



Fields and Farms | Health and safety policy

Aims

The provision aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the farm site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

Roles and responsibilities

The directors

The directors have ultimate responsibility for health and safety matters in the provision, but will delegate day-to-day responsibility to the Manager



The Directors have a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety.

The provision, as the employer, also has a duty to:

- Assess the risks to staff and others affected by provision activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided.

Manager

The Manager is responsible for health and safety day-to-day. This involves:

Implementing the health and safety policy

Ensuring there is enough staff to safely supervise students

Ensuring that the building and premises are safe and regularly inspected

Providing adequate training for staff

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

Ensuring all risk assessments are completed and reviewed

Access to personal protective equipment, where necessary

Health and safety lead

The nominated health and safety lead is Jo Dudek

Staff

Staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care for the health and safety of themselves and others whilst at work.
- Check the learning spaces and work areas are safe
- Whilst all electrical appliances should be PAT tested all staff should do a basic check of equipment to ensure that it is safe before use. Staff should not bring in electrical appliances from home unless with prior agreement and only then if the item can be PAT tested before use in the provision.
- Newly purchased items do not require PAT testing.
- Staff to ensure that electrical sockets are not overloaded. Any member of staff requiring an extension cable should contact the office to arrange.
- Ensure safe working procedures are followed.
- Participating in health and safety inspections where appropriate.
- Staff must not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Staff to report immediately any serious or immediate danger a member of the management team or school office or other designated member of staff.
- Staff to report to the Manager any shortcomings in the arrangements for health and safety.



- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

Students and parents

Students and parents are responsible for following the provision's health and safety advice, on-site and off- site, and for reporting any health and safety incidents to a member of staff.

Site security

The Manager is responsible for the security of the provision site in and out of school hours, she is responsible for the delegates of visual inspections of both sites, and for the intruder and fire alarm systems.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once every term.

COSHH

Alternative provisions are required to control hazardous substances, which can take many forms, including:

Chemicals, Products containing chemicals, Fumes, Dusts, Vapours, Mists, Gases and asphyxiating gases, Germs that cause diseases, such as leptospirosis or legionnaires disease

Gas safety

Neither Site has any gas installations, All cookers are electrical cookers

The heating on the site is powered by electricity, and regular inspections of the boilers are undertaken

Legionella

The risks from legionella are mitigated by the following:

- Pipe work inspected and ensure short runs where possible
- No hot water or cold water tanks on site
- Hosepipe areas monitored

Asbestos

There is no asbestos on site.

Equipment

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All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any students or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to a member of the senior leadership team or the school office immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Where necessary a portable appliance test (PAT) will be carried out by a competent person
Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

Zoonoses

This is a group of diseases that can be passed from animals to humans, the risks are reduced through three steps – safe working practices, using personal protective equipment and good personal hygiene.

Safe working practices

- Avoid or minimise the use of equipment or tools likely to cause cuts, abrasions or puncture wounds, and use safe working practices and PPE where appropriate;
- Do not use mouth-to-mouth resuscitation on new-born animals - use traditional husbandry methods of resuscitation such as massaging or clearing nostrils with straw;
- Avoid handling birth fluids or afterbirths with bare hands.
- Control or eliminate rats, and use a fork or shovel, or wear gloves, to move dead rats.

Personal protective equipment (PPE)

- Your COSHH assessment will help you decide whether PPE is needed. Remember that you should only consider using PPE after you have considered other steps such as not doing the task or avoiding contact with infected animals. However, the nature of your work with animals may mean that PPE is your only practicable option. Consider whether you need to:
- Use face protection (for eyes and mouth) if there is a risk of splashing from urine or placental fluids. Suitable protection will include a faceshield to BS EN 166: 2002.
- Make sure that whatever PPE you use is suitable, properly maintained, cleaned after use, stored in a clean area and that new PPE is CE marked.

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Personal hygiene

- Any work with animals inevitably involves contact with dung and urine, which contain disease-causing organisms. Personal hygiene is therefore vitally important. If you are an employer, provide washing facilities wherever staff or visitors work with animals (at least, clean running water and paper towels). Make sure that you and your staff:
- Wash cuts and grazes immediately with soap and running water;
- Cover new and existing wounds with a waterproof dressing before beginning work - some organisms enter the body through open wounds. Consider whether you or your staff need first-aid training;
- Wash hands and arms before eating, drinking or smoking after contacting animals, or working in areas with animal dung.

ECOLI

Escherichia coli O157 (E coli O157)

E coli O157 is a bacterium that lives in the gut of animals, including cattle, sheep, deer and goats. It is also carried by pets and wild birds. Simply carrying the bacteria will not normally cause an animal any harm or illness. In humans, however, the toxins it produces can cause illness ranging from diarrhoea to kidney failure. In some cases the illness can be fatal.

E coli O157 is unusual in that very few individual organisms are needed to infect humans. Infection can be caused by contacting animal dung, and then putting hands or fingers in the mouth, or eating food without washing hands. It is vital that anyone who works with or touches animals thoroughly washes their hands and arms before eating, drinking or smoking.

Workwear should be left at the workplace for cleaning so that the families of those working on the farm cannot contract the disease by contact with soiled clothing.

Animal enclosures

Students are taught how to use the different doors, hatches and locks. They will wear suitable clothing including gloves and aprons/overalls when cleaning out. Students will have supervision when in the enclosures. They will have been shown safe approach and handling of the animals.

Calf and lamb barn

Students to wear suitable foot wear when working with the calves, students will have close supervision and remain behind barriers when calves are being moved.

Wood work area

Students will only use equipment under full supervision and when they have had suitable training. All equipment will be locked away and electrical equipment PAT tested before use.



Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Training on Manual Handling is made available for all staff on request

Off-site visits

When taking pupils off the school premises, we will ensure that:

- Any member of staff who is transporting pupils to or from various trips or activities needs to be aware of their obligations
- Risk assessments have been completed in relation to pupils and activities.
- All off-site visits are appropriately staffed in accordance with individual pupil risk assessments
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- Any member of staff who drives pupils must have given to the manager photocopies of their Car Insurance documents, MOT certificate (if vehicle qualifies) and Driving Licence
- All vehicle occupants must wear suitable seatbelts at all times.
- Pupils must be seated in the rear of the vehicle and not behind the driver or be allowed to distract the driver



Violence at work

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the manager immediately. This applies to violence from parents, visitors or other staff.

Smoking

Smoking is only permitted in designated smoking areas. The provision reserves the right to prohibit smoking on the premises.

Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Personal protective equipment

Wear aprons when taking part in cooking activities

Wear steel toe cap boots when working with the larger animals

Use latex gloves when cleaning out the animal enclosures.

Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

Clean the environment and equipment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges or other bodily fluids immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Separate colour coded mops are used for cleaning general areas (blue) and toilet areas (red).

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas

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- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues.

Pupils vulnerable to infection

Some of our students are immune suppressed or have medical conditions which may make them vulnerable to infections that would rarely be serious in most children.

Staff working with these pupils will be aware of susceptible pupils. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

Exclusion periods for infectious diseases

The provision will follow recommended exclusion periods detailed in the Pupil Attendance, Absence and Sickness Policy

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Covid 19

Cleaning - A cleaning rota will be implemented throughout the farm including special requirements for high contact points e.g. work surfaces, door handles, taps etc. Cleaning rota will be monitored regularly and signed off each day

Social distancing – Young people should be as far apart as possible, with 2m apart, and sitting positions should be side to side where possible. Communal areas to be organised to allow 2m separation between all young persons and staff. Young Persons are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them, and maintained as far as is reasonably practicable in own group also.

Hygiene - Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. The hand washing facilities will be regularly cleaned and soap and sanitiser levels checked.

The number of people using toilet facilities to one at a time will be restricted. You must wash hands before and after using the facilities. The cleaning regimes for toilet facilities particularly door handles, locks and the toilet will be enhanced. We will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

Becoming ill and symptoms – in First Aid Policy

First aid - When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). Upon completion of first aid, thoroughly wash the hands and any points of contact, and clean & disinfect the affected area and PPE if re-usable, or dispose by double bagging if single use.

Occupational stress

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We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Accident reporting - Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Records held in the first aid and accident book will be retained by the provision for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Additional reporting may be necessary under the Incident Procedure

Reporting to the health and safety executive

The manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health

Notifying parents

The Manager will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Training

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Our staff are provided with basic health and safety training as part of their induction process.

Monitoring

This policy will be reviewed annually

Next review date Feb 2021