



Lancashire
Farm Education Centre

HEALTH AND SAFETY POLICY

The owner / manager is responsible for health and safety in the setting. Staff must ensure the setting is as safe as reasonably practicable for use by the children and families.

The Lancashire Farm Education Centre aims to ensure children are healthy and safe on the premises. We aim to ensure the premises and outside areas are fit for purpose by carrying out regular risk assessments of all areas of the farm. All areas are cleaned regularly and checked for debris or dangers throughout the day.

To ensure the health and safety of all staff and visitors it is important to consider

- the suitability and safety of our setting for all employees and visitors and steps must be taken to reduce any risks identified
- that all staff have an awareness and training around health and safety
- there is at least one member of staff that has first aid training
- there is a fully equipped first aid kit stored in the farm office
- a first aid policy detailing standard and emergency procedures
- a fire safety and evacuation plan
- for school visits, the teacher in charge will have emergency contact details for each child
- for events outside school visits and farm employees, ensure that more than one emergency contact number is available for each person, as well as medical and allergy information (held in compliance with GDPR)
- a register will be taken at the start of each session and regular head counts will be carried out.

Duty of care

Lancashire Farm Education Centre recognise their duty of care to try to ensure the environment is safe for people who visit or attend (The Occupiers Liability Act, 1957). This means that we have a duty to take reasonable steps to ensure that people will be safe using the venue for the purposes for which they attend.

To do this we will

- regularly review and update the risk assessments - treating them as 'living documents'
- monitor and update as the circumstances in the setting change and in line with any public health advice changes.
- have an emergency plan in place to help all staff respond effectively to an emergency at the setting
- consider the safety and needs of all people within the setting, in particular adults and children with special educational needs (SEN) or disabilities
- consider how to manage risks whilst ensuring children have a valuable learning experience

The following considerations and reasonable steps have been taken to reduce risks:

- an assessment of the risks to any staff, volunteers, children and others involved in the setting's activities to identify the health and safety measures that are necessary. This is available on the website and is regularly reviewed.
- introduce measures to manage those risks (risk management)
- ensure that facilities are adequate and appropriate for the activity
- ensure that adequate and appropriate arrangements and facilities for providing first aid are in place and the location of the first-aid kit is clearly displayed
- tell any employees about the risks, and clearly designate and define measures to be taken to manage the risks
- ensure that relevant training is given to employees and volunteers on health and safety
- include appropriate insurance cover, such as employers' liability insurance (a copy of the certificate is available in the farm office) and public liability insurance (a copy is on the website)

Managing infectious diseases and other illnesses – visitors and staff

Workplaces and education settings, can be sites for transmission of infections and other illnesses. Lancashire Farm Education Centre will put the following measure in place to reduce the risk of transmission of infectious diseases and other illnesses.

Good hygiene practices

- Hand hygiene – staff and children will be advised to wash hands regularly, especially after touching animals, before eating and after using the toilet. Sinks are provided in the dairy, calf building and outside the calf building, all with warm running water, soap and hand towels.
- Government advice is to wash hands regularly for 20 seconds, using soap and water or sanitiser if no soap is available. Hands should be dried well, using single use paper or cloth towels (hot washed after each use).
- Respiratory hygiene – the 'catch it, bin it, kill it' approach continues to be very important.
- Use of personal protective equipment (PPE) – farm staff are encouraged to wear disposable gloves when working with animals.

Maintain appropriate cleaning regimes, using standard products, such as detergents

VMS milking stations are automatically cleaned as well as the milk tank and associated milking equipment using specified chemicals. **Only qualified staff are allowed to enter the chemical room or handle chemicals.** Floors and frequently touched areas are cleaned as required using the vacuum hose, pressure washer and appropriate cleaning detergent. Lancashire Farm Education Centre will ensure that all areas are clean and presentable prior to any school visits or events on the farm.

Keep occupied spaces well ventilated

As the farm is an outdoor environment the majority of time is spent outside. The farm office and VMS rooms are very well ventilated.

Welcoming children/staff back to your setting after illness

Staff and children who have the symptoms of an infectious disease or a diagnostic result will be advised to stay away from your setting for the minimum period recommended in [UKHSA's guidance on health protection in schools and other childcare facilities.](#)

Staff and children with mild, respiratory symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their workplace or educational setting.

If a child or member of staff has symptoms or a diagnostic result of an infectious disease they should not attend the Lancashire Farm Education Centre, given the potential risk to others.

If a member of staff or parent or carer insists on a child with symptoms attending the setting, where they have a confirmed or suspected case of an infectious disease, we reserve the right to refuse the child/staff member if, in our reasonable judgement, it is necessary to protect other children and staff from possible infection.

Further advice will be sought as needed.

Parental consent and attendance registers

For school visits, the trip leader will be responsible for parental consent, child information and attendance registers. Any important and relevant information will be shared with ES prior to arrival so that the day can be planned accordingly.

For all other visits, parental consent, parent details, relevant information, including two emergency contact details, health conditions and medical information will be collected shortly after booking in line with GDPR regulations. If a child has any particular needs, parents and carers will be contacted to discuss as required.

At the start of each session a register will be taken to ensure that we know how many and which pupils are present. There will be regular head counts throughout the session.

If a child is discovered child is missing, staff/visiting teachers should alert the designated safeguarding lead (DSL). The DSL and/or other available staff will calmly search inside and outside all buildings and farmyard. If there is no sign of the child the police will be contacted immediately and parents will be informed. Upon arrival all staff will then follow instructions given by the police. The DSL and any other available staff members will continue to search while waiting for the police to arrive. Remaining children must not be left unattended whilst searching for a missing child.

First Aid

The Lancashire Farm Education Centre is committed to keeping all staff and visitors safe - however, accidents do sometimes happen.

Staff have access to a first aid kit in the farm office. The first aid kit will be checked every month and replenished as needed. There is also a first aid reporting book in the office. The Lancashire Farm Education Centre is required to keep a written record of accidents or injuries and first aid treatment. We are also required to inform parents and/or carers of any accident or injury sustained by children on the same day as any first aid treatment is given. In the case of school visits, this will be the responsibility of the teacher in charge of the visit.

All staff have a basic understanding of first aid and Elaine Smith has had first aid training with St Johns' Ambulance and is the designated first aider.

For school visits the teacher in charge will be responsible for the first aid of the pupils in their care. Elaine and/or farm staff will assist where necessary.

For farm staff, Paul or Elaine are the point of contact for first aid. Staff will have contact details for both Paul and Elaine. Staff are encouraged to carry a fully charged mobile phone when moving around the farm to contact Paul or Elaine in case of emergency.

General site safety

A thorough risk assessment has been completed, a copy is available on the website and in the centre file. The risk assessment will be shared to all schools/groups prior to visits along with details about the site, appropriate clothing and the farm code of conduct policy.

Smoking and vaping

The Lancashire Farm Education Centre is based at a farm that is a non-smoking site. Visitors and staff should not smoke, vape or use e-cigarettes around the farmyard.

Signed

Elaine smith

Date 6th October 2022

Review date October 2023