A group of animals in a circle

Description automatically generated

HunnyBeez Care Farm & Stables

Health & Safety Policy

March 2023

**Introduction to the Policy**

This policy applies to all staff, volunteers, directors, farm clients and the general public.

It is a priority of the Care Farm to provide a safe working environment for all participants, staff, volunteers and others who access the farm and training areas. Procedures for dealing with unavoidable hazards are included within risk assessments. These include uneven surfaces, farm animals, tools and chemicals.

Our aim is to

* provide, as far as is reasonable, a safe environment for employees, volunteers and visitors without health risks.
* Provide adequate facilities for the welfare of our participants/staff/volunteers.
* ensure employees, volunteers, visitors 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.
* maintain safe machinery and equipment
* investigate and record accidents and dangerous incidents and ensure remedial action is taken to prevent recurrence.

Primary responsibility falls on the directors of Parklands RDA & Care farm who will monitor and review this policy as required.

The daily management is the responsibility of the duty manager. All employees and Volunteers have a clear duty to follow our risk assessments and guidelines to promote health & safety at Parklands. All employees and Volunteers have documented training to ensure these standards are upheld.

**Management Responsibilities**

* Ensure the health & safety policies are upheld at all time.
* Uphold our risk assessments
* Review risk assessments annually or more if required
* Deliver staff training to ensure safety in the work place and standards are maintained. This is to be reviewed when necessary.
* Ensure staff are aware of all policies and risk assessments alongside fire drills.
* Ensure safe equipment & work place
* Immediately investigate any incidences and amend policies/risk assessments where required. Comply with RIDDOR if required.
* Ensure regular testing if fire equipment and relevant drills are carried out
* Ensure first aid kits are maintained and relevant staff are up to date with training.
* Ensure the farm is clean, tidy and to a good working standard
* Document any incidents, staff issues/accidents and all other relevant information.

**Employees and Volunteer Responsibilities**

* Maintain the standards shown in training to promote a clean and safe environment
* Be familiar with all policies, procedures and risk assessments
* Follow a good code of conduct in the workplace
* Report any hazards or damage as soon as possible to minimise risk
* Report any accidents or injuries

**Visitor Responsibilities**

* To act in accordance with our code of conduct
* Encourage inclusion of all participants
* Follow our guidance on photography and respect peoples wishes
* Ensure the welfare of the animals by behaving appropriately and following staff/volunteers instructions

**Accidents**

If an accident happens to anyone on the premises, the accident, however slight, must be reported to the lead volunteer tutor or the manager. The qualified First Aider will be responsible for giving First Aid.

In the event of a medical emergency, staff should immediately call an ambulance and report such action to the lead volunteer tutor or the manager, as soon as is practical. A fully stocked first aid kit is provided and maintained in the classroom and tack room. Tutors should take a first aid ruck sack to outdoor activities. This will be the responsibility of the manager and/or tutor.

The Accident Book located in the tack room should be used to record any injury, work related disease, or dangerous occurrence at the Care 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?

• Any action taken.

If the accident results in a major injury or a dangerous occurrence (e.g. the breaking of bones, hospitalisation for more than 24 hours or death) the lead volunteer tutor or manager will immediately report the incident under the rules of RIDDOR. 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 manager and a written record will be kept. It will be the responsibility of the lead volunteer tutor to inform the manager of all incidents recorded in the Accident Book, however minor.

**Smoking/Vaping**

Smoking or vaping is only allowed in designated areas

* Car park
* Sensory hut car park

Please respect our policies both for fire prevention and other people’s health. You will be asked to leave the site if you are found to be ignoring these rules.

**Manual Handling**

HSE posters are found in the tack room and advice on best practise for heavy lifting.

Always ask for help when required.

Wheelbarrows and stack trucks are available to aid in lifting heavy items such as shavings bags

**Personal Protective Equipment (PPE)**

PPE is available. This includes

* dusk masks if required especially when working with hay and straw
* Gloves
* Protective Eye wear.

We recommend sturdy supportive shoes on the farm

**Fire Safety**

Fire safety procedures are placed around the farm and stables.

Meeting point is in the arena.

**COSHH & Hazardous Substances**

All substances are locked away and can be accessed by a member of staff.

**Electrical Equipment**

All staff must take due care in the use of electrical equipment.

Staff should report any defective equipment, trailing cables or worn equipment to the lead volunteer tutor or the manager.

In the case of defective equipment, the equipment will be removed for mending or disposal.

Equipment must be placed carefully to avoid trailing leads.

Visitors will be supervised when using electrical equipment, such as microwave, kettle.

PAT testing is carried out in accordance with regulations.

**Weather**

When safe to do so we aim to continue in all weathers to ensure routine for our participants. Sessions can be adapted and moved indoors in inclement weather.

Suitable gritting can be carried out.

In hot weather shade can be created with gazebos and extra water supplied.

High winds are always a risk due to objects being caught by the wind. Relevant risk assessments must be taken dependent on the challenges of the weather.

Horse Riding will not take place in very windy conditions.

**Safety around our animals**

All staff and volunteers have gone through training on how to care for our animals for their welfare and how to manage our animals and participants in our sessions.

Participants are also assessed as to how we proceed with their interaction with the animals and this is regularly updated.

Access to stables, enclosures and fields is strictly prohibited unless a member of staff is present.

Correct clothing and footwear must be worn. This and other advise such as appropriate behaviour is enclosed in our welcome pack given to all participants before the commence their sessions with Parklands

**Machinery and Equipment**

All machinery is kept away from activity areas.

Only qualified and named drivers may drive any machinery on the farm. Machinery must not be used in sessions unless planned and risk assessed with a volunteer on the ground to ensure safety of participants

All machinery is maintained and in good condition.

**Muck Heap/Manure**

The muck trailer for everyday use is in the corner of the stables with a ramp which can be put up if needed.

The muck heap is away from activities and contained to stop run off.

Compost heaps are in a fenced area only accessed with a member of staff. Gloves and masks are provided.

**Hygiene and Diseases**

All staff/volunteers are advised to have a course of anti-tetanus injections if they are to be spending time at the Care Farm, to be followed by ‘boosters’ as appropriate.

Due to the particularly high risk of transferable diseases from ewes to humans, pregnant visitors and members of staff/volunteers should not visit the farm, particularly during lambing.

Any cut or graze, however small, must be treated immediately and recorded in the Accident book.

Hands should be washed after handling animals or soil, and before eating, drinking, smoking or going to the toilet.

**Alcohol and Drugs**

The use of illegal drugs or any alcohol is not permitted on the Care Farm.

Prescription drugs should be clearly labelled with the persons name and stored safely.

Parklands Care Farm staff do not routine offer to medicate participants so please contact us to discuss requirements.

This policy is reviewed annually or when required

Signed………………………………………………………………………. Date………………………………………….