

Health and Safety Policy for Little Clayhill Farm Alternative Provision

Policy Statement

At Little Clayhill Farm Alternative Provision, we are committed to ensuring the health, safety, and welfare of all staff, students, visitors, and others who may be affected by our activities. We aim to provide a safe learning and working environment, comply with all relevant health and safety legislation, and promote a culture of safety awareness and responsibility throughout the farm.

This Health and Safety Policy outlines our responsibilities, procedures, and measures in place to protect everyone on our premises.

1. Aims

- To prevent accidents, injuries, and ill-health by identifying and mitigating risks.
 - To comply with all relevant health and safety legislation, including the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other associated regulations.
 - To provide clear information, training, and supervision to all staff and students on health and safety.
 - To ensure equipment and facilities are maintained in a safe condition.
 - To have effective emergency procedures, including first aid and fire safety, in place.
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2. Roles and Responsibilities

2.1 Management

- The farm's management team, led by the designated Health and Safety Officer (HSO), is responsible for implementing the Health and Safety Policy and ensuring it is regularly reviewed.
- Management will ensure that all necessary risk assessments are completed and updated as required.
- They are responsible for ensuring that staff, students, and visitors are aware of safety policies and procedures and that appropriate health and safety training is provided.
- Regular health and safety audits and inspections will be carried out to monitor compliance.

2.2 Health and Safety Officer (HSO)

- The HSO is responsible for overseeing health and safety throughout the farm, including identifying risks, ensuring safety measures are in place, and maintaining records of incidents and accidents.
- The HSO will also ensure compliance with statutory safety requirements and will report directly to management on any issues or improvements needed.
- The HSO will lead on accident investigations and implement preventative measures where required.

2.3 Staff and Volunteers

- All staff and volunteers have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Staff must report any hazards, accidents, or unsafe practices to the HSO or management.
- Staff must follow safety guidelines, attend mandatory health and safety training, and use any provided safety equipment correctly.

2.4 Students

- Students are expected to follow safety instructions provided by staff, behave responsibly, and report any hazards they notice.
- Students will be supervised at all times and will receive age-appropriate health and safety information.

2.5 Visitors and Contractors

- Visitors and contractors must comply with the farm's health and safety regulations. Visitors will be briefed on relevant safety information upon arrival.
- Contractors are required to provide evidence of their own health and safety compliance, including risk assessments and insurance.

3. Risk Assessments

Risk assessments are carried out to identify potential hazards, assess the risks, and implement control measures. These assessments are reviewed regularly, especially when:

- There are significant changes to work activities or equipment.
- New students or staff join the farm.

- Accidents or incidents occur that indicate risks need to be reassessed.

Risk assessments will be conducted for:

- Outdoor and farm-based activities, including interactions with animals.
 - Manual handling and use of equipment.
 - Working at heights.
 - Educational activities.
 - Fire safety, first aid, and emergencies.
 - Visitors, including school groups.
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4. Fire Safety

Fire safety is a priority at Little Clayhill Farm. The following measures are in place:

- A full fire risk assessment is conducted and reviewed annually.
 - Fire exits are clearly marked and free from obstruction.
 - Fire extinguishers and other fire-fighting equipment are provided, and regular maintenance checks are carried out.
 - Staff and students are briefed on fire evacuation procedures, and regular fire drills are conducted.
 - Visitors are informed of fire evacuation procedures on arrival.
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5. First Aid and Medical Procedures

We ensure adequate first aid provision, with a designated First Aid Officer and multiple first aid kits available across the farm. The following procedures are in place:

- **First Aid Kits:** These are stocked with necessary supplies and checked regularly to ensure they are complete.
- **First Aiders:** Staff are trained in first aid, with at least one qualified first aider present on-site at all times.
- **Medical Information:** All relevant medical information for students and staff is recorded, and necessary medication (such as for allergies or asthma) is kept accessible.
- **Accident Reporting:** All accidents, however minor, must be reported and recorded in the accident book, with serious incidents investigated promptly.

- **Emergency Procedures:** In case of a serious injury, emergency services will be contacted immediately, and parents or guardians informed as soon as possible.
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6. Working with Animals

Due to the farm-based nature of the provision, strict protocols are in place for working with animals:

- Students and staff must wash hands thoroughly after handling animals or working in animal areas.
 - Appropriate protective clothing (such as gloves and boots) must be worn where necessary.
 - Students are supervised at all times during interactions with animals.
 - Animal enclosures are maintained to ensure the safety of both animals and people.
 - Staff responsible for animals are trained in their care and handling, ensuring animal welfare is maintained.
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7. Manual Handling

Many tasks on the farm involve manual handling, which can pose a risk if not done correctly. We follow these procedures:

- Staff and students are trained on safe lifting techniques.
 - Heavy loads should only be moved using appropriate equipment (e.g., trolleys) or with assistance.
 - Manual handling risk assessments are in place for tasks involving lifting, carrying, or moving items.
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8. Control of Substances Hazardous to Health (COSHH)

The farm occasionally uses cleaning chemicals or other hazardous substances. To ensure safe handling:

- COSHH assessments are completed for all hazardous substances.
- All chemicals are stored securely in designated areas away from children.
- Staff are trained in the safe use of these substances and provided with personal protective equipment (PPE) if required.

- Safety Data Sheets (SDS) are available for all substances, detailing the correct handling, storage, and emergency measures.
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9. Equipment Safety

All equipment used on the farm, including tools, machinery, and vehicles, must be:

- Regularly inspected and maintained.
 - Used only by those trained or supervised.
 - Stored safely when not in use.
 - Staff and students are provided with appropriate protective equipment when necessary.
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10. Online Safety

As part of the alternative provision, students may engage in online learning. To ensure online safety:

- Internet access is supervised, and appropriate filters are in place to prevent access to inappropriate content.
 - Staff are trained to monitor online activity and identify risks associated with cyberbullying or unsafe use of technology.
 - Students are taught online safety protocols and responsible internet use.
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11. Monitoring and Review

- The Health and Safety Policy will be reviewed annually, or more frequently if necessary, to ensure it remains compliant with current legislation and best practices.
 - Health and safety audits and inspections will be conducted regularly, and any issues identified will be addressed promptly.
 - Any new activities or significant changes will trigger a review of relevant risk assessments and procedures.
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12. Staff Training

All staff will receive comprehensive health and safety training, including:

- Induction training covering key health and safety procedures.
 - Specific training for tasks requiring additional health and safety knowledge, such as manual handling or first aid.
 - Refresher training and updates on any changes in health and safety regulations.
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Health and Safety Declaration

I, the undersigned, confirm that I have read, understood, and agree to adhere to the Health and Safety Policy at Little Clayhill Farm Alternative Provision. I acknowledge my responsibility for maintaining a safe environment and following all relevant procedures.

- **Name:** _____
 - **Role:** _____
 - **Signature:** _____
 - **Date:** _____
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This Health and Safety Policy reflects the commitment of Little Clayhill Farm Alternative Provision to ensure a safe and healthy environment for all staff, students, and visitors, in compliance with current health and safety regulations.