



SURREY DOCKS FARM

HEALTH & SAFETY POLICY AND PROCEDURES

Reviewed by: Gemma Hooper, Farm Manager 01/04/2026

Approved by: Management Committee July 2024

Signed: *G. Hooper*



1. HEALTH & SAFETY POLICY STATEMENT

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations. It will be reviewed annually or as needed following any incidents or accidents. Copies and subsequent amendments will be made available to all staff and volunteers.

The success of this Policy depends on the active support of all staff and volunteers to achieve its objectives.

Surrey Docks Farm recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, volunteers, participants and visitors.

This Health & Safety Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

Policy Statement

Surrey Docks Farm will provide a safe and healthy environment for staff, volunteers, participants and visitors; this will be achieved by implementing the health and safety objectives detailed in this Policy.

Surrey Docks Farm will provide for its staff, volunteers, participants and visitors whilst working on the premises or elsewhere:

- Safe machinery and equipment, including vehicles
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable staff to work safely without risk to their health
- Premises and places of work that are well maintained, have safe access for all and are without risk to health & safety
- Adequate welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with Surrey Docks Farm, as the employer, high standards of health, safety and welfare can only be achieved with the full cooperation and awareness of all staff.



2. HEALTH & SAFETY ROLES

The allocation of responsibility for health & safety at Surrey Docks Farm are listed below:

Role	Responsibilities
Management Committee	Ultimately liable for general health and safety policy, however, the Management Committee has delegated the day-to-day management and enforcement of the health and safety policy to the Farm Manager
Farm Manager (Health & Safety Officer)	- Day-to-day implementation of the health and safety policy - Carry out annual review of the health and safety policy and guidelines - Ensure assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken - Ensure fire precautions and procedures are implemented - Ensure all staff and volunteer team are suitably inducted, trained and are fulfilling their health and safety responsibilities - Ensure accidents are investigated and reported using the established procedures - Enforce health and safety policy in the office areas
Livestock Manager	- Enforce health and safety policy in all areas of the Farm where there is interaction between people and livestock - Ensure all Livestock Volunteers complete a health and safety induction and adhere to these guidelines - Ensure equipment and tools are in good working order - Ensure medicines are stored in a locked cupboard and disposed of appropriately
Project Coordinators	- Carry out risk assessments for their projects assessing hazards for staff, volunteers, participants and visitors - Ensure all volunteers and participants complete a health and safety induction and adhere to these guidelines - Ensure machinery, equipment and tools are in good working order - Ensure any chemicals are stored in a locked cupboard and disposed of appropriately
First Aiders	- Taking charge when someone is injured or falls ill - Administering first aid in the event of an injury - Calling for an ambulance, if required - Looking after first aid equipment and ensuring it is restocked - Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate - Complete the accident book following any first aid given and ensuring this form is passed on to the Farm Manager - Discuss accidents with the Farm Manager and agree any action needed, including whether a RIDDOR report should be completed
Fire Wardens	On hearing the fire alarm they are responsible for:



	- Ensuring the safe evacuation of everyone - Checking all rooms; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building - Where possible, closing windows and doors as each room is checked - Reporting to the Farm Manager to inform them that everyone has safely evacuated the building, or to report any problems - Ensuring that nobody re-enters the building until the Farm Manager has stated it is safe to do so • After the evacuation, to identify any problems and share information. • Monitoring to ensure that fire routes and exits are kept clear at all times.
All Staff & Volunteers	• Take reasonable care for their own health and safety welfare and that of other persons affected by their acts or omissions • Cooperate with their employer, so far as is necessary, to enable it to meet its responsibilities for health and safety • Be aware of, and follow, health and safety guidelines • Use work equipment provided correctly, in accordance with instructions and training • Inform their manager of any work situations that represent a serious and immediate danger to health, safety and welfare. • Staff, volunteers and participants must notify the Farm Manager as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

3. HEALTH & SAFETY PROCEDURE



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3.1 Accident Management, Reporting & Investigation



An accident is an unplanned event that results in injury or damage.

In the event of a staff member, volunteer, participant or visitor having an accident it is important for the first member of staff at the scene to assess the situation before moving the injured party.

The qualified first aider should be informed immediately. He/she will assess what needs to be done.

The first aider will instruct a colleague to get the first aid box (stored in the Farm Shop) and if required to telephone emergency contacts and/or an ambulance. First aid will be administered where necessary. The injured party will be monitored until there are no further concerns.

If the accident is of serious nature and an ambulance is required, the person phoning should inform the paramedic of the situation and location. If the accident involves a young person, they should be accompanied to hospital by a suitable adult.

The nearest GPs are those based at the Surrey Docks Health Centre, off Downtown Road. Call these direct to get opening times, directions from Farm etc. The nearest A&E is at the St Thomas Hospital; there is also a minor injuries unit at Guys.

All accidents should be recorded using the accident book as soon as possible. The accident book is kept in the Farm Shop. The information contained in these report forms is confidential, once completed they must be filed and locked in the main office. All accidents are reviewed and investigated where necessary. Action will be taken to prevent a re-occurrence wherever possible.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 e.g. major injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc, must be reported to the Health and Safety Executive by the Farm Manager, see Appendix C for more information.

3.2 Biodigester

The Farm has one biodigester on site that was installed by a team from EcoNomad Solutions. The biodigester converts animal waste into biogas and effluent by anaerobic digestion. The following control measures are in place:

- Local fire brigade (Deptford) are notified of the biodigester location on the Farm site
- Warning signs are positioned at the entrance to the greenhouse that houses the biodigesters
- Suitable vents are placed in the roof of the greenhouse
- Flexible gas pipework has been used with correct gas fittings
- A flash back arrestor has been fitted
- All gas pipe work and fittings are leak and pressure tested and suitably fixed with pipe clips
- The gas burner is placed at a suitable distance away from the greenhouse, so that no gas leakage could be ignited from the burner and it is only used during the day by trained staff
- All staff working on the biodigester have suitable training in its operation and maintenance
- Any volunteers, participants or visitors should be supervised if working with the biodigester
- Fire risk assessment for Farm details the biodigester

3.3 Biohazards



The term 'biohazard' relates to those substances that can be termed pathologically infectious to human beings. Livestock and vermin can both potentially carry 'harmful' diseases that can be easily transferred to humans if appropriate precautions and measures are not followed. Cryptosporidium and Escherichia coli (or E coli) are particularly relevant to the Farm environment.

Simple precautions will reduce the risk of infection - these are as follows:

- All staff, volunteers, participants and visitors advised to thoroughly wash their hands with hot, soapy water when moving between any of the outdoor farm environments, to any of the indoor education or eating/drinking environments, or, to do so before leaving the Farm. This is achieved verbally through the staff and volunteer health and safety induction (Appendix A) and when visitors buy animal feed in the shop. It's also given via signs on the animal pens and the Farm displays hand washing guidance by the sinks.
- DEFRA's guidance leaflets outlining appropriate precautions are given to all staff, volunteers and visiting groups when they book (Appendix D).
- All eating/drinking environments are to be kept free of animals, pests, and livestock.
- All washbasins are to be kept stocked with antibacterial liquid soap, accessed through dispensers, and paper towels for hand drying.
- Farm workers and volunteers will be required to remove or thoroughly clean footwear used in the livestock areas/enclosures before entering any area where food preparation is undertaken.

If there are any concerns of animal ill health the Farm's Infection Control Procedure will be followed (see Appendix E).

3.4 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 an employer has a duty to consult with employees on matters of health and safety.

Surrey Docks Farm consults with the staff team in the following ways:

- The Health & Safety Policy is available via the Farm's google drive and on the Farm's website. Staff are encouraged to take part in the annual review of the policy, via a reminder at the team meetings and by email. Feedback can be given in person or via email. Any amendments will be discussed in a staff meeting and all staff briefed to be aware.
- Staff are encouraged to request the specific health and safety related training they require e.g. first aid, fire warden, manual handling, creating risk assessments.
- Staff meetings and one-to-one meetings with line managers give the opportunity to report on health and safety concerns or hazards identified.



3.5 Control of Contractors

Surrey Docks Farm will ensure that contractors working on the Farm site do not pose a risk to their own health and safety or that of staff, volunteers, participants and/or visitors.

The Farm Manager is responsible for ensuring that all contractors on site are aware of fire and emergency evacuation procedures and that they are made aware of any known hazards that might affect them whilst at work.

Contractors in turn should notify the Farm Manager of any hazards arising from their activities, which may affect staff, volunteers, participants and/or visitors to the site.

The Farm Manager and the contractor should agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress.

3.6 Control of Substances Hazardous to Health

The [Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#) impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

The Farm Manager will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessment, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

See Appendix B for specific departments that require the use of hazardous substances.

For further information refer to the HSE document [The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and guidance](#)

3.7 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

'Users', as defined by the Regulations, are employees who use DSE for a significant part of their normal work (daily, for continuous periods of more than an hour).

Where users are identified, the following must be ensured:

- Workstations are assessed using the [HSE workstation assessment checklist](#) and identified risks reduced
- Workstations meet the minimum requirements as outlined on the HSE checklist
- Work is planned to allow adequate breaks or changes of activity

3.8 Electricity at Work



The [Electricity at Work Regulations 1989](#) set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

The repair of most portable electrical equipment requires specialist knowledge and expertise if the faulty or damaged equipment is to be restored to the necessary safe condition. Surrey Docks Farm staff may undertake minor repairs where they are competent to do so and have discussed this with the Farm Manager.

All portable electrical equipment such as drills, irons, kettles etc should be subject to a detailed inspection and test by a competent person at least every 12 months. The Farm keeps a written record of the inspection dates and findings and the equipment itself is marked with some form of identification and the date of the most recent test.

Fixed electrical installations are inspected by a competent person at least every five years. New electrical installations and modifications to existing installations must be carried out by a competent person (with competency being determined by experience, knowledge and training).

Further guidance can be found in the HSE guidance document [\(HSG107\) Maintaining portable electrical equipment](#).

3.9 Fire Safety

The [Regulatory Reform \(Fire Safety\) Order 2005](#) places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Fire Drills are conducted on regular basis and a record of the time taken to evacuate the premises and any comments are noted.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire-fighting equipment, such as fire extinguishers.

Surrey Docks Farm's fire assembly point is situated on the Thames Path with a standard green assembly point sign marking the space. A map of the Farm, that is displayed around the Farm site and in the buildings, shows where this assembly point is. Staff and volunteers are also made aware during induction.

Any fire that occurs within the premises, however minor, must be reported to the Farm Manager.

3.10 First Aid



The [Health and Safety \(First-Aid\) Regulations 1981](#) set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The First-Aid Regulations do not oblige employers to provide first aid for members of the public. However Surrey Docks Farm is an open site that welcomes visitors and engages participants, as such we include these groups of people when making an assessment of first aid needs.

The Farm ensures there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, etc. Staff nominated to administer first aid will attend regular first aid at work training.

Notices are displayed throughout the premises advising of the locations of first aid boxes and all staff and volunteers are made aware of the names of the first aiders during their inductions (see Appendix A).

Any accidents requiring first aid must be reported using the Accident Book which is located in the Farm Shop. (see section 3.1 Accident Management, Reporting & Investigation)

Farm staff who have first aid responsibilities and have carried out relevant up to date training are listed in the Farm's Training Records.

3.11 The Forge

The Forge is a separate enterprise to the Farm and enforcing health and safety measures is the responsibility of the business owner. The Forge presents significant risk to untrained people. By its nature the Forge utilises extreme heat and heavy tools in the forging of metals, both present significant risk of harm, especially to young people. Access is restricted and nobody should enter The Forge without appropriate training or supervision.

3.12 Food Hygiene

The main responsibilities for all food businesses under the [Food Safety Act 1990](#) are:

- To ensure you do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it
- To ensure that the food you serve or sell is of the nature, substance or quality which consumers would expect
- To ensure that the food is labelled, advertised and presented in a way that is not false or misleading

Surrey Docks Farm has licensed out its pop-up coffee shop space called 'The Barn' to the business 'Peartree Kitchen' as such enforcing health and safety measures is the responsibility of the business owners.

Surrey Docks Farm has a small community kitchen space, wood oven, electric hobs, an outdoor kitchen and a BBQ. These areas are used for cooking with participants, making chutneys and jams for sale and for serving food at our volunteer and community events.

Project Coordinators leading community cooking activities must all hold a recent Food Hygiene Certificate. The relevant roles and dates of training are listed in the Farm's Training Records.

Specific hygiene requirements that Project Coordinators adhere to when handling or preparing food include (but are not limited to):



- Regularly wash hands before and during food preparation
- Check whether participants have any illnesses
- Ensure cuts or sores are covered with waterproof dressings
- Wear aprons and gloves as appropriate
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean
- Prepare raw and cooked food in separate areas
- Keep perishable food covered and either refrigerate (less than 8°C) or piping hot (above 63°C)
- Ensure food waste is disposed of properly
- Report any concerns regarding the facilities to the Farm Manager

3.13 Information, Instruction and Training

The [Health and Safety at Work Act 1974](#), establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

Surrey Docks Farm is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others. All staff and volunteers complete the health and safety induction (see Appendix A).

Health and safety training, and refresher training will be organised for staff as appropriate, and training records will be kept by the Farm Manager.

3.14 Insurance

The Farm has a combined Employers liability and Public liability insurance policy.

Insurance Broker	Ansvar Insurance
Policy Number	2460423
Renewal Date	31-03-2027

The Forge and The Barn coffee shop are licensed tenants with their own public liability insurance for their businesses.

3.15 Livestock

The risks and necessary precautions associated with animal care are covered in the health and safety induction (see Appendix A) that all staff and volunteers will complete. Visitors and participants should only enter animal pens when accompanied by a member of staff, or in the case of livestock volunteers when trained and asked to do so.

For information regarding biohazards and zoonotic diseases from animals see Appendix B and Appendix E.

3.16 Lone Working



The [Health and Safety at Work Act 1974](#) places a duty on employers to ensure the health, safety and welfare of employees. The [Management of Health and Safety at Work Regulations 1999](#) require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as ‘those who work by themselves without close or direct supervision’. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

Surrey Docks Farm will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance information is available in the HSE document [Working alone in Safety \(INDG73\)](#).

3.17 Manual Handling

The [Manual Handling Operations Regulations 1992](#) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

- **Avoid** the need for manual handling, so far as is reasonably practicable
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees are required to

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their employer on health and safety matters
- Inform the employer if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk
- Make their manager aware of any medical/physical condition which could be made worse by manual handling

The health and safety induction that all staff and volunteers complete includes a section that covers manual handling (see Appendix A).

Further information can be found in the HSE publication [Getting to grips with Manual Handling](#)



If a member of staff or a volunteer develops any medical/physical condition, their Line Manager and the Farm Manager should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

3.18 New & Expectant Mothers

The [Management of Health & Safety at Work Regulations 1999](#) place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers, new and expectant mothers and young persons, for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies Surrey Docks Farm in writing that they are any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of their work. This risk assessment must be reviewed at least every three months.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found on the [HSE website](#).

3.19 Offsite Visits

Surrey Docks Farm’s volunteers and participants will be provided with the opportunity to participate in offsite educational trips and events. Surrey Docks Farm will ensure that visits are thoroughly planned and organised. An assessment will be undertaken by the Project Coordinator to identify potential risks hazards and dangers which will be recorded on the Farm’s risk assessment form. This risk assessment will be shared with all trip supervisors.

Any parents, support workers or volunteers supervising the trip must have the appropriate vetting and checks in place.

Permission consent must be obtained for all children (those under 18 years) taking part in any offsite activity without their parent or guardian.

Methods of transport must be appropriate for the distance being covered and coaches or vehicles which are hired will be safe, road worthy and meet current legal requirements for carrying children and passengers.

Project Coordinators will have emergency contact details for all participants and one or more First Aiders will accompany every offsite activity with first aid equipment.

3.20 Personal Protective Equipment



The [Personal Protective Equipment Regulations \(PPE\) 1992](#) are designed to protect people from risks to their health.

All Personal Protective Equipment should be identified through risk assessment, but only if the risks cannot be reduced by other means.

The PPE should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

The Livestock Manager will monitor work and advise staff and volunteers of the appropriate precautions to be taken with regards to protective clothing when carrying out animal care tasks e.g. wearing sturdy covered footwear.

Project Coordinators will monitor work and advise volunteers and participants of appropriate precautions to take with regard to protective clothing when working with particular tools e.g. wearing steel-toecap boots when using ‘groundwork’ and/or ‘heavy’ tools, wearing protective eye-wear, gloves, and aprons when working with potentially dangerous chemicals.

3.21 Risk Assessment

The [Management of Health and Safety at Work Regulations 1999](#) require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking. Risk assessments must be communicated to all relevant parties and those at risk must understand the risks and control measures.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process. Staff will also be given specific Risk Assessment Training so they are comfortable and confident creating their own assessments.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment & Manual Handling.

3.22 Safety, Signs and Signals



The [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#) places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

Surrey Docks Farm will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained. See Appendix F for examples of signage and their locations.

Employees will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Further information on safety signs and signals can be found in the HSE document [Safety Signs and Signals: The Health and Safety \(Safety Signs and Signals\) Guidance on Regulations](#)

3.23 Security

Specific responsibility for security is not set down in legislation. However, security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff, volunteers, participants and visitors.

Surrey Docks Farm will ensure staff, volunteers, participants and visitors stay safe by providing a safe and secure environment.

Examples of Surrey Docks Farm's security measures:

- High fencing around perimeter
- After visitor opening hours the site gates are closed and locked when staff are offsite
- Intruder alarm system on buildings
- Good relationship with local police who will regularly visit
- Staff, volunteer, participant only areas
- CCTV across the Farm site

3.24 Smoking

The [Health Act 2006](#) was introduced in England to make virtually all enclosed public places and workplaces in England smoke free. Further information can be found on the [Smokefree England](#) website.

Given the nature of the Farm and the materials used, the risk of a fire starting from a discarded cigarette stub is higher than in other locations. As a result Surrey Docks Farm is a strictly no smoking site, apart from along the Thames Path.

Staff, volunteers and participants are notified of this through their health and safety inductions (see Appendix A). Visitors are notified via 'no smoking' signs which are displayed around the Farm site.

3.25 Slips and Trips



The [Health and Safety at Work Act 1974](#) requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

Surrey Docks Farm recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly, all staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken (e.g. using warning signs, barriers, etc.).

Paths can often be uneven and represent trip hazards, and there can be obstacles such as hoses, tools, and branches. Staff, volunteers, participants and visitors should not run on paths and effort should be made to keep paths as clear as possible. Daily checks are carried out by the Farm Manager and Livestock Manager and action taken as required.

There are two ponds on site, both are fenced and not open to visitors. Ponds present a danger of slippage and drowning, care should be taken around both of the ponds. Children are not allowed near the ponds unless supervised by an adult.

3.26 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by Surrey Docks Farm will be disposed of responsibly. Surrey Docks Farm actively promotes reducing, reusing and recycling and aims to lead by example wherever possible.

The Farm has four wheelie bins stored in the bin area by the main entrance gate. Three recycling bins provided by Southwark Council and one general waste bin provided through a contract with CD Waste.

Any hazardous waste will be disposed of in accordance with the [Hazardous Waste Regulations 2005](#). This may be via the Local Authority facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to employees or visitors.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the [Waste Electrical and Electronic Equipment \(WEEE\) Regulations 2006](#).

Further information on the implication of the WEEE Regulations can be found on the [HSE](#) and [Environment Agency](#) websites.

3.27 Work Equipment



The [Provision and Use of Work Equipment Regulations \(PUWER\) 1998](#) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example hammers, ladders, drills, circular saws and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- ✓ Suitable for the intended use
- ✓ Safe for use
- ✓ Maintained in a safe condition
- ✓ Inspected
- ✓ Used only by people who have received adequate information instruction and training
- ✓ Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER 1998, the [Management of Health and Safety at Work Regulations 1999](#) require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

Surrey Docks Farm will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

Surrey Docks Farm requires all employees who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported to the Farm Manager and the equipment taken out of use until the defect is rectified.

All the equipment provided must only be used for its intended purpose.

Employees must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organisation. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination.

When work equipment has reached the end of its working life or is no longer required it must be disposed of safely.

3.28 Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health and safety protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.



Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. [Management of Health and Safety at Work Regulations 1999](#) require employers to specifically take account of young persons when carrying out their risk assessments.

Surrey Docks Farm welcomes work experience students in the Livestock Department.

The Farm's Livestock Volunteer Programme is open to those aged 18 years old and over – those aged 14-18 years old may join as part of our short or long term Work Experience Programme and they are covered by a specific risk assessment and are mentioned specifically in the Farm's Safeguarding Policy.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

More information can be found on the [HSE website](#).

3.29 Working at Height

The [Working at Height Regulations 2005](#) requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'.

Under the [Management of Health and Safety at Work Regulations 1999](#) the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

Surrey Docks Farm will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. Ladders will be inspected and maintained on a regular basis by a competent person. Surrey Docks Farm only allows trained staff and volunteers to work at height via ladders. Participants and visitors are not permitted to work at height.

Trained staff and volunteers using the equipment should carry out visual checks prior to every use. Any faulty equipment should be taken out of use immediately and the Farm Manager should be informed.

All employees involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information is available in the HSE documents [Working at Height: A brief guide](#) and [Safe Use of Ladders and Stepladders: A brief guide](#)



3.30 Workplace (Health, Safety & Welfare)

Employers have a general duty under the [Health and Safety at Work Act 1974](#) to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following

- ✓ Maintenance of a safe workplace, equipment and systems of work
- ✓ Suitable and sufficient ventilation, lighting and indoor temperature
- ✓ A clean workplace and furnishings with easy to clean surfaces
- ✓ Sufficient work space with suitable work stations and seating
- ✓ Floors and traffic routes of suitable condition and free from damage or hazards
- ✓ The prevention of people falling from height, or being struck by falling objects
- ✓ Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health and safety, and are able to be cleaned safely
- ✓ Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner
- ✓ Suitable and sufficient toilets and washing facilities
- ✓ An adequate supply of drinking water
- ✓ Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary
- ✓ Facilities for rest and to eat meals

Surrey Docks Farm will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable.

Access to Policy Statement

A copy of this statement is to be made available to all employees via the Farm website.



APPENDIX A

HEALTH & SAFETY INDUCTION

Health and hygiene

- Always wash your hands after working outside and particularly before eating food.
- Do not eat or drink on the farm yard.
- We recommend that you are vaccinated against Tetanus every ten years.
- Pregnant women should not touch sheep during lambing season.

Signing in and out

- When you arrive on site and leave site you must tell your supervisor.
- You must also sign in and out using the relevant form for your department.

Clothing and protective equipment

- You should wear sturdy footwear and clothes you don't mind getting dirty.
- Please do not wear skirts or loose jewellery.
- Please bring protection from the weather (e.g. raincoat, sun cream, etc)
- The Farm has dust masks, goggles, gloves and other protective clothing which you are welcome to borrow for specific tasks.

Behaviour

- As a volunteer you are representing the Farm, we therefore expect you to behave responsibly and be polite to the public.
- Over 18's only may smoke (or vape) in the designated space along the Thames Path.
- Mobile phones should not be used when you are working.
- We expect you to be kind and respectful to others.
- We recommend that you don't give your contact details to anyone or to ask for someone else's contact details.

If you have any problems or see anything that worries you, you should report this to your supervisor or a member of staff.

Please sign to show that you understand and agree to abide with these health and safety guidelines:

Name of person inducted	Member of staff who carried out the induction
Name	Name
Signature	Signature
Date	Date

**VOLUNTEER / WORK EXPERIENCE
HEALTH & SAFETY INDUCTION**


Health and Safety Officer: Gemma Hooper

Qualified First Aiders: Gemma, Claire, Martha, Erin, Pat, Kate, James, Tracey, Jo, Carla

While you are at Surrey Docks Farm we would like you to stay safe. Please follow the guidelines below and any instructions from our staff.

Fire Safety

- If you see a fire, tell a member of staff.
- If the fire alarm sounds, please go directly to the Fire Assembly Point, which is by the green sign on the Thames Path. Leave all belongings and all animals behind.

First Aid

- If you need any First Aid treatment please tell a member of staff who will locate a First Aider. The First Aid kit is located in the Farm Shop.
- If you see a member of public who needs First Aid assistant please take them to the Farm Shop and ensure a member of staff is aware.
- Tell us about any accidents, injuries or near-misses you have while you're here.

Lifting and moving objects

- When lifting, keep your back straight, bend your knees, taking the strain in your legs
- If you think you cannot lift something, please ask for help. Do not try to lift it.

**Tools**

- Tools can be a danger to yourself and others. Please be careful of other people and animals when you use them and ensure you are working in a safe area.
- Always put tools away when you are not using them.
- Keep hose-pipes close to the ground so that people do not trip over them, and re-wind them when you have finished.
- Power tools are not to be used by volunteers. (NB. Occasionally there may be a role that does require power tool usage – in this case you must be trained and supervised by staff).

Dangerous animals

- All animals can be dangerous, especially the larger animals like the cows, ponies and pigs. You must always stay alert when around animals and keep away from the back ends of large animals as they may kick out
- Keep gates shut behind you and take extra care around the duck pond.
- If an animal has escaped please keep calm and tell a member of staff.



APPENDIX B

COSHH Guidelines

The [Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#) impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

The Farm Manager will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessment, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

For further information refer to the HSE document [The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and guidance](#)

Surrey Docks Farm limits the use of hazardous substances except where essential as in the following departments:

Livestock

Drugs and medicines used on animals will be managed by the Livestock Manager, and will be kept in a locked and secure place. Stocks of these substances will be closely monitored and use recorded by the Livestock Manager. Needles and scalpel blades used in animal husbandry are disposed of in a clearly marked yellow 'sharps' box that can be emptied at veterinary surgeries and animal hospitals.

Horticulture

The Horticulture projects are managed with an 'organic' approach and so there is little concern over COSHH related substances with regard to these practices. However, it should be noted that the petrol powered machinery (such as the lawn mower) require that petrol be stored on the Farm site. Regulations around the storage of petrol indicate that a maximum of 5 litres of petrol may be stored at any given time, and should be stored in a clearly marked and appropriate container, in a locked shed or building.

Farm Produce

The Farm Produce Project uses several substances in craft productions where precautions such as wearing protective goggles, gloves, and aprons, should be followed as well as ensuring good ventilation.



APPENDIX C

RIDDOR REPORTING PROCEDURE

What is RIDDOR?

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

Why report?

Reporting certain incidents is a legal requirement. The report informs the enforcing authorities about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

What must be reported?

The staff member who completed the accident book form should pass this on to the Health & Safety Officer (Farm Manager) and together they must decide if the accident needs to be reported under RIDDOR.

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required. See <https://www.hse.gov.uk/riddor/when-do-i-report.htm> for examples of incidents that do and do not have to be reported.

Types of reportable injury

Deaths: All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers: The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;



- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers: This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers: Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor

How to report

The Farm Manager is responsible for assessing whether an accident needs to be reported and if necessary should do so as follows:

Online: Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. The Farm will receive a copy for our records.

Telephone: All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5pm).

The Farm Manager must notify the Management Committee of any RIDDOR reports that have been completed.



APPENDIX D

GUIDANCE FOR VISITORS & EDUCATION GROUPS

We annually review our practices against the latest [Industry Code of Practice](#) checklist and this is available to view on our website.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some infections which may be contracted on farms, such as the bacterium *Escherichia coli* O157 (E coli O157), present a serious hazard and potentially cause severe disease which may be particularly acute in young children.

While the hazard from infection resulting from a farm visit is real, the risks are readily controlled by everyday measures.

The following sensible steps will help make the visit even more safe, healthy and enjoyable.

Advice on ratios for adults and children:

- 1:1 for children under 1 years of age
- 1:2 for children between 1 and 2 years old
- 1:3 for children between 2 and 3 years old
- 1:4 for children between 3 and 5 years old
- 1:8 for children between 5 and 8 years old

If supervision is less than stated above, then children's direct contact with the animals should not be allowed.

Advice on pre-visit discussions to be conducted with group leaders, teachers, carers, or youth workers.

Before the Visit:

- Discuss with the supervisors, who may be parents or staff of the school, crèche etc, their role during the visit. They must understand the need to make sure that children wash, or are helped to wash, their hands thoroughly after contacting the animals, and follow the other rules suggested below.
- Supervisors should: discuss with the pupils the rules for the visit, stressing that they must not eat or chew outside of the areas in which they are permitted to do so;
- Make sure that pupils wear appropriate clothing, including sturdy outdoor shoes (not sandals) or Wellington boots if possible;
- Check that cuts, grazes etc on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children:

- Always wash their hands thoroughly before and after eating, after any contact with the animals, and before leaving the farm;
- Eat only food that they have brought with them, or food for human consumption they have bought on the farm, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- Do not suck fingers or put hands, pens, pencils or crayons etc in mouths;
- Clean or change their footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear.



Check that the children stay in their allocated groups during the visit, and that they:

- Do not use or pick up tools unless permitted to do so by the farm staff;
- Do not climb on to walls or animal pens etc;
- Listen carefully and follow the instructions and information given by the farm staff;
- Approach and handle animals quietly and gently;
- Do not chase, frighten, or torment the animals.

If a visitor shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.



APPENDIX E

INFECTION CONTROL PROCEDURE

Surrey Docks Farm's Livestock Team will follow this procedure following any signs of ill health and potential infection in the animals.

Daily precautions to reduce any risk of infection passing to humans:

- All volunteers and staff have H&S induction and given DEFRA leaflet when they start
- Risk assessment and DEFRA leaflet given to all school/group bookings
- Hand washing facilities available across the site with hot water, soap and hand towels
- Livestock team wash boots/wellies after contact with animal waste
- Public areas swept and disinfected regularly
- Provide public boot and buggy wash area

Initial response to sick animal

- Livestock Manager check over the animal, assess if the animal needs to see a vet
- Isolate sick animal away from public, and prevent access from volunteers and staff
- Record symptoms in the animal record sheet
- Follow vets advice and lead regarding next steps

Response to Zoonotic infection found in livestock

- Completely isolate animals from public, treat as directed by vet
- Only named livestock staff allowed access to sick animals
- Use separate tools for infected animals
- Provide gloves and disposable boot covers for those working in infected areas
- Depending on infection use a Virkon or Hydrogen Peroxide foot dip at the entrance to the Farm and at the isolated pen
- Limit vehicle access to the farm drive
- Remove all infected bedding and animal waste from the site
- Disinfect the animal housing and areas the animal may have contacted



APPENDIX F

SIGNAGE

Examples of Surrey Docks Farm health and safety signage.



Wash your hands signs on animal pens



Signs to show where the nearest hand-washing stations are