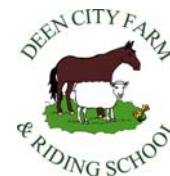


HEALTH AND SAFETY INDUCTION

For under 18's and vulnerable workers



SECTION ONE - PERSONAL DETAILS

Title (eg. Mr/Miss)	Forename	Surname	Date of Birth
---------------------	----------	---------	---------------

Do you have any access requirements or health considerations that might make some activities at the Farm potentially more dangerous for you? If so, please give details. (We will ask you questions to help you answer this).

There are activities at the Farm that it is sometimes not appropriate for junior workers or volunteers to do. This might include heavy lifting, or using dangerous substances or tools. The prohibited tasks may be specific to an individual: for example, someone with asthma should not be working for any length of time in the hay barn because it is a dusty environment. We will discuss the health and safety rules that are important to keep everybody safe at the Farm and decide on appropriate actions to keep your risks to a minimum.

1. Fire Safety

- ◆ In case of a fire alarms will sound, I am able to recognise this alarm YES / NO
 - ◆ People's safety comes first before animals.
 - ◆ The assembly point is..... I will need help to reach this assembly point YES / NO
- Action taken.....

2. First Aid

- ◆ Who are First Aiders? Where are First Aid kits kept?
- ◆ Notify First Aiders of any injuries, near misses or illness (including skin rashes, etc) immediately, they will be treated and entered into the Accident Book.



3. Lifting and moving heavy objects

- ◆ Volunteers have the right to refuse to undertake tasks which they do not feel comfortable to perform.
- ◆ The correct way to lift heavy objects is to keep your back straight, bend your knees, taking the strain in your legs.
- ◆ Pile muck heap all the way to the top. Get help if needed.

- I am happy to, and capable of lifting bales, feed bags and heavy items by myself and know the correct way to lift them. **OR**
- I must not lift bales or full barrows without help. I am happy to ask for help.

This must be demonstrated by a staff member who has attended a Manual Lifting Course

Signed.....

4. Dust

- ◆ Children with allergies should wear a face mask when dealing with hay, straw and sawdust.
 - ◆ Masks are available from Livestock staff or the Volunteer Co-ordinator.
- I must **not** spend longer than 20 minutes in a dusty environment.

5. Tools

- ◆ Always **be calm** and **watch out** for other people and animals when using long, sharp or heavy tools.
- ◆ Never leave tools alone on the yard – **put them back** in tool cupboard, storage area.
- ◆ Use hose pipes safely as people could trip on them. Re-wind them round the tap when finished.

6. Dangerous animals

- ◆ Rams, Pigs, Cows and Horses can be dangerous, they are large animals and can bite and kick.
- ◆ No child can enter an animal pen unsupervised at any time.
- ◆ Keep Duck pond safety gate shut at all times.
- ◆ If an animal has escaped inform a member of staff and remain in a safe place

7. Animals and diseases

- ◆ Animals and poultry can spread disease. Always wash your hands after working on the yard.
- ◆ **Do not** eat or drink on the stable or farm yard.

8. Breaks

- ◆ Breaks correspond with staff breaks, no volunteer should be working unsupervised when staff are on a break
 - ◆ Breaks are usually 1/2 hour in the morning 10-10/30 & an hour at 12.30 or 1pm. A further 15 minutes at 3pm.
- O Extra breaks in addition to regular scheduled breaks. Details.....

9. Supervision and Procedures

Staff aim to be on hand to supervise as much as possible. However, there may be times when volunteers are expected to work independently for 20 minutes at a time. Although volunteers will be told and shown how to carry out tasks, there are lots of routines and procedures which are important and easy to mix up.

- O I know **who** to ask for help or information
 - O I **feel happy to ask** for help or information.
 - O Additional Supervision needed (cannot be unsupervised for longer than 20 minutes).
- Actions:.....

10. Speed and Safety

Doing activities **thoroughly and carefully** is the best way to ensure that you and the animals are safe.

- O I know that working carefully and checking my work is the best way to do things properly and safely.

11. Training

There are many activities at the Farm which you **must not do** until you have been properly trained by a member of staff and this training has been signed off. These include leading a horse, taking responsibility for keys, using DIY equipment, ladders, ‘animal entertainments’, using the lawnmower or sharp tools in the Café.

12. Signing in and out

- ◆ All children must notify the member of staff in charge of them when they arrive and leave and must sign in and out using the book provided.
- ◆ Junior volunteers aged 14 and over must have a signed letter from a parent or guardian giving them permission to leave site at lunch time.

13. Smoking

- ◆ No child under the age of 16 is allowed to smoke **anywhere** on site.
- ◆ Over 16’s can only smoke in designated areas.

14. Medication/ Immunisations

- ◆ Vaccination against Tetanus is strongly recommended. We cannot be held responsible for any illness which results from a person having no Tetanus immunisation.
- ◆ If you have medicine that must be taken whilst on site, give it in to a line manager or the Volunteer Coordinator with a letter from your parent / guardian detailing how and when to take it.

15. Clothing

- ◆ Sensible clothing and protective footwear should be worn at all times.
- ◆ You should also bring protection from the sun, eg. suncream, hats. Jewellery must be removed or covered.

16. Code of behaviour

- ◆ No running or shouting, climbing on hay/straw stack in barn or riding on hay trolley.
- ◆ Responsible behaviour must be demonstrated at all times, to ensure your own and others’ safety.
- ◆ Everybody is expected to be treated with the same respect that they themselves would wish to be treated.

17. Mobile Telephones

- ◆ Must not be used for phone calls unless the volunteer is on a designated break; videoing is **only** allowed with staff permission.
- ◆ Volunteers giving out their mobile phone number does so at their own risk. We recommend that such details are kept private. Anyone who does not act in relation to these rules & guidelines does so at their own risk.

Member of staff/volunteer/work exp Inducted	Member of staff who carried out the Induction
Name	
Signature	
Date	