



Hereford Community Farm C.I.C. – HEALTH, SAFETY AND ENVIRONMENTAL POLICY

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See also:

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Hereford Community Farm CIC recognises and accepts its responsibilities to conduct its activities so that it ensures so far as is reasonably practicable, the health, safety and welfare of its volunteers, employees, attendees, visitors and others engaged with its activities.

It is the intention of the Directors of Hereford Community Farm CIC to give effect to this policy by the provision of safe premises, safe systems of work, safe equipment and a healthy working environment. Also, to provide appropriate training, information, instruction and supervision to enable all volunteers, employees and attendees from endangering themselves or others and to contribute positively to their own safety. All volunteers and employees are required to co-operate with management to ensure compliance with relevant legislation.

This statement of safety outlines the organisations responsibility for meeting requirements of the Health and Safety at Work Act 1974 and Management of Health and Safety Regulations 1999.

Hereford Community Farm CIC also recognises that the management and control of all environmental matters is an essential factor relating to the sound management of its business. A positive future can only be guaranteed if we actively seek to defend and protect our

environment, Hereford Community Farm CIC believes this can only be achieved by a common effort to reduce waste and use energy wisely and efficiently. To this end we strive, not just to comply with all current environmental legislation, but also to impress upon those that we work with the need to be environmentally vigilant.

1. ARRANGEMENTS AND RESPONSIBILITIES

The Hereford Community Farm CIC policy is to provide a safe and healthy working environment and to do so we will ensure;

- That all volunteers and employees are aware of their responsibilities covering health and safety at work.
- That adequate and competent supervision is maintained on site
- That periodic monitoring and evaluation is carried out by a competent person on the conditions of systems of work and work areas
- That first aid facilities and trained staff/volunteers are provided at each work area
- That fire-fighting equipment is provided and regularly inspected as suitable for use. Provision will be made for equipment to be available on any specific type of work that may be a fire hazard
- That all reasonable steps will be taken to identify the cause of major accidents or dangerous occurrences by conducting an immediate investigation with a view to instant withdrawal from use of faulty equipment or modification of the method of working should this be required to prevent a recurrence
- That all staff and volunteers familiarise themselves with the risk assessments and health and safety regulations relevant to their operations
- That incident and accident report forms are kept and Directors are made aware as soon as possible
- That accidents records and statistics will be maintained and trends discussed and analysed by the Directors

Suggestions by personnel on ways of making conditions safer are always welcome. Any suggestions should be discussed with the board of Directors.

EMPLOYER:

Must safeguard employees, attendees and visitors from harm arising from any type of working processes.

Must control the ownership, storage and use of dangerous substances.

Must provide the necessary information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.

Must safeguard all persons working from risks to health and safety so far as is reasonably practicable.

EMPLOYEE/VOLUNTEER:

Must take care of the health and safety of him/herself and others who maybe affected by his/her act or omissions

Must help the employer and anyone else concerned to meet with the requirements of Health and Safety at Work act 1974

They will also;

- Cooperate with management in promoting health and safety and welfare within the workplace

- Ensure safety guards and devices are in place and in use as necessary
- Wear the appropriate personal protective equipment and clothing provided, they will also wear appropriate clothing within their working environment
- Report all accidents no matter how small to their supervisor
- Not misuse anything that has been provided in the interest of health and safety
- Attend any health and safety training course as instructed to attend
- Only smoke in designated areas
- Report any failings in health and safety management to the relevant manager

BOARD OF DIRECTORS

Accepts that the health, safety and welfare of our employees take a high priority and we will do all that is reasonably practicable to ensure their safety and welfare whilst at work

Recognises the importance of improving the environmental impact of our workplace and will undertake to do all that is reasonably practicable to improve the environment during our operations.

The relevant manager will ensure full safety measures are taken in;

- Current day to day working operations and activities
- Planning safe work methods
- Purchasing and use of equipment

They will also;

- Promote Hereford Community Farm CIC Health and Safety policy, know all the safe operating procedures relative to their area of responsibility and ensure that all employee's under their supervision adhere to the Health and Safety policy and commitment.
- Ensure that all investigations and reporting procedures are carried out on time, examine all accidents reports relative to their area of responsibility and take prompt steps to correct any unsafe conditions or acts which are noted or reported.
- Operate within all legal requirements relative to their area of responsibility.
- Ensure that regular safety checks are carried out on equipment, systems of work and buildings.
- Ensure that risk assessments, method statements and COSHH assessments are carried out as required and are kept on site for inspection.
- Provide health and safety training upon induction and any additional health and safety training where required, and regular refresher training.
- Ensure all welfare provisions are adequate and well maintained.

2. ACCIDENT REPORTING AND INVESTIGATION

It is the policy of Hereford Community Farm CIC that all accidents however minor are reported.

All Accidents and Incidents that occur will be communicated and escalated in accordance to the Accident Incident reporting procedures.

The main objective of accident reports and investigations is to enable accidents to be

prevented.

Accident forms

All accidents no matter how small must be reported to your line manager as soon as possible who will enter the said accident on the Hereford Community Farm CIC Incident report form. This form will be passed to the Health & Safety Officer according to Hereford Community Farm CIC Accident Incident Reporting procedure

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers to notify the enforcing authorities of fatalities, accidents involving major injury and dangerous occurrences that arise out of or in connection with the employer's business. They also define the records that must be kept by an employer of these and similar matters. Advice on these items can be obtained from the Hereford Community Farm CIC Health and Safety Officer.

See incident report form for detail.

3. RISK ASSESSING

In accordance with regulations Hereford Community Farm CIC will assess all work activities undertaken by our employees.

The outcome of the assessment should be written together with the control measures required and any other aspect of safety applicable on a risk assessment form

Employees are responsible for reading the assessment prior to carrying out the task concerned. If they do not understand any part of the assessment, advice and further consultation with the manager responsible for producing the assessment must take place

Managers should review risk assessment or safe working procedures a minimum every twelve months or when there is a change to the business or report of an accident or near miss and change as necessary so as to comply with current legislation.

Additional notes;

1. All health and welfare facilities required on site will be provided as required
2. Workspaces should be of a sufficient size for the amount of site staff employed, should be well-lit and well ventilated with appropriate heating, artificial lighting and with mobile telephone access
3. Suitable arrangements should be provided for smokers and non-smokers.
4. Toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. There will be central access to both hot and cold running water together with soap and towels or disposable paper towel. Mobile handwash facilities and hand sanitizer points will also be located around the site. Where liquid soap is provided a suitable dispenser must be provided to prevent the risk of cross infection e.g. dermatitis
5. When in use all facilities will be maintained in a clean and orderly condition. A person shall be appointed to ensure that all facilities are kept clean and remain fully functional before each day's use and that all buildings and surrounding areas are kept clear of rubbish
6. Suitable and sufficient fire fighting equipment shall be provided throughout the organisation
7. A notice indicating where the first aid box and Accident Book can be found will be required. The name of trained First Aiders shall be posted in a prominent position
8. Consideration must be given to storage areas and also access to such areas. Provision should be made for the stocking of various materials to avoid wastage, untidiness and double handling as well as the risk from fire.

See H&S policy and Risk Assessment forms for details.

5. FIRST AID PROCEDURES

A first aid box shall be provided at all Hereford Community Farm CIC sessions and sites, the contents of which must be adequate for the total numbers of staff, volunteers & attendees.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work

They should only contain first aid requirements sufficient for the numbers employed and in accordance with the regulations

The first aid box should preferably be kept in a prominent location that is readily accessible and free from dust

An appointed person is the person recognised and instructed by Hereford Community Farm CIC to take charge of the situation. If a serious injury or major illness occurs at an establishment this will normally be the establishment manager who will be responsible for maintaining and replenishing the first aid box.

6. FIRE PROCEDURES (To be read in conjunction with the Fire Risk Assessment)

On discovering a fire the person who discovers the fire must: -

- Ensure all personnel are informed. The site manager or designated Fire Marshall will take charge of the situation and follow organisational Fire Risk assessment guidance to ensure that all people are evacuated to the Fire Safety Point and accounted for. Animals will be evacuated if it is safe to do so and people are not put at risk by doing so.
- Only fight the fire if you have been trained to do so
- Close all windows and doors on the way out if there is time and it is safe to do so
- The emergency services are called and details given
- The senior member of staff on duty or Fire Marshall will report to the Fire Officer and advise on persons not accounted for and any information that may help the Fire Service.
- Remember fire kills. Get out and stay out – do not re enter a burning building.

Under the Regulatory Reform (Fire Safety) Order 2005, the responsible person for the premises, a Director of Hereford Community Farm CIC, must carry out or appoint a competent person to carry out a suitable and sufficient fire risk assessment - an assessment of the site, the activities carried on there and the likelihood that a fire could start and cause harm to those in or around the premises.

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To eliminate or reduce the risk of those hazards causing harm to as low as reasonable.
- To decide what passive and active fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

Please see copy of fire risk assessment, log book and recording significant findings for detail.

7. CHILD SAFETY

Nationally there is a poor accident and fatality record concerning children on farms. As part of the risk assessment programme, areas hazardous to children will be identified and appropriate controls introduced. All school children visiting the Hereford Community Farm must be closely supervised at all times. If control measures are inadequate and children are put at risk any member of staff must bring the matter to the attention of Hereford Community Farm Duty Manager, and Hereford Community Farm Directors immediately.

The persons responsible for implementing this policy are the Hereford Community Farm CIC team,

with the co-operation of farm staff, volunteers and attendees.

Arrangements;

- A. All children and accompanying staff will be informed of any risks to their health and safety by an appropriate member of staff.
- B. Children will be made aware of risks to their health arising from poor personal hygiene.
- C. Children will be kept together as a group at all times.
- D. Prior to organised visits a copy of the appropriate policies, insurance details and Risk Assessments will be supplied to the school
- E. While on Hereford Community Farm all children will be accompanied by an appropriate number of responsible adults.
- F. Children are not permitted to play in barns or on farm equipment.

Safe System of Work;

- A. Make suitable and sufficient risk assessments for all activities involving children.
- B. Inform both children of the dangers on a farm and employees of the dangers of children on the farm.
- C. Identify areas where children are prohibited.
- D. Ensure pesticide stores, veterinary medicines and hazardous chemicals are locked away.
- E. Ensure all guarding on heaters and other equipment is in place and secure.
- F. Children entering the premises must be accompanied by a responsible adult.
- G. Enforce the prohibition on smoking around the farm.
- H. Ensure used veterinary hypodermic needles or other sharps and veterinary waste is disposed of properly.
- I. Inform children of good hygiene and direct them to hand wash facilities.
- J. Provide appropriate protective equipment where necessary.
- K. Ensure that any accidents however minor are treated by a First Aider and entered in the Accident Book completed with the accompanying responsible adult present.

8. ATTENDEES with Additional Needs

Hereford Community Farm CIC aims to provide full and fair opportunities for people with additional needs and ensure through training and practicable assistance that they are able to participate as fully as is practicable in the activities of their choice.

Hereford Community Farm CIC will ensure that an individual's additional needs are assessed at induction and as work progresses to ensure that they will not be exposed to additional risks. It recognises that these employees, volunteers, attendees and visitors may require extra equipment and facilities both routinely and in an emergency, to ensure accessibility, inclusivity and safety at all times.

The persons responsible for implementing this policy are the Directors with the full co-operation of all employees.

Arrangements

Hereford Community Farm CIC will keep necessary records of service users who are thought to have special requirements due to an identified disability (ie. Personal Emergency Evacuation Plan PEEP). These records will be reviewed in terms of:

- A. The nature of the disability and any limitations it places on that individual's physical and/or intellectual functions;
- B. The extent on which the individual requires changes in their work environment or workplace practices (if at all);
- C. The nature of any routine assistance or supervision required from other people arising from their additional needs;
- D. Any implications which would arise on in an emergency situation either as a consequence of their identified disability or additional needs (e.g. epileptic seizure) or in the workplace (e.g. such as assistance during emergency evacuation);
- E. What action is to be taken and by whom as a consequence of the above appraisal.

During emergency evacuation assistance will be given to those with a PEEP (Personal Emergency Evacuation Plan). This will be given in accordance with the specified guidance in the PEEP.

Hereford Community Farm CIC will assess the premises of Hereford Community Farm for accessibility to ensure safe access and egress.

9. PREGNANT WOMEN

If you are pregnant or think that you may be pregnant or are supporting an attendee who may be pregnant please be aware of the following Health & Safety Precautions:

Please also advise the Directors John or Julie – we will respect your privacy and confidentiality.

You should be aware of the following considerations when visiting Hereford Community Farm CIC;

Toxoplasmosis

Pregnant women should not handle cat litter / faeces and should wear gloves when gardening to reduce the risk of infection.

Chlamydia, Listeria and Enzootic Abortion

Pregnant women should not go near ewes with lambs and should avoid contact with newborn lambs and lambing areas.

Salmonella

Pregnant women should not handle reptiles, birds or their equipment.

E.Coli

Please read and observe specific preventative measures regarding E.Coli.

General H & S Measures

Maintain a common sense approach. Regularly wash hands with antibacterial soap and always after handling animals and before eating.

Do not attempt to lift any heavy or awkward object and please ask for assistance in pushing wheelchairs or assisting attendees if required.

Disposable and heavy duty gloves are available for use if required.

A copy of this guidance must be provided for external agencies that supply support staff and a copy of their Risk Assessment protocol regarding Health & Safety guidance for pregnant women must be requested and complied with where practicable.

This information must be relayed to all staff.

10. CLEANING AND MAINTENANCE OF ALL EQUIPMENT AND SERVICE AREAS (INCLUDING COSHH)

Zoonoses;

All farm animals naturally carry a range of diseases, some of which can also affect humans. These diseases are known as **zoonoses**. Hereford Community Farm CIC holds such risk in mind at all times, with awareness raised upon induction for visitors entering the farm, staff and volunteer training and handbooks, as well as appropriate signage around Hereford Community Farm.

Zoonoses are caused by micro-organisms, which are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires employers and self-employed people to:

- assess the risks to health from work activities which involve a hazardous substance (eg a micro-organism);
- prevent or, where this is not reasonably practicable, adequately control exposure to the hazardous substances;
- introduce and maintain control measures;
- inform, instruct and train employees about the risks and precautions to be taken;
- regularly review risk assessments and the effectiveness of control measures.

Hereford Community Farm CIC ensures that all substances that are potentially hazardous to health are controlled within limits established by the C.O.S.H.H. Regulations, latest revision. These substances will include the following that are in every-day use:

- Detergents / washing powders / washing-up liquids / other cleansing agents.
- Antiseptics / disinfectants / other germicidal and biocidal agents.
- Oven cleaners / scouring powders / other kitchen materials.
- Pesticides / insecticides / vermin control / other toxic pest control materials.
- Drain cleaners / wood preservatives / herbicides.
- Drugs and medicines.

The responsibility for carrying out a planned programme of C.O.S.H.H. Assessments will be that of a "Competent Person" appointed for the purpose as set out in Regulation 6 of the "Management of Health & Safety at Work Regulations, 1992". (This can be the Manager or appointed delegate).

A Register is kept of all hazardous substances used. For each substance this Register will identify the following:

- Description of the substance.
- Location at the farm where the substance is normally used.
- Location at the farm where the substance is normally stored.
- Purpose of the substance.

For each substance on the Register an assessment is made of the likely hazards presented by the substance to the human body. This assessment will be made by the Competent Person and a "C.O.S.H.H. Substance Assessment Form" used to record all data and information gathered during the assessment. The Assessment will focus upon the following elements:

- Persons using the substance; i.e. those at risk
- Route of exposure to the body by the substance
- Storage requirements (all hazardous substances to be locked away)
- Method of use; e.g. duration of use, how often,
- Personal Protective Equipment required when using the substance
- Maximum Exposure Limits, ref. HSE document # EH40/95, latest edition
- Occupational Exposure Standards, ref. HSE document # EH40/95, latest edition
- Assessment of exposure risks
- Requirements for action, and follow-up to ensure effectiveness of such action

Where a significant risk is identified details are recorded on the Form. This Form also provides for recording follow-up checks to verify that preventive / corrective action has been completed and has been effective in reducing the risk to an acceptable level. This follow-up check will be carried out by the Competent Person and updated at a minimum annually.

Please refer to information supplied: <http://www.hse.gov.uk/agriculture/topics/coshh.htm> and <http://www.hse.gov.uk/agriculture/topics/coshh.htm> for regular reference and up to date information.

Diseases transmitted from animals to humans can also affect visitors to farms - especially children or the elderly, who are more vulnerable to infection. These illnesses include those resulting from infection with the organisms *Escherichia coli* O157 (E coli O157) and *Cryptosporidium parvum*.

A list will be kept alongside risk assessments of zoonoses with links to supplementary information on both the disease and good occupational hygiene practices to control the spread of zoonoses, including using personal protective equipment (PPE); and efficient hand washing techniques using warm or hot and cold running water with soap. Hand gels should not be used as an alternative for cleaning hands.

11. WASTE DISPOSAL

Hereford Community Farm CIC is committed to ensuring that the health, safety and welfare of employees and attendees is not affected by waste materials which arise as a result of its activities. Our policy is to arrange safe containment of waste products pending the safe disposal in accordance with statutory requirements.

Hereford Community Farm CIC is actively involved in the recycling of materials (where reasonably practicable) in order to help protect the environment.

The persons responsible for implementing this policy are the Duty Manager & Directors.

Arrangements

1. Waste disposal containers

- A. All waste must be placed in designated containers.
- B. Waste disposal containers will be provided at strategic locations throughout Hereford Community Farm CIC. Unless otherwise stated the containers will be

assumed for general waste. Hereford Community Farm CIC has an allocated weekly Trade Waste Collection of non hazardous general waste.

- C. Certain containers will be designated for recycling or composting and will be labelled accordingly.
- D. When hazardous waste arises, specialist containers may be necessary. These will be appropriately labelled together with the necessary safety signs eg Sharps box located in small animal store room.

2. Hazardous waste

- A. Depending on assessment of the hazardous material, hazardous waste will be stored in a secure location within an appropriate container to await disposal by a competent and licensed contractor. In line with statutory requirements, the necessary pre-notification to the Environment Agency and associated post disposal documentation procedure will be followed and the paperwork retained for the necessary period.
- B. Deceased animals will be collected for incineration by Animal Funeral Services and a record of disposal identifying the animals, name, tag number or micro chip(if relevant) and date of disposal will be kept and available for inspection within the Animal Health Records & Register.
- C. Employees dealing with hazardous waste will be provided with and use necessary personal protective equipment.

3. Management responsibility

- A. The Managers must ensure that this policy is adhered to

4. Employees responsibility

- A. Employees must dispose of all waste in the waste containers provided, taking note of any segregation which may be required for recycling or because of the reactive nature of the waste. If an appropriate container is not available they should make suitable arrangements through Hereford Community Farm CIC Directors.
- B. Personal protective equipment may be required to handle some waste. This must be worn before handling starts.
- C. Employees should report any problems to a responsible person immediately.

5. Information

- A. All employees will be given suitable information to ensure they understand the risks associated with handling waste and no person is put at risk by inappropriate waste disposal.
- B. Staff will pass on all relevant information regarding waste disposal to attendees and facilitate their adherence to the policy.

6. Safe Systems of Work

- Minimise waste brought into the premises and maximise opportunities for recycling.
- Use only designated receptacles for storing waste. Do not put the wrong type of waste in the receptacle. Take note of any segregation requirements (i.e. for recycling).

- Do not discard waste carelessly around a receptacle.
- Do not overfill a receptacle. If receptacle is becoming too full inform a responsible person.
- Report any overflow or leakage to a responsible person.
- Ensure spillage's are disposed of in an approved manner and any contaminated materials used to clear the spillage are disposed of correctly.
- Make special arrangements and precautions for materials which have to go to an authorised waste remover.
- Wear personal protective equipment if required for safe waste removal.
- Never leave combustible waste materials at the foot of stairs, doorways or on any corridors serving as emergency escape routes.

12. OUTDOOR WORKING

Hereford Community Farm CIC so far as is reasonably practicable, will ensure that employees and attendees, who are required to work outdoors are suitably protected from the extremes of the environment and necessary steps are taken to ensure their health, safety and welfare.

At all times employees must be aware of the implication of weather conditions affecting their ability to work safely, and their responsibilities with regard to attendees in such conditions.

Where there is any doubt about the employees ability to work to these agreed system of work or owing to the nature of the location, work should not proceed until the situation has been reviewed and agreed between employees and management.

The persons responsible for this policy are the Directors.

Personal protective equipment;

Where a risk assessment identified the need for personal protective equipment this must be brought to the worksite before work proceeds.

Emergency equipment;

Adequate emergency equipment should be available to meet the worst case scenario. This will always include a First Aid kit but may also include items such as fire extinguisher or a means of communication – i.e. mobile telephone.

Accidents;

Accidents concerning staff or attendees must also be reported to Hereford Community Farm CIC using the incident form and accident reporting procedures must be followed.

Welfare facilities and clothing;

At some outdoor locations refreshments may not be available. This must be determined in advance. If no refreshments are available suitable alternatives must be arranged e.g. bring packed lunch or sandwiches/flask of warm drink.

Those working outdoors must be suitably dressed for the occasion. Depending on the conditions they must consider:

- Footwear - wellingtons, stout walking boots, steel toe-capped boots;
- Clothing - coat for rain, light clothing for hot weather, warm clothing for cold weather.
- Some protective / outdoor clothing may be available to borrow from Hereford Community Farm CIC

13. PERSONAL PROTECTIVE EQUIPMENT P.P.E REGULATIONS

Hereford Community Farm CIC will provide PPE when a risk assessment of a work activity has highlighted a risk that cannot be controlled by any other means. All reasonable steps will be taken by Hereford Community Farm CIC to secure the health and safety of employees working with PPE.

Hereford Community Farm CIC acknowledges that hazards have been identified and it is the Hereford Community Farm CIC intention to ensure proper use of the PPE to reduce the risks to a minimum.

It is appreciated that some employees and attendees may have reservations about using the PPE and Hereford Community Farm CIC will endeavour to address these through proper selection of the correct type of PPE, instruction, information and training to enable a fuller understanding of these issues.

The persons responsible for implementing this policy are the Directors with the full co-operation of all employees.

Arrangements;

Hereford Community Farm CIC will: -

1. Carry out a PPE assessment of the proposed PPE to determine whether it is suitable;
2. Take into account personal physical characteristics of the user;
3. Take any necessary measures to remedy any shortfall as a result of the PPE assessment;
4. Ensure where two or more items of PPE are used simultaneously, they are compatible and are as effective as when they were used separately;
5. Arrange for adequate storage of PPE;
6. Inform all employees of the risks which exist;
7. Reassess as necessary if the substance or work process changes.

14. NOTIFIABLE DISEASES

Based upon information received by an affected individuals doctor or other medical officers Hereford Community farm CIC will ensure, so far as is reasonably practicable, that employees, attendees and visitors to Hereford Community Farm CIC premises are informed of any outbreak of a notifiable or life-threatening disease together with any precautionary measures.

Hereford Community Farm CIC will work closely with local health authorities and medical experts to provide necessary information and detail to contain such an outbreak. So far as is reasonably practical, those in contact with the affected individual will be informed.

On the basis of medical assistance and information given to Hereford Community Farm CIC management, necessary information will be disseminated to all and appropriate action taken.

Arrangements;

The situation will be dealt with in a calm and orderly manner to avoid unnecessary worry.

The nature of action and arrangements depends upon the specific circumstances of the disease. Hereford Community Farm CIC will ensure that necessary personnel and resources are directed to the control of the disease based upon advice of the Local Health Authority and medical experts.

15. ECOLI PRECAUTIONS

For the safety of everyone, all staff and visitors are asked to comply with the following preventative measures in place regarding E.Coli;

- A. Source Control
All livestock at Hereford Community Farm premises are continually monitored for signs of ill health with immediate veterinary treatment if required. Where applicable animals are routinely treated against parasites as a precautionary measure and to promote good health.
- B. Effective Removal of Waste

All small animal housing is cleaned daily to remove faeces and dirty bedding and to promote a high standard of hygiene. At the start of each day any farm areas that are accessible to visitors are cleaned of any animal faeces. Throughout the day staff continue to monitor these areas for cleanliness.

C. Dust Control & Cleanliness of Contact Surfaces

Anti bacterial spray is used to clean all tables and surfaces in the work room at the start of each day and before meal times. Toilet and hand wash areas are also cleaned with an anti bacterial spray daily. Animal housing and feed bins are routinely damp dusted. An anti viral cleaning spray effective against envelope viruses will be used as a precautionary measure against transmission on high traffic contact surfaces.

D. Environmental Sanitation

Dust pans and brushes, cleaning cloths and other equipment are kept separate between the kitchen, main classroom and animal areas to prevent cross-contamination.

E. Hand Wash and Sanitization

Anti bacterial hand wash is available at hand wash stations – there are also cleaning wipes & antibacterial hand gels available.

Multiple signs are in place around Hereford Community Farm areas to remind attendees, support staff and visitors to wash their hands after handling or working with the animals. Designated hand wash bowls are available for attendees who may not be able to access wash basins.

Hereford Community Farm CIC staff are vigilant in reminding and assisting attendees to wash their hands frequently and always before eating.

Eating, drinking and smoking are not permitted around the farm premises and livestock.

F. Visitors to Hereford Community Farm Premises

Hereford Community Farm CIC actively welcomes visitors. Any visitors to the farm are accompanied by staff whilst on site and any contact with animals is closely monitored. Visitors are made aware of hand wash facilities.

G. High Risk Groups

Under 5's, pregnant women and persons with a compromised immune system are perceived as a 'high risk group'. Hereford Community Farm CIC staff follow the above precautions with all attendees but also remind visiting support staff of their need for vigilance with high risk groups in their role.

If you have any concerns regarding E.Coli whilst on site please address this to the Duty Manager, Directors or staff.

16. MANUAL HANDLING ASSESSMENTS

Managers are responsible for making assessments whereby the lifting and handling of items that are heavy and awkward in shape are envisaged as likely to cause personal injury to employees. This will also apply where there are incidences of repetitive manual handling activity.

Use should be made of the manual handling assessment checklist in making a written assessment where appropriate

Any remedial action necessary must be implemented as soon as possible

All written risk assessments must be located in the Risk Assessment file in the main classroom for the purposes of re assessment and inspection by an appropriate person.

Risk assessment should be made available to all relevant staff to ensure they are familiar with the safe working practice.

Any specific handling or lifting technique involved in moving items should be addressed by;

1. Relevant information, instruction or training being provided
2. Written safe working practices, incorporating correct handling or lifting procedures being provided for the benefit of the persons concerned.

17. ANIMAL MANAGEMENT PLAN

Please refer to Animal welfare, maintenance and handling full policy, incorporating the Animal Welfare Act updated, as well as the SCAS Code of Practise and Care Farming UK Code of Practise.

18. OTHER SPECIAL ARRANGEMENTS FOR GARDENING ACTIVITIES

Hereford Community Farm CIC understands that being exposed to the elements and being in contact with soil and all the organisms hosted by the average garden presents a different range of health and safety considerations from indoor activities.

Hereford Community Farm CIC recognises the importance of assessing risk and considerations, making all staff, volunteers and visitors aware as clearly as possible. This process takes the form of a comprehensive risk assessment to identify and evaluate all the hazards involved in the activities proposed for the project and the people who are to be involved.

- Threadworm: this parasite's eggs are found in soil and can also be passed on through faecal contamination. Gardeners should avoid putting their hands near their mouth while they are working with soil. Hands should be washed frequently after contact with soil and after going to the toilet. Wearing gloves can help minimise risk. If infection does occur, over the counter remedies are available from pharmacies.
- Sunburn: although our UK climate does not appear to offer enough sun to cause damage, people who are working outside are more at risk from the harmful effects of the sun's rays and must take extra care. Too much sun can cause skin ageing, painful burns and blisters and even cancers. It is advisable to wear long-sleeved shirts, sunglasses and a wide-brimmed hat and long trousers during the sun's hottest time – 12 to 3pm – and use sun-block of Sun Protection Factor (SPF) 15 or above on exposed skin. Some medications can cause photo-sensitivity, making people extra-vulnerable to burning. This requires extra protection. Finally, some plants are photo-toxic, meaning contact with them can induce rashes, staining or other skin reactions when exposed to sun. Rue (*Ruta graveolens*) is one example which causes reactions in some people.
- Tetanus: a soil-borne bacterial agent which can cause illness if allowed to enter the body by way of a cut or graze. Tetanus is also found in rusty metal e.g. fencing wire. Gardeners are advised to keep their anti-tetanus vaccinations up to date and to cover cuts and grazes with waterproof dressings while working with soil. Keeping tools well-maintained, and managing the site well so that rusting metal is not lying around will help to minimise risk of infection.
- Bee and wasp stings: stings are painful and unpleasant and a flower-filled garden poses a greater risk of stings than an indoor environment. Any individual at risk of extreme allergy reaction to bites or stings must be identified during enrolment and staff to be made aware of the individual and the action to be taken should an incident occur. Anaphylactic shock is a severe allergic reaction to stings that may occur in some people, involving rapid swelling of the facial tissues and airways. Sufferers often carry a special pen (Epipen) to be used to administer an injection of epinephrine (adrenaline) in case of a shock reaction. First aid training is important so that everyone on site knows how to react in cases of anaphylactic shock.
- Cold exposure: being outdoors during the UK winter may not suit everyone. For people who are less mobile, it can be difficult to generate enough heat to stay warm during prolonged periods. Wet, icy or cold conditions can also make the usual surfaces where people pause for a rest uncomfortable, and paths that are normally safe in summer can become treacherous. Gritting, warm clothing and heated greenhouse spaces may allow some people to keep gardening all year but staff must remain aware that some individuals may have difficulty understanding how to respond appropriately to inclement weather and will need reminding to dress appropriately for the weather or to take extra care when working in garden areas during the winter.
- Heavy lifting: gardening can involve many tasks that might cause strain injuries to the back or other areas of the body. Examples are lifting heavy pots or sacks of compost, digging, or stooping to plant into the soil. Where gardeners are keen and able to dig and lift, good posture and technique should be taught including bending the knees and keeping the back straight. Tools should also be of the correct height for the user. Storage areas can be organised to minimise the need to lift heavy things onto high shelves, and adaptive tools

can be sourced to suit the needs of all kinds of gardeners including those with weak grips or back problems. Usual safe manual handling techniques will be followed.

- Garden chemicals: Garden chemicals in legal usage must be properly stored subject to COSHH regulations (the Control of Substances Hazardous to Health) which may involve keeping them under lock and key with restricted access. Documentation accompanying these substances regarding their composition and toxicity must also be kept in the COSHH record file. Proper attention should be given to how to mix, apply and dispose of chemicals as well as protective personal equipment necessary for the user in accordance with the manufacturer's instructions.
- Mechanised tools: All mechanised tools including mowers, strimmer's, shredders and chainsaws will only be used by suitable trained and competent people in line with organisational Risk Assessments. Where an attendee may be participating in such activities eg mowing they must be under supervision of a designated member of staff.
- Hygiene/infectious agents: Clean and accessible hand-washing facilities should be provided and everyone on site should understand the importance of washing their hands.

19. DISPLAY SCREEN EQUIPMENT REGULATIONS

Under these regulations every employer is required to perform a suitable and sufficient assessment of the health and safety risks to users and operators of VDUs. A user is defined as an employee who habitually uses display screen equipment as a sufficient part of their normal work. To be classified as a user an employee must encompass most of the criteria in the VDU questionnaire.

As an aid to the assessment process an assessment form can be requested from the Health and Safety Officer from which it is easy to see if a particular work station does not meet the criteria laid down. The use of such a form has several aspects to recommend it;

- It ensures that all aspects are considered and nothing is overlooked
- It ensures a managerial decision is taken as a result of an assessment
- It provides a permanent record of assessment which if necessary can be shown to an inspector or environmental health officer or be used as evidence in any common law negligence claim case

Employers have to plan to ensure that the user's work is periodically interrupted by such breaks or changes of activity to reduce his/her workload at the VDU workstation. Where possible jobs should consist of a mix of screen based and non-screen based work to prevent fatigue and to vary the visual and mental demands. Where the display screen work involves intensive use of the keyboard any activities that would demand broadly similar use of the arms or hands should be avoided during breaks. Breaks should allow users to vary their postures.

20. COVID-19 PROCEDURES to be read in conjunction with organisational Covid 19 Policy

All staff will comply with the organisational Covid-19 policy in the workplace. Organisational risk assessment (subject to change) identifies the key procedures in place:

Arrival

All visitors are to be booked in on the daily register where hand sanitizer is available, anyone with Covid symptoms are asked not to attend sessions and to take a Covid test and if this is positive to inform the organisation.

Cleaning

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. If practicable session equipment will not be shared and disinfected after each use.

PPE is available for use for all staff, attendees and visitors as required.

Hand Washing

- Hand washing facilities with soap and water in place.
- Stringent hand washing taking place.
- See hand washing guidance.
<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Drying of hands with disposable paper towels.
<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>
- Staff encouraged to protect the skin by applying emollient cream regularly
<https://www.nhs.uk/conditions/emollients/>
- Gel sanitisers in any area where washing facilities not readily available

PPE

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In case of outbreak or high local incidence of Covid infection individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-

Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature or any other symptoms as identified by public health as being an indicator of Covid 19 infection in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.

21. ENVIRONMENTAL SUSTAINABILITY

Recognising the importance of improving the environmental impact of our work, Hereford Community Farm CIC strives to do all that is reasonably practicable to improve the environment during our operations.

When planning each project, strategies to minimise our Carbon Footprint and maximise environmental sustainability are incorporated, including;

- Follow a philosophy of re use, recycle, repurpose wherever possible
- Rain water harvesting solutions across growing areas
- Green composting of all non hazardous animal waste and compostable bedding materials for re use on growing areas
- Solar Panel energy solutions for lights and power in garden areas
- Grow organically without use of pesticides and plant areas to create habitats for bird species and pollinating insects
- Take an holistic approach in planning activities

Responsibility for this policy lies with Hereford Community Farm CIC Board of Directors, with support in its implementation from staff, volunteers, attendee's and visitors.

Hereford Community Farm C.I.C. will revise and review this policy regularly and at a minimum annually.

Approved: 29/11/2022

Review date: November 2023

Signature:

Date: 29/11/2022