



Health & Safety Company Policy

My Step Up Care Farm
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Health & Safety Policy - Statement of Intent

My Step Up Care Farm is fully committed to ensuring the health, safety and welfare of its employees, service users and any other associated person visiting Company premises or involved with the operation of Company business. It also recognises it has obligations towards the general public and all other lawful visitors to Company premises.

My Step Up Care Farm has responsibilities under current legislation including the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations, 1999 (as amended). To achieve the objectives required it has appointed designated members of staff to be responsible for the Company health and safety and to ensure all employees are made aware of their duties under current health and safety legislation, which is helped by the availability of written procedures and arrangements.

As far as is reasonably practicable, My Step Up Care Farm will:-

- Provide and maintain premises, equipment, vehicles and processes that are safe and without risks to health resulting in a safe place of work and a safe system of work
- Ensure the safety and absence of risk to health in connection with the use, handling, servicing, storage, processing and fabrication of articles and the use of substances
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees, service users and others
- Undertake suitable and sufficient risk assessments and make results available to all employees and other stake holders
- Take appropriate preventative and protective measures as identified in risk assessments, safety audits and inspections
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of this policy and any associated procedure or arrangement as necessary
- Dedicate sufficient time and other resources in order to maintain a healthy and safe work environment for all employees and service users

In order to comply with its statutory and common law duties, My Step Up Care Farm has arranged insurance against liability for death, injury and disease suffered by any employee arising out of, and in the course of, employment, if caused by negligence or breach of statutory duty on the part of the Company.

Whilst the main responsibility for health and safety lies with the Managing Director, My Step Up Care Farm employees agree, as part of their contract of employment, to comply with their individual duties required under current health and safety legislation and to assist and co-operate with the Company to carry out its health and safety responsibilities. Contractors and visitors to the My Step Up Care Farm are expected to comply fully with all Company and legislative health and safety requirements in the workplace.

This policy has been prepared in compliance with Part 1 section 2(3) of the Health and Safety at Work etc. Act 1974 and binds the Managing Director and other employees in the health and safety interests of all employees, customers, visitors and the general public.

Managing Director

Date:

Organisation – Duties, Roles and Responsibilities

Individual responsibilities for health and safety are allocated by management position and by designated posts within My Step Up Care Farm.

Managing Director

The Managing Director has ultimate responsibility for ensuring that the Company fulfils it's legal responsibilities, that policy objectives are achieved and that practical machinery is in place for the effective execution of policies and procedures concerned with health, safety and welfare. The Managing Director will also ensure that Company policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, the Managing Director will ensure sufficient allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Managing Director is responsible for implementing the Company's Health and Safety Policy and assisting any other Manager, supervisor or employee in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

The Managing Director will ensure that necessary consideration is given at all times to the requirements of the Company's Health and Safety Policy and, in particular, to the following:

- Induction training for all employees, including essential health and safety matters
- Safe facilities and methods of working
- Welfare facilities in all premises
- Fire precautions in all premises
- Execute or supervise workplace inspections or assessments and advise as and when necessary to improve methods of working
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence
- Advise and assist with ongoing health and safety training of employees

The Managing Director will ensure that arrangements undertaken for the health and safety of employees are made known, maintained or reviewed whenever there is a significant change of operation or location.

Health & Safety Manager

The Managing Director, to assist in implementing and maintaining health and safety within the Company, may appoint a Health & Safety Manager, this will be a supplementary role to their normal duties but the role will take priority when health and safety demands warrant immediate or urgent attention. The Health & Safety Manager will be jointly responsible for the provision and dissemination of advice and information to employees and for keeping the Managing Director up to date with developments, concerns or issues.

The Managing Director will agree with the Health & Safety Manager the extent of their responsibilities for health and safety within the Company and review them on a regular basis.

The Health & Safety Manager will maintain close contact, when necessary, with the HSE, Fire & Rescue Services, any health and safety consultants appointed by the Company and other relevant organisations from whom information and advice may be obtained regarding health, safety and welfare matters. The Health & Safety Manager will be responsible for the effectiveness of the health and safety policy, safety procedures and practices in relation to Company premises and activities, carrying out or arranging regular inspections, audits and monitoring as necessary. The Health & Safety Manager will ensure that necessary consideration is given at all times to the requirements of the Company's Health and Safety Policy and also, in particular, to the following:

- Ensuring that all activities carried out by Company employees will not create a risk or hazard to service users, service user property or other Company employees
- Ensuring, likewise, that no operation carried out by contractors or third-parties will place employees, service users, visitors or members of the public, at risk
- Ensuring that where health and safety needs are identified, arrangements for training will be made as appropriate
- Ensuring that all Company policies and procedures are adhered to at all times
- Advising management and individuals of their responsibilities for accident prevention and avoidance of health hazards
- That all necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions etc.
- Advising on possible hazards when considering the introduction of new machinery, materials and processes or changes to existing ones
- Arranging for the provision of appropriate personal protective equipment (PPE) based on risk assessment
- That all relevant statutory records are regularly maintained and inspected
- Ensuring the Managing Director is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping the management and employees informed of new and developing legislation and other standards
- Ensuring that all necessary risk assessments required by legislation and best practice are carried out
- Ensuring the provision of first aid, fire safety and emergency procedures and plans
- Ensuring appointment of competent persons in accordance with legislative requirements
- Maintaining statutory safety records and making statutory safety returns in addition to maintaining the safety record of the Company
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance
- Ensuring that all employees of the Company can have access to this health and safety policy, including new entrants receiving it as part of any induction programme
- Ensuring that when recruiting new employees or changing job descriptions of existing employees, all aspects of their capability with regard to health and safety are considered
- Identifying health and safety training needs and advising on suitable training programmes
- When, in the case of language difficulties or other communication barriers, all policies, procedures, instruction and training is written or undertaken in an appropriate means to ensure effective understanding

Competent Persons

The Managing Director or Health & Safety Manager may appoint one or more competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions as well as assisting in maintaining compliance with the Company's Health and Safety Policy, other policies, procedures, arrangements and safe systems of work. A person shall be regarded as competent when that person has received sufficient training, experience or knowledge, and other qualities, to enable them properly to assist in undertaking such measures.

External Consultants

In the absence of sufficient or suitable competent persons within the Company, the Managing Director or Health & Safety Manager may engage the services of one or more external health and safety consultants to assist in the selection, training and monitoring of other competent persons and to provide ongoing advice, assistance and general support in matters relating to health and safety within the Company.

First Aiders

First aiders will be appointed in accordance with the Health and Safety (First Aid) Regulations 1981, as amended. Actual first aid needs and the determination of skill level and the number of first aiders will be identified through an appropriate first aid needs assessment. First aiders will be responsible for the taking of appropriate and prompt action following any accident or injury occurring at the Company premises and sites, whether this is to an employee, service user, visitor or a member of the public.

First aiders, or an appointed person, will be responsible for the maintenance of the contents of all first aid kits, including those carried in vehicles, and ensure that only items specified in the first aid needs assessment are retained in the first aid kits.

Employee Responsibilities

All employees will ensure that:

- They are fully conversant with the contents of this Health and Safety Policy
- They will co-operate with My Step Up Care Farm in meeting its regulatory and statutory duties
- They will take reasonable care of themselves and others who may be affected by their acts or omissions
- They will not intentionally or recklessly interfere with, or misuse anything, provided in the interest of health and safety
- All accidents, dangerous occurrences and near misses are immediately reported to the Health & Safety Manager through the agreed Company procedure
- They are fully conversant with all fire and evacuation procedures applicable to the area in which they are working.
- All work equipment and plant shall be used and maintained in a condition fit for that use and that any defects or concerns are reported immediately to appropriate management
- All personal protective equipment (PPE) issued is used only for its intended purpose

Named Persons Responsible for Health and Safety

The employees listed below have specific responsibilities under the Health and Safety Policy of My Step Up Care Farm. These responsibilities or roles may change from time to time whereupon this section the Company Health and Safety Policy will be revised and made available to all Company employees.

Tony Mills

Managing Director

Tony Mills

Safety Manager
Responsible Person – Fire Safety
First Aider
Fire Warden

Philip Snell
(Green Man Health & Safety)

Health & Safety Consultant (*ad hoc*)
Competent Person

Latest Named Person Update: 4 April 2022

Arrangements and Procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of employees, service users, visitors, contractors and others including members of the public, whilst at work and as affected by the Company business and working activities.

Risk Assessments

All premises, equipment and activities subject to risk assessments will be assessed in accordance with the relevant legislation in force at the time. All risk assessments will be suitable and sufficient.

Such assessments will be reviewed or repeated whenever any of the following factors occur:

- Changes in legislation affecting the use of the equipment or activity
- Changes in existing control measures
- Significant changes to the type of work being undertaken
- Transfer to, or introduction of, new equipment, materials, processes or technology
- Introduction of new premises, sites or other work environments
- For any other reason that renders the existing risk assessment invalid

If any of the above factors do not occur, review will be undertaken on an annual basis in order to identify whether any changes to best practice or industry standards has resulted in the assessment not being considered appropriate for the hazards and degree of risk encountered. Selected risk assessments, and noted on the recorded risk assessment documentation, may be subject to a shorter standard review period owing to anticipated or regular workplace changes that may, in turn, give rise to different or additional workplace hazards or a variance in the risk levels.

Assessments will be recorded and records maintained by the Health & Safety Manager. The results of all such assessments will be communicated to or made available for inspection by all employees. Employees affected by specific risk assessments are expected to sign the document to communicate their reading, understanding and compliance with the document.

All risk assessments will identify both existing risk control methods and any additional protective and preventative measures required to minimise risk. The Company will ensure that appropriate arrangements are made for the effective planning, implementation, monitoring and review of any preventative or protective measures identified resulting from a suitable and sufficient risk assessment.

The Company risk assessments may be complimented by other safety assessments or inspections to provide a comprehensive safe system of work. This safe system may include assessments required under the Provision and Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002 and appropriate method statements or standard operating procedures.

Specific Operational Policies, Procedures and Arrangements

All additional operational policies, procedures and arrangements issued by My Step Up Care Farm, in the interest of health and safety, are to be regarded as supplementary to this policy. These may include those pertaining to, but not limited to:

- Control of substances hazardous to health
- Manual handling
- Provision of personal protective equipment (PPE)
- Fire safety, fire prevention and emergency evacuation procedures
- Lifting equipment and lifting operations
- Noise & vibration
- Electricity, gas & compressed air
- Working at height
- Display screen equipment (DSE)
- Control of contractors or visitors to the Company
- Lone working
- Training and the provision of information
- Consultation with employees
- Employment of vulnerable persons

Where appropriate, specific procedures or arrangements will be maintained for ensuring that the following requirements are met:

- That all buildings, plant and equipment meet statutory requirements, that any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised or taken out of service
- That all new equipment or machinery introduced conforms to statutory requirements as well as any appropriate licensing codes or Approved Codes of Practice in force at the time
- A full and complete history of services, equipment or machinery is maintained or available showing dates of maintenance, inspection, certification and any repairs undertaken.
- That any contractor or supplier who is to undertake work in Company premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work
- That all fire fighting equipment, any detection systems and alarms are regularly inspected and tested and a log retained of the same
- That appropriate fire evacuation procedures are displayed in Company occupied premises and are reviewed at periodic intervals with regular tests of the procedure
- That inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.
- That no new chemicals, substances or gases will be bought into Company premises until any hazards that may be encountered have been assessed in accordance with statutory regulations
- That the Company implements specific health and safety requirements, as identified in legislation, should any apprentice, pregnant women, new mother, young, old or vulnerable employees commence work for the Company or undertake any activities put in place by the Company

Reporting and Investigating of Accidents and Dangerous Occurrences

All accidents, other than those that may be considered trivial, are to be reported using the approved procedure, with copies being sent to the Health & Safety Manager or other designated person. All significant accidents, dangerous occurrences and near misses will be reported as soon as possible after the event but, nevertheless, within 24 hours. It is the Health & Safety Manager's responsibility for informing appropriate authorities in accordance with statutory legislation in force at the time of the accident or occurrence.

All accidents, dangerous occurrences and near misses will be investigated within a reasonable time (after reporting) by the Health & Safety Manager or other competent person. The Health & Safety Manager may arrange, at periodic intervals, for the analysis of accident statistics and issue a report or communicate to the Managing Director identifying trends, common causations and possible remedies.

Training

To comply with the general legal duty to provide such information, instruction, training and supervision as is necessary to ensure, as far as is reasonable practicable, the health, safety and welfare of employees, My Step Up Care Farm will provide health and safety training as follows:

- At induction or on recruitment
- Repeat training at regular intervals, whether required by legislation or not
- When employees transfer or on promotion to new duties
- On introduction of new technology, plant, processes or equipment
- On changes in systems of work
- When training needs are identified through risk assessments

Appropriate health and safety training is a requirement for all Company employees including the Managing Director and any other Senior Managers who are involved in the day to day business activities. All employees, including part-time, temporary or agency workers, are to be included in all relevant health and safety training programmes.

Consultation & Complaint

The Company will consult with its employees on matters relating to health and safety and also encourages their full participation in improving the existing health and safety control methods and general health and safety culture of the Company.

Any employee with a health and safety concern should initially inform their immediate supervisor or Manager. If the employee considers the response is unsatisfactory then the issue should be escalated to the Company Health & Safety Manager. If, after due investigation, the problem or issue is not corrected in a reasonable time to the satisfaction of the employee, or the Health & Safety Manager decides that no action is required and the employee is not satisfied with the explanation, then the employee may refer the matter to the Managing Director. Notification to the Managing Director must be made in writing. If an employee continues to be dissatisfied with the Managing Director's decision or resulting action, the employee may consult an independent, externally sourced, health and safety specialist for advice and assistance (this specialist will not be funded by My Step Up Care Farm). Any retained health and safety consultant may be called upon, by either side, in a disputed issue in order

to offer impartial advice and guidance on statutory or compliance matters. During any such dispute or consultation period, the Company will not discriminate against the employee in any respect.

Review

This health and safety policy will be reviewed on a regular basis, determined by the operations and activities of the business. The effectiveness of this policy will be monitored and appropriate changes made and communicated to, or made available for reading, by all employees.

Notwithstanding any causes that may lead to this health and safety policy being reviewed, the latest review date will be no more than 12 months from the date of signing, on page 3, of this document.