



# Health and Safety Policy

<b>Title</b>	Health and Safety Policy V1.2
<b>Summary</b>	This policy sets out NLT's commitment and approach to health and safety.
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<b>Operational Date</b>	December 2021
<b>Due to review</b>	December 2023

1. New Leaf Triangle will meet all statutory obligations under the following relevant legislation:
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
  - Workplace (Health, Safety and Welfare) Regulations 1992
  
2. We will manage health and safety by:
  - controlling (through assessment, monitoring and review) of health and safety risks for all staff, volunteers, students and visitors.
  - active “near miss” reporting system
  - involving staff on health and safety issues that affect them.
  - making sure that spaces where staff, volunteers and students work, and any items of equipment they use, are safe.
  - making sure that dangerous substances are stored and used safely.
  - making sure staff, and volunteers, especially new members, have relevant information and training on health and safety.
  - making sure that students and visitors have relevant information on health and safety.
  - making sure staff can do their jobs, and are properly trained.
  - trying to stop accidents and work-related health problems.
  - regularly checking that working conditions are safe and healthy.
  - regularly reviewing this policy and making changes if necessary.

### 3. Responsibility for health and safety

The responsibility for health and safety belongs to all staff, visitors, and students. The Directors of New Leaf Triangle are accountable for ensuring Health & Safety is effectively managed. Daily responsibility for managing this policy is the responsibility of the Executive Director (Health & Safety manager) supported by the staff Health & Safety lead with support from student lead\*. \*This only applies when the student support is available; but student involvement should be encouraged.

All staff members of New Leaf Triangle are responsible for:

- not carrying out any activity that puts theirs or others health and safety at risk
- co-operating with people and who are responsible for health and safety.
- attending and adhering to relevant training on health and safety issues.
- reading and adhering to all relevant risk assessments, safety measures during their day to day working
- using safety equipment when it is necessary.
- taking care of their own health and safety.
- reporting health and safety concerns to the appropriate person as indicated in this policy.

#### 4. Controlling the health and safety risks at work

New Leaf undertakes a wide range of risk assessments to ensure that all activities, facilities, and animal interactions are safe, and all reasonable measures are taken to mitigate any identified risks.

The results of each risk assessment are fully documented and discussed at Management Review / Directors meetings. The Directors of New Leaf Triangle will agree any actions needed to manage the risks that have been found and will implement the agreed action points. The Health & Safety manager checks that the actions taken have reduced the risks. A full review of each Risk Assessment is carried out at least every two years, or more often if there is a significant change to the way we work, or a change identified to a particular risk.

Further information on our Risk Assessments, including the areas of our business that have been risk assessed can be found in our Risk Assessment Schedule.

#### 5. Involving staff members

The name of the current staff Health and Safety representative is prominently displayed in the main log cabin. All members of staff will be involved in health and safety through their representative. Any decisions made at Management Review / Directors meetings concerning health and safety will always be recorded and made available to staff. The allocated daily fire warden and first aid qualified members of staff are displayed in the log cabin.

#### 6. Making sure that the workplace and equipment are safe

The Health & Safety manager will be responsible for making sure that there is regular maintenance of the working environment and any equipment being used. This will include regular checks to see if any equipment being used for work, or any areas of the working environment, need maintenance. Where maintenance is required, this will be carried out promptly. Any problems with work equipment or the working environment should be immediately reported to The Health & Safety manager.

Before buying any new equipment or changing where or how staff work, The Health & Safety manager will check that appropriate health and safety standards are met.

#### 7. Using and storing dangerous substances (COSHH)

The Health & Safety manager will check if any substances being used at work needs COSHH (Control of Substances Hazardous to Health) assessment and will complete documented assessments where they are required. Any action points arising from the COSHH assessments will be fully implemented. COSHH requirements of any

new substances will be assessed before they are purchased. COSHH assessments will be reviewed at least every 12 months, or when there is a significant change to the way we work. The staff Health & Safety representative will make sure that all employees are aware of the COSHH assessments and have access to them.

## 8. Health and Safety information and support

The Health and Safety Law poster and the current employers' liability insurance certificate are displayed in the main log cabin.

Additional health and safety advice is available from The Health & Safety manager. People using any potentially dangerous equipment for the first time will be supervised by a Director or another experienced member of staff. Members of staff working away from the New Leaf Triangle premises will be provided with relevant health and safety information as required.

## 9. Training and Induction

General health and safety induction training will be provided for all members of staff and volunteers, and additional training for particular jobs will be provided as necessary. Training and induction records are kept by the New Leaf Triangle administrator. Any training that is needed will be arranged by New Leaf Triangle directors.

## 10. Accidents and work related health problems

First aid boxes are located:

- in the main log cabin,
- in the fire box,
- in the second log cabin,
- in the green woodworking tipi

Mobile first aid equipment **must** be carried for:

- all off-site horse activities (hacks)
- during forest school activities

Notices listing current approved, trained first aiders are located in the log cabins and on the shed.

All accidents and work-related health problems will be recorded in the accident book. The Health & Safety manager is responsible for reporting accidents and diseases to the Health and Safety Executive, where required. Where necessary, accidents will be investigated, and the results and findings will be reviewed at Management Review / Director meetings. Any action agreed will be promptly implemented.

## 11. Checking that work conditions are safe and healthy

To make sure that all staff, volunteers, and students at New Leaf Triangle are working safely and that this Health and Safety policy is being followed, the Health & Safety manager will ensure that:

- required inspections are completed and documented.
- accidents and near misses are promptly investigated.
- possible occurrences of work related sickness (e.g. aches & pains / stress) are investigated.
- action points arising from inspections and investigations are promptly implemented
- good communication with the staff Health and Safety representative, and other staff as necessary, is maintained.

## 12. Fire and evacuation

The Health & Safety manager is responsible for making sure that a fully documented fire risk assessment is completed and that any action points are promptly implemented. Details of this can be found in this policy and in the premises risk assessment.

### 13.11.1. Fire Extinguishers

Fire extinguishers are positioned:

- in each log cabin,
- on the outside of the tool shed at site 1
- inside the stable barn at site 2
- outside the hay store at site 1

Fire extinguishers are maintained and checked by a qualified external service provider every year. Pressure gauges are checked monthly by the Health & Safety manager or staff lead and the checks recorded.

Only persons trained to use the extinguishers should attempt to put out a fire using the extinguishers.

### 11.2. Fire Warden

A fire warden is allocated by the lead coordinator daily (Monday to Friday). At the weekend this is the responsibility of the person on site. This person will allocate staff to evacuate and supervise students to the fire assembly area. They will hand out any personal emergency evacuation plans for students where the evacuation risk is perceived to be exceptionally high. They will be responsible for the roll call. (They need to collect the diary from the log cabin to carry out the roll call.) The fire warden

will remain with students and visitors until the all-clear is given or they can leave the premises.

There is a fire bag for the fire warden stored outside the shed in a waterproof container. This contains any individual student personal emergency evacuation plans, site address, "What Three Words" and directions card, basic first aid equipment, torch and hi visibility vest. The vest must be put on immediately the fire alarm is raised so everyone, including emergency services, knows who the fire warden is. They will be the main point of contact for the emergency services.

### 11.3. Emergency Evacuation

Emergency evacuation procedures will be tested every 6 months.

The evacuation procedure is prominently displayed on site and is as follows:

- If you discover a fire shout "Fire" and ring the bell on the outside of the shed and use the air horn.
- Students and visitors must be evacuated to the car park (the large goat pen adjacent to the car park may be more suitable for students who are at risk of absconding as it is more secure).
- A fire warden is to be allocated on every session. This person will allocate staff to evacuate animals and supervise students. They will be responsible for the roll call. The fire warden will remain with students and visitors until the all-clear is given or they can leave the premises.
- Staff to report to the fire warden in the carpark.
- Staff will return to evacuate the animals as soon as all people have been evacuated, as directed by the fire warden. This is only done if the fire is well away from the animal enclosures.
- Any horses in the barn, yard or stables should be the first animals to be evacuated as these will cause the largest risk through panic. They must be released into one of the paddocks, ideally not the play area. However, if this is not possible due to the behaviour of the horses, they should be released into the play area and the gates then opened to the paddocks and closed behind them once they have gone through. This is only done if the fire is well away from the horse enclosures.
- Goats should be released or herded into the play area. Chickens and ducks should be herded out into the play area or manège if possible or at least out of the barn. Doors must be shut behind them, to prevent them returning. Small animals, such as rabbits and rats should be taken in their housing, or a suitable pet container, into the play area or manège. (Pet containers will be stored with their housing if this is not easily moveable. This is only done if the fire is well away from the animal enclosures.