



# Health and Safety Policy

The Health and Safety at Work Act 1974 requires an employer, as far as is reasonable practicable, to take measures to ensure the safety of their staff and of others that they come into contact with while working. **Growing Local is Going Local CIC** believes that proper attention to the health and safety of its employees, volunteers, contractors, visitors within which the organisation operates is a key element of business management. Safety is good business and essential to our reputation.

## **Growing Local is Going Local will:**

- Implement a regular process of risk assessment controls that minimise the possibility of injury or ill health
- Provide sufficient information, advice, training and supervision to ensure that people under our control are fully aware of their responsibilities and are competent to undertake their activities
- Establish channels of communication which permit and encourage all employees to contribute to improvement in our health and safety performance.
- Intercept those that deliberately or flagrantly breach safety regulations, procedures or directions and deal with individuals appropriately.

## **The Directors of Growing Local is Going Local will:**

- Annually review and monitor the Health and Safety Policy
- Ensure all risk management systems are in place
- Ensure employees are appropriately consulted, engaged and participate in health and safety
- Ensure it keeps itself informed of and alert to relevant health and safety issues in particular changes in the law

## **Insurance:**

In recognition of its statutory and common law duties Growing Local is Going Local has Employers Liability Insurance to cover its staff and volunteers in the event of accident, disease or injury arising from or in the course of employment, provided that it was not caused by negligence and/or breach of statutory duty on the part of the Company.

In negotiation of our duties toward the general public and all visitors to our premises, activities and events, we also have Public Liability Insurance cover against liability arising from accidents causing bodily injury to third parties or damage to their property.

All volunteers who use their own vehicle for Growing Local business should take out business insurance on their vehicles. The cost of this will be reimbursed by Growing Local. Volunteers will be requested to provide a photocopy of their vehicle insurance to verify cover.

## **General Health and risk assessment procedures:**

- The Gardens, polytunnels, sheds and all areas accessible to employees, children, teachers and visitors will be kept tidy by appropriate cleaning, maintenance and repair.
- All tools and equipment will be regularly checked, maintained and repaired.
- Written signs will be used to instruct about certain hazards e.g. the tap (not drinking water) and activities involving motorised machinery e.g. strimming.
- All accidents will be reported in the accident book
- A First aid kit will be available at all times and kept in a safe place. The Directors will be responsible for maintenance of the First Aid kit.
- There will be a designated Fire Point – at the Gate of the Gardens, to be moved to the car park when or if appropriate
- Review and update risk assessments once per year. Ensure additional risk assessments are written for any new task or situation.
- Employees and volunteers working alone will have mobile phone access to at least one Director at any time.

### **Health and Safety for Visiting Schools:**

- All children and visitors will be made aware of hazards at the site or with a particular activity and the appropriate action needed to avoid accidents
- Tasks will be matched to the ability of the children. Where necessary individual risk assessments will be conducted.
- All children will wear appropriate protective clothing for a task – boots, overalls, gloves, goggles etc.
- All children will be given adequate instruction in the use of tools, electrical equipment or machinery
- All children will be given adequate training in safe techniques when working with animals, plants and other materials.
- All children will be given instruction in safe lifting techniques and will be supervised when handling materials and tools.
- All children will be instructed to practise good hygiene including washing hands after handling soil, compost or animals.
- Assessment of the weather will be made to insure appropriate activities and clothing for children to avoid children becoming too hot, cold, or wet.
- Schools will be expected to follow the Service Users Agreement, overseeing the health, safety and well-being of their own students.
- There is a no smoking policy at the Farm.

### **Driving:**

This policy applies to any employee or volunteers who drives, or rides, directly for Growing Local is Going Local on business matters in the course of their employment. It is intended to ensure that employees and volunteers, who may drive or ride a vehicle on any journeys for Growing Local is Going Local have clear guidance on safety issues and therefore may operate safely.

This policy does not apply to employees or volunteers commuting to and from their normal place of work but does apply if the employee or volunteer is travelling from their home to another location that is not their usual place of work, to perform business or voluntary tasks for Growing Local is Going Local.

### **Growing Local is Going Local will:**

- Ensure that vehicles driven for the company i.e. minibuses and vans are in a road worthy condition, safe to drive and conform to all legal requirements.
- Ensure that the driver will be aware of how to carry out basic safety checks.
- Ensure that the driver is aware of the dangers and will take care when reversing their vehicle; e.g. to ensure that no injuries result from contact with a person. Also, the risks of driving near schools when children are due to arrive or come out of school.
- Ensure the driver is aware of safety equipment fitted to the vehicle e.g. seat belts.
- Ensure all drivers will be in possession of all required documentation relating to their suitability to drive and current required documentation for the vehicle being used.
- Ensure any driver who drives a minibus for the Company has had MIDAS training.
- Ensure all drivers follow the Child Safety Policy with regards to transporting children.
  - No driver to be left alone with children
  - Doors to be unlocked and checked they are secure by an adult before moving
  - All passengers told at the start of the journey that they must wear their seat belt
  - Appropriate assessment to be made regarding leaving and entering vehicle
  - Appropriate risk assessment conducted on any passenger who has a disability or is a wheel chair user.
- Ensure that any driver is fit to drive and has no medical condition or is on a course of medication that may impair their ability to drive safely. Employees and volunteers must inform Growing Local is Going Local of any change in their condition that may affect their ability to drive safely.

- No employee or volunteer will drive a vehicle if they have consumed alcohol in the twelve hours before the start of their journey.
- No employee or volunteer will drive whilst using a mobile phone.
- **Break down of vehicle** Where an employee or volunteer's vehicle breaks down all steps must be taken to ensure that the vehicle is visible. Where possible all persons must be removed from the vehicle and put in a place of safety away from the traffic. The breakdown service and Growing Local is Going Local to be immediately informed.
- **Managing of an accident** Employees and volunteers driving in Growing Local vehicles or vehicles hired by Growing Local must comply with the instructions given by the insurance company concerning their actions following an accident.
- Volunteers who use their own vehicle for Growing Local business must take out business insurance on their vehicles. The cost of this will be reimbursed by Growing Local. Volunteers will be requested to provide a photocopy of their vehicle insurance to verify cover