

BLEND YOUTH PROJECT

HEALTH & SAFETY POLICY TURNER FARM

APRIL 2026

'Turner Farm' Health and Safety Policy and Procedures

Health and Safety Policy Statement

- It is our firm intention to provide the safest working environment possible for all staff, young people and other site users at Turner Farm. This will best be achieved by the staff and employer working together to maintain consistent standards.
- It is a condition of employment that all staff and volunteers must fully comply with current H&S legislation at all times. Staff must always be aware of their responsibility towards the safety of their colleagues, young people, visitors to the farm and members of the public, invited or otherwise.
- The Head of Youth Services & Alternative Education Manager are named as the 'Responsible Persons' and as such they are responsible for implementing this policy. They should be informed of all accidents or hazardous situations, however small they appear to be, and all accidents or dangerous occurrences should be recorded on an accident form and kept on file.
- The Head of Youth Services & Alternative Education Manager are responsible for monitoring the full implementation of the Health & Safety policy, thereby ensuring that all activities are undertaken as safely as possible by farm staff, young people & volunteers.
- All staff, young people, volunteers and visitors are reminded that they are in a rural farm environment and need to make allowance for the potential hazards and physical challenges that are generally associated with such an environment. This policy should therefore be read in conjunction with the Turner Farm Risk Assessment
- A copy of this policy is available and must be read and understood by all staff and volunteers working at the farm, as part of their induction process.

Note: The term 'staff' is taken to mean employees, trainees, persons on secondment or placement and voluntary helpers.

Health and safety procedures

1. Visiting groups

- Any formal visits of groups to the farm must be pre-booked through the Valley CIDS Office. All group leaders are asked to read the relevant risk assessments sent out in advance and complete a Visit Information Form as proof that these have been read and understood. Risk assessments relating to the term-time delivery of education on site are available to all staff and updated every 12 months. These are for guidance only to visiting group leaders - it is the responsibility of the group leader to complete their own risk assessments in line with their organisation's policy.
- On arrival, all groups are given a health and safety briefing by a member of the Turner Farm staff team. All group leaders are fully responsible for the behaviour and conduct of group members and ensuring they use the farm in a safe and orderly manner. Turner Farm Project staff and volunteers reserve the right to stop any activity if they feel it is a risk to the health and safety of group members, staff or animals.

Particular attention should be paid to:

- The importance of washing hands properly, with soap, after all activities, contact with animals and before eating or drinking.
- Alerting visitors to the dangers of tractors, other farm machinery and traffic.
- Informing groups and day visitors of fire safety procedures.

2. Students

All students will receive a full induction during their first session at Turner Farm. This will be carried out by the Vocational Skills Tutor or suitably experienced Alternative Education Tutors. The induction will include a comprehensive Health & Safety briefing. The induction is in line with this Health & Safety policy and outlines the responsibilities of the students.

It will be made clear to students what is expected of them in terms of Health & Safety. This will include:

- Acceptable Behaviour.
- Personal Protective Equipment (PPE) requirements.
- Fire Safety Procedures.
- What to do in the event of accident / injury.

All students will have access to appropriate PPE as required, including: safety boots, dust masks, aprons, and protective gloves. Students will be unable to carry out tasks if they do not comply with the PPE requirements.

Students will receive competency training on all tasks / tools. Students are not permitted to use any piece of equipment without first receiving adequate training from the Vocational Skills Tutors or competent Alternative Education staff member.

3. Fire safety

In the case of fire, the priority is to warn any persons who may be in danger by sounding the Fire Howler located next to the door of the education barn.

- Evacuate affected buildings, leaving doors and windows closed if possible.
- The designated Fire Warden is responsible for ensuring all buildings are evacuated.
- The assembly point for the farm is located at the clearly marked area at the side of the car park.
- The designated fire warden, along with all farm staff and leaders of visiting groups, will be equipped with a walkie talkie for use in the event of an emergency.
- The emergency service may be called by dialling 999.
- The services should be given a clear indication of the nature of the fire or accident and name and address of the farm, which is:
- Smoking is forbidden on all the farm premises with the exception of a designated area in the car park, which is clearly identified.

TURNER FARM, TURNERS LANE, SWANWICK, ALFRETON, DERBYSHIRE DE55 1AS

4. Location of Fire Fighting Equipment & Mains Services

- **CO2 and foam extinguishers** are attached to roof support pillar, behind the feed cabinet, in the open barn
- **CO2 and foam extinguishers** are also situated inside the education barn, next to the main door.
- **CO2 and foam extinguishers** are situated in the farmhouse by the front door, the back door and on the landing. There is an additional CO2 extinguisher just inside the farmhouse office door.
- Foam extinguishers should be used on Class A fires involving flammable solids like wood, paper and textiles and Class B fires involving petrol, diesel and paint.
- CO2 extinguishers should be used on electrical fires and may be used on some liquid fuels.

In case of emergency, services may be isolated as follows:

- **Electricity** – main farm - by the meter in the PPE room, accessed through the

education barn.

- **Electricity** – farmhouse – by the meter in the meter cupboard, above the front door.
- **Water** – main farm - stop tap located in the small toilet attached to the rear of the education barn, opposite the farmhouse.
- **Water** – handwashing trough/green cabin may be isolated separately using stop taps by the sinks in the student toilets.
- **Water** – farmhouse AND main farm – stop tap located beneath the sink in the farmhouse kitchen.

5. Routine Checks

Weekly and monthly fire safety checks must be carried out and documented using the fire safety records. Any faults or issues must be reported to maintenance using the following link:

<https://forms.office.com/e/Zr0AfsMEbd>

If staff notice that any fire safety equipment or signage is damaged, they should report this to the vocational tutor or a manager who will report this issue to maintenance.

If fire exits are blocked this should be reported to the Vocational Skills Tutor and a manager. This should be logged so that patterns in this incident can be addressed either by changing the layout of the area or by training staff to avoid this from reoccurring. Repeating behavior which results in fire exits being blocked may be escalated and result in disciplinary action.

Fire drill rehearsals will take place once a month. These should take place on differing days of the week and be recorded using the monthly fire safety check record by the fire warden

All visitors, staff and students should sign in and out upon entering and leaving the building. Staff are responsible for signing students in and out. This register of people on site will enable staff to carry out a prompt and accurate roll call.

6. Electrical safety

- All electrical work should be undertaken by an electrical contractor.
- All portable appliances should be tested annually.
- Portable tools used outdoors should always be operated at 110 volts from an isolating transformer and an RCD used for any tools or appliance used outdoors.
- If staff or students notice that any electrical equipment is damaged, they should report this to either the Vocational Skills Tutor or a manager. If electrical equipment is damaged in anyway the item should not be used and it should be removed from the work area if possible.
- If the item is too large to remove from the area a sign should be displayed, informing others that it is out of use. The plug should be removed to prevent the use of the broken tool or machinery.

7. Tool / Machinery Safety

Powered machinery and equipment should only be used by persons authorised by the Alternative Education Manager or Head of Youth Services.

Staff are expected to undertake proper maintenance of the tools and equipment with which they work and to ensure that manufacturer's instructions for use, maintenance and servicing are carried out. Powered machinery should be serviced annually.

Staff will follow appropriate risk assessments with regard to the use and storage of machinery on the farm.

If a tool or machine is faulty you should:

- **Immediate Action:** Stop using the tool, switch off the power, and unplug it immediately.
- **Inspection:** A competent person should inspect the plug, cable, and tool for damage, such as casing cracks, charred marks, or loose wires.
- **Repairs:** Damaged cables should not be repaired with tape; they must be replaced by a qualified person.

8. Good Housekeeping

All staff, students and volunteers are reminded of the importance of tidy working and in particular to keep entrances, exits and passageways clear and uncluttered. Staff working on the farm are responsible for maintaining good housekeeping around the farm including providing adequate warning and protection from hazards such as farm machinery, construction materials etc. and gritting pathways in icy weather. It is important to ensure all tools and equipment are well maintained and any breakages or hazards should be reported immediately.

9. First Aid & Accident Reporting

First Aid equipment is located in the following areas:

- Education Barn (by the main door)
- Open Barn (attached to the central support post)
- Student toilet block (just inside the door)
- Farmhouse (just inside the front door)

First Aid equipment is maintained by the main farm staff, with replacement materials being ordered via the Alternative Education Manager or Main Office (Polygon) as and when required. All staff are trained First Aiders.

All injuries to employees, volunteers, learners and visitors must be recorded in an Accident Book. These are located with the First Aid Kits in the education barn and farmhouse.

Accident book entries should be processed as follows:

- **Pink**- Goes to the injured person (phone the parent or carer to inform them of the injury)
- **Blue**- Taken out of the book and kept in a secure folder
- **White**: scanned and sent to healthandsafety@valleycids.co.uk

10. Protective clothing and equipment

- Clothing and equipment required for personal safety is provided and must be used whenever required. This includes safety boots, ear defenders, goggles, gloves, masks and a respirator.
- Boots and additional clothing are located in the PPE room, gloves in the education barn. Masks, ear defenders, goggles and disposable gloves are stored separately in the green cabin and are available from farm staff when required.
- The following are *examples* of when protective clothing and equipment must be used:
 - refilling machinery with petrol or diesel - use protective gloves.
 - handling dusty hay or straw – use masks
 - cleaning out animal enclosures and accommodation – gloves and masks
 - Handling disinfectant - use protective gloves and goggles.

11. COSHH- The Control of Substances Hazardous to Health

- All hazardous chemicals are kept in a locked cabin, with a key stored securely and accessible only to the main farm staff.
- Chemical spraying must only be undertaken by a suitable contractor and records kept of substances used, including fertilizers and pesticides.
- When using chemicals, including paints and cleaning materials, always check hazard labels on containers, wear appropriate PPE, follow the recommendations carefully and dispose of the containers as directed.
- There must be a suitable risk assessment in place prior to the use of any chemicals, including medicines.
- All veterinary medicines are kept secure in a locked cabinet, in a room not accessible to unsupervised students (currently the green cabin).
- The main farm staff are responsible for keeping an up-to-date medicine book and disposing of out-of-date stock responsibly.

COSHH Register

All substances should be recorded using the Turner Farm COSHH register. Any new products

should be added as they are purchased. The register should be reviewed every 6 months by the main farm staff.

COSHH Safety Data Sheets

Safety Data Sheets should be saved for all substances used at the Turner Farm site. Hard copies of these are available in the office, a digital version can be found on Dropbox. These sheets give safety advice for each specific substance.

12. Risk of infection

- All employees and volunteers are reminded of the importance of keeping their tetanus injections up to date.
- The main farm staff are responsible for erecting signs warning staff and visitors not to touch infected animals where there is risk of contagion.
- All persons are reminded of the importance of washing hands, particularly after handling animals and before taking food or drink. Multiple hand-washing facilities are provided.
- Pregnant women are advised not to be present on the farm during lambing time. Group leaders are warned via risk assessments of this risk and use their own discretion as to whether to visit the farm (NB. this is not a current risk due to no sheep breeding taking place at present).

13. Prohibited areas

- No visitors or students should enter areas containing animals on their own without the permission and supervision of farm staff.
- No visitors or students should enter the cabin where the medicine cabinet and hazardous chemicals are stored without supervision.

14. Vehicles on site

- Staff and visitors are asked to use the designated car park at the entrance to the farm.
- Movement of vehicles around site should be kept to a minimum during education delivery hours.

15. VDU Usage

- Staff and students are warned to avoid prolonged use of VDUs without a break and stop if they experience any discomfort.
- All staff are required to undertake online training relating to the use of VDU's, including correct seating and positioning.

16. Information, training and reporting

- The statutory safety notice is displayed in the Education Barn & farmhouse. The employers' liability certificate is displayed in the Education Barn & farmhouse.
- All new staff will receive a copy of this policy.
- All staff are assigned a manager responsible for ensuring that they receive appropriate health and safety information and training.
- Staff are also updated on safety issues at staff meetings.
- All staff are responsible for reporting all accidents, hazards and dangerous occurrences.
- All staff and students will complete the health and safety induction before carrying out any practical activities at Turner Farm.
- All instructional and safety signage around the farm site must be adhered to at all times.

17. Safety checks and reviews

The programme of maintenance and safety checks and servicing includes the following:

- **Fire extinguishers** - checked annually by the installation company
- **Wood burner & flue** - swept & checked annually by an approved chimney sweep.
- **Fire alarm** - checked annually by service engineer and weekly by farm staff.
- **Emergency Lighting** - checked six-monthly by service engineer and weekly by farm staff
- **Portable electrical appliances** - checked annually by a PAT testing company
- **Oil Fired Heating Boiler** – Serviced annually by an approved contractor.

Policy Reviewed: - April 2026

Next Review Date: - April 2027