



## Health & Safety Policy



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EXPLORE

INSPIRE

RESET

DEVELOP

### Policy Statement

We aim to provide a safe and healthy environment for all staff, Service Users and any other people who visit by ensuring that matters of health & safety are integral to everything we do.

Health & Safety legislation provides minimum standards for achieving a healthy environment which we strive to maintain at a high standard. South Brockwells Farm has a legal duty under the Health and Safety at Work Act (HASWA) 1974 and the Management of Health and Safety at Work Regulations (MHSW) 1999 to record and investigate all work-related accidents, incidents, near misses, ill-health and violence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, South Brockwells Farm is required to report and record certain specified work-related injuries, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE).

It is our belief that the implementation of this policy will improve the services offered to users and staff by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

### 1. Responsibilities

All new staff will receive induction, including an element of health & safety training.

All staff have an individual duty to take reasonable care of the health & safety of themselves and other persons who may be affected by their acts or omissions.

It is the responsibility of all staff to ensure they :-

- read, understand and follow all policies relating to health & safety e.g. accidents, administration and storage of medication, first aid and fire precautions and emergency procedures and to be familiar with all risk assessments.
- co-operate fully in all matters concerning health & safety.
- report all work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence involving staff, students/pupils and visitors that take place at South Brockwells Farm in the accident/incident book as soon as possible and in any case within 72 hours.
- follow the guidance given to them to ensure safe working practices are followed. This may take the form of verbal instructions, safe working procedures or other appropriate means.

- use equipment, personal protective equipment, substances etc. in accordance with legislation, manufacturers instructions and training.
- bring any identified concern about health & safety or report any damage of property to the attention of the Director of Education and Events, or in her absence, a Partner who will remedy the damage, minimise the risk, address the concern and/or speak to the member of staff with designated responsibility.
- inform all students/pupils and visitors under their control of the accident and incident reporting procedures.

It is the responsibility of the Partners and The Director of Education and Events to ensure:-

- strategies to implement, improve and review the progress of this policy are integrated into the general activities at South Brockwells Farm.
- the promotion of a positive health & safety culture.
- staff are acquainted with the policy and implement health & safety procedures.
- staff are consulted on decisions relating to health & safety matters where appropriate.
- staff are provided with the necessary training to fulfil their roles safely and effectively and safely.
- technical advice is sought where necessary on health & safety matters.
- any changes or requirements of new legislation in Health & Safety legislation are incorporated within our Health & Safety Policy.
- the buildings and grounds are inspected on a regular basis to identify possible risks, advice and assistance is sought to enable those risks to be managed.
- risk assessments are carried out as required and reviewed at appropriate intervals.
- all accidents are recorded and appropriately investigated.
- risk assessments are used to cover all aspects of identified risk to service users, staff or visitors.
- all hazardous substances such as cleaning materials will be kept in a locked cabinet and only staff who need to use them will have access to the keys.
- regular checks are organised as per maintenance schedule.
- that adequate insurance cover is maintained for both the staff, and children and young people.

## 2. Training

The Director of Education and Events will be responsible for drawing up and implementing a training programme, which will include training in health & safety.

- the health & safety training needs of staff members will be identified through line management process.
- additional training may be required in the following circumstances :-
  - as a result of undertaking health & safety risk assessments.
  - for work where there are foreseeable or potential hazards.
  - for staff requiring specialist knowledge or skills e.g. personal protective equipment, COSHH, etc.
- we will provide staff with appropriate training, instruction and supervision in health & safety relevant to the staff member's role and duties. In particular, staff will receive appropriate instruction, where needed, in how to operate any equipment, use personal protective equipment and how to take appropriate action in an emergency.

### 3. Monitoring

- The implementation of this Policy will be monitored by Director of Education and Events.
- The Director of Education and Events will regularly monitor accident and incident rates, including dangerous occurrences and near misses and absences due to ill health, to identify possible trends and ensure that suitable preventative measures are in place to reduce the risk.

### 4. Policy status and review

<b>Written by:</b>	Director of Education and Events
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