



Norwich FarmShare: Health and Safety and Code of Conduct FARM

Norwich FarmShare expects all visitors and volunteers to read and sign this form if you intend to be on site for more than 30 minutes.

Volunteer responsibility

As a volunteer, you are under no obligation to participate or continue with any tasks. Volunteers are responsible for their own health and safety and should not put themselves in a position that could place them, or others, in danger. You should never undertake any work if you have concerns about your own or others' health and safety. If you have any such concerns, you should stop the work and raise these with FarmShare and the Volunteer leader.

We have a comprehensive health and safety policy and risk assessment which you may see on request. The responsible person on each day will have a thorough knowledge of the risk assessment and will be making a dynamic assessment of risks throughout the time when visitors are on site. They will use their experience and judgement to advise people on how to stay safe. Please respect their decision and if there is anything you disagree with please raise it in a non-confrontational way on the farm or contact them or a member of the board at a later date.

We want our farm to be a safe and welcoming place for everyone. We have an excellent record of minimizing incidents and accidents which we are very proud of and want to maintain.

Please behave in a way that helps other people feel safe and respected.

Be considerate of the language you use and the tone of voice you use.

Be aware of cultural and ethnic differences when sharing space with others. We do not tolerate any language or actions which could be considered discriminatory or prejudiced. You may be asked to leave and will be expected to apologise if you mistakenly offend someone. You may not be allowed to return if you disregard these expectations.

Consider the way your behavior and language impacts on young people. Try to be a positive role model and affirm other people's value and encourage their efforts no matter what stage of understanding or experience they are at.

Please be patient if the responsible person is explaining things to you that you feel you already know. We have a duty of care and it is important that everyone receives appropriate training relevant to our site and context.

Please inform us if you have any medical conditions which could put yours or anyone else's safety at risk and tell us if you are on any medication that we may have to administer or inform a paramedic about, such as an epipen or inhaler.

In line with our safeguarding policy please inform the responsible person or someone else you trust or one of our directors if you see or hear any behavior which could be interpreted as bullying, discriminatory, abusive or threatening.

V1.0 28 March 2021

All volunteers must inform Farmshare if they are less than 18 years of age. Parents or guardians of the under-18 are responsible for their children. Under 16s must be accompanied by an adult unless the parent/guardian and responsible person have come to an agreement that the young person can attend unsupervised.

Signing this form indicates that you take responsibility for your actions and have been through an induction session.

Please read and keep these guidelines.

RISK	ADVICE
General, paths, open areas	<ul style="list-style-type: none"> • All new visitors to be introduced to the site. Clear instructions to new volunteers and visitors • Notify Responsible Volunteer if you see dangerous holes. • Wear safe and sensible footwear. • Do not leave tools or other equipment lying around. Store properly or leave leaning up in visible area. • Watch your step; only run with extreme care with good knowledge of what is under foot. • Tidy away hoses and irrigation pipes out of pathways. • Be aware of pegs and rebar sticking out of the ground.
Lifting injury	<ul style="list-style-type: none"> • Staff/volunteers with back injuries are advised against doing any heavy work. • Moving heavy loads not advised. • Take frequent rests • Never lift more than 25kg alone. • Always ask for help if in doubt • Use gloves to grip well or a wheel barrow if appropriate
Cuts and grazes	<ul style="list-style-type: none"> • Follow advice about use of tools • Behave sensibly with tools and carry them sensibly • Prune hazardous plants so that they do not obstruct paths • Demonstrate correct sharpening techniques for tools with sharp edges
Sticks and stalks	<ul style="list-style-type: none"> • Avoid leaving sharp, protruding objects or plants in public areas unless well marked or pointed out to farm users.
Nettles	<ul style="list-style-type: none"> • Aim to keep nettles cut back in areas of high usage • Advise long trousers, socks and sleeves if working in areas with nettles
Bees, wasps and other insects	<ul style="list-style-type: none"> • Let responsible person know if you have medical issues or allergies and tell them what appropriate treatment is • If anyone is stung watch for severe reaction • Wear protective clothing if you have allergies
Animal faeces	<ul style="list-style-type: none"> • Volunteers to wash hands after working with soil and before eating • Be vigilant for signs of animals defecating in work areas • Young learners to be supervised at all times
Power tools	<ul style="list-style-type: none"> • Check all cables are safe and undamaged • Do not use power tools outdoors when raining • Ensure other volunteers are at least 10 metres away. • Only designated persons to use these tools
Hand tools	<ul style="list-style-type: none"> • Beware of sharp edges • Follow guidance on use. • Keep saws etc sharp enough for effective use • Do not leave lying on ground. Always lean up or put away after use. • Rakes should be left with the head leaning up, not on the ground.
Tractor and attachments	<ul style="list-style-type: none"> • Only designated persons to use (currently Jack Astbury) who will warn when in use
Other vehicles	<ul style="list-style-type: none"> • Speed limit of not more than 5 mph on site • Beware small children and animals out of view • Make sure hand brakes applied when parking on slopes • Check around vehicle before moving off
Lone working	<ul style="list-style-type: none"> • Only designated volunteers to be on site alone; try to avoid lone working • Carry sufficiently charged phone • Avoid use of machinery if possible • Know the post code/location and maintain ability to contact emergency service • Make sure someone else is informed when on site alone

Working at height	<ul style="list-style-type: none"> • Use ladders with another person to hold stable • Do not step onto top steps without something to hold onto • Do not use sharp tools at height • Be aware of uneven ground • Make sure ladders are not damaged or unsafe
Pregnancy	<ul style="list-style-type: none"> • Main person responsible should be made aware if pregnant person thinks they are at risk • Provide rest area if needed
Flame weeder	<ul style="list-style-type: none"> • Keep safe distance • Don't use near flammable substances
Weather	<ul style="list-style-type: none"> • Dress appropriately • Volunteers to cover up or go inside if they are getting too hot or cold • Bring your sun cream and protective clothing
Weather	<ul style="list-style-type: none"> • Use hats and sun screen during very hot weather • Make sure you are drinking enough water • Do not to stay in hot sun for too long. Take regular breaks in the shade
Kettle	<ul style="list-style-type: none"> • Make sure kettle is secure on shelf and unlikely to fall off; Watch out when using in confined space • Do not let young children handle kettle
Fuel	<ul style="list-style-type: none"> • Store fuel safely and securely • Do not use naked flames near fuel • Only designated persons to handle fuel • Use rubber gloves
Fuel storage	<ul style="list-style-type: none"> • Store securely and Keep locked • Only designated persons to handle • Working fire extinguisher on site and staff trained to use it appropriately.
Tools	<ul style="list-style-type: none"> • Make sure tools are stored safely • Pay attention to what is around and above you in a confined space • Avoid over 6 people in cabin at one time • Always store rakes with the head upwards
Safeguarding	<ul style="list-style-type: none"> • All children should be supervised and visible • Be aware of behavior that might suggest the young person is at risk while at home • Be aware of what constitutes bullying, belittling, discriminatory, abusive, racist behavior and language • Be aware of gaps in people's mental or physical capacity and ability to understand or engage with certain jobs or guidance that could lead to breach of safety • Report matters to board if not to farm manager or key grower on the day • Do not let young people leave the site (marked by the fence and front gate) unless they have permission from parents or key supervisor
River	<ul style="list-style-type: none"> • Be aware of the location of river • Young people not to leave site unless they have permission
Traffic	<ul style="list-style-type: none"> • Be aware of Public Road and avoid obscuring hearing when leaving site on foot or by vehicle
Contagious disease	<ul style="list-style-type: none"> • Do not come to the site if you have experienced any symptoms or been in contact with anyone who has had symptoms in the last week • Implement a maximum number of people on site at any time to reduce crowding • Visitor numbers will be limited via sign-up sheets from Farmers • Volunteers to bring their own hand towel and gloves • Always wash hands upon arrival and between jobs and eating • When touching handles or taps, where possible use elbow • When sitting or standing in groups or when working together always keep a distance of 2m between yourselves and others • Wear disposable gloves when harvesting produce • Wear a face mask if there is a risk of being in close proximity to other visitors • Only 1 person in the cabin at any time • When talking to people in windy conditions try to avoid standing so that the wind could carry any viral matter • Use hand sanitizer if touching commonly used items

FarmShare will do its best to alert volunteers to any risks whilst working at the farm. However, we ask all volunteers to be responsible for their own health and safety on site. Children are welcome to volunteer but must be accompanied by a responsible adult.

Volunteers are responsible for their own health and safety and should not put themselves in a position that could place them, or others, in danger. You should never undertake any work if you have concerns about your own or others' health and safety. If you have any such concerns, you should stop the work and raise these with FarmShare.

Please sign this to indicate that you have read and agree to the instructions and code of conduct for volunteering on the farm. You should also receive an induction to the farm where you will be made aware of any risks to your health. Signing this form also acts as a disclaimer to indicate that Norwich FarmShare is not responsible for any injury or loss of life due to your activities on the farm.

Signed:

Please provide the following details before volunteering for practical tasks on the FarmShare site. All details provided will be treated as confidential and used solely for the purpose of helping to insure the well-being of all volunteers and staff on site.

Name		Phone Number	
Next of kin/ emergency contact		Phone Number	

Do you have any health issues that you think we should be aware of?

Do you have any needs or requirements in order to volunteer at the farm?