NEW PASTURES

Health and Safety Policy

Policy Reviewed	Next Planned Review date	Signed
September 2025	September 2026 - or as required	*K.Wootton*
September 2026	*September 2027* - or as required	*K.Wootton*

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1. Introduction

1.1 This policy sets out New Pastures Care Farms (NPCF) responsibilities in respect of Health and Safety, including the steps it will take to ensure that all employees work in a safe and secure environment.

1.2 In complying with its responsibilities under this policy. NPCF requires that all its staff to acknowledge and accept their individual and collective responsibilities to ensure compliance with this policy.

2. Consultation

2.1 Health and Safety will be a standing item on the agendas of meetings. Any points raised will be reported promptly to Katie Wootton.

2.2 Students also play a part in overall health and safety and welfare at NPTC and will be encouraged to discuss health and safety issues at meetings and raise any concerns, which will be reported to Katie Wootton.

3. Risk Assessments

3.1 All members of staff are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. Suitably competent staff will carry out risk assessments.

3.2 Completed assessments will be retained on the Health and Safety management system and made accessible to all relevant staff.

3.3 Risk assessments must be reviewed termly to ensure that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately, and any improvements needed will be made.

4. Welfare

4.1 NPCF is committed to providing high quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992.

4.2 These are maintained in good condition by means of cleaning and regular inspection.

4.3 Staff should report any concerns with the facilities provided to Katie Wootton or Stuart Wootton.

5. Working Hours

5.1 NPCF recognises the Working Time Directive. Records of hours worked are accessible for review. Staff are invited to work overtime when necessary but are not coerced and are at liberty to refuse. Staff are not expected to work excessive hours.

5.2 Staff who control their own diaries are reminded to avoid working excessive hours.

6. Training and Competence

6.1 Katie Wootton and Stuart Wootton must ensure all new staff receive induction training before starting work. This induction will include Health and Safety information and procedures together with any specific hazards.

6.2 Health and Safety training will be provided to all staff. If staff are not trained to do a task, then they must inform Katie Wootton immediately and check that it is safe to do the task. Staff must request the appropriate training where necessary.

6.3 Those staff needing specific skills and knowledge will be identified appropriate training will be arranged.

6.4 For the duration of this policy NPCF will provide health and safety training through an online platform to all staff.

7. Young People/vulnerable adults

7.1 Young people (those under 18 years of age) and vulnerable adults may have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury. Specific risk assessments will be carried out and any reasonably practical changes may be implemented. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

8. Pregnant Women / Nursing Mothers

8.1 There is a potential risk to any unborn child, if the mother over exerts herself or is exposed to some substances or situations. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.

8.2 A pregnancy risk assessment must be carried out upon being advised the woman is pregnant and suitable precautions agreed immediately. This risk

assessment will be reviewed monthly until the employee begins maternity leave.

8.3 On return to work a further risk assessment will be carried out and acted upon.

9. Accident & Near Miss Response, Reporting and Investigation

9.1 An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.

9.2 All accidents and near misses must be reported immediately to Katie Wootton, where she will ensure that these are recorded.

9.3 Katie Wootton is responsible to ensure each incident is correctly recorded and that an investigation is carried out as appropriate.

9.4 Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported promptly.

9.5 Accident and Near Miss statistics will be analysed each month to spot patterns and trends and take appropriate action.

9.6 Katie Wootton will provide monthly analysis of data to spot patterns and trends where appropriate.

9.7 The location of any major incident/accident should not be cleared without the authorisation of Katie Wootton or Stuart Wootton, as the Police, Health & Safety Executive and Environmental Health Officer consider an incident/accident location to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

9.8 Katie Wootton is responsible for ensuring the following is completed:

- Investigate the cause
- Record information, conditions, statements
- Take photos, measurements, samples, etc.
- Check the area is safe before restarting work
- Report all incidents required under RIDDOR
- Carry out an incident investigation and if necessary, prepare a report with relevant measurements, information, statements, photographs.
- Katie Wootton will act on the findings of the investigation to try to prevent further recurrence.

10. First Aid

10.1 First aid should be given by a trained first aider or a medically qualified person.

10.2 Names of appointed first aiders are displayed on staff notice boards and key locations around the Farm.

10.3 Non-first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

10.4 First aid kits are provided throughout the farm.

10.5 A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked half-termly by a nominated person.

11. Security and Safeguarding

11.1 NPCF will provide a safe and secure environment for our employees, visitors, students, and others who may visit our premises or use our facilities.

11.2 Measures in place will depend on the location but will include a mixture of physical barriers such as fencing, alarms and staff training.

11.3 Safeguarding / Child Protection Policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies.

12. Visitors

12.1 Visitors must report and sign in/out on their arrival and departure. Appropriate DBS documentation must be approved if the visitor is to be unescorted for their visit. If the visitor is unable to provide the relevant information they will have to be supervised while on site by the person responsible.

12.2 Safety rules and emergency procedures will be communicated.

12.3 Staff are encouraged to challenge/observe anyone seen unaccompanied or unidentified on the premises and to report them to Katie Wootton or Stuart Wootton immediately.

13. Alcohol and Drugs

13.1 It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work, to avoid the associated risks to those taking the substance and those who may be affected by the

consequences. Any misuse or abuse of alcohol or drugs at work may be subject to disciplinary action.

14. Personal Protective Equipment (PPE)

14.1 All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments.

14.2 Where PPE is assessed as being required by a risk assessment, staff and students will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned, and replaced without charge.

14.3 Staff are to check that their PPE is always in good condition and obtain replacements from Katie Wootton if required.

14.4 No work is to be carried out without the appropriate PPE being worn.

15. Stress

15.1 Although stress can be a significant concern, we can only provide help and support when aware of any staff suffering stress problems.

15.2 Any staff reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.

15.3 There is a designated wellbeing officer that is available to provide a confidential service that enables staff to discuss personal or workplace issues that might be impacting their performance, wellbeing, mental or physical health.

16. Smoking and Vaping

16.1 Smoking and vaping is banned inside our premises and grounds. It is a risk to health for smokers and those nearby and involves a risk of fire from unsafely discarded smoking materials.

16.2 Smoking and vaping within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action. For more information please see the 'No Smoking' policy.

17. Fire Safety

17.1 A fire risk assessment is carried out. All the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).

17.2 Fire escape routes and doors should always be kept clear. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by Katie Wootton and Stuart Wootton. Emergency lighting is provided on escape routes and must be periodically tested and maintained by an approved contractor.

17.3 Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings.

17.4 Smoke alarms are tested weekly by Stuart Wootton.

17.5 Katie Wootton must ensure adequate numbers of fire marshals are appointed.

17.6 Emergency Evacuation drills are practiced each term. Fire Marshals are appointed and trained to assist with evacuation.

17.7 Records of testing are held and will be subject to regular review.

18. Work Equipment

18.1 Work equipment provided by NPCF or by staff must be suitable and safe, meeting the required health and safety standards before it is used. All equipment belonging to employees is checked by Stuart Wootton before use and is included in inspection and maintenance procedures. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.

18.2 Staff must not bring in their own equipment unless they have agreement of Katie Wootton or Stuart Wootton and the appropriate safety checks are in place.

18.3 Any problems found with work equipment should be reported to Stuart Wootton. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.

18.4 Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained, and competent staff following specified procedures.

18.5 The electrical supply to the item must be turned off during inspection/ cleaning.

19. Safe Handling and Use of Substances

19.1 Some work involves the use of hazardous substances (e.g. cleaning).. Only those trained and authorised may use these substances, following the safe

systems of work and controls specified. Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.

19.2 If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

19.3 All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Assessment before being used. All actions identified in COSHH Assessments are implemented.

19.4 Data sheets and COSHH Assessments must always be kept available for reference, with an up to date library set held by the Health & Safety Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

20. Workplace Slips & Trips

20.1 Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our staff.

20.2 Cleaning chemicals used on floors by cleaners are selected for their non-slip properties and if possible are carried out when minimal people are on site.

20.3 Lids must be used when transporting containers of liquid. Any spillages, flooring defects or obstructions observed must be reported immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

21. Manual Handling

21.1 All staff must complete Manual Handling training and adhere to the training.

21.2 Some activities will require physical effort So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.

21.3 Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, risk assessments must be written to reduce the risk to an acceptable level.

22. Portable Electrical Appliances

22.1 Portable Electrical Appliances includes any item that is electrically powered and used in the workplace.

22.2 Staff should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to Katie Wootton or Stuart Wootton and removed from service until replaced/ repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

22.3 Portable Appliance Testing will be completed annually by an appropriately qualified person.

22.4 Staff are not permitted to bring portable heaters onto site.

22.5 Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

23. Skin Conditions

23.1 Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for staff to wear the non-latex protective gloves provided whenever using cleaning products.

23.2 Should an employee experience any symptoms they should report these immediately to Katie Wootton.

24. Food Safety

24.1 All staff who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

24.2 Staff should inform Katie Wootton about any food allergies.

24.3 Any staff whose role involves handling food, who has suffered from diarrhoea or vomiting is required to phone in sick to their line manager and remain away from the premises for at least 48 hours.

25. Lone Working

25.1 Lone working can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.

25.2 We arrange for staff who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.

25.3 Each person will manage their own risk responsibility and ask for help or guidance as appropriate.

25.4 Staff working late must inform Katie Wootton, so that they are aware of who is onsite and their location.

26. Control of Asbestos

26.1 Asbestos surveys are carried out in accordance with the Control of Asbestos Regulations 2012 to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.

26.2 The Asbestos Register must be made available to all contractors and site staff who will carry out work at the premises.

26.3 Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place.

26.4 If anyone suspects they have discovered or disturbed asbestos, they should:

- Not disturb it further;
- Ensure that access to the affected area is prevented;
- Report it immediately to Katie Wootton;
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

27. Legionella

27.1 A legionella survey and risk assessment must be carried out by approved contractors. A Legionella Management Plan is provided and followed.

27.2 Depending on the nature of the water system, regular checks such as temperature monitoring and flush through are carried out.

28. Waste Management

28.1 Waste is to be placed in bins that are provided. These are emptied daily. Materials are recycled where practical.

28.2 Hazardous waste is collected separately and disposed of using suitably registered contractors.

29. Equal Opportunities

29.1 NPCF must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers, and visitors to use the farms facilities and qualifications as far as is reasonably practicable.

30. Access to Health and Safety Information

30.1 Staff can access to health and safety information by contacting Katie Wootton.

30.2 All staff will have access to a copy of the NPCF Health and Safety Policy and will sign to indicate that they have read and understood this policy and their responsibilities. NPCF recognises that time must be provided for this to be undertaken.

30.3 NPCF undertakes to keep staff informed of any changes to the policy and procedures through staff bulletins, staff meetings and briefings and e-mail messages.

31. Monitoring and Review

31.1 Katie Wootton is responsible for ensuring that working conditions are acceptable and that our safe working practices are being followed.

31.2 Workplaces are maintained in safe condition. Routine inspections are carried out and recorded with any necessary improvements or changes made.

31.3 Monthly health and safety monitoring meetings will be carried out to maintain site safety.

31.4 Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Appendix 1 – Outline of Responsibilities

Responsibilities

NPCF expects all staff to co-operate in ensuring the health and safety of all staff, students, volunteers, and visitors.

Individual Responsibility

In meeting the above general statement of policy, NPCF requires its staff to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

Responsibilities in law

The Health and Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes, etc, place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence at law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with health and safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such a failure may also result in disciplinary action.

Responsibilities of all staff

- Co-operate with NPCF, management, staff, and others on health & safety matters.
- Comply with all NPCF'S policy, procedures, and reasonable requests.
- Not to interfere with or misuse anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which he/she is not trained, authorised and competent.
- Use the correct tools, plant, or equipment, keep them in good order and ensure they are safe before, during and after use.
- Not to introduce any personal equipment unless it has been inspected and approved by the Stuart Wootton as appropriate.

- Use as directed any personal protective equipment needed to protect against hazards to Health and Safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his / her immediate manager.

Appendix 3 – Policy Statement

Our Health and Safety Policy statement is outlined below.

It is the policy of New Pastures Care Farm to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, pupils and visitors who may be affected by its activities. In meeting this commitment, we will, so far as is reasonably practicable:

- Provide adequate control of the Health and Safety risks arising from our activities.
- Consult with our employees on matters affecting their health and safety.
- Maintain safe facilities, grounds, plant, equipment and working environments.
- Provide training, information, instruction and supervision for our employees and ensure staff are competent to carry out their roles and responsibilities.
- Promote a strong health and safety culture to prevent accidents and cases of work-related ill health.
- Review and revise this policy annually

Signed:

Katie Wootton

Director