

Health and Safety Policy for Highfields Education

This is the statement of general policy and arrangements for Highfields Education.

Overall and final responsibility for Health and safety is that of Claire Jacob.

Day to day responsibility for putting this policy into practice is assigned to Claire Jacob

Day to day requirement for following this policy is the responsibility of all staff, visitors and students.

- Everyone should always be aware
- Work safely at all times
- Ask if you don't understand
- Report anything that seems damaged, unsafe or faulty

The aim of the Health and Safety Policy is to

- Prevent accidents and cases of ill health related to the work place.
- Manage and minimise health and safety risks in the work place
- Provide clear instructions and information to all persons involved with Highfields Education
- Consult with staff and students on matters affecting their health and safety
- Implement emergency procedures, including evacuation in case of fire or other significant incident.

The Venue

The venue has been assessed as safe and appropriate for educational activities by a member of Derbyshire County Council Work experience. See Highfields Farm JD and RA document.

A risk assessment has been completed and will be regularly reviewed, annually or earlier if working habits or conditions change.

Student Induction

A specific risk assessment which is relevant to a young person's needs and the activities they will be involved in will be completed before any sessions take place.

The first session with a student will always start with an induction where all relevant health and safety procedures for the site will be covered.

See Induction Checklist for Students

Animals

Any animals that are used in educational activities will have been well handled and deemed to be of a suitable temperament by Highfields Farm manager Mark Jacob.

Any interaction with animals will be supervised by a suitably experienced staff member.

There will always be the opportunity for hand washing and other safe hygiene practices after interacting with an animal.

First Aid

There will always be a qualified first aider on site when activities take place at Highfields Education.

There will be a First Aid Box readily available for each Highfields Education session, with a list of those holding First Aid qualifications.

Fire Drill

Everyone working or attending sessions on a regular basis must be instructed on procedures in case of fire. This is to include familiarisation with the Fire Evacuation Policy. Fire Evacuation Drills will be completed once an academic term and recorded at the Fire Point. Fire extinguishers will be checked and serviced annually. Smoke alarms will be checked weekly with batteries replaced if required.

Accident and Incident Book

All accidents and incidents must be recorded immediately in the Accident and Incident Book and signed as required. This is an important document and must be retained in files even if it has been replaced by a new book. This book should be locked away to maintain persons confidentiality. Serious accidents must be reported in accordance with RIDDOR.

Group Records and up to Date Information

Highfields should have all up to date information and completed staff and student forms available for reference. These will be kept in accordance with GDPR guidance.

Emergency Policy

It is the intention of Highfields Education to ensure that any risks arising from activities are eliminated or reduced to a minimum. However, Highfields Education acknowledges that despite these measures it cannot be assumed that a major incident will never occur.

Most emergencies can be resolved on- the-spot by the leader removing the group from potential threat and providing first aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

1. Secure safety of whole group from further danger. Stop all work/activities if safe. Call in and locate group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger.
2. First Aider to attend to any casualties with adult helper and with regard for maintenance of required supervision ratios for the rest of the party. At least one first aider must be on site at all times. A record of changes in casualties' state and anything administered to them to

- be made if possible.
3. Emergency services contacted as necessary. Charged mobile phones are carried by staff. Despatch a designated person to meet emergency vehicle at the entrance where possible/necessary and another volunteer halfway up the track for clear guidance. Give following grid references to 999 operators:

Highfields Farm Etwall : 52 deg 53 54.2"N 1deg35'48.6"W ///ignore.boil.list

Postcode: DE65 6LS

4. Safety of the rest of group will be maintained by the remaining staff away from the scene of the incident.