



Supervision of Staff and Volunteers Policy

DATE CREATED: July 2019
 DATE REVIEWED: November 2023
 SIGNATURE:

DATE OF NEXT REVIEW: November 2024

This policy will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

Key Personnel			
Role	Name	Tel.	Email
Health and Safety Officer	Sara Weeden	01225 751675	office@larkrisefarm.org.uk
Business Operations Manager	Lucy Allen	01225 751675	asstmanager@larkrisefarm.org.uk
Chair of Trustees	Rob Ham	01225 751675	chair@larkrisefarm.org.uk
Farm Manager	Wendy Self	01225 751675	manager@larkrisefarm.org.uk

In the event of a serious accident or fire call:	999
For NHS advice on none life threatening injuries call	111
To get through to the police for a non emergency call	101

If you believe a learner is at immediate risk of significant harm or injury, you must call the police on 999.



Introduction

Larkrise Community Farm has overall responsibility for health and safety in the organisation and for ensuring that it fulfils all its legal responsibilities.

Larkrise Community Farm will work in a way that tries to ensure that risks to employees, volunteers, service users and visitors are adequately managed at all times.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our Trustees and senior managers to uphold this policy and to provide the necessary funds and resources to implement it.

Responsibilities

1. The Overall and final responsibility for the implementation and monitoring of Health and Safety policies is that of the Farm Trustees.
2. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Farm manager and Business Operations Manager.
3. Larkrise Community Farm is responsible for:
 - Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
 - Providing and maintaining equipment and systems of work that are safe and without risk to health.
 - Ensuring that equipment is safe and well maintained.
 - Providing information, instruction, training and supervision in safe working methods and procedures.
 - Providing and maintaining a healthy and safe place to work, including safe ways of entering and leaving the site.
 - Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint discussion.
 - Establishing emergency procedures as required.



Staff and Volunteer Responsibilities

Larkrise Community Farm employees and volunteers will ensure that:

1. They are aware of the contents of the health and safety policy.
2. They comply with the policy.
3. They take care of themselves and others who may be affected by their actions or omissions.
4. They report all accidents, or unsafe situations and anything which could have led to an accident or felt unsafe to the Farm Manager at once.
5. They record accidents at work in an accident book located in the classroom and it be available for inspection.
6. They are aware of all fire procedures for the environment in which they are working.
7. If they identify anything which they think could be in any way unsafe, they must report it to the Farm Manager and the Health & Safety Officer.

Health and Safety Risk Arising from Farm Activities

Larkrise Community Farm will ensure that all potential hazards present in the operations and environments at the farm and any potential hazards associated with delivering the services at the farm are in line with current legislation.

- 1 Risk assessments will be undertaken by the Health & Safety Officer.
- 2 The findings of the risk assessments will be reported to the Farm Trustees when necessary.
- 3 Action required to remove/control risks will be approved by the management team.
- 4 The Farm Manager and all farm support staff will be responsible for ensuring the actions required are implemented.
- 5 The Trustee responsible for Health & Safety will check that the implemented actions have been removed/reduced the risks.
- 6 Assessments will be reviewed annually or when a farm activity changes, whichever is soonest.
- 7 Employees and users of the farm will be considered on health and safety issues through the Farm Manager or Health & Safety Officer.
- 8 Please refer to a Appendix 1 for the First Aid Policy and Procedure, Appendix 2 for information on safe use of plant and machinery policy, Appendix 3 for information on safe use of COSHH substances and Appendix 4 for our Emergency Fire and Evacuation Procedure.



Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed, including employees, volunteers, and students.
3. The likelihood of harm and how significant that harm will be to specific individuals and others generally.
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation.
- A change in premises or environment in which the operations take place.
- A significant change in the scope of the operations and associated task carried out.
- The introduction of new equipment or any other reason which makes the original assessment not valid.

Training

To comply with legislation and to promote the health and safety and welfare of staff, volunteers, health, and safety training will be provided as follows:-

1. At induction.
2. On transfer or promotion of new equipment.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.
6. Specific regulated training for example of the use of farm vehicles.

Resolving Health & Safety Issues

1. Any employee, service user or volunteer with a health and safety concern must first raise it with their manager.
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then raise this with the Board of Trustees.



Fun and Education through Farming

3. If, after the Board of Trustees review the concern and the issue is not corrected in a reasonable time, or the Board of Trustees decide that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

Monitoring & Evaluation

This policy will be monitored and reviewed annually by the Farm Trustees and management team to ensure that the risks to employees, volunteers, service users and visitors are minimised at all times.