



## HEALTH AND SAFETY POLICY – HUCKLEBERRIES NURTURE FARM CIC

**Member Committee Responsible:** Full Members Board

**Senior Lead for Health & Safety:** Beverley Cook

**Status and Review Cycle:** Statutory annual

**Approved by:** Full Members Board

**Date of Next Review:** January 2021

**Version:** 2.0

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### Revision History

Version	Changes	Approval Date	Author
1.0		Jan 2019	B Cook
2.0	Annual review and inclusion of Covid-19 response	May 2020	B Cook

### Statement of Intent

Huckleberries Nurture Farm CIC is committed to ensuring the highest reasonably practicable standards of health and safety. We acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

We are committed to ensuring the health and safety of our employees, volunteers, contractors and visitors to our farm, or members of the public who may be affected by our work, as much as is reasonably practicable, and we will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our staff and others affected by our work, and we design our working practices and systems with safety in mind and actively encourage all our employees, volunteers, contractors and visitors to engage in health and safety matters.

### Responsibility

Beverley Cook, Director has overall responsibility for health and safety and is responsible for ensuring that the health and safety policy is implemented. However, all Directors, employees, and volunteers have a responsibility in their capacity to ensure that the aims and objectives of this Policy are met.

Signed by: 

Print name: Beverley Cook.

Dated: 04/05/2020

## Statement of General Policy

More particularly, we are committed to:

	Designated competent person with responsibility Name and job title	Arrangements
Managing health and safety risks associated with Covid-19	Beverley Cook, Director	<p>Social distancing in-line with Government guidelines will be implemented during all activities. All children will be reminded of the need to stay 2m apart. Activities requiring close contact (e.g. partner yoga, sharing animals) will not be undertaken until guidelines state it is safe to do so.</p> <p>The Site Risk Assessment (RA) has been updated to reflect changes to operations during Covid-19 restrictions, including Infection Control measures, PPE use, hand-washing, dealing with sick children or adults, and procedures to follow following notification of contact with an infected person. All staff, volunteers and schools will be provided with this RA and asked to confirm that they have read it. Any waste products thought to have been contaminated with bodily fluids will be double bagged and left in a secure place for at least 72 hour prior to being disposed of with general waste.</p>
Managing health and safety risks and thereby preventing accidents and site and work-related ill health. We have conducted a risk assessment (including a fire risk assessment) which is reviewed regularly in line with changing seasons.	Beverley Cook, Director	<p>The site RA is reviewed every 6 months. Prior to commencement of a school's programme, the RA is reviewed in light of any information provided by the SENCo/ELSA in terms of specific learning difficulties or behavioural/emotional issues of members of the group, which may increase risk of incident or injury. This modified RA is sent to the person coordinating the</p>

		<p>schools visit in advance of the first session.</p> <p>The nurture tent and animal shelters/stables are well maintained with routine checks made. The tent guy ropes are checked prior to every session as is the chimney flue and stove if it is in use. The stove is protected by a fire guard when in place and access to the flue outside the tent is restricted.</p> <p>Hazardous areas are signed as such and all visitors and staff informed of hazards and 'no-go areas' during their induction.</p> <p>Parents are notified of the risk of ill health from direct contact with animals or wildlife, and Covid-19 and control measures are in place.</p>
Providing first aid where necessary and recording/reporting accidents when necessary.	Beverley Cook, Director	<p>A first aid box is maintained and kept on the inside wall of the Stable (Welfare from Summer 2020) for ease of access if needed. Two bum bag first aid kits are provided for when the group leave the basecamp.</p> <p>The session leader holds level 3 Paediatric First Aid qualification, and in addition most practitioners hold valid first aid qualifications. Certificates are checked and maintained in the training log. Also, most school staff members accompanying the children are qualified in first aid.</p> <p>Known allergies &amp;/or medication are notified by parents on the consent form prior to the children attending. All incidents and accidents are recorded in line with HSE requirements and GDPR.</p>
Communicating and providing training to employees on health and safety matters.	Beverley Cook, Director	<p>H&amp;S requirements, RA controls, and evacuation procedures are notified to practitioners and members of</p>

		staff accompanying the children.
Engaging and consulting with employees on health and safety matters as appropriate.	Beverley Cook, Director	All employees and volunteers receive a H&S briefing on site risks, animal risks and manual handling during their induction
Implementing emergency procedures and evacuation plans.	Beverley Cook, Director	Emergency Evacuation procedures are in place and identify the fire evacuation route in the event of a fire at the basecamp or surrounding area.
Complete accident/incident recording and reporting procedures when appropriate	Beverley Cook, Director	An accident/incident book is held on site and completed records held at the Registered Office in a locked filing cupboard. Any accident/incident is notified to the child's school and, where appropriate, RIDDOR and near miss accident reporting and investigation will take place.
Maintaining safe and healthy working conditions, including exposure to hazardous substances and ensuring reasonably safe manual handling procedures.	Beverley Cook, Director	Health and Safety inspections take place routinely by Company Directors, and especially after extreme weather conditions. In severe weather conditions sessions will be cancelled. Only persons trained in manual handling carry feed bags, hay bales, animal cages or other heavy items. Procurement of hazardous substances is minimised, and any hazardous chemicals are held at the Registered Office in a locked shed. Domestic chemicals at the premises e.g. bleach, disinfection and cleaning products are kept out of the reach of children. An animal first aid box is stored in the stable and kept locked.
Ensuring work equipment is suitable, safe and maintained appropriately. Provision of personal protective equipment (PPE).	Beverley Cook, Director	PPE is provided, based on risk assessment for tasks. Equipment is maintained and inspected routinely and at least once a month. Animal housing, gate posts, and equipment is regularly disinfected using domestic

		disinfection suitable to remove viruses and bacteria. PPE is provided for use during cleaning of equipment, the toilet and for use in response to Covid-19 incidents including face masks, gloves, visors, aprons.
Ensuring adequate welfare facilities	Beverley Cook, Director	Drinking water and hot/cold drinks are provided for employees, volunteers and visitors. Food is only consumed in the designated area, which is regularly cleaned with disinfectant. A mixed gender toilet is provided with foot pumped water/hand sanitiser and an outside tap to wash hands is provided. Paper towels are used to dry hands. Hand sanitiser is available at various locations and all visitors are asked to wash their hands with soap and water for 20 seconds and to dry them with hand towels before leaving the premises. Further welfare provision will be provided during summer 2020.

### Location of Key Items:

1. First Aid Box and Accident Book: Stable (Welfare from Summer 2020)
2. Completed Accident Forms and Investigation documentation: Locked filing cupboard at Registered Office
3. Health and safety Law poster: Stable/Welfare
4. Employers' liability insurance: Electronically NAS/Documents/Huckleberries/Compliance/Company Statutory Documents & Contracts/Insurance

### Contractors, practitioners and school staff

Staff, contractors and practitioners are provided with relevant procedures and inducted on health and safety. School staff are provided with relevant procedures in advance and inducted along with the children at the start of their first session. Where a new member of school staff accompanies the children, they will be asked to familiarise themselves with the site induction at the start of the session.

Accidents and ill health at work are reported under RIDDOR <http://www.hse.gov.uk/riddor>