations
* Development and action plans

**First Aid:**

All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. All injuries, however small, sustained by a person at work, and all near misses, must be reported to their line manager or the Health & Safety representative and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The safety officer will inspect the accident book on a regular basis and all accidents will be investigated, with any necessary action being taken to prevent a recurrence of the problem.

**Emergencies:**

Emergency evacuation signs are posted at strategic places around our sites. During induction, procedures, the emergency arrangements for fire evacuation will be explained to new starters. (This includes staff, service-users, children, volunteers and organised groups visiting the farm). Where appropriate, safety details will be sent to other organisations prior to visits.

If you would like to know more about how our health and safety systems work, to the Health & Safety representative.

General Health and Safety rules

* all employees should be aware of and adhere to Lane End Farm’s rules and procedures on health and safety
* all employees must immediately report any unsafe working practices or conditions to the health and safety representative
* horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
* any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
* employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
* all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
* no employee should undertake a job which appears to be unsafe
* no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
* all injuries must be reported to the Health and safety representative.
* all materials must be properly and safely used and when not in use properly and safely secured
* work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
* employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to the safety representative.
* suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
* work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
* employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

**Access:**

* walkways and passageways must be kept clear and free from obstructions at all times
* trailing cables should not be left in any passageway
* where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway

**Tools and equipment:**

* machinery, tools and equipment are only to be used by qualified and authorised personnel
* it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to the safety representative.
* all tools must be properly and safely stored when not in use
* no tool should be used without the manufacturer’s recommended shields, guards or attachments
* approved personal protective equipment must be properly used where appropriate
* persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else’s safety
* employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

**Manual handling:**

* lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
* the load to be lifted or moved must be inspected for sharp edges and wet patches
* when lifting or moving a load with sharp or splintered edges, gloves must be worn
* the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
* employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
* when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
* employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

**Signature: Date:**

**Print Name:** Connie Turner **Position in Company:** Manager