

Health and Safety Policy

Policy Contents

Section	Title	Page
1	Statement of Intent	2
2	Organisation and Responsibilities	3-5
3	Health and Safety Arrangements	5-17
3.1	Managing Risk Assessments	5
3.2	Consultation and Communication with Employees	6
3.3	Information, Instruction, Supervision and Training	7
3.4	Health and Safety Monitoring	7
3.5	Fire Safety and Emergency Procedures	8
3.6	Accidents, Incidents, RIDDOR and First Aid	9
3.7	Provision of Welfare Facilities	10
3.8	Display Screen Equipment	11
3.9	Personal Protective Equipment	11
3.10	Work-Related Road Safety	12
3.11	Manual Handling Operations	12
3.12	Maintaining Plant and Equipment	13
3.13	Safe Handling and Use of Substances	14
3.14	Working at Height	14
3.15	Biosecurity, Infection Control and Zoonosis	15
3.16	Livestock Handling	15
3.17	Food Hygiene	16
3.18	Public Safety	16
	Conclusion	17
	Appendix 1 Fire evacuation procedure for Church Farm and Aldenham Country Park	18
	Appendix 2 Fire extinguishers, evacuation routes and first aid points	20



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I. Statement of Intent

Church Farm Ardeley CIC (including Rural Care Church Farm and Aldenham) (The Company) recognises that occupational safety and health is an integral part of its business strategy. It believes in cost effective improvements in performance to enhance the working environment for staff, volunteers, Co-Farmers, customers, students and visitors.

The Company commits to ensuring that its statutory obligations are discharged and that a process of continual review and improvement will be fostered within the organisation.

The objectives of this policy are to:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters concerning their health, safety, and welfare.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Ensure that employees are provided with appropriate information, instruction, supervision, and training.
- Prevent accidents and cases of occupational health.
- Maintain and promote safe and healthy working conditions.
- Review and revise this policy, in light of experience, in light of operational or organisational changes, annually.

The Company recognises that the achievement of safety is a partnership between our Employees and The Company's Directors.

The Company states our objectives and aspirations within this policy and expects our employees to match this with commitment to work and by conducting their duties in a safe manner.

Tim Waygood
Director, Church Farm Ardeley CIC



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2. Organisation and Responsibilities

2.1 Health and Safety Organisation

Below is the hierarchy for reporting any issues or concerns with regards to health and safety. All members of the department will in the first instance report to the Department Head, who if they cannot resolve the issues raised, will liaise with Health, Safety and Environmental Manager. If the problem still cannot be resolved, it should then be forwarded to the Managing Director who, with the assistance of the Health, Safety and Environmental Manager, will resolve the matter to the satisfaction of all concerned.

2.2 Department Heads and Managers are:

- Farm Safety, Health and Environmental Manager (SHE) - Emma Massie
- Operations manager - Tara Carter
- Rural Care Church Farm - Ann De Bock/ Tom Mist
- Rural Care Aldenham Country Park - Annie Farrow/ Ann De Bock
- Horticulture - Jessica Tyler
- Box Scheme – Nick Hooper
- Abattoir - Justas Petkevicius
- Farm and livestock - Tim Waygood/ Rhys Wendholt
- Shop - Nick Hooper
- Café – Tom Smith
- Pub – Tom Smith
- Butchery – Emma Massie
- Accounts - Zoe Behling
- Maintenance - Ann De Bock
- Camping and Glamping - Rachel Carter
- Residential and commercial tenants - Zoe Behling/ Tara Carter

2.3 Tim Waygood - Managing Director

The Managing Director has overall and final responsibility for health and safety and thus the implementation of this policy.

2.4 Farm Safety, Health and Environmental (SHE) Manager

The SHE Manager is responsible for ensuring this policy is monitored and reviewed as per the policy statement.



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The SHE Manager is responsible for ensuring health, safety, environmental and welfare procedures, practices, and safe systems of work are formulated and implemented across the company.

Department Heads have the day-to-day responsibility for ensuring this policy is put into practice. In the absence of the Department Head their deputy may be delegated to ensure this is done.

The SHE Manager is responsible for ensuring Department Heads are made aware of, and understand, their responsibility under this policy.

Department Heads will ensure that the SHE Manager is kept fully informed of health, safety, and environmental matters.

2.5 Training and Development

The Department Heads, with the assistance of the SHE Manager, are responsible for the training of staff to at least the minimum requirements as required under current legislation for their department.

2.6 Department Heads and Managers

For health and safety standards to be maintained and improved, all Department Heads and Managers will be responsible for the supervision of health and safety in their respective areas. Any changes in current work practices with regards to health and safety must at first be approved with the assistance of the SHE Manager.

Department Heads are responsible for the following:

- Ensuring persons under their supervision (including interns, volunteers, Co-Farmers, students, visitors) are made aware of and understand their own responsibilities under this policy and any procedures or safe systems of work that may emanate from the area under their control.
- Ensuring that the correct and safe equipment for each work situation is available and used as intended by the manufacturer.
- Forwarding any matter concerning health and safety that cannot be resolved to the SHE Manager.
- Instigating and maintaining safety discipline in the workplace.



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2.7 Employees

All employees (including sub-contractors) must adhere to the following to ensure they fulfil their statutory obligations to take reasonable care of the health and safety of themselves and other persons that may be affected by their acts or omissions at work:

- Report all health and safety concerns and incidents to the relevant person as detailed above.
- Work together with management on health and safety matters.
- Not interfere with anything that has been provided in the interest of health, safety, and welfare.
- Take reasonable care of their own health and safety and report any instances of unsafe work practices.
- Conform to the Company's safe systems of work (Standard Operating Procedures and Risk Assessments).
- Maintain good housekeeping principles, adopting clean and tidy working conditions.
- Not operate any machinery or equipment unless they have been adequately trained and authorised to do so.
- Ensure they are familiar with the emergency procedures; designated emergency exits and assembly points relative to their work area. (See Appendix 1&2)

3. Health and Safety Arrangements

3.1 Managing Risk Assessment

It is the policy of the Company to assess the risk to the health and safety of anyone who may be affected by our work activities so we can determine to what extent we are complying with our statutory duties under the 'Management of Health and Safety at Work Regulations' 1999 (available on the W: drive).

The SHE Manager will be responsible for ensuring risk assessments are undertaken. These will include but are not limited to:

- Display Screen Equipment
- Manual Handling
- Substances Hazardous to Health
- Fire
- The work environment
- Infection control
- All other general work processes, places, and equipment



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Such assessments will assist in further development of this policy. Only the most significant findings need to be recorded. They are to be kept together in a Risk Assessment folder that is accessible to all employees on the W:drive.

The Health and Safety Manager will be responsible for evaluating the time, cost and practicality involved in implementing control measures against the level of risk identified during the assessment.

The Health and Safety Manager will be responsible for ensuring the implementation of the required actions.

It is the responsibility of person(s) involved in any activity to inform the Health and Safety Department of any new hazards not included in the original risk assessment.

Assessments will be reviewed every 12 months or in light of significant changes in work practices or experience, whichever is soonest.

3.2 Consultation and Communication with Employees

The Company sees communication between staff at all levels as an essential part of effective health and safety management.

The Company will endeavour to communicate to employees its commitment to safety and to ensure that employees are familiar with the contents of the company Health and Safety Policy.

The Company communicates with its employees:

- Orally – in the form of directions and statements from all Department Heads.
- In writing – in the form of safety emails, hard copies kept in the Farm Office and this policy statement.
- By the setting of positive example.

Consultation with employees is facilitated through:

- The encouragement of informal two-way communications between all employees and Department Heads/Managers.
- Regular group meetings.



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All employees are expected to co-operate with all Department Heads/Managers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected including members of the public by the operations of the company.

3.3 Information, Instruction, Supervision, and Training

The Company is committed to ensuring that all employees have suitable and sufficient health and safety information as per the 'Health and Safety Information for Employees Regulations' 1989 (available on the W: drive).

The Company communicates with its employees:

- Orally – in the form of directions and statements from all Managers.
- In writing – in the form of safety memos and this policy statement.
- By the setting of positive example.

The current Health and Safety Law poster is displayed on the Health and Safety notice board.

Health and safety advice is available from the SHE Manager and the Health and Safety Department folder on W: drive, hard a copy in the office and individual copies given to new employees.

Departments Heads with the assistance of the Health and Safety Manager will arrange supervision of young persons at work. A young person is any person yet to attain the age of 18.

The Department Heads will ensure induction training is provided for all employees once they have formally taken up employment but before they actively commence their work activities. Further training specific to a particular role will be provided on the same basis where required.

All training records are held and maintained by the Department Heads.

3.4 Health and Safety Monitoring

The Company commits to pro-active measures in its delivery of effective health and safety management to its employees.



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To check our working conditions, and ensure our safe working practices are being followed, we will utilise the following:

- General spot-checks by all Department Heads/Managers.
- Accident investigations & analysis.
- Site visits by the SHE Manager (announced and unannounced)

Conducting all of these provides The Company with an opportunity to review the continuing effectiveness of our policy and to identify areas where revision of the policy may be necessary.

Department Heads will ensure that any defects/issues noticed have been rectified appropriately.

The Company firmly believes that accident and occupational ill-health investigations is a valuable tool in terms of reviewing and improving the health and safety of its employees.

The SHE Manager is responsible for acting on investigation findings to prevent a recurrence and thus improve the safety environment for those employed or affected by the work activities of The Company.

3.5 Fire Safety and Emergency Procedures

All persons employed by Church Farm Ardeley CIC have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, which is only permissible in the designated outside areas on the premises; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials and waste.

The SHE Manager is responsible for ensuring a suitable and sufficient fire risk assessment is undertaken and implemented every 12 months.

The nominated fire wardens are responsible for:

- Checking escape routes for conformity every week and recording this on the register.
- Any other actions detailed in the fire risk assessment.

A suitable external company will check the fire extinguishers annually.



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Practice fire drills and emergency evacuations will be conducted and recorded every 6 months by the nominated fire wardens to ensure employee familiarity with emergency evacuation procedures.

The SHE Manager will monitor compliance with the above, advising the nominated fire wardens of the relevant date and maintaining a central file detailing any such drills/evacuations.

Any difficulties discovered during fire drills and/or emergency evacuations will be reported by the fire wardens to The Health and Safety Department, who will implement corrective procedures and ensure that all employees are made aware of the new procedures.

3.6 Accidents, Incidents, RIDDOR and First Aid

It is the policy of Church Farm Ardeley CIC to comply with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' 1995 (RIDDOR) and the 'Health and Safety (First-Aid) Regulations' 1981 (both available on the W: drive).

After assessing the risks in a risk assessment, Church Farm Ardeley CIC has decided not to do any health surveillance on staff. All staff on the farm are doing a variety of tasks every day and are not subject to monotonous work or high hazard substances or agents where the law requires statutory medical surveillance like work prolonged periods with noise or vibration, work with asbestos, lead, ionizing radiation, compressed air, or substances hazardous to health that are subject to Schedule 6 of the Control of Substances Hazardous to Health Regulations. The risk assessments are reviewed on a regular basis and would pick up the need to start doing health surveillance in the future if the nature of our business operations would change considerably.

First aid boxes are kept at the following locations (also displayed on the emergency evacuation procedure)

1. Farm Store counter
2. Café counter and kitchen
3. The Rural Care Sheds and Office
4. Storage area between plucking shed and butchery
5. Diner
6. Farm/Motivaction office
7. Wash shed
8. Jolly Waggoners Pub

A number of staff employed by the company are trained to at least the level of an Appointed Person.



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All workplace accidents must be recorded and, if treatment is required, a Company (HSE Approved) First Aider is to treat the injured person and record all necessary details in the accident book, which are kept in the Rural Care office, Farm office and Diner.

All accidents and Incidents must be recorded whether they are at Church Farm, Aldenham or at any other place of work. When away from Church Farm or Aldenham, an Accident or Incident Reporting Form must be completed and returned to the Rural Care office.

The SHE Manager is responsible for ensuring that all reported accidents and near misses are investigated appropriately and that any necessary actions are undertaken.

The SHE Manager is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority as required under RIDDOR 1995.

Where there has been a Major Accident or Incident as classified under RIDDOR, the SHE Manager must be telephoned at the earliest opportunity.

3.7 Provision of Welfare Facilities

Welfare facilities are provided for staff:

Kitchen Area and Equipment

- This area will be maintained and kept clean and tidy.
- Microwave cookers are provided as means of heating food, please ensure you do not put metallic objects into the cookers.
- The company has also provided several fridges throughout the site, these are to keep perishable food and drink in, remember that all food and drink **MUST** be in a sealed air-tight container.
- No overnight stays in this area.
- No dogs.
- Leave this area as you would wish to find it.

Toilets and Washing Facilities

- There are several toilets and washing facilities on the site.
- These areas will be maintained and kept clean and tidy, please remember that dogs are not to be allowed into these areas.
- Report any issues to the Maintenance team to resolve.



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3.8 Display Screen Equipment

The Company is committed to ensuring the health and safety of its employees, under the relevant legislations associated with Display Screen Equipment.

It is the responsibility of the Health and Safety department to ensure advice and direction is provided for staff on the use of Display Screen Equipment to minimise health problems.

To implement best practice in the workplace, the SHE Manager will determine those persons classed as DSE users and then perform a suitable and sufficient analysis of each workstation to assess risks they may be being exposed to. Such assessments will be carried out:

- Annually
- If a reason exists to suspect the assessment is no longer valid.
- A significant change has occurred to the workstation or user.
- The DSE risk assessors will provide all DSE users with adequate training and information in the use of the workstation at which they will be required to work.

It is the policy of The Company to ensure that, upon request and where warranted, a fee for an eye/eyesight test for DSE users is reimbursed.

If DSE users are prescribed a pair of corrective spectacles specifically for DSE work; The Company will reimburse a proportion of the cost upon production of a valid receipt and evidence of the spectacles being required specifically for DSE work.

3.9 Personal Protective Equipment

The Company is committed to ensuring the health and safety of its employees through the provision of suitable and sufficient personal protective equipment where identified risks cannot be eliminated at source or to an acceptable minimum.

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in any equipment provided.

All employees are reminded that it is an offence, under the 'Personal Protective Equipment Regulations' 1992 (available on the W: drive), not to use and take care of equipment provided under this legislation.



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3.10 Work-Related Road Safety

The Company is committed to ensuring the safety of those persons employed for work-related driving as we recognise that health and safety applies to on-the-road work activities as it does to all work activities.

The Farm Operations department will ensure that any vehicles provided for work-related driving activities are suitable and sufficient for their intended use.

Any such vehicles will be regularly maintained in line with the manufacturer's guidelines with the relevant schedules and record keeping being the responsibility of the Farm Operations Department.

It will be the responsibility of the SHE Manager to ensure that persons employed for work-related driving hold a licence valid for the type of vehicle they will be required to drive and that this licence is checked at 12 monthly intervals therein and must be produced on demand for spot checks.

All persons involved in work-related driving are reminded of the need for compliance with 'Road Traffic Act' 1988 (available on the W: drive) to ensure the safety of themselves and other road users. Additionally, any fines or prosecutions resulting from a breach of Road Traffic Act must be reported to the Farm Operations Department as soon as possible.

All drivers have a responsibility to complete safety checks of their vehicles before use to ensure general roadworthiness. Any defects noticed must be brought to the attention of the Farm Operations Department and the correct vehicle checklist form completed.

The SHE Manager is responsible for ensuring all work-related road traffic accidents with the assistance of the Farm Operations Department, are investigated appropriately and that any required changes in the work practice are implemented.

3.11 Manual Handling Operations

The Company is committed to ensuring compliance with the law as laid out in the 'Manual Handling Operations Regulations' 1992 (available on the W: drive).

All Department Heads will ensure that manual handling operations are avoided as far as reasonably practicable where there is a risk of injury, where this is not reasonably practicable, a suitable and sufficient assessment of the operation will be made.



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The SHE Manager will be responsible for ensuring that all steps are taken to reduce the risk of injury to the lowest level possible.

Where a risk assessment identifies a residual risk that cannot be removed, training in manual handling will be provided for all members of staff identified as at risk.

It is the responsibility of every employee to comply with safe systems of work implemented by The Company. Similarly, an employee must not undertake any manual handling operation which they justifiably consider poses a danger to themselves or any person without first raising it to the attention of their Department Head.

Assessments will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

3.12 Maintaining Plant and Equipment

The Company is committed to complying with our statutory obligations as laid out in 'Provision and Use of Work Equipment Regulations' 1998, and the 'Lifting Operations and Lifting Equipment Regulations' 1998 (both available on the W: drive).

All workers will be provided with adequate information, instruction, and training to enable them to use work equipment safely (where required). Those who have not been authorised by the Company will not under any circumstances use such equipment.

It is the responsibility of all employees to ensure that any work equipment they use is in a good and safe condition and that they are only used as the manufacturer intended.

Any defective or faulty equipment must be labelled as such and taken out of service.

Rural Care will be responsible to do this for its own equipment and tools.

Department Heads will be responsible for identifying all motorised equipment/plant needing maintenance and for ensuring the Company's maintenance procedures are complied with.

Department Heads will be responsible for ensuring the maintenance identified is implemented with all relevant records contained.

Department Heads are also responsible for ensuring all work equipment is clearly marked with health and safety warnings where appropriate and that any new plant and/or equipment with the assistance of the SHE Manager conforms to British/European standards.



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3.13 Safe Handling and Use of Substances

It is the policy of The Company to comply with the law as set out in the 'Control of Substances Hazardous to Health Regulations' 2002 (COSHH) (available on the W: drive).

The Company will ensure that exposure of workers to substances hazardous to health is removed/minimised and adequately controlled in all cases.

The SHE Manager will be responsible for ensuring COSHH risk assessments are undertaken. The assessment will be based on manufacturers' and suppliers' health and safety guidance contained in any Material Safety Data Sheets (MSDS) and our own knowledge of the work process.

The SHE Manager will be responsible for ensuring that all relevant employees that require it will receive comprehensive and adequate training and information following the outcome of these assessments.

All employees must work strictly in line within the information provided under the MSDS and COSHH. If any person is unsure about any symbol or sign, they must seek advice from a competent colleague.

The SHE Manager will ensure that any new substances can be used stored and handled safely before they are purchased.

Assessments will be reviewed every 12 months, in light of experience, or when work practices change.

3.14 Working at Height

It is the policy of The Company to comply with the law as set out in the 'Working at Height Regulations' 2005 (available on the W: drive).

The Company will ensure that working at height is minimised and adequately controlled in all cases.

The SHE Manager will be responsible for ensuring that Working at Height risk assessments are undertaken.

The SHE Manager will be responsible for ensuring that all relevant employees that require it will receive comprehensive and adequate training and information following the outcome of these assessments.



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All employees must use equipment strictly in line with the manufacturer's guidelines.

Assessments will be reviewed every 12 months, in light of experience, or when work practices change.

3.15 Biosecurity, Infection Control and Zoonosis

Church Farm Ardeley CIC as a farm and open farm has a responsibility to ensure that we do not inadvertently spread disease from the farm to humans, livestock or plants. This means the Company must observe strict hygiene and health standards when storing, transporting, or disposing of animal and plant matter.

Church Farm Ardeley CIC must also report any incidents to the proper authorities, and strictly follow their instructions in the event of any disease outbreaks.

The Company is committed to ensuring compliance with the principal legislation that applies: the 'Control of Substances Hazardous to Health Regulations' 2002 (COSHH) including biological agents (pathogenic micro-organisms) and DEFRA guidelines on biosecurity (available online at <https://www.gov.uk/guidance/disease-prevention-for-livestock-farmers>)

Church Farm, Ardeley CIC has a responsibility of good infection control to all its employees, interns, volunteers, Co-Farmers, visitors and the general public.

All Department Heads will ensure that hygiene procedures and control measures are adhered to.

The SHE Manager will be responsible for ensuring that all steps are taken to reduce the risk of infection to the lowest level possible.

An extensive risk assessment is in place and will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

Training of all employees, interns, Co-Farmers and volunteers is paramount to ensure everyone is aware of the risks and follows the guidelines and procedures of their department.

3.16 Livestock Handling

The Company is committed to ensuring compliance with the law as laid out in the 'Manual Handling Operations Regulations' 1992 and the 'Animal Welfare Act' 2006 (both available on the W: drive) and relevant Defra regulations and guidance for cattle, pigs and sheep are adhered to (available online at <https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>)



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All Department Heads will ensure that restraint and handling equipment is well maintained and in good working order for routine management and treatment on a size and scale to suit the flock numbers.

Training in handling and restraining livestock will be provided for all members of staff involved in such tasks.

It is the responsibility of every employee to comply with safe systems of work implemented by The Company. Similarly, an employee must not undertake any livestock handling operation which they justifiably consider poses a danger to themselves or any person without first raising it to the attention of their Department Head.

Assessments will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

3.17 Food Hygiene

All staff that work with food will be trained in basic food handling hygiene.

Only those authorised will be allowed into food catering areas.

These areas will be cleaned as and when required and at least daily when in use.

All food stuffs will be stored in accordance with current regulations such as the 'Food Safety Act' 1990, 'The Food Safety (general Food Hygiene) Regulations' 1995 and 'The Food Safety (temperature Control) Regulations' 1995 (all available on the W: drive).

All Department Heads will ensure that good food hygiene is adhered to in their areas by all staff.

The diner is deemed as a private area for interns, for residents and for staff and as much as good hygiene is paramount too, no food for public use is prepared there.

3.18 Public Safety

Farming activities can pose risks to the health and safety of employees and to any contractors or visitors - including walkers, hikers and cyclists – that may come onto Church Farm or Aldenham Country Park.

In the event of an emergency evacuation, guests and visitors are the responsibility of their host, the Department Heads/Managers.



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It will be the responsibility of all Department Heads, so far as is reasonably practicable, that the general public are protected from anything likely to endanger their health and safety as a result of the Company's (or its sub-contract supplier's) activities. (Including the rights of way, public highway clear without obstructions and where livestock graze)

All Department Heads are responsible for ensuring suppliers conduct their activities in accordance with the health and safety policy.

Public safety has been taken into account in our risk assessments.

Conclusion

This policy is a working document and shall be reviewed and updated to ensure best practice.

It is the duty of each and every employee to read this document fully and to identify any areas to which they are unclear. Any such areas will be drawn to the attention of their Department Head who may arrange for further information, instruction, supervision, and training.

A signed account must be made by each employee stating that they have read and understood the legal and company duties regarding their health and safety outlined in this policy statement.

The Department Head will ensure that any new or temporary member of staff receives a copy of this policy document and signs a declaration of their understanding on their first day of duty and before they commence their work role. The Department Head will also inform the Health and Safety Department of any new employees so that Induction Training can be given.



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Church Farm, Ardeley 0750789025 Aldenham Country Park 07788251721 ruralcareinfo@churchfarmardeley.co.uk
Rural Care is part of Church Farm Ardeley Community Interest Company
www.ruralcare.wordpress.com

Appendix I

FIRE EVACUATION PROCEDURE FOR CHURCH FARM

ACTION:

On Discovering a Fire

1. Raise the alarm by shouting **FIRE! FIRE! FIRE!**
2. Activate the nearest alarm call point.
3. If it is **safe** and you are **trained** to do so attempt to tackle the fire, remember to use the correct extinguisher and that at no time put yourself at risk by becoming trapped by the fire.

On Hearing the Fire Alarm

- Leave the building by the nearest exit; close doors on the way out, do not stop to collect personal belongings and make your way directly to the fire assembly point, which is located at the far end of the car park.
- The designated person will contact the fire brigade and give the following information:

**There is a fire at Church Farm, Ardeley, Stevenage, Hertfordshire SG2
7AH.**

- And if possible, also give the following information:

The location and type of fire, for example: **workshop paint store**

At the Fire assembly Point

- A roll call will be carried out by department heads or their deputy, where all personnel will be accounted for, guests and visitors are the responsibility of their host and contractors will be accounted for using the visitor's book from reception.

NOTE:

**At no time try to re-enter the building(s), the fire brigade and only
the fire brigade will give permission, when it is safe to do so.**



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FIRE EVACUATION PROCEDURE FOR ALDENHAM COUNTRY PARK

ACTION:

On Discovering a Fire

4. Raise the alarm by shouting **FIRE! FIRE! FIRE!**
5. Activate the nearest alarm call point.
6. If it is **safe** and you are **trained** to do so attempt to tackle the fire, remember to use the correct extinguisher and that at no time put yourself at risk by becoming trapped by the fire.

On Hearing the Fire Alarm

- Leave the building by the nearest exit; close doors on the way out, do not stop to collect personal belongings and make your way directly to the fire assembly point, which is located in the car park – one near the visitors toilet block and one near the farm shop.
- The designated person will contact the fire brigade and give the following information:

There is a fire at Aldenham Country Park, Dagger Lane, Elstree, Herts WD6 3AT

- And if possible, also give the following information:

The location and type of fire, for example: **workshop paint store**

At the Fire assembly Point

- A roll call will be carried out by department heads or their deputy, where all personnel will be accounted for, guests and visitors are the responsibility of their host and contractors will be accounted for using the visitor's book from reception.

NOTE:

At no time try to re-enter the building(s), the fire brigade and only the fire brigade will give permission, when it is safe to do so.



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Revision history		
Date	Details	Author
27.01.09	Original document	Steve Mobius
May 2012	Policy Review	Ann De Bock
May 2013	Changed fire assembly point to 1 point after consultation with HSC	Ann De Bock
May 2014	Policy Review Department heads First aid box location Motivation responsibility of vehicles and fire safety	Ann De Bock
June 2015	Policy review	Ann De Bock
Dec 2015	Meeting with MotivAction r.e. fire safety responsibilities	Ann De Bock
May 2016	Reviewed	Ann De Bock
Feb 2017	Policy review	Lizinet Kamungere (Student Nurse)& Ann De Bock
04.08.17	Cross referenced with https://www.gov.uk/guidance/farm-health-and-safety and added farm related topics	Ann De Bock
14.08.18	Updated department heads and MotivAction looking after the vehicles	Ann De Bock
27.08.18	Updated department heads	Rozelle Bettesworth
Aug 2019	Reviewed	Ann De Bock
April 2020	Policy review	Miranda Chikambi



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October 2020	Checked with requirement for content of a H&S policy on www.hse.gov.uk > simple-health-safety > policy	Ann De Bock
July 2021	https://www.hse.gov.uk/simple-health-safety/policy/example-policy-statement.pdf 3.17 diner as private area	Ann De Bock
August 2021	Health surveillance section 3.6 updated with info from https://www.hse.gov.uk/health-surveillance/requirement/index.htm	Ann De Bock
August 2021	Appendix I information regarding fire procedure for Aldenham Country Park added	Annie Farrow
July 2022	Updated department heads in Rural Care	Aimee Lauezzari
17.08.22	Reviewed- Replaced Farm Department Heads	Ann De Bock
02/09/2022	Reviewed in preparation for issue to members of our schools program.	Annie Farrow
01/09/2023	Reviewed in preparation for issue to members of our schools program, no changes made	Annie Horsman



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