



Country Trust

Where children learn and grow

HEALTH & SAFETY POLICY

The Country Trust is a registered charity no. 1122103 and is a company limited by guarantee registered in England no. 6436266
Registered address and head office: Moulsham Mill, Parkway, Chelmsford, CM2 7PX
President: The Duke of Westminster

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TCT Version	3.2
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Health & Safety Policy

The Country Trust is a national educational charity dedicated to bringing alive the working countryside for children least able to access it. We operate throughout England and Wales, working mostly with primary schools in urban areas of high deprivation. Each year we help around 20,000 children to understand and experience the working countryside.

Our work is split into three connected strands:

- Farm Discovery - day farm visits to working farms and estates.
- Countryside Discovery - Residential trips primarily for children from London and Bradford
- Food Discovery - A programme of activities including cooking, growing, playground markets, CPD for teachers as well as farm visits.

Management and Staff

The Country Trust's Board of Trustees work closely with Jill Attenborough, CEO, to decide strategy and policies related to the operation of The Country Trust. Other staff/contractors:

- David Thompson - Assistant Director
- Vicki Leng - Food Discovery Project Manager
- Mary Hext - Farm Discovery Manager
- Kay Whitfield - Farm Discovery Manager
- Kay Whitfield Countryside Discovery Residentials Manager (maternity cover)
- Elizabeth Gower Finance Manager /Gemma Cox (maternity cover)
- Claire Marmion Fundraising Manager and the Fundraising team
- Farm visit, Residential and Food Discovery Coordinators located throughout England and Wales

This is the statement of general policy and arrangements for:
 Overall and final responsibility for health and safety is that of:
 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Country Trust
Jill Attenborough

David Thompson

Statement of general H&S policy	Contact	Action
To put in place adequate insurance cover.	Jill Attenborough	
To take reasonable and practicable steps to prevent accidents and cases of ill health and provide adequate control of health & safety risks arising from Country Trust activities.	Country Trust employees and contractors	Follow procedures listed in the CT HSE policy
To provide adequate training to ensure employees and contractors are competent to do their work.	David Thompson	Training and ongoing support
Ensure that CT employees and contractors have skills to assist host farmers and teachers in the preparation of risk assessments and other documents relating to HSE.	David Thompson	Training and ongoing support
Ensure that CT employees and contractors have skills to prepare risk assessments for activities that they themselves lead for example, cooking in school and growing activities.	David Thompson	Training and ongoing support
To ensure that CT employees and contractors are familiar with the system for reporting and recording incidents. To report to CT Trustees on H&S incidents on a regular basis.	David Thompson	Training and ongoing support
The CT will adhere to government guidance for all organisations working with children, young people, families, parents and carers with regard to safeguarding of children.	Jill Attenborough Designated Safeguarding Lead	Training and ongoing support
CT H&S Policy, Incident report form, and H&S pack made available to all CT employees, contractors & volunteers.	David Thompson	Brief existing employees and contractors and provide listed documents, make documents available to new employees and contractors as part of induction/training
Accident book held by: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	David Thompson David Thompson	Stored in shared drive online
Incidents to be reported in the first instance to:	David Thompson	
Sign & date		
Sign & date		

Subject to review, monitoring & revision	Annual - last reviewed:	March 2020
Signed:		

Reporting Accidents & Incidents

- Use the Incident Report Form (IRF).
- The IRF to be completed where possible by CT employees and contractors, or by a CT volunteer if they are the sole representative of the CT at the visit. Complete the form asap after the incident when it is still fresh in your memory.
- If you don't have all of the information you can update your report when additional information becomes available. The original/first report cannot be changed.
- Only include facts in the IRF, no opinions or speculation as to why the incident occurred, whose fault it was, etc.
- If the incident is classed as a **fatality/major/disease or illness** please inform Jill Attenborough and David Thompson via telephone & email **immediately**.
- If the incident is classed as **minor/near miss/property damage** please email the IRF to David Thompson immediately.
- Save a copy of the report.
- Do not discuss the incident with other parties, press, etc. Do not make reference to the incident in social media.
- Incidents will be collated and reported to Trustees on a regular basis.

Glossary:

- **Incident:** any occurrence before, during or after a Country Trust activity that causes or could potentially cause harm to school staff/children, the host farmer or farm staff, Country Trust employees and contractors or volunteers.

Types of incident:

- Major: an incident that requires the emergency services and/or the person(s) affected require hospital treatment.
- Disease/illness: An illness or infection picked up on a CT visit.
- Minor: The person(s) affected require some attention at the farm/venue before being able to carry on with the visit. School staff to make the final decision regarding treatment and whether person affected can carry on with visit.
- Near miss: It is important to report incidents where persons could have been harmed were it not for prompt action or good luck so that activities can be changed and risk assessments can be amended.

Incident Report Form

Contact details

Name	Email	Mobile	Tel
Jill Attenborough	jattenborough@countrytrust.org.uk	07760 171146	01245 608363
David Thompson	dthompson@countrytrust.org.uk	07957 617619	01665 577216

General

Visit details	
Date of visit	
School details	
School name	
School address	
Post code	
Telephone number	
Head teacher name	
Class teacher present at visit	
Class teacher email	
Number of children	
Year group	
Host farmer/venue details	
Host name	
Venue/farm name & address	
Post code	
Telephone number	

1. Details of person completing report
Name
Telephone number
Job title
Email address
2. Incident location
Address
3. General information
<u>Brief</u> description of incident
Date & Time of incident
4. Reported to?
Emergency services (delete as applicable): Police, ambulance, fire, none

Witnesses

Witness 1:	Witness 2:
Name	Name
Address	Address
Town	Town
Post Code	Post Code
Tel.	Tel.
Role on the day (please delete as applicable): School: adult/child, Farm:host/employee, Country Trust: employee /contractor /volunteer	Role on the day (please delete as applicable): School: adult/child, Farm:host/employee, Country Trust: employee /contractor /volunteer

Incident details

Incident type: (delete as applicable)	Fatality, Major, Disease/illness, Minor, Near Miss
Injured Party(s)	School: adult/child, Farm:host/employee, Country Trust: employee /contractor /volunteer
Injured party 1	Injured party 2
Name	Name
Address	Address
Town	Town
Post Code	Post Code
Tel.	Tel.
DoB or age:	DoB or age:

Description of Incident Please describe the incident (use a separate sheet if necessary)
What was the injury? What treatment was given? Was the injured party taken to hospital? Did injured party return to continue the visit or session after treatment, or was there any update on the condition of the injured party?

Responsibilities of schools/groups/organisations, Hosts & Country Trust employees /contractor

Schools, groups and organisations

Responsibility for supervision, control and charge of pupils/children/families and other persons connected with the school taking part in Country Trust activities remains with the school, educational or other establishment at all times. This is made clear in the documents sent to schools.

CT employees /contractors should monitor the behaviour of pupils/children/families throughout the activity. If they feel that poor behaviour may result in an accident/incident they should stop the activity, call all children and adults together, and explain that if behaviour of pupils/children/families does not improve then the activity will be terminated. If the activity is terminated, and/or CT employees /contractors feel that the behaviour of the group was unacceptable, they should work with their team leader to write to the Head Teacher (or, in the case of other organisations, someone in authority), to explain that if standards of behaviour from pupils/children/family groups taking part in CT activities does not improve then the CT will no longer be able to offer them such activities.

Other examples of situations when CT employees /contractors should stop an activity (a 'red line') because a H&S threat has developed:

- Poor behaviour of children (as above)
- Inattention/engagement of school adults meaning that children are not adequately supervised and/or their behaviour is unacceptable
- Behaviour of the farm host, for example deviating from the activities planned for the visit
- Behaviour of non-school adults/CT employee/contractor , for example guests
- Poor weather conditions
- Any situation where the risk of harm is increased due to unforeseen circumstances, for example broken equipment, livestock escaping from a pen, etc
- Deviating from planned route/activity as planned at pre visit

Schools/groups/organisations should make sure that they have appropriate insurance cover in place for visits of this type.

Schools/groups/organisations should ensure that adult to child ratios are appropriate for the Key Stage concerned, or in relation to children's needs.

Hosts

Landowners, tenants, staff and agents who host Country Trust educational visits are responsible for:

- preparing and implementing their own risk assessment covering hazards linked to the activities/location that are to be offered to visiting school or other groups. The Country Trust can provide a template risk assessment and links to Government and HSE advice.
- complying with all relevant legislation connected to farming operations, for example certificates for forklift and sprayer operators.
- ensuring that they have adequate public liability insurance cover in place for visiting school groups.
- issues around child safeguarding whilst children are on their land in relation to farm staff and other adults connected to the farm.

Host Farm Risk Assessments

The Country Trust expect host farms to prepare their own risk assessments for educational visits to their farms. Country Trust have been encouraging host farms to complete a RA for school visits and we expect that every farm that we visit will have one by the end of 2020.

Country Trust Staff

CT employees/contractors help teachers/group leaders and farmer hosts to plan visits by:

- Arranging a date for, and attending, a pre visit with farmer and teacher to plan and assess H&S issues and activities.
- Arranging a date for the school visit to the farm.
- Preparing and sending school teachers/group leaders the Farm Discovery Confirmation Pack, other risk assessments and information as appropriate, and a description of activities planned for the visit.
- Throughout the visit, supporting teachers/group leaders and farm staff by being vigilant and taking any reasonable steps to safeguard the health & safety of children and adults taking part in the visit.
- Providing templates and links to support the creation of Host Farm Risk Assessments

Pre visits

The Country Trust strongly recommends teachers/group leaders do a preliminary (pre) visit to the farm where the visit will be held (ideally the CT Coordinator will also attend).

On the pre-visit teacher/group leader, farmer and CT Coordinator can discuss the learning resources available on the farm and how they can be used to support national curriculum work done in the classroom. They can formulate a plan for the visit to include activities using natural and prepared resources. They can also identify hazards associated with those activities, and formulate actions that will reduce the likelihood of those hazards harming children or adults.

In other words, they plan activities for the visit and school staff can complete a risk assessment.

The Country Trust Coordinator will share the Host Farm Risk Assessment with schools if available. If the farm does have a risk assessment the Coordinator will send the school the H&S Information for Schools and Farms document.

If the teacher chooses not to attend the pre-visit a brief description of activities planned for the visit will be included in the teacher confirmation pack. However, it should be made clear to the school or other group that pre-visits are an important part of the planning process and our Health and Safety Information for Schools and Farms document is not a substitute for the school's/group's own Risk Assessment.

Country Trust led activities

Country Trust employees/contractors representing The Country Trust must complete risk assessments for any activities that they themselves are delivering on a school site, or as part of a visit to a farm or other venue, and make these available to the school. These will include Food Discovery growing & cooking and teacher training sessions.

The school/group should have a risk assessment in place for the site of the proposed activity, ie. garden area or kitchen, which Country Trust employees/contractors should ask to see prior to these sessions. There may be instances when some part of the activity may need to be adjusted in light of the site risk assessment.

A Country Trust Led Activity & Sire Risk assessment will be needed for a farm discovery visit when:

- CT employees/contractors lead an activity or part of a farm visit when there is no-one present to represent the farm.
- there is cooking or tasting during a farm visit
- the CT employee/contractor takes equipment with them to the farm to deliver an activity during a farm visit.

Country Trust employees/contractors will evaluate changes in the weather, the seasons, and other circumstances on the day of the visit and will change delivery of activities accordingly to reduce likelihood of children or adults being harmed.

Country Trust employees/contractors sometimes arrange for a farmer or other representative of the food & farming industry to visit a school and speak to the children about their job, lifestyle, etc. If, during such a presentation, there are to be activities in

which the children to take part, Country Trust employees/contractors must liaise with the farmer and school staff to prepare a risk assessment.

Country Trust Residentials

The Country Trust organises activities at various venues for the school, including some activities that take place in the evening for example moon/star walks, listening to bats, etc. Country Trust employees/contractors must prepare a risk assessment for activities that they themselves lead (schools should receive a copy of this risk assessment for their records).

Insurance

The Country Trust has public liability insurance that covers staff, whether employed or self employed or volunteers, when they are representing or delivering activities on behalf of the Country Trust.

Risk Assessment

Method & Terminology

Preparing a risk assessment is a useful way to look at activities planned for a farm visit, identify hazards associated with the activities, and agree on actions required to reduce the likelihood of hazards harming visitors to an acceptable level.

Key words in most risk assessments:

- **Activity:** A farm visit will consist of a number of activities, the first of which is usually 'alighting from the coach'.
- **Hazard:** 'Something with a potential to cause harm'. As part of assessing risk identify hazards associated with each activity.
- **Risk:** A combination of the likelihood of a hazard causing harm and the severity of the consequences
- **Control:** Measure put in place to prevent, mitigate or reduce risk of injury occurring

Assessing risk:

Most risk assessments have some way of quantifying the level of risk associated with a hazard. Risk is a combination of the likelihood of a hazard causing harm and the severity of the consequences. Assessing the level of risk will help to decide on an appropriate risk reduction measure.

Hazards associated with a typical farm visit

When preparing a risk assessment for an educational visit on a working farm only assess the hazards and risks linked to the delivery of planned educational activities.

There are many examples of hazards listed in the CT Health and Safety Information for Schools and Farms document. They are to help guide school staff/group leaders, but these comments are not complete, only an indication. The Country Trust recommends that school staff/group leaders follow HSE advice on visiting farms.

Hygiene

Possibly the most topical and publicised hazard with potential to harm visitors to working farms is 'infection and disease risk', the most publicised being: E. Coli O157 and Cryptosporidium Parvum. People can become infected by micro-organisms such as E. coli O157 or Cryptosporidium Parvum through:

- consuming contaminated food or drink
- direct contact with contaminated animals
- contact with an environment contaminated with animal faeces.

Code of Practice

Following the incident at an open farm several years ago when children fell ill after being infected with E. Coli O157, a **Code of Practice** for open farms was written. The recommendations in the code of practice are relevant to Country Trust farm visits.

The Code of Practice, whilst still emphasising the need for careful and thorough **hand washing**, especially before eating food, also strongly recommends that areas of the farm should be designated **contact or non-contact areas** (contact with animals).

What this means in practice for most CT farm visits is planning activities for the day taking the following into account:

- In the 'safety talk' at the start of the visit stress the importance of a thorough hand wash before eating food.
- Planning the programme for the day so that children wash their hands immediately after activities that involve touching/feeding animals ie. Do clean activities first, feeding/touching immediately before hand washing.
- Take into account the age of the children. Young children are the most likely to pass infection to their mouth during sucking thumbs, touching mouths, holding their nose because 'the farm smells', etc. The health of young children can potentially be affected more than that of adults following infection.
- Choose where the class eats packed lunches with care. Outdoor areas for eating packed lunches must have been clear of animals **for at least three weeks**. If indoors, eating packed lunches in a shed that has been used for animal housing is not acceptable unless it has been thoroughly washed out and disinfected.

Touching and feeding animals:

- Younger children (nursery, reception, year 1, some SEN/D), who are unlikely to follow H&S instructions/guidance should not touch or bottle feed animals, or touch fencing/gates. The only exception is if handwashing facilities are **IMMEDIATELY**

adjacent, and a thorough hand wash can be carried out immediately after touching.

- For groups of older children (Y2 and older) touching and feeding animals should be followed immediately with a hand wash. The class teacher should make the final decision as to whether the activity should go ahead (decision based on whether children are likely to follow H&S instructions/guidance).
- There should be no direct animal contact with clothing (including gloves) through holding or embracing animals. Groups with SEN/D will need to be treated according to their listening skills and abilities, class teacher/group leader to make final decision.

Footwear hygiene:

- The Country Trust strongly encourages schools/groups to ensure that children wear wellies when children attend a visit where they will walk in areas where livestock have had access during the previous three weeks, or where there is visible soiling. CT employees/contractors to advise school staff/group leaders in advance whether visits fit this criteria.
- Where possible CT employees/contractors will wash wellies before lunch and before boarding the bus at the end of the day.
- Where possible and where the appropriate equipment and risk assessments etc have been provided by the farmer, children and adults will use a foot dip containing a disinfectant solution before lunch and before boarding the bus at the end of the day.
- Where possible activities will be planned to avoid footwear becoming soiled, especially immediately pre lunch or boarding the bus at the end of the visit.
- Country Trust employees/contractors to advise host farmer and school staff/group leaders that children should not sit on the floor with dirty footwear to eat lunch (to eliminate the chance of accidental contact between dirty footwear and children's hands while they are eating).
- Every effort will be made to ensure that no child leaves a farm with dirty footwear, following a visit where children have walked through areas where livestock have been present in the last three weeks, or where there are visible droppings. If it isn't possible to wash footwear then as a minimum footwear should be cleaned off in grass, and children must sit on chairs to eat their lunch and wash their hands after touching their footwear. If footwear can't be washed or adequately cleaned on grass, and there are no chairs available then dirty wellies will have to be removed (and possibly replaced with clean shoes) before children wash hands and eat lunch.

Hand washing

Key points:

- Use liquid soap (bars of soap can be dropped on the floor)
- Provide running water (preferably warm) ...essential for rinsing. Sharing a bucket to wash & rinse hands is not acceptable.

- Dry hands using paper towels (or hot air hand driers), not shared cloth towels.
- Alcohol gels are not an acceptable substitute for washing hands as above.

Emergency Policy

If there is an emergency situation during a farm visit, Country Trust Coordinators will need certain key information:

- where am I? Print pages 3 & 4 of the teacher confirmation pack and take with you to the visit. If there is a part of the visit away from the main farm with no post code find out a grid reference and store in the teacher information pack.
- How can I summon help? Note whether there is a mobile signal at the farm at the pre visit, and if no signal discuss a fall-back means of summoning help with the farmer, for example where is the nearest land line? Is it accessible?
- Who will have medical information about this person?
 - Children and school adults: the school.
 - Country Trust Coordinator: CT office 01245 608363. If you have a medical condition that could result in you becoming incapacitated during a visit you should inform the CT office in confidence, so the emergency services will be able to ring and get advice. You could also usefully inform the farmer host and/or teacher so that they are prepared.
 - Farmer: discuss at the pre visit who to contact if the farmer/farm staff become unwell during the visit.

Lunch time

Where to have lunch?

Things to consider, and to include in the Host Farm Risk Assessment:

Indoors

- If animals have been housed in the building it should have been cleaned out, washed down and disinfected at least three weeks before the visit.
- If a grain store is to be used for lunch-time check with the farmer if any chemicals have been used in the building and whether the chemicals could still cause harm, and assess how dusty the environment is and make school staff aware that lunch may be in a slightly dusty environment. It is the school's responsibility to identify children with allergies/medical conditions that may be affected by the dust.
- A general farm shed: check that equipment stored in the shed is secured and won't fall on children/adults, that visitors can't get near sharp objects, that any chemicals are locked away, that visitors can't access electrical equipment, extension leads, etc. Also confirm with the farm that no farm machines will need access during lunchtime.

Outdoors

- Outside areas must be clear of livestock for at least three weeks, and there should be no visible droppings, before visitors can use the area to eat food.

Activities at lunch time

- CT Coordinators should complete a CT led activity and site risk assessment if they are to lead an activity during lunch time and no one from the venue is present.
- If the activity involves play equipment provided by the farm then there will need to be someone from the farm present and the equipment should be included in the host farm risk assessment.

Pregnant Ladies

Guidance for pregnant women in the Teacher Information pack is as follows:

“NO person who is, or thinks they might be, pregnant, should attend a farm visit where there will be sheep, cows, goats or other animals giving birth. Please remember this includes teachers, school helpers, parents, guardians and any other people who may be supporting the visit. The Country Trust cannot be held responsible in respect of injury, including death, to mother or child (save as a result of our negligence).”

Please also refer to the [Government Advice](#) [Government Advice](#)

It is really important that Country Trust Coordinators flag this up to school staff prior to them coming on a visit. You can do this:

- At the **pre visit and/or pre visit emails and calls.**
- In the **Farm Discovery Confirmation Pack** on page 4, see below.
Important Health and Safety Issues to consider for this visit
 - There will be animals giving birth at this site please ensure no pregnant women attend (Link to advice)
- Include a line **in the covering email** when you send the Confirmation Pack to the lead teacher: ‘No-one who is pregnant, or thinks that they may be pregnant, should attend this visit. Please see guidance in the Teacher Confirmation Pack’

Farmer host/ volunteers/guests

The same information should be flagged up to anyone coming to the visit whether as the farmer host, as a volunteer, or guest.

If a pregnant lady turns up on a visit

If a pregnant lady does come on a visit to a farm where there are animals giving birth then it is really important that she does not walk through areas in which animals are giving birth, or come into contact with after birth, amniotic fluids, etc. You will need to have a conversation with the farmer about this. You will also need to discuss child/adult ratios with the lead teacher to ensure that the children are correctly supervised if the pregnant lady cannot accompany the groups to specific areas of the farm. It may be that some of the activities involving animals giving birth planned for the visit will have to be cancelled or delivered in a different way.

CT Coordinator/accompanying office staff/fundraisers etc.

If you are pregnant, or think that you may be pregnant, and would like to discuss how this may affect how you do your job, please contact Mary, Kay or David to have a confidential conversation.

Please do not put yourself at any risk.

Link to the Code of Practice:

<http://www.face-online.org.uk/codeofpractice>

Other Hazards and Links to Resources

- Lymes disease: see attachment ‘Lymes disease guidance’
- ‘Notes for schools considering educational visits where there will be sheep, cows or goats giving birth’, see Country Trust document: NotesSchoolspEVpregnantMar2015
- Leptospirosis, follow link to HSE website: <http://www.hse.gov.uk/pubns/indg84.pdf>
- Passenger trailers: follow link to HSE website: www.hse.gov.uk/pubns/ais36.pdf

Date policy approved	January 2015
Date of revision and reason	September 2015 <i>Page 2 - Slight change to descriptive paragraphs on three strands. Names of management added for new lead roles.</i>
Date of revision and reason	March 2018 <i>Amendment including JA as Designated Safeguarding lead</i>

	<p><i>Updating of email addresses for DT and JA</i></p> <p><i>Addition of groups that are not schools.</i></p> <p><i>Addition of clarity that responsibilities are emphasised in our documents sent to participating schools and organisations</i></p> <p><i>Addition of guidelines for CT team when behaviour or pupil/child management is poor</i></p> <p><i>Addition of clarification regarding the responsibility of hosts for Risk Assessments - not stated previously</i></p> <p><i>Addition of clarification of Public Liability Insurance cover</i></p> <p><i>Addition of guidance on touching feeding animals etc following internal review</i></p> <p><i>Addition of guidance on footwear contamination following work with the HSE</i></p>
Date of revision and reason	<p>April 2019</p> <p><i>Replaced references to ‘Generic Risk assessment’ with ‘Health and Safety Information for Schools and Farms document’</i></p>
Date of revision and reason	<p>March 2020</p> <p><i>Updating of contacts</i></p> <p><i>Further clarification of responsibilities</i></p> <p><i>Addition of pre-visit information</i></p> <p><i>Addition of Host farm Risk Assessment information</i></p> <p><i>Addition of information relating to lunchtimes on farm visits</i></p>

	<p><i>Strengthening of information relating to pregnant ladies on farms</i></p> <p><i>Addition of information relating to emergencies</i></p>
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