



## - The School at Hackney City Farm –

### Health and Safety Policy

Hackney City Farm has a Health and Safety Policy which encompasses the entire site. Individual groups and bodies are obliged to adhere to this policy and failure to comply will result in termination of their activity on the Farm.

Additionally, the Farm operates a School on the site and whilst all of this policy applies to it there are additional considerations relating directly to the school in Appendix One.

Hackney City Farm places a high priority on the health and safety of employees, in line with its duty under the Health & Safety at Work etc. Act 1974 and all subsidiary legislation and Approved codes of Practice.

To this end the Management Committee undertakes:

- To provide, as far as is reasonable and practical, an environment for employees that is safe, without health risks and adequate as regards facilities and arrangements for their welfare at work.
- To 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.
- To ensure employees, 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.
- To provide and maintain safe machinery, equipment and systems of work, so far as is reasonably practical.
- To investigate accidents and dangerous incidents and ensure remedial action is taken, where practical, to prevent recurrence.

### Responsibilities

Primary responsibility and accountability rests with the Management Committee to provide and maintain safe and healthy working conditions, in accordance with the relevant statutory requirements. However, implementation of the day to day operation of the health & safety policy is delegated to the Farm Manager and core staff, as set out below.

All employees, 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 Hackney City 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 the Farm. Employees will be consulted and notified of any such revision.

An important feature of an effective policy on health and safety at work is the definition of responsibilities of individuals in the organisation.

### ***Management Committee***

*The Management Committee have responsibility to:*

- Ensure that Hackney City Farm complies with statutory requirements and has appropriate Health & Safety policies and procedures.
- Ensure that Hackney City Farm undertakes an annual risk assessment.
- Develop the commitment of employees to health and safety issues.
- Ensure that all employees and volunteers are adequately trained for all tasks they are required to do.
- Ensure that safety equipment and protective clothing is available.
- Ensure that staff receive relevant and up-to-date information on health, safety and welfare matters.

### **The Farm Manager**

The Farm Manager 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 Management Committee.
- 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 gas and electrical equipment in all office/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 for implementation of Health & Safety policies and procedures. In particular, ensure each employee and volunteer is introduced to the relevant aspects of Farm and/or Garden safety during induction.
- Ensure that the cleanliness of premises is satisfactory and that particular attention is given to food hygiene matters, ensuring early remedial action on requirements identified during periodic inspections of the kitchen by Environmental Health Officials. Also, that all employees (whether specialist cooks or volunteers) who have responsibility for preparation and serving of food attend appropriate food hygiene training courses.
- 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'.
- The Farm Manager holds a Level 3 Award in Health and Safety in the Workplace v3.

### ***Employees and volunteers***

*All Employees and volunteers have responsibility to:*

- Be familiar with and adhere to the 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 Farm Manager. For example:

- Obstruction by rubbish or clutter to doors, corridors, floors, stairways etc.
  - Electrical defects, overloading of plugs, worn or trailing leads, loose connections etc.
  - Broken or jagged edged furniture or farm equipment, 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.
- Report any accident or injury, however minor, sustained by an employee, volunteer, contractor or visitor whilst on farm premises to a member of the Core Staff. An accurate record of the incident must be made in the Accident Book.

Core staff also have responsibility to:

- Implement and monitor health & safety policy on the Farm, in all areas.
- Supervise visitors on the site so as to ensure, as far as is reasonably practical, their health and safety.

### Accidents

If an accident happens to anyone on the premises (employees, volunteers, outside contractors, visitors, children) or to any employees or volunteers whilst off site, the accident, however slight, must be reported to a qualified First Aider and/or Farm Manager.

The qualified First Aider 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 Farm Manager or member of the Management committee, as soon as is practical.

A fully stocked **first aid kit** will be provided and maintained in the office. This will be the responsibility of Dee Miller.

The **Accident Book** located in the office should be used to record any injury, work related disease, or dangerous occurrence at the 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.

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 Farm Manager and a written record will be kept.

It will be the responsibility of the Farm Manager to inform the Management Committee 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 Management Committee is aware of those incidents and can put in place measures, where practical, to prevent their recurrence.

### Smoking

Smoking is not allowed on the premises except in designated areas, subject to any Statutory Prohibitions in respect of the same. Key Stage 3&4 students are not permitted to smoke anywhere on the premises.

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

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

### 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.

## Computer Use

Any employee, who experiences physical difficulty or discomfort associated with using the organisation's computer equipment, should notify the Farm Manager.

The Management Committee will consider all reasonable needs and requests, and particular requirements of individuals, such as chairs, anti-glare filters, wrist or foot rests, will be accommodated where possible.

## Personal Protective Equipment

The farm and garden have supplies of the following protective equipment, which is available to staff and volunteers:

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

If in doubt about what equipment should be used for a particular task, staff should talk to their supervisor.

All employees receive an allowance, currently £65, towards buying suitable protective clothing. It is recommended that staff working with animals should use this money to purchase strong footwear, which will help to protect them from being kicked or trodden on.

## Hazards on Site

- Injury by Animals

**Farm Animals:** All animals on the Farm 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 workers must not be allowed to handle these animals unsupervised.

Animals being treated must be securely restrained and be in the charge of a core staff member. Sick or dead animals must not be handled unless on the direct instruction of a core staff member, as some animal diseases can be transmitted to people. No member of the public may enter a large animal enclosure unless supervised by staff.

**Rats:** Rats are particularly dangerous as they transmit diseases, notably Weils disease, through their urine. **DO NOT TOUCH RATS DEAD OR ALIVE.** If rats are seen to be present, the Farm Manager should be notified immediately, so that the necessary steps can be taken for their eradication.

- Hazardous substances

- a) All **chemicals** and **animal medication** used on the premises must be stored in lock up stores under the direct control of staff.
- b) Chemicals and animal medication must only be stored in their original containers and must be clearly labelled.
- c) All the manufacturer's instructions must be followed.
- d) Employees must wash their hands after using any chemicals or animal medication.
- e) Protective clothing (where appropriate) should be supplied and used properly.
- f) Flammable substances e.g. calor gas, petrol, paraffin etc must be stored in a well-ventilated lock up area.
- g) An up-to-date list of chemicals, animal medication and flammable substances stored on the premises must be maintained.

- Machinery and Equipment

- a) Vehicles must only be driven by named drivers who are holders of a current full driving licence and insured by Hackney City Farm. 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 Management Committee.

- **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 faulty trolleys to the School Manager
- c) In the case of defective equipment there should be no tampering
- d) Equipment must be sited carefully to avoid trailing leads

e) Annual PAT testing is undertaken on all portable electrical equipment

- **Children**

- a) All children under 8 years old must be accompanied by a responsible adult.
- b) All children on site must be kept away from chemicals and machinery.
- c) 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, a member of staff must send them off site. They should then report the incident to the Management Committee.

- **Dogs**

It is Hackney City Farm policy that no dogs should be allowed in the Farmyard or Garden, under any circumstances, except for working guide dogs. Dogs are however allowed secured and/or supervised in the reception area or entrance.

- **Hygiene and Diseases**

- a) Tetanus poses a real risk to Farm Workers. All Staff are advised to have a course of anti-tetanus injections on taking up employment at the Farm, to be followed by 'boosters' as appropriate.

- Exceptions

- If there is an allergy to the tetanus injection. The Management Committee should be notified in writing.
  - If an employee does not wish to have injections, management must also be notified and that person must take full responsibility should tetanus be contracted.

- b) Staff are strongly advised to have a course of anti-hepatitis B injections.
- c) Due to the particularly high risk of transferable diseases from ewes to humans, pregnant members of staff will not be allowed to work with sheep during lambing.
- d) Any cut or graze, however small, must be treated immediately and recorded in the Accident book.
- e) Hands should be washed after handling animals or soil, and before eating, drinking, smoking or going to the toilet, animals can give diseases, such as E Coli 0157, to people.



f) Only authorised staff may enter the kitchen (i.e. the food processing area), unless instructed to do so by the Kitchen Manager or Farm Manager

Any staff who develop any unusual symptoms (those symptoms not explained by normal ailments) should report this to the Farm Manager, whose responsibility it is to record the incident in the Accident Book and notify the Management Committee.

Any staff working in the café/food processing area must report any illness involving abdominal pain, sickness or diarrhoea to the Farm Manager so that a decision can be made as to whether they should continue work.

- **Alcohol**

Drunken people are unsafe people. Alcohol is therefore banned on site except with the express consent of the Management Committee or Farm Manager.

- **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, including to the first floor, 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 Farm staff.

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.

## **Appendix One**

### **Health and Safety Policy – Additional Considerations**

#### **The School at Hackney City Farm**

##### **Principles**

The establishment of a healthy and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It relies upon sound management, vigilant supervision and the co-operation of all personnel (young people and adults).

##### **Responsibilities**

All members of the school, work towards the school's aims by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance of safety within the school
- Using common sense at all times to take responsible care for their own safety and that of others
- Reporting any unidentified hazards to the School Manager without delay

##### **Governor and Farm Manager responsibilities**

- Ensuring that safe work practices and procedures are applied within school
- Establishing a system for the reporting, recording and investigating of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- Ensuring that all staff are familiar with the Health and Safety Policy of the school and any other codes of practice and legislation
- Facilitating safety training for staff
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained

##### **School Manager responsibilities**

- Taking responsibility for the day-to-day operations of the Health and Safety Policy
- Ensuring that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions

- Making arrangements for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users
- Ensuring that all snow and ice is cleared in order to maintain safe access and egress to all buildings
- Ensuring that all appropriate lights are switched on or off as necessary at night
- Ensuring that cleaning materials and equipment liable to be a danger to students or staff, are correctly used and properly stored when not in use
- Ensuring that all waste materials from the school are disposed of correctly
- Maintaining a high standard of housekeeping

### **Teaching and Non-teaching Staff responsibilities**

- Taking responsibility for the safety of students in their classrooms
- Exercising effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out;
- Promoting a spirit of safety consciousness amongst the young people, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- Being good role models – vigilant and careful
- Taking quick, firm action to ensure that young people are not allowed to jeopardise their own safety or that of others
- Providing opportunities for young people to discuss appropriate health and safety issues
- To make sure risk assessments are carried out before any off-site visits

### **Student responsibilities**

On admission students will agree to a standard of acceptable behaviour. Any student who physically threatens another person or animal will be immediately and appropriately managed and removed from the school.

### **Parent/ Carer responsibilities**

- Ensuring that young people attend school in good health
- Providing prompt phone calls or emails to explain all absences
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- Accepting responsibility for the conduct of their children
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

### **First aid provision**

- There are recognised First Aiders in school- these are:

- Chris Pounds – Farm Manager
  - Adrian Johnson- School Manager
- Fully stocked first aid boxes are in the school office and in the kitchen area of the classroom
  - Notices identifying trained First Aiders are displayed in the classroom and in the office
  - First Aiders are responsible for the following:
    - Assessing the extent of injury or condition of a casualty, and giving immediate appropriate treatment
    - Advising the School or Farm Manager on what action be taken
    - Notifying the School manager of the expiry of their qualifications at least six months before hand.
    - Treatment at school is provided for minor injuries e.g. small cuts, bumps and bruise
    - In the case of a serious injury, First Aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent medical care. In the event of an injury requiring medical attention outside school, the School Manager, in consultation with the First Aider, decide whether the casualty is taken/sent home, or transferred to hospital
    - Notifies parents of any head injury or minor injury on appropriate forms

### **Medical needs**

There is a separate Medical Needs Policy

### **Accidents**

- All accidents/incidents must be recorded in the Farm Accident Book, which is kept in the Farm Office
- Accidents involving an injury to the head will result in a note being sent to parents informing them of the incident
- Accidents to staff must also be recorded in the Farm Accident Book

### **Fire precautions**

- Fire drills will be held regularly and will be recorded electronically in a logbook
- Fire evacuation procedures are posted throughout the school and in the classrooms
- Teaching staff are responsible for the safe supervision of their students during an evacuation
- All staff have a shared responsibility to ensure that escape routes inside and outside the buildings are kept clear

- All deficiencies noted in fire evacuations should be reported to the School Manager.
- Fire alarms may not be turned off except on the instruction of the School Manager
- All fire exits are clearly signed
- All firefighting equipment is checked on an annual basis
- Our School Manager has a Fire Warden's certificate

### **School visits**

#### **Risk assessments should be made by staff organising a visit and communicated to the School Manager**

A First Aider should accompany the visit and take a medical kit

### **Risk assessments**

- Risk assessments will be completed for all activities to identify any potential hazards.
- Once identified, such hazards will be brought to the attention of the employees concerned
- The school recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of a competent external advisor will be obtained
- Risk assessments will be filed electronically in the risk assessment folder and regularly reviewed

### **Equipment**

All school equipment will be managed to ensure it is in a safe and serviceable condition and where appropriate will have the relevant current safety certificate. Any equipment that is damaged or dangerous will be removed immediately and reported to the School and Farm Manager.

### **Monitoring**

The School Manager will, on a regular basis, undertake monitoring of Health & Safety in respect of:

- General Site
- Pathways
- Classrooms
- Litter on site
- Obstructions to walkways and emergency exits.
- General lighting and ventilation
- Floors, furniture, door systems.
- Visual inspection of electrical appliances.
- Effectiveness of student supervision systems

- Evacuation procedures
- Fire drill systems
- Safety signs
- First Aid procedures are in place.
- Accident reporting procedures are in place.
- Medicines/Student illness procedures are in place.

### **Security**

Safeguarding the students on site is of paramount importance. The School operates a protected entrance where all pupils and visitors have to be let into the school. All other entrances remain locked and there is no access to the school at any time.

**No student may leave the school except at the end of the day without full supervision of a member of staff.** This applies to any part of the Farm, site or its environs. All visitors must be signed in and display a visitors pass or other official id pass when visiting the school.

### **Cooking and Hygiene.**

All staff and students must maintain clean and hygienic conditions when cooking and eating in the school. An appointed staff member will be responsible for the cooking and hygiene in the school room. Students will be appropriately supervised when cooking especially around heat and sharp equipment.