



**NORWICH FARMSHARE HEALTH AND SAFETY POLICY AND FARM RISK ASSESSMENT**

**Date:**

**Address of Farm: Whitlingham Lane, Trowse, Norwich, NR14 8TZ, UK**

**1. General statement**

It is the responsibility and policy of Norwich FarmShare to provide and maintain safe and healthy working conditions for all employees and volunteers in accordance with the Healthy and Safety at Work Act 1974 and subsequent legislation. We also acknowledge that we have some responsibility for the health and safety of visitors to our site.

We expect all employees and volunteers to cooperate with the farm manager, growers, employers and supervisors to ensure a healthy and safe workplace and to take reasonable care of themselves and others.

**2. Responsibilities**

The board of directors bears ultimate legal responsibility for health, safety and welfare. The board of directors will review the policy and its implementation every six months. Any concerns should be reported to the farm manager or grower who has responsibility for the day to day implementation of the policy, hereafter referred to as ‘the responsible person’. The farm manager or grower is the responsible person at the farm, depending which staff member is on site. Detailed responsibilities are described in the table below. If the farm manager or a grower is not present at the farm there will be a designated volunteer supervisor who should be your first point of contact. All volunteers should sign the form ‘instructions and code of conduct on the farm’ including the disclaimer, before starting work on their first visit.

Statement of general policy	Day to day responsibility of	Action/arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Joel Rodker – General Farm Manager Other self employed growers – Jack Astbury	Ensure all relevant risk assessments are completed and actions are implemented. Risk assessments should be reviewed and updated every 6 months, or earlier if working conditions or habits change. The responsible person should complete regular <i>dynamic risk assessments</i> to make sure that conditions on site are safe depending on weather, activities, number of people etc.

		Appropriate action should be taken if significant changes to the site occur.
To provide adequate training and instruction to ensure employees and volunteers are able to do their work in a safe and responsible way.	Board of directors and Joel Rodker – General Farm Manager	Ensure that staff and volunteers are given necessary health and safety induction and given adequate instruction and appropriate protective equipment when carrying out different tasks. To review health and safety policy to make sure it is appropriate and up to date.

### 3. Equal Opportunities Considerations

NFS will ensure that all health and safety arrangements are effective and appropriate in relation to the diversity of staff, volunteers and visitors. This includes ensuring that any prejudicial attitudes do not undermine safety practice and taking full account of special needs, particularly in relation to mental health, mobility, sight and hearing impairment. All decisions to do with development of our site and public messaging will be taken with equal opportunities and access in mind. We will be conscious of our policy to be an anti-racist organization and how our practices can be helpful in reducing the risk of exclusion from systemic racism.

### 4. Accidents

All accidents, however minor, or any occurrence which nearly causes an accident, must be reported to the responsible person, as above, who will record the accident/incident in the accident book and inform the Board of Directors at the earliest opportunity if it is serious. The entry will include date and time of the accident or occurrence, the full name of the affected person, nature of injury, where it happened and the circumstances.

### 5. First Aid

A First Aid box is located in the 'cabin'. A list of First Aiders is displayed on the noticeboard. The Health and Safety law poster is displayed on the noticeboard.

### 6. Fire Safety

Users of the farm will be instructed where to assemble if there is a fire.

There is a fire extinguisher in the cabin.

### 7. Chemicals

Any potentially dangerous substances will be labeled and stored with care. Instructions and care labels should never be defaced or removed and chemicals should never be mixed. Any incidents will be recorded in the accident book. Medical advice will be sought immediately if chemicals are inhaled, swallowed or spilt on skin or in the eyes.

## 8. Staffing/violence

Our farm is open and easily accessible to the general public. Assistance should always be sought when attempting to deal with aggressive, abusive or potentially violent staff or volunteers. Staff and other users of the farm should remain calm and speak in a calm, non-threatening manner and attract assistance and withdraw or call the police. The responsible person will be notified of any assault and a record kept. Anyone working on the site will be given an induction and appropriate training to minimize risks.

## 9. Use of alcohol and drugs

Use of alcohol is not permitted under any circumstances during staff or volunteer working hours. Use of illegal drugs is not allowed under any circumstances. Any worker or volunteer who is suspected of using alcohol or illegal substances while working will be subject to disciplinary proceedings.

## 10. Working Time Regulations 1998

NFS is committed to ensuring that the staff comply with the working time regulations to ensure that staff health, safety and welfare are safeguarded.

## 11. Farm visits

The farm is open to the general public only when NFS staff or Directors of the Board are present or have given permission for other access. Only those volunteers who have signed a disclaimer will undertake tasks at the farm in the absence of NFS staff.

## 12. Risk Assessment

NFS will carry out an annual review of risks and update registers. NFS will also undertake additional risk assessments for additional activities that do not fall within normal working conditions.

## 13. Lone Working

When resources permit, staff working with volunteers at the farm or when working with dangerous machinery should have another colleague or adult present.

Signed (Board) Annelise Savill		Date: 28 March 2021
Subject to review, monitoring and revision by:	Farmers and Board	Every: 6 months or sooner if work conditions or habits change

## RISK ASSESSMENT

<b>Location and details of specific H&amp;S equipment</b>	First aid kits are located in the cabin under the sink. Protective gloves are available in the kitchen area for non-medical purposes such as cleaning and harvesting.	<b>Nearest hospital</b>	The nearest hospital is Norfolk and Norwich Hospital (NR4 7UY). Most employees have working mobile phones available for use.
<b>Qualified first aid in the workplace</b>	Jack Astbury	<b>Emergency contact details</b>	Emergency contact details for staff are available in the filing cabinet. Joel Rodker: 07508441317 Jack Astbury: 07776 155498
<b>Risk assessment last updated</b>	March 2021	<b>Assessed by</b>	Joel Rodker, Jack Astbury and board of directors

Please use this scoring system in the risk assessment table below:

Likelihood of occurrence		Severity of outcome	
1	Highly unlikely ever to occur	1	Slight inconvenience
2	May occur but very rarely	2	Minor injury requiring first aid
3	Does occur but only rarely	3	Medical attention required
4	Occurs from time to time	4	Major injury leading to hospitalisation
5	Likely to occur often	5	Fatality or serious injury leading to disability

**Scores of 10 or more are unacceptable. Scores of 8 or more must be brought to the attention of everyone present**

Please note that the farm manager, growers and volunteer supervisors should be conducting continuous dynamic risk assessment at all times and should be aware of numbers of people on site and any change in conditions, e.g. weather, condition of equipment or infrastructure.

## Risk Assessment Table

Hazard and area	Description of possible risk	Likelihood of accident	Severity of outcome	Likelihood multiplied by severity	Action to take to avoid/reduce the risk
<b>Outside in the field</b>					
General, paths, open areas	Risk of tripping over/ and falling. Uneven ground, wires, hoses, ropes, cables, tools (forks, rakes, scissors), high obstacles that require stepping over.	3	2	6	<ul style="list-style-type: none"> <li>• Show all new visitors around the site. Clear instructions to new volunteers and visitors</li> <li>• Fill in large holes.</li> <li>• Insist on safe and sensible footwear.</li> <li>• Do not leave tools or other equipment lying around. Store properly or leave leaning up in visible area.</li> <li>• Watch your step</li> <li>• Only run with extreme care with good knowledge of what is under foot.</li> <li>• Tidy away hoses and irrigation pipes out of pathways.</li> <li>• Make people aware of pegs and rebar sticking out of the ground.</li> </ul>
Lifting injury	Strain from lifting, pushing or carrying heavy items	3	2	6	<ul style="list-style-type: none"> <li>• Staff/volunteers with back injuries to be advised against doing any heavy work.</li> <li>• Moving heavy loads not advised.</li> <li>• Take frequent rests</li> <li>• Never lift more than 25kg alone.</li> <li>• Always ask for help if in doubt</li> <li>• Use gloves to grip well or a wheel barrow if appropriate</li> <li>• Follow correct lifting advice</li> </ul>
Cuts and grazes	From tools or sharp plant matter	4	2	8	<ul style="list-style-type: none"> <li>• Give appropriate advice about use of tools</li> </ul>

					<ul style="list-style-type: none"> <li>• Behave sensibly with tools and carry them sensibly</li> <li>• Prune hazardous plants so that they do not obstruct paths</li> <li>• Demonstrate correct sharpening techniques for tools with sharp edges</li> <li>• Make volunteers aware of any potential hazards when giving instructions</li> </ul>
Sticks and stalks	Eye injury	2	4	8	<ul style="list-style-type: none"> <li>• Make volunteers aware of any potential hazards when giving instructions</li> <li>• Avoid leaving sharp, protruding objects or plants in public areas unless well marked or pointed out to farm users.</li> </ul>
Nettles	Stings	4	1	4	<ul style="list-style-type: none"> <li>• Aim to keep nettles cut back in areas of high usage</li> <li>• Make people aware of the hazard</li> <li>• Advise long trousers, socks and sleeves if working in areas with nettles</li> </ul>
Bees, wasps and other insects	Stings/allergic reactions irritable plants	2	4	8	<ul style="list-style-type: none"> <li>• Be aware of anyone with medical issues or allergies and know what their appropriate treatment is</li> <li>• If anyone is stung watch for severe reaction</li> <li>• Make volunteers aware of risk when working outside with plants and flowers</li> <li>• Suggest protective clothing – see code of conduct</li> </ul>
Animal faeces	Poisoning	1	4	5	<ul style="list-style-type: none"> <li>• Advise volunteers to wash hands after working with soil and before eating</li> <li>• Be vigilant for signs of animals defecating in work areas</li> <li>• Young learners to be supervised at all times</li> </ul>
Power tools	Electrocution or cuts	1	5	5	<ul style="list-style-type: none"> <li>• Check all cables are safe and</li> </ul>

					<p>undamaged</p> <ul style="list-style-type: none"> <li>• Do not use power tools outdoors when raining</li> <li>• Ensure other volunteers are at least 10 metres away.</li> <li>• Only designated persons to use these tools.</li> <li>• Anyone using power tools should be given appropriate instruction for how to use tools safely.</li> </ul>
Hand tools	<p>Cuts Eye injury Bruising Back injury</p>	3	3	6	<ul style="list-style-type: none"> <li>• Beware of sharp edges</li> <li>• Follow guidance on use. Make sure inexperienced users have demonstration of correct use.</li> <li>• Keep saws etc sharp enough for effective use</li> <li>• Do not leave lying on ground. Always lean up or put away after use.</li> </ul>
Tractor and attachments	<p>Crushing Bruising Eye injury Loss of limb</p>	1	5	5	<ul style="list-style-type: none"> <li>• Only designated persons to use (currently just Jack Astbury)</li> <li>• Ensure other people are not within 10 metres of machinery when in use</li> <li>• Warn people when in use, especially children</li> <li>• Make sure area around is cordoned off during open days</li> <li>• Ensure users have proper training</li> <li>• Make sure all attachments are secure before each use</li> <li>• Do not make tight corners beyond designated tolerance</li> <li>• Beware lone working, ensure another grower or adult is on hand if possible</li> <li>• Ensure proper maintenance of vehicle</li> <li>• Turn off tractor when changing</li> </ul>

					attachments <ul style="list-style-type: none"> <li>• Do not leave keys in ignition when not in use</li> </ul>
Other vehicles	Death Crushing Loss of limb	1	5	5	<ul style="list-style-type: none"> <li>• Speed limit of not more than 5 mph on site</li> <li>• Beware small children and animals out of view</li> <li>• Make sure hand brakes applied when parking on slopes</li> <li>• Check around vehicle before moving off</li> </ul>
Lone working	Death Injury Shock Accident	2	4	8	<ul style="list-style-type: none"> <li>• Only designated volunteers to be on site alone</li> <li>• Try to avoid lone working</li> <li>• Carry sufficiently charged phone</li> <li>• Avoid use of machinery if possible</li> <li>• Know the post code/location and maintain ability to contact emergency service</li> <li>• Make sure someone else is informed when on site alone</li> </ul>
Working at height	Death Accident – breakage of limbs, concussion				<ul style="list-style-type: none"> <li>• Use ladders with another person to hold stable</li> <li>• Do not step onto top steps without something to hold onto</li> <li>• Do not use sharp tools at height</li> <li>• Be aware of uneven ground</li> <li>• Make sure ladders are not damaged or unsafe</li> </ul>
Pregnancy	Premature birth Greater susceptibility to extreme weather Injury from heavy lifting	1	4	4	<ul style="list-style-type: none"> <li>• Main person responsible should be made aware if pregnant person thinks they are at risk</li> <li>• Provide rest area if needed</li> </ul>
Flame weeder	Burns Injury to eyes or skin	1	5	5	<ul style="list-style-type: none"> <li>• Keep safe distance</li> <li>• Don't use near flammable substances</li> </ul>
Weather related					
Weather	Sunburn or hypothermia	2	3	6	<ul style="list-style-type: none"> <li>• Make sure volunteers are dressed appropriately</li> </ul>

					<ul style="list-style-type: none"> <li>• Watch for signs of symptoms and instruct volunteers to cover up or go inside if they are getting too hot or cold</li> <li>• Advise people to bring their own sun cream and protective clothing when the weather is very hot or cold</li> <li>• Give advice during volunteer induction and include in Code of Safe and Responsible Behaviour</li> <li>• Encourage people not to stay in hot sun for too long</li> </ul>
Weather	Dehydration	2	3	6	<ul style="list-style-type: none"> <li>• Use hats and sun screen during very hot weather</li> <li>• Make sure volunteers are drinking enough water</li> <li>• Take regular breaks in the shade</li> </ul>
Inside the cabin					
Kettle	Burns and scalds from steam and water	2	3	6	<ul style="list-style-type: none"> <li>• Make sure kettle is secure on shelf and unlikely to fall off</li> <li>• Do not let young children handle kettle</li> <li>• Make volunteers aware of hazard when they are using cabin</li> <li>• Watch out when using in combined space</li> </ul>
Fuel	Fire Poison Ingestion Ecological damage	1	5	5	<ul style="list-style-type: none"> <li>• Store fuel safely and securely</li> <li>• Do not use naked flames near fuel</li> <li>• Only designated persons to handle fuel</li> <li>• Minimal amounts stored on site</li> <li>• Well labeled</li> <li>• Use rubber gloves</li> </ul>
Fuel storage	Poison Fire	1	5	5	<ul style="list-style-type: none"> <li>• Store securely</li> <li>• Keep locked</li> <li>• Only designated persons to handle</li> <li>• Make sure fuels are labeled clearly</li> </ul>

					<ul style="list-style-type: none"> <li>• Working fire extinguisher on site and staff trained to use it appropriately.</li> </ul>
Tools	Concussion, wounding due to tools falling or being stepped on	2	3	6	<ul style="list-style-type: none"> <li>• Make sure tools are stored safely</li> <li>• Pay attention to what is around and above you in a confined space</li> <li>• Avoid over 6 people in cabin at one time (1 during a pandemic)</li> <li>• Always store rakes with the head upwards</li> <li>• Be careful of danger of tools making contact with ceiling light bulbs. Bulbs should be protected if possible.</li> </ul>
<b>Working with children or vulnerable adults</b>					
Safeguarding	Exploitation Bullying Accident Kidnapping Well-being	1	5	5	<ul style="list-style-type: none"> <li>• Make children and vulnerable adults aware of the serious risks on site when they first visit</li> <li>• All children should be supervised by a parent, guardian, teacher etc. or someone designated by whoever is legally responsible for them.</li> <li>• Young people should remain visible to their responsible adult while on site</li> <li>• Be aware of behavior that might suggest the young person is at risk while at home</li> <li>• Be aware of what constitutes bullying, belittling, discriminatory, abusive, racist behavior and language</li> <li>• Explain to other adults who they should tell if this behavior occurs</li> <li>• 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</li> </ul>

					<ul style="list-style-type: none"> <li>• Be willing and able to listen to reports and concerns</li> <li>• Be aware of requirements to disclose potential abuse</li> <li>• Encourage anyone on site to record or report any inappropriate behavior</li> <li>• Report matters to board if not to farm manager or key grower on the day</li> <li>• Do not let young people leave the site (marked by the fence and front gate) unless they have permission from parents or key supervisor</li> </ul>
Off-site					
River	Drowning	1	5	5	<ul style="list-style-type: none"> <li>• Indicate location of river</li> <li>• Do not allow young people to leave site unless they have permission</li> </ul>
Traffic	Death Broken limb	1	5	5	<ul style="list-style-type: none"> <li>• Warn people about presence of traffic on road</li> <li>• Avoid obscuring hearing when leaving site on foot or by vehicle</li> </ul>
Operating during a pandemic due to contagious disease					
Contagious disease	Spread of disease Loss of wages due to illness and time off Severe illness or death due to catching disease	1(Normal circumstances) 5(during pandemic)	1(Normal circumstances) 5(during pandemic)	1/25	<ul style="list-style-type: none"> <li>• 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</li> <li>• Implement a maximum number of people on site at any time to reduce crowding</li> <li>• Enforce a ratio of volunteers to staff to ensure staff are not overwhelmed with being responsible for too many people if an incident occurs</li> <li>• Ask visitors to bring their own hand towel and gloves</li> <li>• Always wash hands upon arrival</li> </ul>

					<p>and between jobs and eating</p> <ul style="list-style-type: none"> <li>• When touching handles or taps, where possible use elbow</li> <li>• When sitting or standing in groups or when working together always keep a distance of 2m between yourselves and others</li> <li>• Wear disposable gloves when harvesting produce</li> <li>• wear a face mask if there is a risk of being in close proximity to other visitors</li> <li>• Only 1 person in the cabin at any time</li> <li>• When talking to people in windy conditions try to avoid standing in such a way that the wind could carry any viral matter</li> <li>• Use hand sanitizer if touching commonly used items</li> </ul>
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