



Apple Tree Farm Services CIC

Health and Safety Policy



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.

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

Control of Substances Hazardous to Health (COSHH)



Policy Statement

Apple Tree Farm Services CIC is committed to protecting employees, volunteers, children, young people, visitors and contractors from the risks associated with hazardous substances.

The organisation will comply with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** and will take all reasonably practicable steps to eliminate or reduce exposure to hazardous substances used, stored or generated during work activities.

Wherever possible, hazardous substances will be eliminated or substituted with safer alternatives. Where elimination is not reasonably practicable, appropriate control measures will be implemented to minimise the risk of harm.

The welfare and safety of children accessing the farm remain the overriding consideration when selecting, storing and using hazardous substances.

Hazardous Substances Covered by this Policy

Hazardous substances may include, but are not limited to:

- cleaning chemicals;
- disinfectants and sanitisers;
- detergents;
- bleach;
- veterinary medicines;
- pesticides and herbicides;
- fertilisers;
- fuels and oils;
- paints, varnishes and solvents;
- adhesives;
- battery acids;
- compressed gases;
- manure and slurry gases;
- dusts generated during woodworking or maintenance activities;
- biological hazards, including animal waste and bodily fluids; and



- any other substance classified as hazardous under COSHH legislation.

COSHH Risk Assessments

A COSHH risk assessment will be completed before any hazardous substance is introduced onto the site.

Each assessment will identify:

- the hazardous substance;
- its intended use;
- persons who may be exposed;
- potential routes of exposure (inhalation, skin contact, ingestion or eye contact);
- health hazards;
- environmental hazards;
- required control measures;
- personal protective equipment (PPE);
- storage arrangements;
- first aid requirements;
- emergency procedures;
- disposal arrangements; and
- any specific training requirements.

COSHH assessments will be reviewed:

- annually;
- whenever a new substance is introduced;
- following an accident or near miss;
- if manufacturer's guidance changes; or
- whenever working practices change.

COSHH Inventory

The Farm Manager will maintain an up-to-date COSHH Register.



This register will include:

- all hazardous substances held on site;
- current Safety Data Sheets (SDS);
- COSHH assessments;
- storage locations;
- expiry dates where applicable;
- emergency contact information; and
- disposal requirements.

The register will be reviewed regularly to remove substances no longer required.

Safe Storage

Hazardous substances will be stored safely to prevent unauthorised access and accidental exposure.

This includes:

- secure locked storage;
- clearly labelled containers;
- storage in original containers wherever possible;
- segregation of incompatible substances;
- appropriate ventilation;
- protection from heat sources;
- prevention of leaks or spillages;
- secure storage away from food preparation areas;
- storage away from animal feed; and
- storage inaccessible to children and young people.

No hazardous substance should be left unattended in areas accessible to children.

Safe Use

Hazardous substances will only be used:



- for their intended purpose;
- in accordance with manufacturer instructions;
- following completion of a COSHH assessment;
- by competent and appropriately trained staff;
- using appropriate PPE;
- in well-ventilated areas where necessary; and
- under supervision where appropriate.

Children and young people will not handle hazardous substances unless:

- the activity has been risk assessed;
- it forms part of a planned educational activity;
- safer alternatives cannot reasonably be used;
- direct supervision is provided at all times; and
- age-appropriate controls have been implemented.

Personal Protective Equipment (PPE)

Suitable PPE will be provided wherever identified through COSHH assessment.

Depending upon the activity this may include:

- disposable gloves;
- chemical-resistant gloves;
- eye protection;
- face shields;
- protective clothing;
- waterproof aprons;
- respiratory protective equipment where required; and
- safety footwear.

Employees are responsible for using PPE correctly and reporting damaged equipment immediately.



Training

Employees, volunteers and contractors who use hazardous substances will receive appropriate COSHH training before undertaking relevant duties.

Training will include:

- understanding COSHH assessments;
- interpreting hazard labels;
- reading Safety Data Sheets;
- correct handling techniques;
- use of PPE;
- safe storage;
- emergency procedures;
- spill response;
- disposal arrangements; and
- reporting concerns.

Training will form part of induction and will be refreshed periodically.

Spillages and Emergency Procedures

Appropriate spill response procedures will be available for hazardous substances.

Employees must:

- stop work immediately if safe to do so;
- isolate the area;
- prevent access by children and visitors;
- wear appropriate PPE;
- follow the manufacturer's emergency guidance;
- report the incident immediately to the Farm Manager; and
- record significant incidents using the organisation's incident reporting procedures.

Emergency contact numbers and first aid advice relating to hazardous substances will be readily available.



Disposal

Hazardous substances and contaminated materials will be disposed of safely and in accordance with environmental legislation and local authority requirements.

Hazardous waste will never be disposed of through inappropriate drainage systems or general waste where legislation prohibits this.

Responsibilities

Management will:

- ensure compliance with COSHH legislation;
- approve COSHH risk assessments;
- provide appropriate storage facilities;
- maintain the COSHH Register;
- ensure staff receive suitable training;
- provide appropriate PPE;
- investigate incidents involving hazardous substances; and
- monitor compliance through routine inspections.

Employees and Volunteers will:

- follow COSHH assessments and safe systems of work;
- use PPE provided;
- report damaged containers or spillages immediately;
- never decant hazardous substances into unlabelled containers;
- report health concerns associated with hazardous substances;
- participate in COSHH training; and
- ensure hazardous substances are returned to secure storage after use.

Monitoring

Compliance with COSHH procedures will be monitored through:

- annual health and safety audits;
- workplace inspections;



- COSHH register reviews;
- risk assessment reviews;
- supervision;
- accident investigations;
- near miss reporting; and
- annual policy review.

Any deficiencies identified will be addressed promptly to minimise risk and maintain a safe environment for children, young people, staff and visitors.

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' (whatthreewords.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 following areas:

- Farm office
- Barn kitchen
- Big Barn
- Sensory Room
- Firepit Hut

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.

Farm Manager

This policy was last reviewed on: 10/07/2026