



Apple Tree Farm Services CIC

Health and Safety Policy



Policy statement Part 1:

Statement of intent

This is the health and safety policy statement of:

Apple Tree Farm Services CIC

Apple Tree Farm has a Health and Safety policy which encompasses the entire site. Individual groups and bodies are obliged to adhere to this policy and failure to comply will result in termination of their activity on the farm.

Our health and safety policy is to:

- provide, as far as is reasonable and practical, an environment for employees that is safe, without health risks and adequate as regards facilities and arrangements for their welfare at work.
- ensure, as far as is reasonably practical, that all people coming onto the site (visitors, outside contractors, children etc.) are not exposed to risks to their health & safety.
- ensure employees, and all other people coming onto the site, are provided with such information, instruction, training, and supervision as is necessary to ensure their health, safety, and welfare.
- ensure, as far as is reasonably practical, that those working in lone conditions have means of contact with others.
- ensure, as far as is reasonably practical, that emergency procedures are in place, including evacuation in case of fire or other significant incidents.
- ensure, as far as is reasonably practical, that safe and healthy working practices are maintained.
- ensure, as far as is reasonably practical, that only those trained and competent operate machinery.
- Provide safe handling of all situations involving livestock and/or substances used on the farm.



- ensure, as far as is reasonably practical, that everyone engaging in activities are provided with personal protective equipment.
- provide and maintain safe machinery, equipment, and systems of work, so far as is reasonably practical.
- investigate accidents and dangerous incidents and ensure remedial action is taken, where practical, to prevent recurrence.
- Review and revise this policy annually or sooner if risks are identified.

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Primary responsibility and accountability rests with the management to provide and maintain safe and healthy working conditions, in accordance with the relevant statutory requirements. However, implementation of the day-to-day operation of the health & safety policy is delegated to the Farm Manager and core staff, as set out below.

2 Day-to-day responsibilities for ensuring this policy is put into practice:

All employees, for their part, have a clear duty to take every reasonable precaution to avoid injury to themselves, their colleagues, and members of the public. This includes complying with all Apple Tree Farm health and safety policies and procedures.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

An important feature of an effective policy on health and safety at work is the definition of responsibilities of individuals in the organisation.

Management

The Management have responsibility to:

- Ensure that Apple Tree Farm complies with statutory requirements and has appropriate Health & Safety policies and procedures.
- Ensure that Apple Tree Farm undertakes an annual risk assessment.
- Develop the commitment of employees to health and safety issues.
- Ensure that all employees and volunteers are adequately trained for all tasks they are required to do.
- Ensure that safety equipment and protective clothing is available.
- Ensure that staff receive relevant and up-to-date information on health, safety, and welfare matters.



The Farm Manager

The Farm Manager has responsibility to:

- Implement and monitor Health & Safety policies and procedures.
- Immediately investigate any accident or dangerous occurrence and where possible take immediate remedial action and/or recommend appropriate action to the Management.
- Comply with RIDDOR and report serious accidents or incidents to the appropriate authorities.
- Respond to health and safety matters raised by staff.
- Ensure that there is an annual check of all gas and electrical equipment in all office/working areas by qualified engineers/technicians and that these inspections are properly documented.
- Ensure that the security and safety of premises is satisfactory, and that security and safety procedures are understood.
- Ensure that all staff, volunteers, and visitors receive the necessary information and training for implementation of Health & Safety policies and procedures. Ensure each employee and volunteer is introduced to the relevant aspects of farm and/or garden safety during induction.
- Ensure that the cleanliness of premises is satisfactory, and that particular attention is given to food hygiene matters, ensuring early remedial action on requirements identified during periodic inspections of the kitchen by Environmental Health Officials. Also, that all employees (whether specialist cooks or volunteers) who have responsibility for preparation and serving of food attend appropriate food hygiene training courses.
- Ensure that adequate records are maintained, including accident books and sickness records.
- Ensure the regular testing and maintenance of fire-fighting equipment; that notices setting out the procedure for evacuation of the premises are properly sited and updated; and that fire drill practice is held not less frequently than every 3 months.
- Ensure that the First Aid Box is maintained, and training is provided for at least one member of staff to be qualified as a 'First Aider'.



Employees and volunteers

All Employees and volunteers have responsibility to:

- Be familiar with and adhere to the Health & Safety policy and procedures.
- Act in a safe and responsible manner during working time, so that neither they nor their colleagues nor visitors are exposed to risks by their conduct.
- Not to intentionally interfere with or misuse anything provided in the interest of health, safety, and welfare on the Farm.
- Report hazards and safety risks to the Farm Manager. For example:
 - Obstruction by rubbish or clutter to doors, corridors, floors, stairways etc.
 - Electrical defects, overloading of plugs, worn or trailing leads, loose connections etc.
 - Broken or jagged edged furniture or farm equipment, or their unsuitable positioning.
 - Defective floor coverings or surfaces e.g. worn, uneven, slippery or unacceptably dirty.
 - Careless action e.g. attempting to repair equipment without the necessary skill, lifting heavy objects, spilling of liquid etc.
 - Poor ventilation, lighting, temperature, lack of regular cleaning and maintenance.
 - Any potential fire risks.
 - Poor security of premises.
- Report any accident or injury, however minor, sustained by an employee, volunteer, contractor, or visitor whilst on farm premises to a member of the Core Staff. An accurate record of the incident must be made in the Accident Book.

Core staff also have responsibility to:

- Implement and monitor health & safety policy on the farm, in all areas.
- Supervise visitors on the site to ensure, as far as is reasonably practical, their health and safety.

4 All employees should:

- co-operate with supervisors and managers on health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).



Part 3: Arrangements for health and safety

Risk assessment

Apple Tree Farm will complete relevant risk assessments and act.

Apple Tree Farm will review risk assessments when working habits or conditions change.

Training

Apple Tree Farm will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness, electrical safety, working with manure/slurries and noxious gasses). Apple Tree Farm will provide personal protective equipment (PPE). Apple Tree Farm will make sure suitable arrangements are in place for employees who work remotely/lone working, e.g. use 'what three words' (whathreewords.com), a no cost website that provides location of every 3 square meters – free download via the phone – can be a life saver to identify anywhere on your farm.

Consultation

Apple Tree Farm will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

We will make sure that escape routes are well always signed and kept clear. Evacuation plans are tested from time to time and updated as necessary.

This policy statement is subject to revision as necessary to ensure that it is relevant to all operations being carried out at the farm. Employees will be consulted and notified of any such revision.

Accidents

If an accident happens to anyone on the premises (employees, volunteers, outside contractors, visitors, children) or to any employees or volunteers whilst off site, the accident, however slight, must be reported to a qualified First Aider and/or Farm Manager.

The qualified First Aider will normally be responsible for giving **First Aid**. However, in their absence, other members of the core staff should administer First Aid. In the event of a medical emergency, staff should immediately call an ambulance and report such action to the Farm Manager or member of the Management committee, as soon as is practical.



A fully stocked **first aid kit** will be provided and maintained in the kitchen. This will be the responsibility of Philip Leonard.

The **Accident Book** located in the office should be used to record any injury, work related disease, or dangerous occurrence at the Farm. The following details must be recorded:

- Date, time and place of the event.
- Name, age and status of those involved.
- A brief description of the nature of the event, injury or disease.
- Place where accident happened.
- Who dealt with the event?
- Action taken.

If the accident results in a major injury or a dangerous occurrence (e.g. the breaking of bones, hospitalisation for more than 24 hours or death) the Farm Manager will immediately report the incident to the Agricultural officer of Health & Safety Executive under the rules of RIDDOR. Then send a completed accident form (F2508) within 10 days.

An accident happening to a visitor, or an outside contractor, or any accident resulting in an employee being absent from work, will be investigated by the Farm Manager and a written record will be kept.

It will be the responsibility of the Farm Manager to inform the Management of all incidents recorded in the Accident Book, however minor.

The purpose of putting all accidents and incidents in the Accident Book is not simply to comply with the law. It is done primarily to ensure that the Management is aware of those incidents and can put in place measures, where practical, to prevent their recurrence.

This policy must be reviewed every year, or sooner if deemed necessary, to ensure it is still fit for purpose. This policy was last reviewed on: 06/06/2023

Signed: 

Farm Manager

Date: 06/06/2023