

May Blossom Farm CIC

Alternative Provision

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Health and Safety Policy

Approved by:	May Blossom Farm CIC Board
Last reviewed on:	23/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russel Breyer

This policy was ratified in September 2025 and will be reviewed in August 2026

Policy statement

May Blossom Farm CIC (MBF CIC) is committed to providing and maintaining a safe, healthy and protective environment for all learners, staff, volunteers, trustees, contractors and visitors. Health and safety are integral to our safeguarding responsibilities: we aim to prevent harm through risk reduction, training, supervision and proportionate controls that address the particular hazards of a farm and education setting. Farming and farm-based activities involve a range of significant hazards (machinery, livestock, vehicles, hazardous substances, uneven terrain and potential zoonoses); our arrangements reflect this risk profile and national guidance.

Purpose

This policy sets out MBF CIC's approach to health, safety and welfare, and aims to:

- Ensure compliance with statutory health and safety duties and recognised farm-specific guidance.
- Define roles, responsibilities and lines of accountability for health & safety.
- Set out proportionate arrangements for risk assessment, control measures, training, inspection, incident reporting and emergency response.
- Protect learners and staff, reduce risk from farm-specific hazards (machinery, animals, vehicles, chemicals, trips/falls), and ensure safe delivery of educational activity including on-site and off-site visits.

Scope

This policy applies to:

- All MBF CIC premises, outdoor areas and off-site activities organised by MBF CIC.
- All staff (paid and volunteer), learners, trustees, contractors and visitors.
- All activities undertaken by MBF CIC including practical farm sessions, work experience, visits and public/open events.

Principles

- The welfare and safety of learners and staff are paramount and are central to safeguarding.
- Risks are identified, assessed and managed using a “reasonably practicable” approach; higher risk activities require documented control measures.
- All personnel must co-operate with this policy, follow instructions, and report hazards, near-misses and incidents promptly.

- Training, supervision and information will be proportionate to role, activity and level of risk.
- Children, young people and other vulnerable visitors must receive appropriate supervision and tailored controls. Guidance for safe farm visits and visitor management will be applied to all events involving the public. [HSEpress.hse.gov.uk](https://www.hse.gov.uk/press/hsepress.htm)

Roles and responsibilities

Board of Directors

- Approve and keep under review the Health & Safety Policy.
- Ensure adequate resources and oversight are provided for safe running of MBF CIC's activities.
- Receive anonymised health & safety performance reports and topical incident summaries.

Head of Alternative Provision (Head)

- Overall responsibility for implementing this policy and ensuring legal compliance.
- Ensure suitably trained managers (e.g. Site Manager, H&S lead) are in post and that risk assessments, inspections and training are carried out.

Site/Operations Manager / Health & Safety Lead

- Day-to-day responsibility for implementation: maintain risk assessments, permits, logs, inspection records and training registers.
- Arrange regular site safety inspections, plant and equipment maintenance, PAT/electrical checks and statutory servicing.
- Coordinate emergency response, site inductions and visitor safety arrangements.

Designated Safeguarding Lead (DSL)

- Ensure health & safety arrangements dovetail with safeguarding duties (e.g. supervision, vulnerability considerations, communication with referring schools).
- Support risk assessments where safeguarding vulnerabilities increase risk (e.g. SEND, anxiety, young carers).

Fire Wardens / First Aiders / Named Role Holders

- Carry out role-specific duties (evacuation, headcount, first response) and maintain competence through refresher training.

Staff and Volunteers

- Follow safe systems of work, use PPE and equipment correctly.
- Report hazards, defects, near-misses, accidents and safeguarding concerns immediately.

- Supervise learners and visitors appropriately, ensuring compliance with visitor protocols, hand hygiene and safety instructions.

Learners, Visitors and Contractors

- Follow MBF CIC instructions, site rules and signage; visitors must sign in, wear identification and follow supervision rules. Contractors must provide method statements and risk assessments before work starts.

Arrangements and specific controls

Risk assessments

- Risk assessments will be recorded for the site and for all activities (classroom, farm practical tasks, animal contact, vehicle movements, off-site visits). Assessments will specify hazards, persons at risk (including vulnerable groups), existing controls and further actions required. Assessments are reviewed annually and after any significant change or incident.

COSHH and hazardous substances

- COSHH assessments will be completed for pesticides, disinfectants, fuels and other hazardous substances; safe storage, labelled containers, PPE and spill procedures will be in place. Staff handling chemicals must be trained and provided with the relevant data sheets.

Machinery, plant and tools

- All machinery (tractors, PTO driven equipment, chainsaws, power tools) must have suitable guarding, maintenance records and competent operators. Only authorised staff may operate specific plant and machinery.

Vehicles, traffic and site segregation

- A site traffic management plan will segregate vehicles from pedestrians, define parking and drop-off areas, set speed limits and control reversing. Visitor routes must be separated from active work areas; moving vehicles must not be permitted where children are unsupervised.

Animal handling, biosecurity and zoonoses

- Procedures covering animal handling, hygiene (handwash stations, signage), animal handling supervision and exclusion zones for vulnerable persons (pregnant staff/learners) will be maintained. Advice on infection prevention for open farm events will be followed and hand hygiene will be enforced after animal contact.

Food hygiene and catering

- Where food is prepared or served, food safety arrangements (food handler training, temperature controls, cleaning schedules) will be implemented in line with food safety law and MBF's Food Hygiene Policy.

First aid and medical needs

Version 1 Sept 2025 May Blossom Farm CIC Alternative Provision: Review Date August 2026

- Sufficient first aid cover will be provided; first aiders' names and locations of first aid kits are displayed. For learners with specific medical needs, care plans and emergency medication arrangements will be documented and shared on a need-to-know basis.

Fire safety and evacuation

- Fire risk assessments, alarm testing, evacuation routes and regular drills are carried out and recorded. Evacuation assembly points and headcount procedures must be followed and nobody re-enters premises until authorised.

Lone working and vulnerable staff/learners

- Lone working controls (check-in procedures, phones/alarms) are in place for staff working off-site or alone. Additional safeguards are provided for pregnant staff and learners, under-18s and those with additional needs.

Working at height, confined spaces and hot works

- Activities involving working at height or in confined spaces require specific risk assessments, appropriate equipment and permits. Hot works (welding, cutting) require permits and fire-watch arrangements.

Electrical safety, gas and combustible materials

- PAT testing, fixed wiring inspection, portable appliance controls and safe storage of flammables are maintained to statutory standards.

Chemical, waste and refuse disposal

- Procedures cover safe disposal of chemical waste, animal waste and general refuse.

Contractors and works on site

- Contractors must provide RAMS (risk assessments and method statements), insurance details and evidence of competence. The Site Manager will coordinate permits to work and supervision for contractor activity.

Supervision, visitors and organised visits

- All visitors sign in, wear ID and are briefed on site rules. Schools and referral partners must receive pre-visit information and a written risk assessment for organised visits; supervising ratios and hand hygiene arrangements will be agreed in advance. Guidance for open farm events and education visits will be followed.
countrysideclassroom.org.uk press.hse.gov.uk

Record keeping and statutory inspections

- Records of risk assessments, training, inspections, plant servicing, PAT, fire alarm tests, drills, COSHH assessments, accident logs and RIDDOR reports will be kept and retained as required by legislation. Statutory checks (e.g. gas, lifting equipment where applicable) will be recorded.

Incident reporting, investigation and RIDDOR

- All accidents, near misses and dangerous occurrences must be reported and recorded. Reportable incidents will be notified to the Health & Safety Executive in line with RIDDOR requirements and investigated to identify remedial actions. [HSE](#)

Training and competency

- A training matrix will identify required competencies (induction, machinery, animal handling, first aid, fire warden, COSHH). Induction training is mandatory for all staff and volunteers; refresher training is delivered regularly and logged.

Monitoring, audit and review

- The Leadership Team will carry out regular H&S inspections and audits; records will be reviewed by the Board of Directors at least annually.
- Lessons learned from incidents, near misses and drills will be used to update risk assessments and procedures.
- This policy will be formally reviewed at least annually, or sooner after a significant incident, regulatory change or change to site use.

Related policies and documents

This policy should be read together with:

- Safeguarding & Child Protection Policy
- Fire Evacuation Policy
- First Aid Policy
- Risk Assessment Policy for Pupil/Student Welfare
- Food Hygiene Policy
- COSHH Procedure
- Lone Working Procedure
- Visitor Protocols and External Visit Risk Assessments

Publication and availability

This policy is published on the MBF CIC website, available in hard copy and in alternative formats on request, and is provided to staff, volunteers, trustees, contractors and referring schools as part of induction and ongoing communications.

Appendices (held separately)

- Site plan and designated assembly points.

- Emergency contact list (including local emergency services, NHS/ambulance, local authority).
- Activity and task risk assessment register (current).
- COSHH register.
- Training matrix and records.
- Plant and equipment maintenance schedule.
- Accident and incident log (RIDDOR records).

Key references (for policy authors / Board)

- HSE: Health and safety in agriculture — main guidance pages and resources. [HSE](#)
- HSG270 “Farmwise” — practical guidance for farm employers and workers. [HSE](#)
- HSE: Children and public safety on farms / open farm event guidance. [HSEpress.hse.gov.uk](https://www.hse.gov.uk/press/hsepress.hse.gov.uk)
- HSE: RIDDOR reporting requirements and types of reportable incidents. [HSE](#)

Appendix 1: Site Plan and Designated Assembly Points

- A map of the MBF CIC site is held at Reception and in the Health & Safety folder.
- Assembly points are clearly marked on the plan:
 - **Primary Assembly Point** – bottom gate to the donkey field.
 - **Secondary Assembly Point** – visitor car park (to be used if the primary point is inaccessible).
- Copies of the plan are displayed in each building and classroom.
- Fire evacuation routes are highlighted with arrows on the plan.

Appendix 2: Emergency Contact List

Displayed at Reception, in staff rooms, and on the Health & Safety noticeboard. Updated termly.

Emergency Services: 999

Local Police (non-emergency): 101

Local NHS/GP Practice: St Cross Hospital urgent treatment centre 01788 663432

Nearest A&E Department: Walsgrave Hospital, Coventry 02476 964000

Local Authority Safeguarding Hub:

- West Northants MASH: <https://nctrust.co.uk/report-a-concern-or-request-support/> tel 0300 126 7000
- Warwickshire MASH: masheducationlead@warwickshire.gov.uk tel 01926 414144
- Coventry MASH: mash@coventry.gov.uk tel 0247 678 8555

DSL (Designated Safeguarding Lead): Gill Press – Gill@mayblossomfarm.co.uk tel 07949 572408

DDSL (Deputy DSL): Hannah Priest – Hannah@mayblossomfarm.co.uk tel 07870 853725

Health & Safety Lead/Site Manager: John Frenett 07787 796118

Utilities (electric/water): Barby Moorings tel 01788 890486

Appendix 3: Activity and Task Risk Assessment Register

A register of current risk assessments is maintained by the Health & Safety Lead.

Risk assessments cover, but are not limited to:

- Classroom activities and workshops
- Animal contact and handling
- Use of tools (including hand tools)
- Hazardous substances (COSHH)
- Cooking
- Fire-building outside and use of the fire pit
- Heating using the solid fuel stove
- Fire and evacuation
- Slips, trips and falls
- Farm-specific hazards (biosecurity, zoonoses, animal enclosures)

Each risk assessment includes:

- Hazard description
- Who is at risk and how the risk could arise
- Control measures in place
- Further action
- Review date and responsible person

Appendix 4: COSHH Register

A list of all hazardous substances kept on site is maintained and updated annually, including:

- Pesticides
- Veterinary medicines
- Cleaning agents and disinfectants
- Fuels and oils
- Fertilisers
- Paints, adhesives and solvents

For each substance, the register includes:

- Product name and supplier
- Hazard classification and pictograms
- Location of storage
- Quantity held
- Relevant COSHH risk assessment and control measures
- Required PPE
- First aid and emergency procedures

Appendix 5: Training Matrix and Records

A central training log is held by the Health & Safety Lead and reviewed termly. The matrix identifies:

- Mandatory induction training (all staff, volunteers, contractors)
- First aid training (list staff who are certified)
- Food hygiene training
- Fire warden training
- Safeguarding training (DSL, DDSL, all staff refresher training)
- Animal handling training
- COSHH awareness training
- Manual handling training

For each individual, the log records:

- Name and role
- Training completed and date
- Expiry date/refresher due
- Trainer/provider

Appendix 6: Plant and Equipment Maintenance Schedule

A maintenance schedule is kept to ensure all machinery and equipment is safe for use. It includes:

- Tractors – servicing dates, MOT (if applicable), inspections
- Power tools – PAT testing and maintenance logs
- Fixed installations – electrical testing, gas servicing, sewage treatment plant servicing
- Fire safety equipment – alarm testing, extinguisher servicing, emergency lighting checks
- Pallet truck inspection under PUWER
- PPE – issue, inspection, replacement records

All servicing is recorded in a maintenance logbook, and certificates are retained in the Health & Safety file.

Appendix 7: Accident and Incident Log (including RIDDOR Records)

- A central logbook of all accidents, incidents and near misses is kept in the main office.
- Each entry includes:
 - Date, time and location
 - Persons involved
 - Nature of incident
 - First aid or treatment given
 - Witnesses
 - Action taken
 - Follow-up measures / lessons learned
- Serious accidents, injuries or dangerous occurrences are reported to the Health & Safety Executive in line with RIDDOR requirements.

Appendix 8: First Aid Training Record

This record is maintained by the Health & Safety Lead and reviewed termly. It logs all first aid qualifications held by staff and volunteers, ensuring adequate cover is provided at all times.

Name	Role	Training Completed (e.g. Emergency First Aid at Work, Paediatric First Aid)	Date Completed	Expiry / Refresher Due	Training Provider	Signature
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Notes

- All first aiders must keep certificates up to date and provide copies to the Health & Safety Lead.
- Expiry dates must be monitored to ensure continuity of first aid cover.
- Refresher training should be arranged before expiry to maintain compliance.
- Additional specialist training (e.g. administering medication, EpiPen use) should also be recorded.