

Millennium Farm Trust

GN1 Health and Safety Policy V11

Next review date May 2028



Version Control

Version number	Date of changes	Who	Review summary
06	8.10.19	Tim Freathy	Text changes following audit by Gruffyd Rowlands.
07	23.01.21	Nicola Hunter	Scheduled review. No changes
08	25.02.22	Nicola Hunter	Scheduled review. Clarification of accident reporting for accidents involving members of the public.
09	15.05.23	Nicola Hunter	Update first aiders names Added dynamic risk assessment and daily risk review statements to reflect current practice
09	May 2024	Tim Freathy	Scheduled review. No changes
10	Nov 2025	Tim Freathy	Changed RIDDOR reference date from 1995 to 2013 following GCQM audit.
11	August 2026	Tim Freathy	Full scheduled review. Legislation, responsibilities, risk assessment, RIDDOR, contractor management and individual needs updated. Detailed operational rules moved to Safe Systems of Work appendix.

1. Scope

This policy applies to the activities and premises of Millennium Farm Trust (MFT), including Depden Care Farm, and to staff, volunteers, Farm Helpers, children and young people, contractors and visitors where relevant.

It also applies, so far as MFT has responsibility for the activity, to work and activities undertaken away from Depden Care Farm.

Everyone at the Farm has a role in maintaining a safe environment. Staff and volunteers must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, cooperate with MFT's health and safety arrangements and follow relevant instructions, risk assessments and safe systems of work.

Farm Helpers and young people will be supported to understand and participate in health and safety arrangements in a way appropriate to their age, ability, communication needs and level of understanding.

2. Purpose

Millennium Farm Trust is committed to providing and maintaining, so far as is reasonably practicable, a healthy and safe environment for everyone who works at, attends or visits Depden Care Farm.

The Farm is an active outdoor working environment. Activities may include animal care, horticulture, woodworking, use of tools and machinery, grounds maintenance, food growing, off-site work and other practical activities.

Our approach to health and safety is not to remove all risk. Appropriate and well-managed risk is an important part of learning, independence and participation. We aim to identify hazards, understand the individual and activity involved, and put proportionate measures in place so that activities can be undertaken as safely as reasonably practicable.

Health and safety arrangements should therefore support participation rather than unnecessarily restrict it.

3. Relevant Legislation

MFT will comply with applicable health and safety legislation and guidance, including, where relevant:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Health and Safety (First-Aid) Regulations 1981.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Manual Handling Operations Regulations 1992.
- Work at Height Regulations 2005.
- Personal Protective Equipment at Work Regulations 1992, as amended.
- Electricity at Work Regulations 1989.
- Regulatory Reform (Fire Safety) Order 2005.
- Health and Safety (Display Screen Equipment) Regulations 1992.
- Working Time Regulations 1998.
- Food Safety Act 1990.
- Equality Act 2010.

This list is not exhaustive. Relevant current legislation and Health and Safety Executive guidance will be followed according to the activities undertaken by MFT.

4. Policy Statement

It is the policy of Millennium Farm Trust to promote and protect the health, safety and welfare of everyone affected by its activities.

For this purpose MFT will, so far as is reasonably practicable:

1. Provide and maintain a safe and healthy working environment.
2. Provide safe premises, plant, tools, machinery and equipment suitable for their intended use.
3. Maintain safe arrangements for the use, handling, storage and transport of equipment, materials and substances.
4. Identify hazards and undertake suitable and sufficient risk assessments.
5. Provide appropriate information, instruction, training and supervision.
6. Provide and maintain appropriate welfare and first aid arrangements.
7. Provide personal protective equipment without charge where risks cannot adequately be controlled by other means.
8. Consult staff and encourage everyone at the Farm to raise health and safety concerns, report hazards and suggest improvements.
9. Record and investigate accidents, incidents and near misses and use learning from them to reduce future risk.
10. Provide sufficient and appropriate supervision for Farm Helpers and young people according to their individual risk assessment, support needs and the activity being undertaken.
11. Take particular account of people who may be more vulnerable to particular risks, including young people, new or expectant mothers and people whose disability, medical needs, communication, cognition, sensory needs or other circumstances may affect their safety.
12. Make reasonable adjustments where appropriate to enable disabled people to participate safely in Farm activities.
13. Protect visitors, contractors and members of the public from risks arising from MFT's activities.
14. Maintain effective arrangements for fire safety, emergencies and evacuation.
15. Display the current HSE *Health and Safety Law* poster or provide equivalent information to employees.
16. Monitor health and safety performance and review arrangements regularly.

5. Responsibilities

5.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring that MFT has appropriate arrangements in place to manage health and safety.

The Board will:

- Maintain strategic oversight of significant health and safety risks.
- Ensure that appropriate policies, systems and resources are in place.
- Receive appropriate information about significant accidents, incidents, near misses and emerging risks.
- Consider health and safety as part of its wider risk-management arrangements.
- Obtain competent professional health and safety advice where necessary.
- Monitor whether agreed actions arising from audits, inspections or risk assessments are being completed.

The Board may delegate detailed scrutiny of health and safety to a Trustee, committee, staff member or competent external adviser. Such delegation does not remove the Board's overall responsibility.

5.2 Director

The Director has operational responsibility for ensuring that this policy is implemented.

The Director will ensure that:

- Health and safety responsibilities are appropriately allocated.
- Suitable risk assessments are undertaken and reviewed.
- Significant findings and required control measures are recorded.
- Staff and volunteers receive appropriate information, instruction and training.
- Appropriate supervision is provided.
- Equipment and premises are maintained.
- Accidents, incidents and near misses are recorded and investigated as appropriate.
- Statutory notifications, including any RIDDOR reports, are made where required.
- Appropriate health and safety inspections and audits take place.
- Significant health and safety concerns are brought to the attention of the Board.
- Competent advice is sought where a risk falls outside the knowledge or expertise available within MFT.

Day-to-day responsibilities may be delegated to other competent staff.

5.3 Managers and Staff

Staff with responsibility for activities must:

- Plan activities appropriately.
- Understand and follow relevant risk assessments and safe systems of work.
- Undertake dynamic risk assessment where circumstances change.
- Ensure Farm Helpers and young people receive an appropriate level of supervision.
- Use equipment only where they are competent and authorised to do so.
- Ensure appropriate PPE is used.
- Stop an activity if they consider that it cannot be undertaken safely.
- Report defects, hazards, accidents, incidents and near misses promptly.
- Take concerns raised by Farm Helpers, young people, volunteers and colleagues seriously.

5.4 Employees and Volunteers

Employees and volunteers must:

- Take reasonable care of their own health and safety and that of others.
- Cooperate with MFT's health and safety arrangements.
- Follow risk assessments, safe systems of work and reasonable instructions.
- Use equipment and PPE correctly and in accordance with training.
- Not intentionally or recklessly interfere with or misuse anything provided for health, safety or welfare.
- Report hazards, defective equipment and unsafe conditions promptly.
- Report accidents, incidents and near misses as soon as practicable.
- Tell an appropriate member of staff if they do not understand an instruction or do not feel competent or safe to undertake an activity.

5.5 Farm Helpers and Young People

Farm Helpers and young people will be encouraged and supported to take an active part in maintaining their own safety and that of others.

Information and instructions will be provided in a way appropriate to the person's communication needs and understanding.

No Farm Helper or young person will be expected to undertake an activity which is unsuitable for them or for which appropriate support, supervision, equipment or training has not been provided.

6. Risk Management

6.1 Risk Assessment

MFT will undertake suitable and sufficient assessments of significant risks arising from its premises and activities.

Risk assessments may include:

- Site and premises risk assessments.
- Activity risk assessments.
- Individual Farm Helper or young person risk assessments.
- COSHH assessments.
- Fire risk assessments.
- Specific assessments for equipment, machinery, work at height, manual handling and other higher-risk activities.
- Assessments for off-site activities.
- Assessments relating to contractors or building works where appropriate.

Risk assessments should identify:

- The hazard.
- Who may be harmed and how.
- Existing control measures.
- Whether further action is necessary.
- Who is responsible for that action.
- The level of residual risk where appropriate.

Controls should be proportionate to the risk and should seek to enable safe participation wherever reasonably practicable.

6.2 Individual Risk Assessment

All Farm Helpers and young people will have an individual risk assessment appropriate to their needs and the activities they undertake.

Where relevant, this will consider:

- Physical ability and mobility.
- Communication and understanding.
- Learning disability or SEND.
- Medical needs.
- Sensory needs.
- Behaviour which may present a risk to the person or others.

- Ability to recognise and respond to hazards.
- Use of tools, equipment or machinery.
- Required level of supervision.
- Travel and off-site activity.
- Emergency evacuation needs.

Individual assessments should be developed with appropriate input from the person themselves and, where relevant, their parents, carers, support workers, placing authority or other professionals.

6.3 Young People

Specific consideration will be given to risks to people under 18 arising from their lack of experience, awareness of risk, maturity or physical development.

Activities and supervision will be adapted accordingly.

6.4 New and Expectant Mothers

A specific assessment will be undertaken where an employee has notified MFT that they are pregnant, have given birth within the previous six months or are breastfeeding and their work may present a risk to them or their child.

6.5 Daily and Dynamic Risk Assessment

Health and safety is an active process rather than a paper exercise.

The activities planned for the day will be considered as part of the daily Farm routine. Staff will consider factors including:

- Weather.
- Ground conditions.
- Animals.
- Machinery and vehicle movements.
- Staffing.
- The needs and presentation of Farm Helpers and young people.
- Contractors or visitors on site.
- Changes to the normal working environment.

Staff will also undertake dynamic risk assessment during activities and respond to changing circumstances.

Where circumstances make an activity unsafe, it should be adapted, postponed or stopped.

6.6 Review of Risk Assessments

Risk assessments will be reviewed periodically and whenever there is reason to believe that they may no longer be suitable or sufficient.

This includes following:

- An accident, incident or significant near miss.
- A significant change in a person's needs or circumstances.
- Changes in premises, layout or equipment.
- Introduction of new activities, equipment, substances or processes.
- Changes in staffing or working arrangements.
- Relevant changes in legislation or guidance.
- Evidence that existing controls are not working effectively.

7. General Health and Safety Arrangements

7.1 Housekeeping and Access

Work areas, walkways, corridors, doorways and fire exits must be kept reasonably clear.

Equipment should be stored safely after use.

Vehicles must not be parked so as to obstruct access, emergency routes or exits.

Defective structures, furniture, equipment or surfaces must be reported promptly.

7.2 Work Equipment

Work equipment must:

- Be suitable for its intended purpose.
- Be maintained in a safe condition.
- Be inspected where necessary.
- Be used only by people who have received appropriate information, instruction or training.
- Have appropriate guards and safety devices in place.

Equipment found to be defective or unsafe must be taken out of use until repaired or replaced.

Detailed requirements for higher-risk equipment and activities are contained in Appendix A – Safe Systems of Work.

7.3 Personal Protective Equipment

PPE will be provided where risk cannot adequately be controlled by other means.

The type of PPE required will be determined by risk assessment and may include, for example:

- Safety footwear.
- Gloves.
- Eye protection.
- Hearing protection.
- Protective clothing.

- Respiratory protection where specifically assessed as necessary.

PPE must be appropriate to the task and individual, maintained in good condition and used correctly.

7.4 Manual Handling

Hazardous manual handling will be avoided where reasonably practicable.

Where it cannot be avoided, the task will be assessed and appropriate measures used to reduce risk. These may include:

- Reducing the weight or size of a load.
- Using mechanical assistance.
- Team lifting.
- Changing the layout or method of work.
- Providing appropriate instruction or training.

Individual capability must always be considered.

7.5 Work at Height

Work at height will be avoided wherever reasonably practicable.

Where it is necessary, work will be properly planned and appropriate equipment selected to prevent or minimise the consequences of a fall.

Detailed arrangements for ladders and other work at height are contained in Appendix A.

7.6 Vehicles and Machinery

Only people who are appropriately trained, competent and authorised may operate tractors, ride-on mowers or other designated machinery.

Pedestrian and vehicle movements will be managed to minimise interaction and risk.

Detailed arrangements are contained in Appendix A.

7.7 Workshop

The workshop contains equipment capable of causing serious injury and access and use must therefore be controlled.

Power tools and machinery may only be used following appropriate risk assessment, instruction and supervision.

Detailed workshop requirements are contained in Appendix A.

8. Contractors and Building Work

MFT will take reasonable steps to ensure that contractors working on its premises are competent to undertake the work safely.

Before work starts, consideration will be given as appropriate to:

- Competence and relevant qualifications.
- Insurance.
- Risk assessments and method statements.
- Interaction between contractor activities and Farm operations.
- Safeguarding requirements.
- Site access and vehicle movements.
- Fire and emergency arrangements.
- Isolation of work areas.
- Hazardous substances.
- Working at height.
- Electricity and services.
- Necessary supervision or coordination.

Contractors will be informed of relevant site hazards and arrangements.

MFT staff and Farm Helpers must not enter contractor work areas unless authorised.

Small maintenance and building projects undertaken directly by MFT will be planned and risk assessed before work commences. Detailed arrangements are included in Appendix A.

9. First Aid

MFT will maintain first aid arrangements appropriate to the risks arising from its activities.

The Director will ensure that a sufficient number of suitably trained first aiders are available during normal operating hours.

Current first aider details will be communicated to staff and displayed as appropriate rather than being dependent solely upon names contained in this policy.

First aid kits will be provided at appropriate locations, including:

- HQ.
- Workshop.
- A mobile kit for off-site activities.

First aid equipment will be checked regularly and replenished when required.

In a medical emergency, staff should call 999 or 112 and request an ambulance.

10. Accidents, Incidents and Near Misses

All accidents, significant incidents and near misses arising from MFT activities must be reported.

Records will include sufficient information to establish what happened, who was involved, the circumstances and any action required.

Where an incident involves a Farm Helper or young person, it will also be recorded within the appropriate individual recording system where relevant.

Significant accidents or incidents will be investigated by the Director or nominated competent person.

The purpose of an investigation is to establish what happened, identify underlying causes and determine whether changes are required to prevent recurrence. It is not primarily to apportion blame.

The investigation should consider, where relevant:

- The activity being undertaken.
- Environmental conditions.
- Equipment involved.
- Existing risk assessments and controls.
- Training and supervision.
- Individual needs.
- Whether procedures were followed.
- Whether new controls are required.

Significant findings and actions will be reported through MFT's appropriate health and safety and governance arrangements.

11. RIDDOR

The Director is responsible for determining, with competent advice where necessary, whether an accident, occupational disease or dangerous occurrence is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reports will be made to the Health and Safety Executive using the current HSE reporting arrangements.

MFT will not rely on outdated paper forms, postal addresses or telephone numbers contained within policy documents; current HSE reporting arrangements will be checked at the time of any report.

Reportable events may include, subject to the detailed RIDDOR requirements:

Deaths and Specified Injuries to Workers

Work-related deaths and specified serious injuries to workers are reportable.

Specified injuries include certain:

- Fractures.
- Amputations.

- Permanent loss or reduction of sight.
- Crush injuries causing damage to internal organs.
- Serious burns.
- Scalping requiring hospital treatment.
- Loss of consciousness caused by head injury or asphyxia.
- Injuries arising from working in an enclosed space which result in hypothermia, heat-induced illness, resuscitation or hospital admission for more than 24 hours.

Over-Seven-Day Incapacity

Where an employee or other worker is unable to perform their normal work duties for more than seven consecutive days as a result of a work-related injury, the incident may be reportable.

The day of the accident is not included when calculating the seven-day period.

Injuries to Non-Workers

A work-related accident involving a Farm Helper, young person, volunteer, visitor or member of the public may be reportable where it results in the person being taken directly from the scene to hospital for treatment of the injury.

Attendance at hospital purely as a precaution, where no injury requiring treatment is identified, is not in itself reportable.

Dangerous Occurrences

Certain specified near-miss events are reportable even where no injury occurs.

Where there is any doubt about whether an event is a reportable dangerous occurrence, MFT will check current HSE guidance.

Occupational Diseases

Certain diagnosed occupational diseases may be reportable where they are linked to specified workplace exposures or activities.

Current HSE guidance will be consulted in deciding whether a report is required.

Where an incident involves a contractor, MFT and the contractor will establish which party has the statutory reporting responsibility.

12. Control of Substances Hazardous to Health – COSHH

MFT will manage substances hazardous to health in accordance with COSHH requirements.

12.1 Objectives

MFT will:

1. Identify hazardous substances used, stored or generated through Farm activities.
2. Assess the risks arising from those substances.

3. Prevent exposure where reasonably practicable or adequately control exposure where prevention is not possible.
4. Ensure that relevant staff, volunteers and Farm Helpers understand the hazards and necessary control measures.

12.2 Responsibilities

Management is responsible for establishing and maintaining effective COSHH arrangements.

Staff must:

- Follow relevant COSHH assessments and instructions.
- Use control measures and PPE as required.
- Report concerns, spills, exposures or defects promptly.

Farm Helpers and young people will be given appropriate information and supervision according to the activities they undertake.

12.3 Assessment

COSHH assessments will consider:

- The hazardous substance or process.
- The form in which it is present.
- Possible harmful effects.
- Routes of exposure.
- How and where the substance is used.
- Who may be affected.
- Duration and frequency of exposure.
- Individual vulnerability where relevant.
- Existing controls.
- Additional measures required.

12.4 Control Measures

An inventory of relevant hazardous substances will be maintained.

Where reasonably practicable, hazardous substances will be eliminated or replaced with less hazardous alternatives.

Where exposure remains possible, appropriate control measures may include:

- Safe working procedures.
- Secure and appropriate storage.
- Ventilation.
- Restricted access.

- PPE.
- Hygiene measures.
- Appropriate disposal arrangements.

Manufacturer's safety information and safety data sheets will be considered when preparing assessments but will not replace a suitable COSHH assessment.

12.5 Storage and Emergency Arrangements

Hazardous substances will be appropriately labelled and stored.

Incompatible substances will be segregated where necessary.

Emergency procedures for spills, leaks, accidental exposure or ingestion will be established where required.

Appropriate first aid, spill-control or other emergency equipment will be available according to risk.

Incidents involving hazardous substances must be reported.

COSHH assessments will be reviewed where the substance, activity or circumstances change or where there is reason to believe existing controls may no longer be effective.

13. Fire Safety and Emergency Arrangements

MFT's detailed fire arrangements are set out in:

GN1.1 Fire Safety and Fire Risk Management Procedures

and the current Depden Care Farm Fire Risk Assessment.

MFT will ensure that:

- A suitable and sufficient fire risk assessment is maintained.
- Fire detection, warning and firefighting equipment is appropriately maintained.
- Escape routes and exits are kept clear.
- Staff receive appropriate fire safety information and training.
- Farm Helpers and young people receive appropriate information about evacuation.
- Personal Emergency Evacuation Plans are prepared where an individual's needs may affect their ability to evacuate safely.
- Fire drills are undertaken in accordance with the Fire Safety Procedures.
- Fire safety checks and maintenance are recorded.

In the event of fire, the overriding priorities are to raise the alarm, evacuate, call the Fire and Rescue Service and account for people.

No person should place themselves at risk in attempting to fight a fire or rescue another person.

14. Food Hygiene

MFT does not routinely provide meals. Staff, volunteers and Farm Helpers normally provide their own packed lunches, although refreshments and food may be provided at occasional activities and events.

Appropriate food hygiene standards will be maintained.

Everyone handling or consuming food should:

- Wash their hands before handling or eating food, and after using the toilet or working with animals.
- Keep cuts and sores covered with waterproof dressings.
- Avoid handling food where they have symptoms of an infectious gastrointestinal illness.
- Maintain appropriate personal cleanliness.
- Remove or clean contaminated outdoor footwear and clothing before entering eating or food-preparation areas.
- Keep food preparation surfaces and equipment clean.
- Keep chilled food at a safe temperature.
- Dispose of waste food appropriately.
- Report concerns about cleanliness, refrigeration or food-preparation facilities.

Farm activities involving animals, manure, soil and other potential sources of contamination must remain appropriately separated from food preparation and eating activities.

15. Display Screen Equipment

MFT recognises its responsibility to protect employees who habitually use Display Screen Equipment (DSE) as a significant part of their normal work.

Suitable workstation assessments will be undertaken for DSE users, including where employees regularly work from home.

Assessments will consider:

- Screen position.
- Keyboard and mouse.
- Chair and posture.
- Desk layout.
- Lighting and glare.
- Working environment.
- Breaks and changes of activity.

DSE users should take regular breaks or changes of activity. Frequent short changes of activity are preferable to long periods of uninterrupted screen work.

Employees who are DSE users are entitled to request an appropriate eye and eyesight test funded by MFT.

Where an eye examination identifies that special corrective appliances are required solely for DSE work, MFT will meet the cost of a basic suitable appliance in accordance with the Regulations.

Further information is contained in Appendix C – Display Screen Equipment.

16. Alcohol, Drugs, Smoking and Vaping

MFT maintains separate policies covering smoking/vaping and alcohol/drugs.

No person may undertake Farm activities where their ability to do so safely is materially impaired by alcohol, illegal drugs, medication or another substance.

Staff and volunteers taking medication which may affect their ability to work safely should inform an appropriate manager where this has safety implications. They are not required to disclose unnecessary private medical information.

Smoking and vaping arrangements are set out in the relevant MFT policy.

17. Lone Working

Lone working is managed under GN1.4 Lone Working Policy.

Farm Helpers and young people must not work alone.

Activities which present risks that cannot reasonably be controlled by a lone worker must not be undertaken alone.

18. Health and Safety Consultation and Reporting Concerns

MFT encourages an open culture in which staff, volunteers, Farm Helpers and young people can raise health and safety concerns.

No person should be criticised for stopping or questioning an activity where they reasonably believe that there is a risk to safety.

Concerns should normally be raised with the member of staff leading the activity or the Director.

Urgent hazards should be addressed immediately where this can be done safely.

Health and safety matters will be discussed through relevant staff, management and governance arrangements.

19. Inspection, Audit and Monitoring

MFT will monitor health and safety through a proportionate combination of:

- Day-to-day observation and dynamic risk management.

- Scheduled site inspections.
- Review of accident, incident and near-miss information.
- Review of risk assessments.
- Equipment checks and maintenance.
- Fire safety checks.
- COSHH review.
- Training and supervision.
- Independent or competent professional audit where appropriate.

A formal health and safety inspection will normally be undertaken at least annually, with additional inspections or reviews as required according to risk.

The Board will receive appropriate assurance on significant health and safety risks, incidents, findings and outstanding actions.

Further details are contained in Appendix B – Health and Safety Inspections.

20. Review of this Policy

This policy will be reviewed annually and sooner where:

- There is a significant change in MFT's activities or premises.
- Relevant legislation or guidance changes.
- A significant accident or incident indicates that the policy may no longer be adequate.
- An audit or inspection identifies a need for change.

Changes will be approved through MFT's appropriate governance arrangements.

Appendix A – Safe Systems of Work

These Safe Systems of Work provide general operating requirements for recurring higher-risk activities at Depden Care Farm.

They do not replace activity-specific or individual risk assessments.

Staff must stop or modify an activity where conditions differ significantly from those anticipated or where the work cannot be undertaken safely.

A1. Work at Height

Work at height should be avoided where reasonably practicable.

Where it cannot be avoided:

1. The task must be planned and risk assessed.
2. Appropriate equipment must be selected according to the task and duration.
3. Collective protection such as a suitable working platform should be preferred to ladders where reasonably practicable.
4. Equipment must be checked before use and maintained in good condition.
5. Weather, ground conditions, animals, vehicles and other nearby activities must be considered.
6. Farm Helpers and young people must only undertake work at height where the activity has been specifically assessed as appropriate and adequate supervision is provided.

At Depden Care Farm occasional work at height may include:

- Painting or maintaining sheds.
- Picking or pruning fruit trees.
- Cleaning gutters.
- Hedge or vegetation maintenance.

Long-handled tools and other methods which allow the work to be carried out from ground level should be used wherever practicable.

A2. Ladders and Stepladders

Ladders are suitable only for work where the risk assessment shows that more suitable work equipment is not reasonably justified because the task is relatively low risk and of short duration, or because existing site conditions cannot be altered.

Before using a ladder:

- Check that it is in good condition and free from damage.
- Ensure the ground is level, firm and not slippery.
- Do not position a ladder on loose boards, pallets or other makeshift bases.

- Do not place a ladder against a fragile surface.
- Ensure it is positioned at a safe angle.
- Secure it to prevent slipping wherever practicable.
- Ensure access and landing points are safe.
- Keep clear of moving vehicles, animals and electrical hazards.
- Avoid positioning in front of doors. Where unavoidable, secure the door against use or control the area.

Where a leaning ladder is used, it should normally be positioned at approximately one unit out for every four units in height.

Where used for access, it should normally extend sufficiently above the landing point to provide a safe handhold.

Users should maintain three points of contact wherever practicable.

Damaged or makeshift ladders must not be used.

A person footing a ladder should not be regarded as the normal method of securing it.

A3. Bale Handling and Stacking

Bales present manual-handling and crushing hazards.

When handling and stacking bales:

- Appropriate gloves should be worn.
- Manual-handling ability must be considered.
- Mechanical aids such as sack barrows or wheelbarrows should be used where appropriate.
- Only people who have been shown how to stack bales safely should do so.
- Stacks must be stable and well interlocked.
- Unsound or damaged bales should not be used at vulnerable edges of stacks.
- At Depden Care Farm manually handled bales must not normally be stacked above head height.
- Bale stacks should be inspected periodically for movement or instability.
- De-stacking should start at the top.
- Bales must never be pulled from the bottom of an unstable stack.
- People must remain clear of unstable or falling bales.

Where vehicles or trailers are involved, communication between the driver and people loading or unloading must be clear and the vehicle must not be moved until it is safe to do so.

A4. Tractor, Ride-On Mower and Site Transport

Moving and overturning vehicles are significant agricultural hazards.

Only trained, competent and authorised people may operate the tractor, ride-on mower or other designated powered vehicles.

Before use:

- Undertake appropriate pre-use checks.
- Check tyres, brakes, steering and other safety-critical components.
- Ensure guards and safety structures are correctly positioned.
- Consider the proposed route, ground conditions, pedestrians, animals and obstacles.

The safe stop procedure must be used whenever the operator leaves the driving position where appropriate:

- Handbrake applied.
- Controls in neutral/safe position.
- Engine stopped.
- Key removed.

Raised implements or loaders must be lowered safely before leaving the vehicle.

Where fitted and required, rollover protection structures must be correctly positioned and seatbelts worn.

Any exception necessary for access to a particular area must be specifically risk assessed.

Vehicle movements should be separated from Farm Helpers and pedestrians wherever reasonably practicable.

Reversing should be minimised. A competent banksman should be used where the driver cannot safely see the reversing area or where the risk assessment requires one.

Passengers may only be carried where the vehicle is designed and equipped to carry them safely.

Farm Helpers or young people operating machinery must have specific approval through their individual and activity risk assessment and must receive the required level of supervision.

A5. Building and Maintenance Work

Small construction, repair and maintenance projects are regularly undertaken at Depden Care Farm.

Before starting:

- Define the work to be undertaken.
- Ensure competent people are available.
- Allow sufficient time and resources.
- Undertake an appropriate risk assessment.
- Identify tools, materials and PPE required.
- Consider electricity, underground/overhead services, work at height, dust, noise and hazardous substances.

- Separate the work area from other Farm activities where necessary.

At the end of each working period:

- Tools and equipment must be made safe and put away.
- Hazardous substances must be secured.
- Incomplete work must be left stable and protected.
- Access to any remaining hazard must be prevented.

More substantial building projects or work requiring specialist expertise will be undertaken by appropriately competent contractors.

A6. Workshop and Power Tools

The Depden Care Farm workshop is principally a woodworking workshop and contains tools and machinery capable of causing serious injury.

The workshop must:

- Be kept secure when not in supervised use.
- Operate only as a planned and supervised workspace.
- Not be treated as an unrestricted or casual-access area.

Only tools for which the user has received appropriate instruction may be used.

Farm Helpers and young people using power tools or machinery must be supervised at the level identified by the relevant risk assessment. For higher-risk machinery this will normally involve direct one-to-one supervision.

Appropriate guards, clamps, push sticks, work holders and other safety devices must be used.

Dust extraction must be operated whenever required.

PPE must be determined by the particular task and machine. It may include:

- Eye protection.
- Hearing protection.
- Safety footwear.
- Suitable protective clothing.
- Respiratory protection where assessed as necessary.

Gloves must not automatically be worn around rotating or moving machinery where there is a risk that they could become caught. Their use must be determined by the particular task and risk assessment.

Loose clothing, jewellery and long hair must be appropriately secured.

Workshop Rules

1. Listen to and follow the instructions of the member of staff supervising the activity.
2. Do not run or behave in a way which could endanger yourself or others.

3. Know how to stop the equipment you are using safely.
 4. Wear suitable clothing and PPE for the task.
 5. Long hair and loose clothing must be secured.
 6. Keep the work area clean and tidy.
 7. Never use a tool, machine or item of equipment unless you have been shown how to use it safely and have permission to use it.
 8. Keep hands clear of cutting, moving and rotating parts.
 9. Use guards, clamps, push sticks and other safety aids as instructed.
 10. Report defects or damage immediately and do not use defective equipment.
 11. Disconnect or isolate equipment appropriately before adjustment, cleaning or maintenance.
 12. Return tools and equipment safely after use.
 13. Batteries should be charged only using the appropriate charger and in accordance with manufacturer instructions.
-

Appendix B – Health and Safety Inspections

A formal inspection of Depden Care Farm will normally be undertaken at least annually by an appropriately competent person or persons.

Additional site safety reviews may be undertaken by Trustees, staff or competent external advisers according to the Farm's governance and risk-management arrangements.

The inspection should consider, where relevant:

- Buildings and structures.
- Access and egress.
- Fire exits and emergency arrangements.
- Floors, paths and external surfaces.
- Workshop.
- Machinery and work equipment.
- Electrical equipment.
- Animal areas.
- Horticultural areas.
- Storage.
- COSHH arrangements.
- Welfare facilities.

- First aid.
- Accident and near-miss trends.
- Risk-assessment arrangements.
- Outstanding maintenance.
- Actions arising from previous inspections.

Findings will be recorded and actions allocated to an appropriate person with a proportionate timescale.

Urgent risks should be acted upon immediately where reasonably practicable.

Significant findings and outstanding actions will be reported through appropriate management and governance arrangements.

Risk assessments are separate from physical site inspections and must be reviewed as described in Section 6 of this policy.

Appendix C – Display Screen Equipment

C1. DSE Users

The Display Screen Equipment Regulations apply to employees who habitually use DSE as a significant part of their normal work.

Whether an employee is a DSE user will depend on the nature of their work rather than simply the amount of time spent looking at a screen.

Factors may include whether:

- DSE is necessary to perform the work.
- There is little realistic alternative to using it.
- The employee uses DSE for prolonged periods on most working days.
- The work requires sustained concentration or interaction with the screen.

C2. Workstation Assessment

DSE users will be provided with an appropriate workstation assessment.

This will consider:

- Seating and posture.
- Screen height and position.
- Keyboard and pointing device.
- Desk space.
- Lighting and glare.
- Temperature and working environment.

- Organisation of work and opportunities for breaks or changes of activity.

Employees should report discomfort or concerns promptly so that adjustments can be considered.

C3. Breaks and Changes of Activity

DSE work should be periodically interrupted by breaks or changes of activity.

Short, frequent changes of activity are generally preferable to occasional long breaks.

Where possible, employees should organise work so that screen-based and non-screen tasks alternate.

C4. Eye and Eyesight Tests

Employees who are DSE users are entitled to request an eye and eyesight test paid for by MFT.

A DSE user may request an appropriate test:

- When they become a DSE user.
- At appropriate intervals thereafter.
- Where they experience visual difficulties which may reasonably be related to DSE work.

C5. Corrective Appliances

Where an eye examination establishes that special corrective appliances are required specifically for the distance at which the employee views DSE, MFT will meet the cost of a basic suitable appliance.

Where ordinary spectacles are required for general use and can also be used for DSE, MFT is not required under the DSE Regulations to meet the cost of those spectacles beyond its obligation in relation to the eye and eyesight test.