

Bl. 3 Health and Safety Policy

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Approved by:	Trustee Board
Signature of Chair of Trustees:	
Status & review cycle	Statutory Annual
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POLICY STATEMENT

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, volunteers, trainees, farm helpers and others who access Clinks Farm and to provide information, instruction, training and supervision as is needed for this purpose. There is a commitment to compliance with relevant health and safety legislation including preparation of Risk Assessments, COSHH documentation and the removal of hazards wherever possible.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

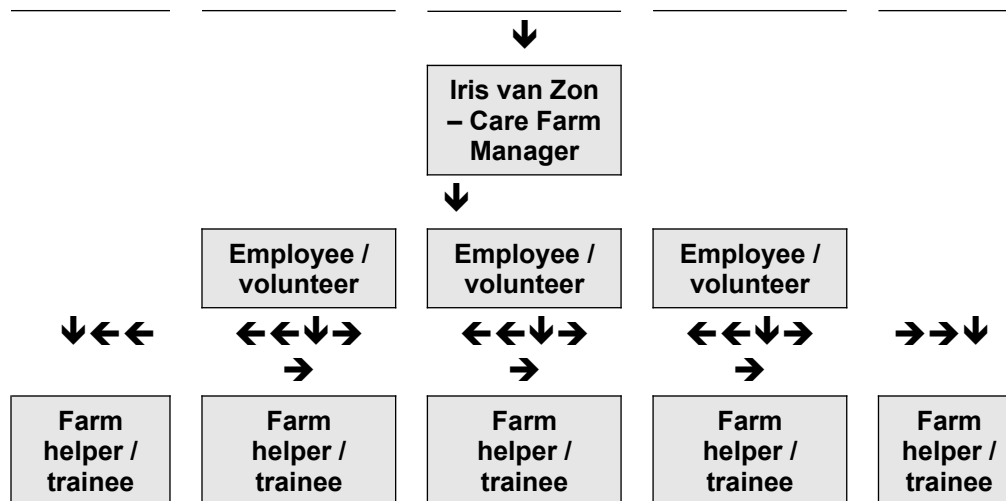
Clinks Care Farm Ltd actively seeks support from all staff, volunteers, farm helpers, visitors and contractors whatever their status, in achieving the objectives of this Health and Safety Policy.

The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, **will be reviewed and updated annually** or following any major changes in procedures, personnel or annually whichever occurs first.

THE ORGANISATION OF RESPONSIBILITIES FOR IMPLEMENTING THE POLICY

The diagram below show the responsibilities for ensuring and implementing this health and safety policy.

Doeke Dobma - Farm Manager
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Day to day health and safety responsibilities:

1. The Farm Manager is responsible for all day to day health and safety matters relating to the premises at Clinks Farm, Church Road, Toft Monks
2. The farm manager and paid staff are responsible for carrying out risk assessments, copies of which should be included in the policy folder or individual farm helper files where appropriate.
3. All personnel should practise good personal hygiene and ensure that farm helpers and trainees do likewise, including removal of protective clothing and washing hands after handling animals and before meals.
4. All staff, volunteers and farm helpers working away from Clinks Farm - whilst travelling or working away from their designated work place will follow this Policy.
5. It is the duty of all employees, volunteers and farm helpers while at work: -
 - To take responsible care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions at work, and
 - To co-operate with supervisors and managers to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
 - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare
6. It is the duty of staff and volunteers to ensure the safety of vulnerable farm helpers who are not risk aware.
7. Any abuse of health and safety responsibilities by an employee, volunteer or farm helper may lead to disciplinary proceedings being taken against him/her.

Monitoring the Health and Safety Policy

The farm manager is responsible for checking the policy to ensure continued effectiveness, particularly that:

- Health and safety responsibilities are being properly discharged
- Employees, volunteers and farm helpers are working to health and safety rules
- Employees, volunteers and farm helpers are safety conscious

Health and Safety Budget

Allocation will be made annually in the budget for the purpose of health and safety, i.e. safety training, fire safety and first aid training, first aid kit and fire safety equipment.

ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES

General safety and conduct of employees, volunteers and farm helpers.

Employees, volunteers and farm helpers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee, volunteer and farm helper must be signed when the Policy has been read and understood. Staff, volunteers and farm helpers must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury. Staff and volunteers have the responsibility to report any safety concerns to the managers which may lead to unsafe practice and/or injuries.

Accidents

If an accident occurs it is the injured person's or their support worker responsibility to notify either the Qualified First Aider or the most senior member of staff available who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Farm or Care Manager. All accidents will be recorded in the accident book. Near misses will be recorded in the incident book. All accidents and incidents will be investigated by the farm manager or a member of staff and preventative measures taken.

First Aid

First Aid boxes are situated in

- Log cabin hallway
- Farm workshop
- Veg prep area
- Farm shop
- Celox (blood stopping material) located of side of wash shed,

All staff are qualified first aiders. Doeke Dobma and Iris van Zon have an Emergency First Aid at Work certificate.

A defibrillator is in place on the roadside of the big barn, just outside the farm yard. The code to get Access is in the farm shop and in our office..

Training

All staff, volunteers and farm helpers are given induction training relating to evacuation procedures, accident procedures and availability of first aid. All participants will be given adequate training in safe techniques when working with animals, plants, tools and materials. Other training is carried out by various training providers according to need. Records of all training are kept in the employee's, volunteer's or farm worker's personal file.

Communication

Health and Safety is an agenda item for all staff meetings which are normally held every quarter. All employees, volunteers and farm helpers are encouraged to raise any matter of concern at the meeting, but if more urgent, to raise with the farm or care manager at any time. At all Management Committee meetings Health and Safety is discussed and accidents and incidents monitored.

Smoking & Vaping

Smoking & Vaping is allowed in the smoking/vaping area next to the tool barn. Smoking and vaping is not allowed in other areas on the farm. See smoking/vaping policy for more details.

Fire Precautions

Fire procedures are displayed in each building of Clinks Farm. Fire drills are carried out at least monthly. Following evacuation all staff, volunteers and farm helpers should report to the assembly point, which is outside the farm yard on the grass corner of the road junction, next to the farm shop car park.

All fire extinguishers are serviced annually by a qualified contractor.

All drills checks and annual servicing are recorded in the Fire Log Book maintained by the farm manager.

All staff, volunteers, farm helpers and visitors will sign in and out to ensure that we know who is in and where people are in case of fire

Personal Protective Equipment

Appropriate personal protective equipment (PPE) will be issued following risk assessments which have been carried out by the farm manager. Staff, volunteers and farm helpers will wear the personal protective equipment, such as gloves, safety footwear, overalls, goggles, ear protectors or hard hats wear necessary during their work at Clinks Farm.

Health & Safety equipment will be checked regularly

Electrical Safety

All portable electrical appliances are checked annually by qualified electrical contractors (PAT testing). The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16th Edition. Electrical plugs will be correctly earthed, damaged plugs replaced promptly and RCB equipment used wherever portable electrical equipment is used outdoors e.g. sheep-shears.

Visitors

Health and Safety guidance for visitors is displayed in farm buildings.

Vehicle Safety

Never drive or operate a vehicle on the Organisation's business unless you are authorised to do so and hold the appropriate licence. Only use vehicles for the purpose for which they are intended.

Also see the Farm Highway Code in the induction pack for instructions on keeping safe around moving vehicles and equipment.

Power tools, knives and sharp tools

All knives and sharp tools will be kept in a locked cabinet with only relevant staff and volunteers having access to these. There is a cabinet in the hall way and a cabinet in the veg prep area.

All power tools are to be kept in a locked cupboard in the barn. Farm helpers are always supervised in the use of power tools, knives and sharp tools and assessed on their ability and supported accordingly.

The blue and white containers will be kept locked as they store small machines, loppers, paints, petrol cans and other items that may pose a risk. Farm helpers do not access the containers unsupervised.

Manual Handling

The Organisation follows the Health and Safety Executive guidelines for lifting e.g. no employee, volunteer or farm helper is expected to lift over 25kg without assistance. All staff, volunteers and farm helpers who may be involved in physical handling will be instructed in safe lifting techniques Guidance on manual handling is available in the induction pack.

Office Safety

The office and kitchen will be kept clean and tidy by appropriate cleaning, maintenance and repair.

Safe work practices will be adhered to in all work areas. Filing cabinet drawers will be kept closed, there will be not be trailing flexes and appropriate seating will be provided.

All packed lunches, milk etc. are stored in a refrigerator that is regularly cleaned. The temperature is taken and recorded daily and adjusted if necessary.

All staff, volunteers and farm helpers who use IT equipment been informed of the various ill health conditions associated with the use of display screen equipment. They have also been trained in the correct use of computers, the positioning of desk, chair monitor etc, to enable them to avoid the various ill health problems. Staff using computers will take regular breaks from using IT.

Hazardous Substances

Hazardous substances are used on the farmland and the use is restricted to the qualified and trained operator. The substances have been assessed; copies of the assessments are retained by the farm manager and appropriate information supplied to the operator. All hazardous materials including veterinary medicines will be kept in a locked container in accordance with Health & Safety legislation. A COSHH register is kept.

Risk Assessments

Risk Assessments have been carried out in the following subject areas: -

- General risk assessment including fire hazards
- Display screen equipment
- Hazardous substances
- Working with animals
- Using machinery and tools

Assessment records are all available for inspection.

Tasks will be matched to the abilities of farm helpers and trainees taking into account how disabilities may affect safe performance of certain activities. Support will be provided.

Where necessary, individual risk assessments will be conducted to ascertain the safety of certain operations.

Should any Female person of childbearing age notify the Organisation of pregnancy a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

Health and Safety review

A review will be carried out annually unless circumstances dictate otherwise.

Date: 03rd November 2025. Next Annual Review: November 2026.

Signed Doeke Dobma
Farm Manager

APPENDIX A

GOOD WORKING PRACTICES

1. All Staff, Volunteers, Trainees and Farm Helpers will record their arrival and departure in the daily log maintained in the office, and all visitors must be asked to record their arrival and departure in the Visitors Book, so that at all times the persons on the premises can be ascertained in the event of an emergency.
2. Keep all passage ways clear of obstructions
3. Do not obstruct any Fire Exit
4. Keep all electrical leads tidy and ensure that they do not form an obstruction
5. Staff and Volunteers travelling to other premises during the normal working day should leave an itinerary in the premises and ensure that others are informed of their whereabouts.
6. When visiting other premises staff, volunteers, trainees and farm helpers should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well lighted area as close as possible to the premises to be visited
7. When meetings are held at the premises, the senior member of staff present, or the chairman of the meeting, must ensure that all visitors are informed of fire escape exits
8. Staff and volunteers should take all reasonable precautions when meeting with unknown persons outside a normal office environment including advising the premises of the circumstances and arranging for a colleague to be in attendance if in any doubt as to her/his safety
9. The last person out of the office at any time should observe the Last Person Out instructions, a copy of which is appended hereto

APPENDIX B

CLOSING PROCEDURE

- **Close all windows in office and kitchen**
- **Switch off all computers, screens, photocopier, oven, hob, urn, kettle.**
- **Switch off all heaters**
- **Shut blinds in office**
- **Lock filing cabinets. Lock office door if cleaner isn't in.**
- **Switch off all lights**
- **Lock side doors and office door**
- **Lock barns and close poly tunnels**
- **Lock side gate and farm gate.**
- **Leave small gate on the road side open if cleaner is in and leave barn padlock and small gate padlock in the log cabin for cleaner.**