



Fairfield
Farm
Trust
Charity No. 273924

Health & Safety Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P005	December 2019	December 2020	Principal

‘Providing outstanding opportunities for people with learning difficulties to be successful’

1. Introduction

- 1.1. Fairfield Farm Trust (a registered charity) provides flexible residential, day and weekend courses for students covering independence, vocational, communication and work based experience training. The Fairfield Farm Trust (FFT) is a specialist college for students with learning disabilities. We offer opportunities for training in farming, horticulture, catering, equine & stable management, independence skills, customer service and office based skills.

This policy relates to safety information across all aspects of the work of FFT.

- 1.2 The Senior Leadership Team (SLT) and Trustees consider that day-to-day safety is best managed by staff who have expertise and knowledge in their own area of work.
- 1.3 Overall accountability for Health & Safety (H&S) remains with the Trust Board. Responsibility is delegated to the Principal and daily operational management of H&S is delegated to the H&S Lead.
- 1.4 The duty for maintaining safety in an area of work is delegated to the staff member responsible for the area or in shared working areas the role is that of all the staff who work in that area. This includes carrying out any Risk Assessments and safe systems of work needed to safeguard students, themselves and anyone else who may be affected.
- 1.5 If a safety issue in a member of staff's area cannot be satisfactorily resolved within their authority or resources, they should discuss the matter, initially, with their line manager who if necessary will refer it on to the H&S Lead or the Principal. If the solution to a problem is beyond the remit or resources of the Principal, the matter will be brought to the attention of the Trustees. All safety issues will be dealt with as a matter of urgency and it is the Principal's responsibility to ensure that no member of staff or student is asked to work in an area or undertake a task deemed to be unsafe.
- 1.6 The final decision on how a particular safety issue should be addressed lies with the Board of Trustees, who are legally responsible for making such decisions and carry the ultimate legal responsibility for the operation of FFT.

2. Health and safety statement of Intent

- 2.1 FFT has a duty of care to assess and control risk in order to meet the requirements of the H&S at Work Act, Management of H&S at Work Regulations and other H&S legislation.
- 2.2 FFT works to provide and maintain a working environment which both secures the H&S of all students, employees and anyone else who could be affected by our work. FFT also works to develop students' skills to include safety considerations in a practical and responsible way. In this way, we strive to continuously improve safety standards in all aspects of our operations.

2.3 To ensure we comply with the requirements of H&S legislation, we will

- Provide adequate control of H&S risks arising from our work
- Consult with employees on any matter affecting their H&S
- Provide and maintain safe equipment and working conditions
- Provide information, instruction, training and supervision for employees and students
- Work to prevent accidents and causes of ill health
- Review and revise this policy at least once a year
- Provide the resources needed to ensure that we meet our H&S aims.

All employees have a duty to:

- Take reasonable care of both their own and others' H&S
- Co-operate with FFT to enable us to meet our legal obligations and ensure all remain safe.
- Report any H&S concerns to their line manager
- Report all Accidents via Schoolpod

2.4 To ensure we meet our H&S aims as an organisation, FFT have set the following objectives:

- To achieve a reduced accident rate year upon year
- To increase H&S training for all employees and our students
- To encourage ALL incidents or accidents to be reported to help us build up a picture of any potential hazards
- Not to tamper or remove safety features
- Use equipment appropriately for the purpose intended
- To participate in training and implement procedures recommended from that training
- Follow systems of work as may be set out by FFT

3. Organisation of H&S

3.1 Responsibilities within FFT for H&S management are as follows:

- The Trustees have overall accountability for Health and Safety across the business
- The Principal, has overall responsibility to ensure that this policy is implemented
- The H&S Lead leads on all operational matters linked to H&S
- All staff are responsible for monitoring H&S in their own areas or work and for implementing control measures, within their operational remit, including risk assessments for off-site activities
- All staff are responsible for taking reasonable care for their own safety and that of anyone else that may be affected by their actions. Staff have responsibility to support students to understand the importance of H&S and learn to be responsible for their own safety.

3.2 In order to do this staff should:

- Follow any safety instructions and give instructions clearly to students and visitors
- Obey safety signs and ensure that students and visitors recognise and obey them

- Avoid damaging or interfering with any safety equipment
- Tell a senior manager or the 'on call' lead if they believe something is dangerous
- Ask their line manager or the 'on call' lead if they are unsure of how to do a job safely

3.3 Furthermore, students are to:

- Follow any safety instructions given
- Obey safety signs
- Avoid damaging or interfering with any safety equipment and tell a member of staff if they believe something is dangerous

3.4 The H&S Lead holds electronic copies of all risk assessments and procedures. Copies of subject specific and location specific risk assessments are also held by Tutors. The Registered Manager also holds all risk assessments and procedures for the residential properties.

3.5 The Deputy Principal is responsible for ensuring that all individual student risk assessments are in place and also that each curriculum area has appropriate risk assessments in place and that these are reviewed in line with given stated timelines.

3.6 Appropriate security checks are made on all staff when they are appointed e.g. currently enhanced DBS checks. The Director of HR and Workforce Development is responsible for this process and maintaining the required records.

Arrangements for H&S

4. Risk assessments

4.1 Identified staff across the organisation are responsible for writing and checking risk assessments. Advice and support is available via line managers or from the H&S Lead.

4.2 There is a central record held of all Risk Assessments in place across the Trust.

4.3 Risk assessments are carried out and recorded for all activities that present significant risks, by staff conversant with the particular activity. The abilities of students must be considered as part of a risk assessment for an activity, which involves them or could affect them.

4.4 Individual student risk assessments are reviewed annually ahead of the start of the academic year. They are updated regularly as and when changes occur, as part of the ongoing progress monitoring for every student within FFT.

4.5 Specialist organisation wide assessments e.g. Fire risk & precautions, First Aid and C.O.S.H.H. are carried out annually and records held. All risk assessments are reviewed at least annually or sooner if significant changes occur.

5. Student external work experience placements

- 5.1 External work experience placements for students are co-ordinated and monitored by the Employability & IAG Lead.
- 5.2 A system of pre-placement monitoring, as well as individual student assessment and ongoing monitoring and support is used, with appropriate documentation to ensure the safety of and learning opportunities for students.

6. Fire precautions

- 6.1 All buildings on the main college site and the Hope Nature Centre (HNC), are part of a full Fire Risk Assessment, which is carried out by an independent contractor every 3-years.
- 6.2 All residential buildings are part of a full Fire Risk Assessment carried out by an independent contractor annually.
- 6.3 Appropriate precautions against the risks presented by fire are taken across the whole organisation. Typically, these include; fire extinguishers/alarm systems, smoke detectors and defined evacuation procedure (Fire Action Notices).
- 6.4 Fire drills are carried out termly (3 times per year) for the college, HNC and residential sites. A log is kept of all Fire Evacuation occurrences including the planned drills.
- 6.5 On the college and HNC sites there are designated Fire Marshals who work as part of the fire team. The Fire Marshals work in line with the Fire Emergency Evacuation Procedure; they lead the evacuation and checking process in the event of an alarm that occurs Monday to Friday. They also offer advice and training to all other staff.
- 6.6 At weekends, all staff on the college and HNC sites, working in the public areas (café, shop and Post Office), act as Fire Marshals and they lead on evacuation procedure and the recording of an incident.
- 6.7 In the residential settings, all staff are responsible for ensuring evacuation of the property as defined within the Residential Fire Emergency Evacuation Plan (FEPP)
- 6.8 All staff across the college, HNC and residential areas, with a designated role as fire marshal, receive full fire marshal training, which is refreshed every three years.
- 6.9 All other FFT staff receive a generic fire safety briefing refreshed every two years.

7. Hazardous substances – Control of Substances Hazardous to Health (“COSHH”)

- 7.1 Wherever possible, we will use non-hazardous substances. Where this is not possible, substances are assessed and then handled appropriately and stored securely in line with standard COSHH guidelines.
- 7.2 For hazardous products, which have to be used on FFT sites, copies of COSHH assessments are held close to the substances within the secure storage.

- 7.3 Within the residential houses, products that are used that have a hazardous substance symbol displayed on the packaging are recorded on a COSHH matrix and each hazardous substance has a data sheet held on record to be referred to in case of emergency. No other hazardous substances are used in the residential setting without being recorded.

8. Accidents/ first aid

- 8.1 Our *First Aid procedure* outlines how an accident or illness is dealt with.
- 8.2 On the college and HNC sites, there are First aid boxes around the buildings and in the public areas. There is also a first aid box in each vehicle. These are audited monthly and replenished when necessary.
- 8.3 On the college and HNC sites, there is a 'First Aid team' and posters detailing First Aid team members is displayed. All team members are First Aid at Work trained and this training is renewed upon expiry.
- 8.4 If a student has an accident on the college or HNC sites, the member of staff who is present or is responsible for the student at the time the accident occurs will refer to a member of the First Aid team if required. The member of staff supporting the student must complete the Accident form on the Schoolpod system. This Schoolpod accident report must be completed on the day of the incident.
- 8.5 If a member of staff has an accident on either the college, HNC sites or within the residential properties, a report form must be completed within Schoolpod. The report form must be completed on the day of the incident.
- 8.6 Each residential property has a first aid box; these are audited on a monthly basis and replenished when necessary.
- All residential staff are 'First at Work' trained with First Aid awareness delivered as a refresher on an annual basis.
- 8.7 In circumstances beyond the delivery of First Aid, the procedure is to seek medical advice or call emergency services.
- 8.8 The H&S Lead will review and monitor all submitted accident reports on a daily basis and sign off, action and report against as appropriate.
- 8.9 The H&S will report an overall summary of accidents via a scorecard system to the Senior Leadership Team (SLT) and to the Trustees on a regular basis.
- 8.8 If an injury or illness is reportable, the H&S Lead will report it to the Health and Safety Executive ("HSE") under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ("RIDDOR"). The H&S Lead will also report as required to Ofsted, CQC and the Charity Commission.

9. Vehicles

- 9.1. All staff undertake a vehicle familiarisation assessment prior to driving any vehicle owned or leased by the Trust. *See the relevant procedure for further information.*
- 9.2 All vehicles are checked weekly for defaults or issues. All staff are required to report any defects, accidents or incidents including H&S concerns linked to the vehicles directly to the H&S Lead.

10. Equipment

- 10.1 Equipment which is owned or used on the any of the Trust premises must be operated by experienced or qualified staff. When students use equipment they must be supervised by a member of staff who is experienced or qualified in using the equipment until they have been trained and assessed to use it independently. All equipment will be regularly checked and maintained to the required standards. Staff members are responsible for reporting any faults to their line manager or to the H&S lead.

11. External contractors

- 11.1. FFT uses external contractors to undertake a range of refurbishments, repairs and servicing of equipment. The Principal is responsible for ensuring that: contractors are qualified to undertake the work they are employed to carry out, provided with appropriate supervision while they are on FFT premises, work within H&S requirements and that the work is carried out to a high standard.

See working with external contractors' procedure.

12. Training and information

- 12.1 Induction training for students and new staff includes essential H&S information. When students move to a new house or begin work on a new topic, safety induction training for that area is given. Safety procedures are reinforced each time a task is undertaken or as needed, by a member of staff.
- 12.2 All maintenance and farm team members complete H&S at Work training at Level 2. This training is updated every 2 years. Specific training courses are also offered to staff on a need by job role basis e.g. ladder training, PAT testing, COSHH.

13. Inspection/audits

- 13.1 H&S inspections of all areas across the Trust sites are performed bi-annually by Monahans, who are our retained H&S Advisors.
- 13.2 Specialist equipment inspections are carried out annually and more frequent when appropriate by specialist consultant and contractors.
- 13.3 FFT holds records relating to external H&S audits or inspections. The H&S Lead holds records relating to servicing and checking of equipment carried out by external contractors.

14. Infection Control

- 14.1 Staff are given training to undertake infection control measures and/or respond appropriately to outbreaks of infection. Staff seek support if necessary from their line manager.
- 14.3 Tutors are responsible for awareness of students particularly vulnerable to infection. This information is noted within the EHCP.
- 14.4 If an infection is reportable, the H&S Lead will report it to the HSE under RIDDOR.
- 14.5 Staff should refer to the infection control procedure available on Sharepoint.

15. Maintenance of Facilities

- 15.1 The maintenance team work to a planned maintenance schedule for all of the premises with details of on file of all due dates for all servicing and expected repairs.
- 15.2 All systems such as heating, air conditioning and ventilation systems are serviced annually.
- 15.3 All portable electrical devices e.g. heaters and printers are PAT tested according to manufacturer's requirements. A central record is held of all PAT tested equipment and inspection dates.
- 15.4 All wiring is tested every five years and any remedial work carried out to ensure that the FFT meets the Institute of Engineering and Technology ("IET") regulations.

16. Welfare

- 16.1 Our premises are well lit, clean and tidy with designated areas provided for food, recreation and washing facilities.
- 16.2 All floor surfaces are free of slip and trip hazards and heated according to location.
- 16.3 To ensure that premises remain a pleasant place to work and study, all staff should ensure that:
 - Kitchen and food areas are cleaned according to HACCP principles.
 - All spills are wiped up immediately
 - Gangways and walkways are kept clear
 - Fire exits are not blocked
 - Fire doors are not propped open
 - Work areas are kept tidy

Any concerns related to H&S across the organisation should be reported to a line manager or directly to the H&S Lead.

BY ORDER OF THE BOARD

Tina Pagett

CEO/Principal

December 2019