

Millennium Farm Trust

GN1 Health and Safety Policy V10

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Scope

The scope of this policy applies to the premises of Depden Care Farm, MFT and all staff, volunteers, visitors and MFT farm helpers on the premises.

All staff and volunteers at the farm have a responsibility to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must co-operate with those persons who are responsible for health and safety to enable them to carry out their duties.

Purpose

In order to provide a safe working environment certain measures must be taken by staff, volunteers and MFT farm helpers.

The Health and Safety at Work etc. Act 1974 is an Act of Parliament that as of 2011 defines the fundamental structure and authority for the encouragement, regulation and enforcement of workplace health, safety and welfare within the United Kingdom. The Act defines general duties on employers, employees, contractors, suppliers of goods and substances for use at work, persons in control of work premises, and those who manage and maintain them, and persons in general. The Act established a system of public supervision ultimately backed by criminal sanctions extending to unlimited fines and imprisonment for up to two years.

Other relevant legislation

The Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013

Health and Safety First Aid Regulations, 1981

Policy Statement

It is the policy of Millennium Farm Trust to promote the health and safety of all people at Depden Care Farm and for that purpose it will:

1. Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel at Depden Care Farm;
2. Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
3. Display the HSE poster entitled 'Health and Safety Law'
4. Encourage everyone at the farm to co-operate with MFT in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
5. Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
6. Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
7. Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
8. Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
9. Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Fire Warden);
10. Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Farm's activities;
11. Make suitable and sufficient assessment of the risks to the health and safety of employees, volunteers and farm helpers at Depden Care Farm out of or in connection with MFT's activities;
12. Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
13. Provide information to other employers of any risks to which those employers' workers may be exposed to when on the MFT's premises.

This policy statement and the procedures for its implementation may be altered at any time by MFT's Board of Trustees ('the Board'). The statement and the procedures will be reviewed every two years by the Board or other persons appointed by the Board.

Statutory Duties

Duties of the organisation

MFT will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises as described in its policy statement.

In addition, MFT will:

- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of employees, volunteers and farm helpers at the farm;
- Assess the risks to the health and safety of the people that work or attend Depden Care Farm and those farms/places we visit to work off site;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures and control systems in place to address the risk and mitigate its impact.
- Provide sufficient supervision to farm helpers to prevent them coming to harm as determined by their individual risk assessment and in agreement with others in their support network, eg social services and/or parents.
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary and hand washing facilities;
- Make sure that work equipment is suitable for its intended use and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury by providing training and lifting aids.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Duties of Employees and Volunteers

Employees and volunteers also have legal duties. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with MFT on matters of health and safety;
- To use work items provided by MFT correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and farm helpers.

Risk and Health and Safety Management

Health and Safety Management

The Board will appoint a Health and Safety Representative:

- to have a strategic overview of the risks the organisation carries, how those risks are managed, and their impact mitigated
- to ensure that MFT's Health and Safety policy and procedures are kept under review;
- to conduct safety tours of the premises;
- to consider the risks identified in the risk register every six months, to ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- to take such action as may be required to ensure that the MFT's responsibilities for Health and Safety are fulfilled; and
- to report to the Board on their performance of these responsibilities.

The Health and Safety Board Representative shall carry out safety tours (every 6 months) and inspections of the premises (annually) and make a report to the next ordinary meeting of the Board. All necessary actions as a result of the tour shall, where reasonable and reasonably practicable, be implemented. The tour shall include inspection of the accident books and individual farm helper risk assessments.

Health and Safety Rules

All workers (staff, volunteers and farm helpers) must exercise appropriate care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which MFT may publish from time to time.

- Risk assessment - To include a health and safety review of the jobs to be done each day in the morning meeting with farm helpers. To undertake a dynamic risk assessment prior to all activities to ensure risks are identified and managed during each specific activity
- Accident Book – Any injury suffered by a worker or visitor in the course of employment or otherwise on MFT's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by MFT. Copies of incident reports involving farm helpers to be filed in farm helper care and support plan folders. Near Misses will also be recorded.
- Fire Procedures – All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the MFT in relation to fire.
- Equipment and Appliances – No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the MFT and any directions for the use of such must be followed precisely.
- Safety Clearways – Corridors, doorways, fire exits, HQ changing area floors must be kept free of obstructions.
- Maintenance – Defective equipment, furniture and structures must be reported as such without delay.
- Vehicles must not be parked close to builds as to block access and exit.

- Hygiene and Waste Disposal – Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.
- Manual Handling training given to all staff, farm helpers and volunteers.
- The tractor shall only be driven by training operatives.

Preventing Falls

Falls are the second biggest cause of death in agriculture. Those who survive may suffer broken bones or other serious injuries. Falls often happen from roofs, lofts, ladders, vehicles, bale stacks and unsuitable access equipment, such as feed buckets or pallets. These accidents and injuries cause pain and cost time and money. Most fall injuries can be avoided.

The law says you need to follow these rules, in this order:

- Avoid work at height where you can.
- Use work equipment or other measures to prevent falls.
- Use work equipment that minimises the distance and consequences of a fall.

We do very little work at height at Depden Care Farm, but occasionally we:

Paint sheds: We will use a platform to do most of the higher bits. Ladders are reserved for the apex of the gable ends only.

Pick Apples: Most of the apples can be reached from the ground. We use a long handles apple picker and a three-legged, fruit tree ladder to reach taller areas. We use the fruit tree ladder to prune the orchard trees too.

Do general maintenance: Occasionally, ladders are required to clean out gutters or cut down an overgrown hedge.

Using ladders on Depden Care Farm

Ladders but should not be the first choice if there is a safer way of doing the job, e.g. by using a suitable working platform.

If the job is quick (minutes not hours) and simple, you can use a ladder but always make sure that it:

- has level and firm footings. Never use unsteady or slippery bases, e.g. uneven ground, planks or an uncleaned animal yard;
- is not placed against a fragile surface, e.g. fibre cement gutters. Use a ladder stay or similar; is set at the most stable angle – a slope of four units up to each one out at the base;
- extends at least 1 m above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support. Extending ladders should overlap by at least three rungs;
- is secured against slipping, e.g. by tying both stiles to prevent slipping and rotation of the ladder or using a suitable stability device. Using a person to foot a ladder is not very effective and should only be a last resort.

When working from a ladder, try and maintain three points of contact with it at all times (e.g. both feet and one hand). Aim to keep both hands on the ladder as much as possible. Follow similar rules for stepladders and trestles.

Never use damaged or 'home-made' ladders – take them out of use and destroy or repair them.
Check for defects regularly;

Never place ladders where there is danger from moving vehicles, animals, or electricity lines.

Avoid placing ladders in front of doorways. Where this is not possible, lock the door or erect a barrier to prevent use.

Stacking Bales at Depden Care Farm

Many incidents (some fatal) involve bales being loaded onto or off trailers, or during or after stacking. When unloading and stacking bales, check that:

- Drivers should indicate clearly before the trailer is moved;
- Gloves to be worn whilst working with bales
- Stacking is a skill and requires competent people. Ensure farm helpers/staff are properly trained and select fit people who you are confident can stacking correctly.
- made sure bales are well interlocked, and sound bales are used for edges
- Never stack bales higher than head height.
- Inspect stacks regularly, and make sure de-stacking is carried out safely:
- Always take the top bales down first.
- Use handling equipment as much as possible. Egg sack barrow, wheelbarrow
- Avoid pushing bales off with your feet.
- Never pull bales from the bottom. Falling bales regularly kill people, so keep clear when unloading or de-stacking.

Tractor/ride-on mower/transport

The most common causes of serious and fatal injuries in agriculture involve moving and overturning vehicles. Transport movements in and around the workplace need to be controlled to protect pedestrians and to prevent damage to equipment and buildings. Use a banksman when reversing. Other incidents happen when people leave a vehicle without making sure it cannot move or cause injury in other ways. The vehicle braking system must be properly maintained and you should also lower to the ground any raised implements or loaders.

'Safe stop' is the most important safety action of all:

- handbrake on;
- controls in neutral;
- engine off and remove key.

When working on the tractor at Depden Care Farm we will consider these three areas:

vehicle;	DCF tractor is properly maintained and checked before every use. ROPS to be used at all time except when putting it away in the garage and working in the orchard. Seatbelt to worn at all times.
driver;	Only trained staff allowed to drive the tractor, must be medically fit.
Site;	Do not operate the tractor around farm helpers where possible, ensure reverse routes are clear. Ensure space if available for towed implements/trailers. Use a banksman.

Building Works

At Depden Care Farm we develop small building projects and undertake repair tasks on a regular basis. We will:

- Ensure all work is planned and that sufficient resources are available to finish the job.
- Ensure enough time is available to leave the project in a safe condition and put away tools at the end of the working day.
- Undertake detailed risk assessment for new projects as they arise.

Workshop Tools and Electrical equipment

The workshop at Depden Care Farm is principally a wood working workshop with significant power tools and machines capable of delivering major injury. We will:

- Ensure the workshop is kept locked at all times when not in use.
- All work in the workshop will be planned and supervised by a competent adult. It will not be used as a casual workspace “open to all”.
- Farm helpers will be supervised one to one when using power tools.
- Clamps, work holders/pushers will be used at all times to minimise risk of contact with moving parts.
- Goggles, gloves and ear protectors will be used by everyone in the workshop at all times when machines are operating.
- Dust extraction will be operated every time woodworking machines are operated.
- Ensure all workshop users are aware of and understand the Workshop Rules (see below).

Rules for Workshop use

1. Always listen carefully to the trainer or staff member and follow instructions.
2. Do not run in the workshop, and look where you are going, you could ‘bump’ into someone else and cause an accident.
3. Know where the emergency stop buttons are positioned on the machine you are operating. If you see an accident or incident anywhere in the workshop turn off all machines immediately.
4. Hang up your coat on the hooks provided and always wear an apron as it will protect your clothes and hold loose clothing in place. Long hair must be tied back.
5. Always wear steel toe-capped boots/shoes when working in the workshop. Wear PPE appropriate to the task.
6. Keep your workspace clean and tidy.
7. Do not use any tool, machine or piece of equipment if you have not been shown how to operate it safely.
8. Keep hands away from moving/rotating machinery and use clamps and pushers where possible.
9. Report any damage to machines/equipment as this could cause an accident.
10. Put away all tools and equipment after use. Unplug electrical tools and set batteries to recharge.

Arrangements and Procedures

Nicky Hunter, Trustee, is the H&S Board Representative and is responsible for auditing policy and ensuring policy is delivered in practice.

Tim Freathy, Director, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

First Aid and Accident Reporting

A guide to dealing with incidents and accidents is provided as part of the staff handbook. See **INCIDENT REPORTING Procedure including breach reporting under GDPR**

First Aid

The First Aiders for the purposes of staff (trained to a 'first aid at work' level) are

- Tim Freathy
- Nicola King

First Aid Boxes are provided in the HQ, the workshop and a mobile first aid kit is provided for off-site activities.

Accidents

In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.

All accidents must be reported to the Director immediately or as soon as practicable.

All accidents must be entered in the accident/Incident book. This is situated in the HQ building. A duplicate must be placed in the farm helper's file in the MFT Office.

The procedures for 'notifiable' accidents as shown in Appendix B below must be followed.

The Director will investigate significant incidents and accidents, writing a detailed report for the MFT's Health and Safety Sub-committee to consider the actions necessary to prevent a recurrence.

Accident Reporting

All accidents which occur during work for MFT or on premises under the control of the MFT must be recorded.

Accidents to Workers or Contractors' Staff

(a) For ALL accidents

Complete the accident book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

If accident results in incapacity for work for more than 7 calendar days then complete form F2508 (<https://extranet.hse.gov.uk/lfservlet/external/F2508IE>) with copies to:

Health & Safety Executive, 4th Floor The Pithay, All Saints Street, Bristol, BS1 2ND, telephone the incident contact centre on 0845 300 9923 or <http://www.hse.gov.uk/contact/index.htm>.

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) RIDDOR applies and immediately notify

The Board Representative and Director.

Follow up within seven days with completed F2508 with copies to:

Health & Safety Executive and Director.

(c) Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf that is responsible for reporting the accident.

Accidents involving Members of the Public

- a) For all accidents to members of the public, an accident report will be completed in the accident book. Where an incident occurred involving a member of the public, which did not result in a physical injury, an incident report will be completed.
- b) Accidents involving members of the public which are not work related or where people are taken to hospital as a precaution when no sign of injury is apparent should not be reported to HSE.

Complete the accident book.

(b) For accidents reportable to the Health & Safety Executive

If accident results in fatality, fracture, amputation or other specified injury (see Section A4 below) then immediately notify:

Health & Safety Executive, the Chief Executive and the Director.

Follow up within seven days with completed F2508 with copies to Health & Safety Executive and the Site Operations Manager.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

Definition of Specified Major Injuries or Conditions

Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.

Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.

Other specified injuries and conditions:

The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.

Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.

Loss of consciousness resulting from lack of oxygen.

Decompression sickness requiring immediate medical treatment.

Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.

Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Dangerous Occurrences

In the event of any of the following:

- Collapse/overturning of machinery;
- Explosion/collapse of closed vessel/boiler;
- Electrical explosion/fire:

Notify the following immediately: Health & Safety Executive and the Chief Executive.

Occupational Diseases

- Poisoning;
- Skin Diseases;
- Lung Diseases;
- Infections.

On receipt of a written diagnosis from a doctor, report the disease using form F2508A to: Health & Safety Executive, Director.

Full details of Dangerous Occurrences and Occupational Diseases can be found in the HSE Guide to RIDDOR.

Control of Substances Hazardous to Health (COSHH Regulations)

Depden Care Farm is committed to ensuring the health and safety of all individuals on its premises by managing substances hazardous to health in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. This policy outlines the approach, responsibilities, and procedures in place to identify, assess, control, and monitor the use of hazardous substances within the facility.

Objectives

1. To protect the health and well-being of all individuals at Depden Care Farm by minimizing exposure to hazardous substances.
2. To comply with the Control of Substances Hazardous to Health (COSHH) Regulations and other relevant health and safety legislation.
3. To ensure that all staff, service users, and visitors are aware of the potential risks associated with hazardous substances and the control measures in place.

Responsibilities

1. Management and Leadership

- The management team is responsible for establishing and maintaining an effective COSHH management system.
- Regular reviews of the policy and procedures will be conducted to ensure compliance with current regulations.

2. Staff Responsibilities

- All staff members must be familiar with and adhere to the COSHH policy and procedures.
- Staff will report any concerns or incidents related to hazardous substances promptly.

3. Service User Responsibilities

- Service users will be informed about any potential hazards associated with their activities and encouraged to follow safety guidelines.

Assessment

The assessment must be a systematic review:

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

Procedures

1. Identification of Hazardous Substances

- An inventory of all substances used, stored, or produced at Depden Care Farm will be maintained.
- All substances with potential health hazards will be identified and labelled appropriately.

2. Risk Assessment

- A COSHH risk assessment will be conducted for each hazardous substance or process.
- The risk assessment will consider the nature of the substance, the route of exposure, and the vulnerability of individuals.

3. Control Measures

- Where possible, substitution with less hazardous substances will be considered.
- Control measures, such as ventilation systems, personal protective equipment (PPE), and safe handling procedures, will be implemented according to suppliers instructions.

4. Storage and Handling

- Hazardous substances will be stored in designated areas with proper labelling and segregation.
- Safe handling procedures will be established and communicated to relevant staff.

5. Emergency Procedures

- Emergency procedures for spills, leaks, or exposures to hazardous substances will be followed as advised by supplier or manufacture.
- Emergency response equipment, such as spill kits, will be readily available.
- Incidents involving substances hazardous to health will be reported through GN 8. Incident Reporting Procedures.

Monitoring and Review

1. Regular monitoring of control measures and procedures will be conducted to ensure effectiveness. This will be part of the annual farm accident and risks audit.

2. Annual reviews of the COSHH policy and procedures will be carried out to incorporate any changes in substances used or regulatory requirements.

This policy and associated procedures are integral to the overall health and safety management system at Depden Care Farm. They will be reviewed annually or as needed to ensure ongoing compliance and effectiveness.

Fire Safety and Fire Risk Management

MFT articulates its approach to fire safety and how it manages fire risk in its separate policy documents: Depden Care Farm Fire Risk Assessment and Fire Safety and Fire Risk Management Procedures. These seek to

- To ensure the safety and wellbeing of all staff, volunteers and farm helpers and other persons who are on MFT premises if a fire starts.
- To prevent accidental fires from starting within MFT property and the uncontrolled spread of such fires.
- To ensure compliance with existing fire safety legislation.
- To minimise damage to MFT property in the event of fire as far as possible without endangering lives.

Fire Drills

- All staff and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by the Fire Warden during the 1st week of the month and entered in the log book provided.
- The Fire Warden will arrange for Fire Drills and Fire Prevention Checks as stated in the Fire Safety and Fire Risk Management Procedures to be carried out at least once every three months and entered in the log book.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session as stated in the Fire Safety and Fire Risk Management Procedures

In the event of fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The fire assembly point is located in the Northeast corner of the car park in front of HQ.
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

Bomb Warnings

If you receive a warning try to find out from the caller – the location of the bomb and likely time of detonation:

- whether the police and fire brigade have been notified.
- Try to record exactly what is said.
- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
- Assemble at the same place *as* the fire assembly unless bomb warning implies otherwise.

Food Hygiene

MFT does not provide meals for people at the farm. It does provide light refreshments (hot and cold drinks and biscuits or sometimes cake). Food is sometimes provided for particular events e.g. AGM BBQ. Staff, Volunteers and Farm Helpers provide their own packed lunch.

The main responsibilities for all food businesses under the Food Safety Act 1990 are:

- to ensure you do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it
- to ensure that the food you serve or sell is of the nature, substance or quality which consumers would expect
- to ensure that the food is labelled, advertised and presented in a way that is not false or misleading

Specific hygiene requirements when handling or preparing food, including packed lunches include:

- Regularly wash hands before and during food preparation and always after using the lavatory and working with the animals.
- Tell a member of staff or the Director of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and remove outside footwear and clothing before entering HQ and taking meal breaks;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell a member of staff or the Director if you cannot follow the rules;
- Tell a member of staff or the Director of any defects or concerns regarding the facilities - e.g. uncleanliness, refrigeration malfunction or cracked food preparation surfaces.

Display Screen Equipment and Workstations

MFT recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at MFT's expense. Some workers may experience upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of

factors. Employers and employees should work together to find an appropriate set up for computer use often following a workstation assessment.

Alcohol, Drugs and Tobacco

MFT operates a Smoke Free policy across the site, except in the designated smoking area. The use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake their duties if under the influence of alcohol or drugs, except under medical supervision. For more detailed information on MFT's policy towards alcohol, drugs and tobacco on its premises, please see the appropriate policies.

Appendix A - Health and Safety Inspections

A health and safety inspection of the building is undertaken every six months by the H&S Board Representative. An annual maintenance check is also be carried out. When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Board, with proposals for action. The inspection group is authorised, where urgent action is necessary, to make immediate reasonable response.

The whole form should be made available to members of the Board for inspection. When no longer required for this purpose, the form should be preserved carefully in a file maintained specifically for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box. Once all required action has been completed, the form should be placed in the building logbook.

While the health and safety inspection relates particularly to the building, the risk assessment form relates to activities within it. Risk assessments need to be carried out in relation to every activity undertaken, whether by groups or individuals, and including the work of paid staff and volunteers. Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.

A risk assessment needs to be carried out whenever a new activity is envisaged and assessments need to be repeated whenever circumstances change: e.g. following -

- changes in layout of equipment;
- observing trends in the accident book;
- recent training (to check its effectiveness);
- changes in legislation;
- changes in staff;
- an accident or incident;
- introduction of new equipment, procedures, processes or materials;
- changes in staff circumstances – e.g. a woman becoming pregnant.

Appendix B - Display Screen Equipment

Who is a display screen user

The regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;

- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

Eye testing and spectacle costs

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

Eye Test

Any worker covered by the regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if s/he:

☐ is already a user for a significant part of her/his work.

☐ is about to start using display screen equipment for a significant part of his/her work.

☐ is experiencing visual difficulties which may reasonably be considered to be related to display screen work.

☐ it is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

Spectacles

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

The worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.