



**Country
Trust**

Where children
learn and grow

Health and Safety Policy

Policy Ref	H&S
Date Created	June 2022
CT Version	4
Review Date	June 2024

Part 1: Statement of intent

Our Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks for the activities we undertake including on farms, in schools, in the countryside.
- Ensure that third party providers have adequate health and safety measures in place.
- Ensure CT employees including home-based workers have a safe place of work and ensure office equipment is set up appropriately.
- Ensure packing locations and facilities for Farm in a Box National are safe and any potential risks are managed.
- Provide clear instructions, adequate information and training to ensure CT employees, coordinators*, other contractors and volunteers are able to do their work safely.
- Provide specific training and support to ensure Coordinators are able to write and implement suitable and sufficient Risk Assessments.
- Provide training and support to CT coordinators to ensure that all of our hosts have an adequate Risk Assessment in place.
- Ensure that schools are offered ample opportunity for producing their own Risk Assessments by providing:

Farm Visits:

- A pre-visit
- Sending Activity and Site Specific Risk Assessments produced by Coordinators and Host Farmer Risk Assessments produced by Farmers for Farm visits in advance of the visit taking place.

Food Discovery:


- Ongoing communication throughout the programme
- Sending Cooking and Growing Risk Assessments produced by Coordinators in advance of the sessions.

Residentials:

- a pre-planning meeting
- Activity and Site Specific Risk Assessments for activities the Coordinator leads and third party provider Risk Assessments for activities they provide.

Farm in a Box:

- Clear health and safety guidance to those receiving the Farm in a Box resources.
- Provide necessary Personal Protective Equipment (PPE) for employees. Coordinators and other contractors are required to provide their own PPE as required.
- Check any equipment for new starters is in a safe condition and PAT test electrical equipment regularly in line with government guidance.
- Learn from any incidents that occur including near misses, adapting best practice and sharing this learning across the organisation.
- Foster a caring attitude and culture where everyone can approach their line manager with any issues including stress or anxiety. Approach problems with a 'how can we fix this' approach rather than apportioning blame. Have realistic expectations especially during transition periods.

SIGNED	
PRINT NAME	Steve Bell, Chair
DATE	2 August 2022
Review Date (every 2 years)	

Part 2: Responsibilities for Health and Safety

1. Overall and Final Responsibility for Health and Safety
Jill Attenborough - CEO
2. Day-to-day responsibility for ensuring this policy is put into practice
Kay Whitfield - Health and Safety Lead
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Area of responsibility	Person responsible
To put in place adequate insurance cover.	CEO
To provide adequate training to ensure CT employees, coordinators and other contractors are competent to do their work safely.	Health and Safety Lead Business Operations Manager
To recruit coordinators who are competent in Risk Assessing in an outdoor or school environment and if this is identified as an area that needs improvement, provide adequate extra support and mentoring.	Programme Leads and others involved in recruitment
To ensure volunteers have read and understood relevant Risk Assessments and receive on the job training and mentoring to ensure any activities they lead/support are done so safely.	Coordinators and line manager for office volunteers
To ensure that central office is a safe place of work including overseeing PAT testing, and support CT employees who are home workers to ensure they have office equipment set up correctly.	Business Operations Manager
Ensure that coordinators have skills to assist host farmers and teachers in the preparation of risk assessments by providing training, guidance and support.	Health and Safety Lead
Ensure that coordinators have skills to prepare and implement Activity and Site Specific Risk Assessments for Farm Visits; Cooking and Growing Risk Assessments for Food Discovery and any activities they lead themselves for Residentials.	Health and Safety Lead Programme Leads
Ensure equipment which is provided to contractors is in safe working order. Ensure PAT testing is carried out at recommended intervals.	Programme Leads Business Operations Manager
Ensure that any Farm in a Box National packing is carried out safely in an appropriate space	Farm in a Box Programme Manager

To ensure only appropriate, safe and hygienic resources are sent out to schools as part of Farm in a Box, and that clear H & S guidance is given to those receiving the box.	Farm in a box Programme Manager -FIABN Coordinators - FIABL & FIA Bag
To ensure that mental health and wellbeing is considered when planning expectations and managing change. Make CT employees, Coordinators and other contractors know where to come if their work is causing stress and anxiety.	CEO, Programme Leads and SLT
To ensure that CT employees, Coordinators and other contractors are familiar with the system for reporting and recording incidents and report all incidents to the timescales outlined in the incident report form.	Health and Safety Lead
To follow up any incidents that occur, agree what action needs to happen and agree timescales.	Health and Safety Lead Programme Leads
Report to CT Trustees on H&S incidents each quarter.	Health and Safety Lead
To ensure that any third-party providers have adequate Risk Assessments in place these are implemented. To take action if any areas of concern arise.	Country Discovery Residential Manager Farm in a Box Programme Manager Food Discovery Programme Manager
Ensure that all CT employees, Coordinators and other contractors have read and understand the H & S Policy and have access to other supporting documents including H & S procedure, example Risk Assessments and Health and Safety briefings.	Health and Safety Lead Business Operations Manager
Ensure timely reporting of any accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Health and Safety Lead CEO

4. All CT employees, Coordinators and other contractors must:

- Ensure that the work that they carry out is done so safely and seek guidance and/or support if they are unclear about anything.
- Ensure that any necessary Risk Assessments have been produced, shared and implemented.
- Attend Health and Safety training and updates offered (or watch recording if not able to attend) and ensure that most recent versions of documents are being used.
- Ensure equipment is safe and fit for purpose and contact Line Manager if anything needs replacing.
- Report any incidents including near misses within the timescales specified on the Incident Report Form.
- Work with H & S Lead to draw out learning from any incidents that occur.
- Treat everyone with respect.

Part 3: Arrangements for Health and Safety

Risk Assessments

We will provide adequate training and support for Coordinators to produce their own Risk Assessments for their visits and sessions and to support hosts in producing their Risk Assessments.

Coordinators should complete an Activity and Site Specific Risk Assessment for every Farm Visit.

Coordinators should complete Risk Assessments for all cooking, tasting and growing activities for Food Discovery sessions.

Coordinators should complete Risk Assessments for all aspects of Residential that they are leading themselves.

Coordinators need to ensure that there is a suitable and sufficient Host Farmer Risk Assessment in place and that it is reviewed annually. If the farm doesn't have a current Risk Assessment the visit should not go ahead.

Residential Manager, Farm in a Box Programme Manager and other Programme Leads to ensure that all third party providers have suitable and sufficient Risk Assessments in place. These should be stored on Sharepoint and updated annually.

Farm in a Box Programme Manager to ensure that packing of Farm in a Box National has been Risk Assessed and the Risk Assessment shared with everyone involved. If packing work is carried out by a third party ensure that they have a suitable and sufficient Risk Assessment in place.

Farm in a Box Programme Manager responsible for ensuring that each Farm in a Box Activity card contains H & S notes including allergy information. Coordinators are responsible for ensuring all the appropriate activity cards are included when packing Farm in a Box Local/Bag.

Business Manager to complete a Risk Assessment for the office and ensure those who work from the office have read and understood it, any issues to be reported during regular catch-up meetings.

Business Manager to complete DSE forms for CT employees who are working from home and ensure that these are carried out at the recommended intervals.

Training

Every new starter will attend H & S induction training.

Annual H & S training will be provided at our annual staff conference.

Recorded H & S briefings will be shared to update on best practice following on from incident reports and as a refresher for seasonal hazards.

Learning will be shared by Programme Leads and H & S lead if appropriate at team meetings.

One-to-one ongoing support is available to all those who request it and if flagged up as an area needing to be improved in new starter reviews.

Consultation

All training and ongoing support gives the opportunity for sharing thoughts and asking questions.

All incidents are followed up with the offer of a one-to-one conversations to draw out learning and decide how to reduce the chance of incidents reoccurring.

Working with third Parties

Hosts:

Are responsible for maintaining any infrastructure that will be used on the visit, for machinery movements during the visit, and for any activities they deliver and equipment they provide.

Are responsible for producing their own Risk Assessment (annually) and ensuring it is implemented.

Are responsible for ensuring that they have adequate insurance in place to cover educational visits of at least £5 million.

Are responsible for providing adequate toilet and handwashing facilities and a suitable clean space for the group to have lunch. Coordinators are able to supply handwashing kit if required.

Other Third Party providers:

Third Party Providers are responsible for ensuring they have an adequate and up to date Risk Assessment which is implemented and ensuring that they have adequate insurance in place of £10 million (any exceptions to be agreed on a case-by-case basis).

Schools and other group leaders:

For Farm Visits the teacher/ lead adult for the group is responsible for attending the pre-visit to farms, then writing their own Risk Assessment using the host and coordinators Activity and Site Specific Risk Assessments to guide this process and ensuring that other adults attending the visit have read and understood the Risk Assessment before the visit.

For Residentials the lead teacher is responsible for attending the pre-visit and then writing their own Risk Assessments. They will be provided with third party providers' Risk Assessments and Country Trust Risk Assessments for the activities we lead to help guide this process. They should ensure that the other adults attending the visit have read and understood the Risk Assessment before the visit. Schools have full responsibility for overnight care of pupils.

For all sessions (farm visit, school-based or residential) the school staff or other group leaders are responsible for managing the behaviour of the children and ensuring that Teaching Assistants and other adults attending are providing adequate supervision.

Schools/group leaders are responsible for providing their own first aid provision, both in and out of school.

Group leaders should be aware and let the coordinator and host know in advance of any allergies or intolerances and ensure that children don't taste anything or take part in any activity that may cause harm.

* All of our Coordinators are self-employed contractors.