

Little Woodcote Estate Health & Safety Policy

Statement

It is the responsibility of Naturallythinking to provide and maintain safe and healthy working conditions in accordance with the Health and Safety at Work Act 1974. In addition, it is the responsibility of Naturallythinking to provide a safe place for visitors and volunteers.

It is the responsibility of all employees to cooperate with their employer to create a safe work place.

The Responsibilities of Naturallythinking

The management of Naturallythinking bare the ultimate responsibility for the health, safety and welfare of those visiting, working and volunteering at the Farm. Any concerns should be reported to the person in charge at the Farm, for the purposes of the Little Woodcote Farm Estate, this is the Farm Manager. The Farm Manager will report to the directors of Naturallythinking.

Statement of Policy	Day to day responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Farm Manager	Ensure all relevant risk assessments are completed and actioned and those assessments are implemented. Risk assessments should be reviewed every 6 months or sooner if working conditions change. All visitors to the site should read and sign the code of safe and responsible behaviour.

To provide adequate training to all employees to prove they are competent to do their work	Farm Manager / Director	Staff, Subcontractors and volunteers should be given the required health and safety training and provided with an induction on any equipment. Appropriate PPE should be issued.
To create a medium for staff and volunteers to engage day to day to air any concerns about safety in the workplace	Farm Manager / Director	Staff should be actively encouraged to give feedback about working conditions and management should be approachable about any safety concerns.
Implement emergency procedures for evacuation in the case of fire	Farm Manager / Director	Ensure escape routes are kept clear at all times and staff are aware of all procedures in the event of a fire.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and store any substances of concern safely.	Farm Manager / Director	Ensure access to clean drinking water, toilets and sanitation. Regular inspections of equipment and ensure that any defects in equipment are noted, assessed and appropriate action take for to remedy any concerns. Staff to be trained on how to handle substances.

3. Equal Opportunities

Naturallythinking will ensure that all health and safety considerations are taken in relation to the diversity of staff, members, volunteers and visitors. This includes making sure that sexist or racist attitudes do get in the way of taking into full account special needs, mental health, mobility, sight and hearing impairment.

4. Accidents

All accidents, however minor must be recorded to the Farm Manager and reported in the accident book. However minor the accident maybe the data must be reported. Each entry should include the date and time of the accident, the name of the person affected, injury and circumstance. If an accident requires a member of staff to have 3 or more days off of work, form F2508 will be completed and sent to the enforcing authority. Where an accident is fatal or results in a specified major injury or a danger occurrence has taken place, the responsible person will notify the enforcing authority immediately by telephone and send on form F2508.

5. First Aid

A first aid box is located in the Office. A list of first aiders is displayed on the noticeboard. The Health and Safety Law poster is displayed in the office.

6. Fire Safety

All visitors / employees and volunteers shall be made aware of firefighting equipment and fire safety procedures.

7. Chemicals

Any chemicals used will be stored with care and labels / instructions should not be defaced or removed. Chemicals should never be mixed outside of the instructions on the label. Medical advice should be sought immediately if any chemicals are inhaled, swallowed, or spilled on the skin or eyes.

8 Staffing / Violence

Our Farm is open to the general public. If a violent situation arises or a situation looks like becoming violent staff or volunteers should not attempt to deal with it on their own. Together we should try to diffuse the situation by remaining calm, non-threatening and attract the necessary assistance and if appropriate call the police. If any assault is committed a record should be kept.

9. Use of alcohol and drugs

The use of alcohol is not permitted under any circumstance during staff or volunteer working hours. Use of illegal drugs is strictly forbidden under any circumstance. If any worker or volunteer is suspected of using alcohol or illegal substance at work, then they will be subject to disciplinary procedures.

10. Working Time Regulations

Naturallythinking is committed to ensuring that staff comply with the working time regulations to ensure the health, safety and welfare of all staff members.

11. Risk assessment

Naturallythinking carry out annual reviews and update of registers. Naturallythinking will also undertake additional risk assessments for activities that do not fall within normal working activities.

Risk Assessment

Location and details of specific H&S equipment	First aid kits are located in the Veg Shed Office. Protective gloves are available in the kitchen area for non-medical purposes such as cleaning	Nearest Hospital	St Helier Hospital
First aid in the workplace	Farm Manager	Emergency contact details	Emergency contact details for staff are available from Naturallythinking HR and are also stored in a secure internal digital location
Risk assessment last updated	June 16, 2021	Assessed by	Danny Stanzl

The following scoring is used in the Risk Assessment Below

Likelihood of occurrence		Severity of outcome	
1	Highly unlikely to occur	1	Slight inconvenience
2	May occur but very rarely	2	Minor injury requiring first aid
3	Does occur but only rarely	3	Medical attention required
4	Occurs from time to time	4	Major injury leading to hospitalisation
5	Likely to occur often	5	Fatality or serious injury leading to a disability

Scores of 10 or more are unacceptable. Scores of 8 or more must be brought to the attention of everyone present.

Risk Assessment Table

Hazard and area	Description of possible risk	Likelihood of accident	Severity of outcome	Likelihood multiplied by severity	Action to take to avoid / reduce the risk
Unpredictable abilities and judgement of volunteers	Extra risk of injuries to volunteers or visitors; aggravation of health conditions by unsuitable work.	2	4	8	Volunteers whose problems may make them unable to work safely, may be asked to come with a support worker or friend/family. All groups asked to come with a suitable number of supervisors/support workers. Work planned and supervised by a sufficient number of trained staff and buddies.
Young/vulnerable people on site having exposure to other workers or visitors.	Abuse of vulnerable people by staff, volunteers or visitors.	1	3	3	Supported volunteers assessed by General Manager in consultation with support worker or family member where appropriate and asked to bring a support worker if necessary. Support workers warned that the site is open to the public. All support workers DBS checked, reference checked, assessed for suitability, and trained and briefed in safeguarding, supervising supported volunteers and monitoring their welfare. Any volunteers taking a lead role are made aware of safeguarding procedures. Volunteers work in groups wherever possible and vulnerable volunteers never left alone with one person. Refer to Safeguarding Children and Adults policies.
Working with adults with mental health	Emotional burden on staff and volunteers. Inappropriate advice given by staff or volunteers to vulnerable people.	2	4	8	Staff trained in communication skills, personal boundaries and appropriate ways to advise and signpost people. Volunteers should refer volunteers to a staff member or other organisation rather than offering advice or counselling on mental/physical health issues.
Lone working Physical assault, verbal abuse or aggression	Physical injuries or emotional trauma to staff/volunteers; damage to organisational reputation.	1	4	4	Volunteers should not be allowed to do high-risk practical tasks when alone on site. Lone working alone should have a mobile phone with emergency contact details of General Manager / Management Committee members.
Lifting injury – eg wheelbarrow	Strain	2	2	4	<ul style="list-style-type: none"> All volunteers asked if they have any medical conditions that may affect their work; Advise against heavy loads especially in the case of previous injury, advise safe lifting practices. Advice is on noticeboard and staff are instructed to give this advice during inductions and supervision.
Hand tools e.g. trowels and forks	Scratches, blows and cuts	2	2	4	<ul style="list-style-type: none"> Staff to assess experience level of volunteer before using tools and give advice on safe tool use Warn volunteers of the dangers of using tools and to take care Users taught correct use and learners supervised. Specific safer and smaller tools used for small children. Advise wearing strong boots and gloves Report any breakages / damage to equipment and remove or repair
Tractor and machinery	Running over or collision. Injury during use. PTO injury	1	4	4	<ul style="list-style-type: none"> Only experienced staff or exceptionally qualified and experienced volunteers to use tractors and machinery. Boundaries of safe play for young people denoted, and all young people supervised. Everyone in area made aware of the hazards outside of this.

					<ul style="list-style-type: none"> Production manager asked to give advance notice of dates when the tractor will be used near to areas where the learners will be. Extra training given about the dangers of the PTO and it's use.
Irrigation reservoir	Falling/Drowning	1	5	5	Area around pond cordoned off with No Entry Notices. Advise to keep to designated areas.
Manure	Infection	1	3	3	Advise use of gloves and hand washing. Provide handwash and insist on hand washing with signage.
Wood and metal storage	Cuts and scrapes	1	3	3	Area around potential wood and metal hazards cordoned off. Do Not Touch notices. Advise keeping to designated areas.
Wood storage	Fire hazard	1	4	4	Wood storage by polytunnel to be kept to a minimum. No flammable liquids to be stored near combustibles.
Large polytunnel	Tripping over on uneven ground	2	2	5	Warning signage on both ends of polytunnel about uneven surfaces.
Propane Gas Cooking Stove	Fire hazard	1	3	3	Cooker fitted with stop valve. Only used by agreed volunteers, with instructions. Fire Extinguisher kept in the area. Gas valve turned off at the end of the day.
Greenhouses	Falling glass	1	4	4	Keep Away notices in place. Necessary repairs made as agreed with Sarracenia Nurseries
General / track	Risk of tripping over / falling	2	2	4	Fill in large holes in track, encourage sensible footwear.
Site security	Theft / vandalism causing damage to equipment	3	1	3	Fence and locked gate installed. Use of CCTV and setup on multiple staff phones. Installation of claxon on site to alert local attention.
Construction	Injury through falling equipment, materials or accidents with tools	2	2	4	Ensure qualified or experienced site manager to coordinate activities, everyone wears protective clothing where needed and all measures undertaken to ensure safe use of equipment.
Dead/hanging branches of trees	Crush injury	1	5	5	Regular check conducted to check for dead or hanging branches and remove dangerous branches. Those who work regularly underneath the tree warned to look out for dangerous branches and ask a member of staff to remove as well as moving away from danger zone. Conducted by all staff on site, particularly learner-related staff.
Power line contact	Electrocution	1	5	5	No climbing or kite flying undertaken in the area. Report any abnormalities of the power line.
Bees	Stings / allergic reactions	2	5	10	<ul style="list-style-type: none"> Make people aware on volunteer inductions. Ask in consent forms about medical issues and watch for extreme reaction. Fence erected around hive to prevent people accessing hives and being too close to areas where large numbers of bees are, fence also changes flightpath of bees to lessen chance of people being an obstacle to them.
Brambles and thistles	Scratches and trips	5	2	10	<ul style="list-style-type: none"> Prune particularly hazardous areas and clear pathways through. Make learners and guardians aware of potential hazard but also of low severity of harm often caused.
Sticks and stalks	Eye injury	2	4	8	Make volunteers, learners and guardians aware of hazard on inductions and sessions, remove or cover sharp ends of hazardous objects from main areas of sessions.
Nettles	Stings	5	1	5	Make everyone aware of hazard and stay away from large patches of nettles. Also make everyone aware of the low severity of harm.

Rope	Asphyxiation	1	5	5	Users taught correct use and learners supervised. Everyone involved made aware of hazard of leaving loops hanging down and/or learners wrapping rope around necks.
Rope	Rope burns	2	2	4	Users taught correct use and learners supervised.
Uneven ground	Trips and falls	4	1	4	<ul style="list-style-type: none"> Volunteers made aware of uneven ground on induction. Visitors made aware of uneven ground by poster next to signing in. Learners supervised and they and guardians made aware of particularly uneven ground which may be hard to negotiate. Sessions designed to help small children develop gross motor skills and mobility.
Dog faeces	Poisoning	1	5	5	<ul style="list-style-type: none"> Signs at hand washing points to encourage. Site assessment of area carried out before sessions. Guardians supervise learners at all times. Handwashing practised as part of session and hazards of dirty hands discussed.
Weather and outdoor activities	Sunburn	3	4	12	<ul style="list-style-type: none"> Hats and sun cream available to staff and volunteers All visiting groups advised to wear sun protection Ensure this advice is given in all volunteer inductions and with the Code of Safe and Responsible Behaviour All encouraged to stay protected from sun and keep well hydrated
Weather and outdoor activities	Dehydration	3	4	12	<ul style="list-style-type: none"> Hats and sun cream available to staff and volunteers All visiting groups advised to wear sun protection Ensure this advice is given in all volunteer inductions and with the Code of Safe and Responsible Behaviour All encouraged to stay protected from sun and keep well hydrated