



Stokehill Education and Training Ltd

Health and Safety Policy

Farm name: Stokehill Education and Training Ltd	Telephone: 07599 851064
Address where visit will take place: Home Farm Stoney Stoke Wincanton Somerset	Fax:
	Email: debbiehicks@stokehill.com
	Website: stokehill.com
Post code: BA9 8HY	Grid Reference: ST708323

Introduction

This policy is designed to be the basic reference document for Health and Safety issues at Stokehill Education and Training Ltd, referred to as 'Stokehill' throughout this document. It outlines the general policies and procedures that the company has adopted in order to fulfil its Health and Safety obligations, and is complemented by the other policies, which are referred to in the text as appropriate. It is the responsibility of all individuals to ensure that they familiarise themselves with these policies. It is recognised by Stokehill that risk assessment and risk management is an ongoing process and we maintain an ongoing or dynamic risk assessment throughout an educational visit by remaining alert to, and responding to changing circumstances or additional unforeseen hazards, Stokehill also recognises the need for guidance and regular training to reinforce this document, increase awareness and ensure that the principles are fully understood.

The organisation of Health and Safety on the farm is established to ensure that each individual is able to contribute to the safety of others. Responsibility is delegated, as a means of reminding everyone of their responsibility to others. It also allows expertise, where this is restricted to a specific department, to be fully utilised in that particular area of potential risk.

Monitoring and Review

This Policy is reviewed annually or more frequently if any health and safety issues arise. Next review due: January 2020

Responsibilities

Overall Health and Safety responsibilities are as follows:

Director of Stokehill Education and Training Oversight and monitoring, day-to-day implementation and management, communicating and reviewing policy, training, investigating incidents as required and reporting.

Lead Teacher in charge of organising the visit and bringing school groups to the farm. Remaining vigilant, observing all relevant Health and Safety policies and procedures, taking reasonable care of their own and their pupils' and any accompanying adults' Health and Safety, reporting all accidents and incidents, raising concerns.

Schools are responsible for organising and managing all visits. Risk assessments must be produced for all such activities and trips, and the Head of the visiting school is responsible for ensuring that these are done. The Lead teacher must:

Follow the guidelines, policies and procedures detailed in the in the Industry code of practice

Have overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare and ensuring that pupils are aware of the Code of Conduct

Plan and prepare and assess the risks

Consider staffing issues

Define the roles and responsibilities of accompanying staff and any parents

Industry Code of Practice

Every year millions of people visit premises where members of the public, particularly children, are encouraged to view or touch animals.

This Code of Practice has been produced by the industry and is aimed at the owners, operators and managers of such visitor premises.

We adhere to the Industry code of practice and detailed guidance can be found here. All visitors are advised to read the Code of Practice as part of their planning procedure prior to a farm visit.

<http://www.visitmyfarm.org/component/k2/339-industry-code-of-practice>

Accident and emergency procedures

Emergency procedures

In the event of an emergency, Stokehill staff will take responsibility for the following, unless directly affected by the emergency, in which case the Lead Teacher must take on the responsibility:

- Assess the situation. Establish the nature and extent of the emergency as quickly as possible. Stay calm. Take charge if you can and reassure everyone.
- Care of the group – ensure all (including yourself) are safe from further danger. Ensure all the pupils are appropriately supervised. Judge if other staff are OK and give them tasks. Assess who can help.
- Call medical help and rescue (and/or police) as necessary. Let First Aid trained staff work if needed.
- Establish the names of any casualties and check everyone else is accounted for. Send someone to meet emergency services if needed.
- Welfare of everyone must be considered and steps taken. Ensure that all group members who need to know are aware of the incident and that all group members are following Emergency procedures.
- Keep a written account as soon as possible (at least within 12 hours). Photos may help
- Continue to monitor the situation.

Evacuation procedure

- If the fire or incident is in the yard, leave by the nearest gateway and assemble for registration in the lower silage clamp.
- Close the gates if the incident involves loose livestock.
- If the incident is in, or close to the lower silage clamp, assemble on the grassed parking area lower down the drive.
- Do not obstruct the driveway if emergency vehicles have been called.

Reporting

All accidents and incidents that result in, or might have resulted in, some form of injury must be reported on the Accident/Incident report form, as a comprehensive overview of all accidents or potential accidents is essential in helping to identify trends or areas of concern. However, a degree of common-sense should be applied in determining whether or not something is worth reporting.

Reports are logged and, if necessary, forwarded to the Health and Safety Executive in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

All Accident/Incident reports must be submitted in a timely manner, by the member of staff who was first to attend to the incident, and, at the latest, within five working days of the occurrence of the event.

Contractors working on the farm

The company expects all contractors to conform to its own standards in relation to Health and Safety when working at Stokehill Education and Training Ltd and not to endanger its staff and visitors. Equally, methods that put a contractor's own personnel at risk will not be acceptable. All contractors with 5 or more employees are asked to submit their Health and Safety Policy and/or CHAS documents (the contractors Health and Safety Assessment Scheme).to all potential contractors to determine their approach and commitment to Health and Safety, and the results of this will be one of the criteria used in the selection of successful contractors.

Control of Substances Dangerous to Health (COSHH)

All hazardous substances must be appropriately stored in a locked room and, if necessary, disposed of by a waste management company.

Equipment maintenance and security

Personal/Portable Equipment. No personal electrical/electronic equipment may be brought onto the farm by school groups.

Electrical Installations. The inspection of the fixed wiring throughout the farm forms part of the overall maintenance requirement that is the responsibility of the Director of Stokehill Education and Training and will be undertaken regularly in order to ensure that it remains safe.

Plant and Machinery. The farm's own plant and machinery are not used during school visits and are kept in the locked workshop. If contractors are on site, school group leaders will be informed and the groups will be kept away from areas where contractors are working.

Needlestick Injuries and Disposal of Sharps. Sheep are given annual Heptavac boosters and, if a needlestick injury should occur, it would be reported in accordance with RIDDOR. In order to avoid such injuries, all sharps must be disposed of in the appropriate container (located in the workshop) immediately after use. The disposal of medical sharps containers is the responsibility of the farm.

First aid

The First Aid box and eye-wash stations are located in the toilet building.

Food

There are no designated picnic areas on the farm as the livestock are rotated through all fields. We have taken the decision to prohibit eating and drinking by

visitors throughout the farm and for the duration of any visit, except one day sixth form courses.

Pregnant women

The Industry code of practice has specific instructions regarding the additional risks of farm visits for pregnant women. This can also be seen in our generic risk assessment

Road safety

Internal. As all vehicle traffic on the main site is required to share the track with pedestrians, it is absolutely essential that great care is taken when driving through the farm. The 10 mile per hour speed limit must be observed at all times.

External. Although Stoke Hill and Trendle Lane are generally quiet lanes, some large vehicles (such as milk tankers and horse boxes) use them and some car drivers drive too fast, so this is therefore a potentially dangerous road to cross. All pupils must only do so when supervised.

Slips, trips and falls

Slips, trips and falls are the commonest causes of accidents, so it is essential to be careful at all times, particularly on a site such as this where there are so many steps and slopes. Potential hazards will be pointed out during the pre-visit but vigilance and supervision by school staff will be required during the visit.