

Health and Safety Policy – FARM GARDEN (December 2022)

1. Policy Statement

1.1 Purpose

Our Yard considers the health and safety of all those engaged with its activities or using its facilities to be of paramount importance. Every reasonable step will be taken to minimise risks and prevent accidents on site. This will be achieved in a number of ways, such as the provision of information and instructions, appropriate notices and signs, checking that appropriate insurance is in place where required, and offering regular training sessions and induction information for staff and volunteers.

1.2 Scope and Context

Our Yard's directors have the responsibility for ensuring that the organisation meets legal requirements, like those contained in the Health and Safety at Work Act 1974. Our Yard recognises these legal duties and aims to provide a safe working environment, safe work equipment and safe methods of work.

Our Yard is aware that it is required by the Management of Health and Safety at Work Regulations 1999 and the amendment in 2003 to minimise risks by identifying hazards and eliminating or reducing them.

This Health and Safety policy will be reviewed at least annually, more frequently if there are changes in legislation, changes to the organisation or concerns about the effectiveness of the policy.

2. Responsibilities

Overall and final responsibility for Health and Safety standards as well as the implementation of this policy lays with Our Yard's directors. Day to day responsibility for ensuring this policy is put into practice is delegated to the Garden Manager.

All employees and volunteers have a duty to:

- co-operate with the directors and the garden manager on health and safety matters
- take reasonable care of their own and others' health and safety
- use work equipment correctly in accordance with training and instructions
- report all health and safety concerns to the Garden Manager

3. Arrangements

3.1 Risk Assessments

Our Yard is responsible for the health and safety of staff, volunteers and visitors and for the safety of tools and equipment. Risk Assessments are put in place to eliminate or reduce as far as it is reasonably practical any hazards on site.

The Garden Manager will consult with staff and volunteers on matters affecting their health and safety.

3.2 Training

The Garden Manager will ensure that all staff and volunteers are competent to do their tasks and that everybody is trained in:

- the safe use of tools and equipment
- the safe use and storage of any hazardous substance used at the garden
- manual handling advice on lifting and carrying heavy loads
- first aid
- emergency and fire procedures

3.3 Signage and display of health and safety information

Signs will be used where appropriate to highlight hazards. Where possible, these will consist of both written and symbol-based warnings.

These will include:

- gardening safety tips
- first aid information
- fire safety information
- safety representative/garden manager contact information

3.4 Equipment

Our Yard recognises its responsibilities under the Provision and Use of Work Equipment Regulations 1998 (PUWER) to maintain equipment in a good state of repair. The Garden Manager will ensure that all tools and equipment are safe. Any defective equipment will be removed from use immediately and then either repaired or discarded.

No equipment may be used by staff or volunteers without adequate training prior to any gardening activities.

3.5 Chemicals used in the garden

Our Yard grows organically and does not use any chemical pesticides or fertilizers. However any oils, lubricants or other liquids should be kept out of reach from children and stored safely in the locked garden shed or greenhouse.

3.6 Toxic plants and fungi

Some garden plants present a hazard, but the risk of severe poisoning, skin reaction or allergy is generally low. Staff and volunteers are reminded of the need to wear gloves to avoid irritation to the skin, and not to ingest any plant / fungi which have not been positively identified and deemed safe to eat.

More information on toxic plants which can be found in the garden and around Clitterhouse Playing Fields is available on Trello.

3.7 First aid and accident procedures

Our Yard has a policy on responding to accidents and incidents and on reporting them. The organisation understands its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

In the event of an injury or illness, an ambulance must be called immediately by dialling 999 or 112 and the Garden Manager and/or any of the Directors must be informed.

First Aid Kits can be found in both greenhouses. The Garden Manager is responsible for checking the contents of the First Aid boxes every quarter.

Accidents and incidents, however small, will be recorded in an accident book by the Garden Manager. Any injuries and accidents associated with any allegation of abuse will be dealt with under The Our Yard Safeguarding Policy.

3.8 Fire safety and emergency procedures

Our Yard is aware of its responsibilities under the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

Anyone discovering a fire in the garden should sound the nearest alarm, which is located inside the cafe. The Fire Brigade must be called immediately by dialling 999 or 112 and the garden must be evacuated. A fire extinguisher is kept at the Farm Garden Greenhouse and in the Farm Cafe.

Farm Garden Manager. If the fire is small (no bigger than a waste paper basket) and only if it is safe to do so, the fire should be addressed by use of the fire blanket or appropriate fire extinguisher.

Staff, volunteers and visitors must move to a safe distance from the fire and congregate at the Fire Assembly Point, on the tarmac area outside the farm building.

No one should leave the assembly point without the permission of the Garden Manager / Director.