


Version	Adopted by Board on	Signature of Chair
1.0	27.04.19	



Health and Safety Policy



TURN Education C.I.C. Health and Safety Policy

TURN Education C.I.C. (the Company) is committed to ensuring the health and safety of everyone involved in its activities. It's the role of us all to ensure that everyone is safe.

This policy sets out the way that we do this.

This policy will be reviewed annually.

In this policy Managing Director relates specifically to Caroline Hardeman -Mason

TURN EDUCATIONS POLICY FOR HEALTH, SAFETY AND WELFARE

It is TURN Education C.I.C. ('the Company's') intention that its work will be carried out in accordance with the relevant statutory provisions, particularly the Health & Safety at Work Act 1974, Provision and Use of Work Equipment Regulations 1998 and any other relevant regulations relating to Health and Safety. All reasonably practicable measures will be taken to avoid risk to employees or others who may be affected.

Directors and Supervisory Staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

General duties of employers to their employees and volunteers

(For the avoidance of doubt, the term "member(s) of personnel" when used in this document relates to all employees, freelance workers, volunteers and directors working for or with the Company)

Employers have a duty to ensure the health, safety and welfare at work of their employees, workers and volunteers particularly by:

- Providing and maintaining machinery, equipment etc. and systems of work that are safe and without risk to health.
- Arranging safe and healthy systems of use, handling, storage and transport of machinery, equipment or appliances.
- Providing whatever information, instruction, training and supervision is necessary to ensure Health and Safety at work.
- Maintaining any workplace under their control in a safe and healthy condition and providing and maintaining means of access to and from the workplace that are safe and without risk to health.
- Providing and maintaining working environments which are safe, without risk to health and have adequate facilities and arrangements for the welfare of members of personnel whilst at work.

General duties of employers and self-employed to persons other than their employees.

Employers have a duty to carry out their work in such a way that persons not in their employment who may be affected by it are not exposed to risk to their health or safety. This provides protection to anyone (including members of the general public) who might be affected by work activities as well as to the employees of other employers concerned with the work.

In a similar way a self-employed person (contractors or freelance worker) must carry out their work in such a way they do not create for themselves or any other person, risk to Health and Safety.

As in the section above, these duties are qualified by the phrase “so far as is reasonably practicable.”

Regulations may be made requiring employers and self-employed persons to give to people (not their employees) who may be affected, information about such aspects of the way work is being carried out as might affect their health or safety.

The directors have the overall responsibility for Health and Safety and on a day to day basis this responsibility is devolved to the Managing Director, Caroline Hardeman- Mason to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The directors of TURN Education C.I.C. will monitor the operation of this Policy.

This STATEMENT of POLICY will be available to all Directors, staff and volunteers. The organisation and arrangements for implementing the Policy will be the responsibility of all Directors.

The Safety Policy will be reviewed as required when new or changed legislation occurs, or should there be a change in the Company’s activities.

Accompanying this policy are risk assessments which are completed for all activities taking place as part of TURN Education C.I.C. operations and a

Management of Infection and Contamination Document containing information about all chemicals/ routine medication and supplements used in connection with the animals and land associated with the company.

Responsibilities

Caroline Hardeman – Mason: Managing Director. As the Managing Director and the Health & Safety Advisor respectively, they have the ultimate responsibility for all matters relating to Health and Safety within the Company.

They should:

1. Prepare and keep up to date a Statement of the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees (A Health and Safety awareness session with existing members of personnel and at induction with new members of personnel).
2. Prepare instructions for the organisation and methods of carrying out the Company's Policy, to make each person aware of their responsibilities and the means by which they can carry them out.
3. Know the appropriate statutory requirements affecting the Company's Operations.
4. Ensure that appropriate training is given to all members of personnel; Induction Training for all new volunteers and ongoing training to meet legal and good practice requirements.
5. Insist that good working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with statutory provisions.
6. Reprimand any member of personnel failing to discharge satisfactorily their responsibilities for Health and Safety and, where appropriate and practicable, make use of "*Putting Things Right*" the Company's Grievance and Disciplinary Framework for repeated offences.

7. Set a personal example when working within the Company by following appropriate procedures, i.e. good housekeeping, use of cables etc.

Anyone making Purchases on behalf of the Company must:

1. Read and understand the Company's Policy for Health and Safety.
2. Ensure that all equipment or materials purchased by the Company are to the standards required by Company's Policy, and information is provided for C.O.S.H.H. Assessments to be determined (if required).
3. Ensure that all Suppliers provide Hazard Data on all materials where there is likely to be a hazard to health (if used).
4. Ensure that sub-contractors (if used) have been asked to provide a copy of their respective Safety Policy, and the rates negotiated for work to be carried out include all necessary safety precautions and compliance with Health and Safety law.

TURN Education Directors with specific responsibility devolved to Managing Director Caroline Hardeman- Mason will:

1. Understand the Company's Policy for Health and Safety and ensure that it is brought to the notice of all Company employees and particularly new starters. Carry out all work in accordance with its requirements and bring to Caroline Hardeman - Mason's notice any area of improvements or additions, which are felt to be necessary.
2. Organise work areas so that work is carried out to the required standard with minimum risk to members of personnel, Contractors, the Public/guests, equipment or materials. Ensure that Risk and C.O.S.H.H. Assessments are made available.
3. Where necessary, issue written instructions setting out the Method of Work. Check that any members of personnel engaged in high-risk activities are

working in accordance with their agreed Method Statement and Risk Assessment.

4. Ensure all directors and employees know the requirements of the Infection Prevention and Control in Childcare Settings (Sept 2015) and the Preventing or Controlling ill health from animal contact at visitor attractions (June 2012)

5. Ensure that the "Competent Persons" appointed to make the necessary inspections of equipment has sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. E.g. safe use of equine grooming and yard equipment.

6. Ensure that adequate First Aid Facilities are on site and that all persons are aware of their location and procedure for receiving treatment for injuries. Contents of First Aid boxes to be checked monthly and replenished if necessary. A guide is usually displayed on the inside lid. First Aid boxes are available (mobile kits).

7. Ensure that any flammable liquids are stored and used safely.

8. Set a personal example by clearly following the Health, Safety and Welfare policy at all times.

9. Ensure that any accident on site which results in an injury to any member of personnel/guest contractor and/or damage to plant or equipment is reported in accordance with the Company's Policy; namely accidents to be recorded in the Accident Book (kept at The Old Turnpike Cottage, Hollington lane, Stramshall, ST145EP) and damage to equipment or infrastructure be reported to Caroline Hardeman – Mason immediately.

10. Carry out the Company's Rules Induction before allowing any member of personnel into the Company's property and/or grounds, including Fire policies/procedures and lines of communication.

MEMBERS OF PERSONNEL (which includes employees, freelance workers, volunteers and directors)

1. Read and understand the Company's Health and Safety Policy and carry out your work in accordance with its requirements.
2. Use the correct equipment for the task. No member of personnel should use equipment they are not familiar with. It should be made clear that assistance should be sought and training requested.
3. Where necessary, all protective clothing and safety equipment provided should be used. Specific tasks may require specific personal protection equipment. The member of personnel should inform Caroline Hardeman – Mason of any shortfall or defect with such equipment.
4. Be responsible for the maintenance/monitoring of equipment, and any materials used.
5. Report immediately to Caroline Hardeman - Mason any defects or suspected defects with equipment or items used within the Company's roles.
6. Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove site hazards yourself e.g. immediately clean up spills from floor areas
7. Do not use equipment for work for which it was not intended, nor should you use equipment for which you have not received relevant training or which you do not have experience in using..
8. Warn other members of personnel, particularly new and young people of particular known hazards.
9. Do not play dangerous or practical jokes or "horseplay" on site.
10. Report to Caroline Hardeman - Mason any person seen abusing Welfare facilities provided.
11. Report, to Caroline Hardeman - Mason any injury incurred by yourself which has resulted from an accident when carrying out activities on behalf of the Company, even if the injury does not stop you working.
12. Report any damage to equipment.

13. Suggest safer methods of working.

Supervision of Volunteers and Work Experience participants

Caroline Hardeman – Mason is the lead director for activities undertaken by the above named and they will put adequate supervision in place.

Supervision will include:

Showing safe and correct ways of carrying out tasks

A clear induction including, emergency procedures, prohibitions and restrictions, introduction to staff, how to report accidents and to whom, names of their supervisor, location of Health and Safety policy, clear duties and responsibility.

Provision of guidance, coaching and mentoring

Creating a role model by following organisational policy and showing good practice at all times

Involvement in carrying out risk assessments (where appropriate)

Clear communication and explanation of task

Allowance for inexperience/lack of knowledge when carrying out risk assessment

Clear measures explained to avoid injury

Refresher and updated training until competent

Repeated tool box talks and questioning of understanding

Enforcement of rules on safe behaviour and practice

Provision of an appropriate work culture to encourage maximum benefit to all

Have a portable First Aid Kit available

Under 18s

Vulnerable Persons and under 18 year olds working within the Company will be prohibited from the following:

Carrying out activities beyond their physical and mental capability (bone development, muscle strength, decision making), unless under strict supervision.

Any activities, which may increase risk due to their immaturity, lack of experience or training.

References:

1. The Management of Health and Safety at Work Regs 1999 (Provisions related to young persons).
2. HSG165 'Young People at Work- a guide for employers
3. Preventing or controlling ill health from animal contact at visitor attractions version 1 published June 2012

ELECTRICAL HAZARDS AND CONTROL

The organisation recognises the hazard electricity can become and the possible outcomes. Caroline Hardeman - Mason, as Lead for Health and Safety, will be aware of the dangers of electrical hazards and methods to deal with these. The responsibility for ensuring accurate and effective employee, worker or volunteer knowledge, and for carrying out risk assessments as appropriate, will remain the responsibility of Caroline Hardeman - Mason

Areas that people must be aware of are:

Safe use of extension cables/overloading (including trip hazard)

Isolation points

Reporting process for faults

Secondary hazards e.g. interruption of supply to refrigeration and lighting.

The Managing Director will carry out visual inspections of tasks, equipment and conditions before carrying out the task. Where there is uncertainty or lack of knowledge all issues must be raised with ROSPAR or an accredited certified specialist. For example an electrician for appliances or a veterinarian for an animal related concern.

SAFE SYSTEMS OF WORK

Persons who are responsible for supervision of others and for sub-contractors are required to identify, provide and maintain safe systems of work. Remember that safe systems of work include the safety of the general public.

References:

Health and Safety at Work Act 1974

TRAINING

1. The Company will provide appropriate training to members of personnel where their duties require specific needs e.g. Health and Safety awareness sessions for the safety officer, directors and volunteers.
2. Suitable and adequate supervision must be provided by trained and competent persons where and when required.
3. Adequate records of training will be kept and be recorded on the Company's training records for members of personnel. Where necessary, relevant certificates will be issued to members of personnel for their retention.

References:

- a) Health and Safety at Work Act 1974

b) Management of Health and Safety at Work Regulations 1999.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

1. It is the duty of Caroline Hardeman - Mason on behalf of TURN Education to ensure that adequate supplies of necessary protective clothing or equipment are maintained on site, or at an accessible store for issue as required, and or access to an account holding Health and Safety retailer.

2. It is the duty of all members of personnel to ensure that all protective clothing and equipment provided for use is used at all appropriate times and any defect or need for replacement is reported to the Managing Director responsible for Health and Safety, Caroline Hardeman - Mason.

Caroline Hardeman - Mason will also check that any PPE provided by any member of personnel for their own use whilst working with the Company, is fit for purpose.

PROVISION OF FIRST AID FACILITIES

The Company will arrange suitable provision of either:

a) The presence of a trained First Aider.

b) Provide access and/or communication to a First Aid point.

1. The first aid kit should be maintained at the site or working location and made readily accessible.

2. An appointed supervisor should ensure that the first aid kit is kept fully stocked.

References:

Health & Safety (First Aid) Regulations 1981.

Provision and use of Work Equipment Regulations 1998

It is essential anyone using equipment is aware of the requirements of the Regulations and ensure they are complied with. All equipment being bought or hired is required to be assessed for suitability of the equipment for the task being undertaken. Risk Assessments must be completed and all members of personnel and others made aware of the risk. Records of testing, inspection and maintenance must be kept or made available. Training of members of personnel or familiarisation training will be given for updated equipment.

MANUAL HANDLING

Manual Handling Operations Regulations 1992 were introduced because of the high incidence of injuries to the muscular skeletal frame and especially back injuries. All members of personnel likely to be engaged in manual handling will be knowledgeable enough to assess Manual Handling Tasks (packages, boxes etc.) Wherever possible mechanical means for lifting should be provided e.g. sack trucks, lifts etc. Where manual handling is required all members of personnel will be aware of safe lifting techniques.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

ASSESSMENT

All substances used within the Company are assessed for hazards and findings reported to members of personnel. Hazard Data sheets (if required) should be obtained from suppliers and catalogued for reference. If any hazardous substances are provided or used, members of personnel will have access to the assessments as a means of obtaining information and advice.

New substances introduced to the Company are assessed and the completed assessment issued to members of personnel. Storage of hazardous substances will be in compliance with Manufacturer's recommendations.

Control: If members of personnel use hazardous substances they will be given advice and suitable protection for the particular hazard, i.e. gloves

Prevention: Manufacturer's recommendations will be implemented.

Fire Fighting: Suitable extinguishers will be provided, if required, at appropriate points in the Company's properties and/or grounds.

First Aid: Recommendations will be implemented from information obtained from Hazard Data sheets.

Skin and Dermatitis: Members of personnel should follow the precautions on product labels.

RISK ASSESSMENTS

It is recognised that the Company carries out risk assessments. Suitable assessments using the appropriate forms (see sample templates) will be completed by the managing director for all activities carried out under the TURN umbrella.

All operations/tasks are likely to require assessments particularly:

- Lone working
- Visits
- Tours
- Animal Therapy Sessions (as good practice each type of animal will have a risk assessment relating to the therapy it provides)

The above examples are not exhaustive and when completed must be made available to anyone likely to require the information.

PERSONAL PROTECTIVE EQUIPMENT (PPE)/WELFARE

Those working on activities as part of a volunteering role will be provided with access to a toilet, washing facilities and facilities to make hot drinks. If volunteers carry out tasks that require PPE, this will be issued when joining the activity or when new tasks/activities are programmed to start. If volunteers wish to use PPE of their own, this will be inspected and authorised, prior to

the commencement of work, by the Managing Director or other duly appointed person.

ELECTRICAL SAFETY TESTING

This is an ongoing procedure carried out every 12 months or after repairs have been carried out (portable appliance testing) A Register of Testing will be kept for all electrical equipment.

ACCIDENT REPORTING

Reporting of Accidents & Dangerous Occurrences

The reporting of the above is a legal requirement under R.I.D.D.O.R. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). Certain defined major injuries and any fatal accident must be reported to the nearest H.S.E Office by telephone as soon as possible – 0845 3450055. (Below, for guidance, is a list of major injuries, dangerous occurrences and diseases.)

Any accident, which keeps a person away from work for more than 3 days, must be reported by completing an Accident Report form. All reportable accidents must be reported within 10 days to the area H.S.E. Office.

Notifiable diseases and the APHA

‘Notifiable’ diseases are animal diseases that you’re legally obliged to report to the Animal and Plant Health Agency (APHA), even if you only suspect that an animal may be affected.

Notifiable diseases can be:

- endemic – already present in the UK, such as bovine TB
- exotic – not normally present in the UK, such as foot and mouth disease

Some endemic and exotic diseases are zoonotic which means they can pass between animals and humans, such as rabies.

It is the responsibility of the Managing Director to report all suspicions even if they are unconfirmed to the DEFRA Rural services helpline on 03000 200 301. It is also the responsibility of the managing director to keep up to date health and vaccination records for all the animals and livestock that are owned as part of TURN Education and to remain registered with a certified veterinary practice.

Internal Procedures

In the event of an accident that needs reporting to the HSE occurring on site, Caroline Hardeman - Mason, will inform H.S.E by telephone for a defined major injury. (Ensure full details are entered into the Accident Book which is held in accordance with our GDPR policy). An appointed person should carry out follow up investigations for non-reportable incidents.

Definitions of major injuries, dangerous occurrences and diseases.

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admission to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Accidental release of any substance which may damage health.

Reportable diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis and mesothelioma.
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

A full list of reportable diseases can be found in the detailed guide to the Regulations or simply ring H.S.E. to check. They are related to particular work activities.

SAFETY OF CONTRACTORS/MEMBERS OF THE PUBLIC ETC.

This is achieved by several methods namely –

Consultation and co-operation with contractors.

Planning operations in conjunction with contractors.

Isolating work areas.

Displaying Warning Notices

Or a combination of all methods.

Risk Assessments will be prepared for all operations and tasks and assessments will be issued to employees, workers and volunteers for information and guidance. Manual handling of materials will be reviewed and assessed.

CONSULTING WITH MEMBERS OF PERSONNEL REGARDING HEALTH & SAFETY

The Company recognises the need for good consultation procedures and an open ended policy is operated (continuous). Members of personnel or anyone working on tasks for the benefit of the Company are also encouraged to consult with the managing director on any matter that may be of concern and/or make suggestions to improve Health and Safety on site.

Training

Training and instruction will be given on compliance with this policy to all who carry out work and activities on behalf of the Company. (Induction session).

Monitoring.

The directors will monitor compliance with the policy and report when necessary. All audits will be reviewed and an action plan created on an annual basis.

SUMMARY

It is recognised that the Company is committed to the highest possible standards of Health and Safety and this policy will be used to further enhance an already positive and planned approach to a strong safety culture. The implementation of this policy will be ongoing to allow accurate and effective results. Risk assessments will be completed as tasks and operations arise.