



Health and Safety Policy

A general Statement of intent

- It is the policy of Butser Education CIC to provide a safe environment for all persons visiting or working on the premises.
- It is the policy of Butser Education CIC to consult employees in order to provide a safe environment.
- Butser Education CIC will ensure the safe handling of toxic substances and the maintenance of safe plant machinery.
- To promote safety at all times within the workplace this policy will be reviewed annually and revised as necessary, according to any statutory changes.

Organisation

- Butser Education CIC is responsible for health and safety at Butser Ancient Farm.
- The implementation of the health and safety policy is the responsibility of the directors (Simon Jay and Maureen Page.)
- All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and to cooperate with their employer so far as reasonably necessary to ensure compliance with the related statutory requirements.

Health and safety risks arising from workplace activities

- All activities undertaken at Butser Ancient Farm will be risk assessed.
- All risk assessments will be delivered and reported to the two directors (Simon Jay and Maureen Page.)
- Hard copies of all risk assessment can be found in the health and safety file in the downstairs office.
- The directors will enforce any procedures that are in place to prevent accidents and ill health.
- Risk assessments will be reviewed annually and revised as needed.
- Employees will be made aware of any risks that could occur during an activity and told what procedures have been put in place to reduce those risks.

Consultation with employees

- All persons working at Butser Ancient Farm are invited to suggest improvements to the health and safety of the farm.

Safe plant and equipment

- Director Simon Jay is in charge of equipment maintenance
- A log book will be kept with the health and safety folder and will contain dates of when equipment was purchased and serviced.
- Both directors are able to purchase equipment.
- Faults or queries with equipment should be removed from use immediately and reported to Simon Jay.
- If any electrical problems with equipment should occur, a qualified outsider will be called in to deal with the problem.

Safe handling and use of substances

- The following hazardous substances are used at the farm; bleach, lime, paint, PVA glue, white spirit, animal medication, animal faeces, petrol, office supplies, wood adhesive, oil.
- Under the COSHH regulations the following seven steps will be used when handling the substances:

- 1) Assess the risks to health arising from hazardous substances in the work place
- 2) Decide what precautions should be needed.
- 3) Prevent or adequately control exposure
- 4) Ensure that control measures are used and maintained
- 5) Monitor exposure of employees to hazardous substances if necessary
- 6) Carry out appropriate health surveillance where necessary
- 7) Ensure that employees are properly informed, trained and supervised.
 - Simon Jay will be responsible for COSHH risk assessments which will be reviewed annually and revised as necessary.

Display safety information

- The health and safety law poster is displayed in the staff room. Health and safety information is kept in a file in the downstairs office.

Job training/induction/advice and consultancy

- All new employees and volunteers are given health and safety information and training.
- Simon Jay and Maureen Page are responsible for organising all health and safety training.

First aid/accident procedure and work related ill-health

- First aid boxes are kept: behind the shop counter in the entrance; and in the staff room.
- Maureen Page is responsible for reporting to the enforcing authority in the event of a serious accident and keeping the records.
- All accidents at the farm are recorded on individual accident record sheets which are stored securely.

Safe working practises

- Butser Education CIC promotes safe working practices.
- Maureen Page (Director) is responsible for investigating accidents and work related sickness.

Emergency procedures: fire and evacuation

- Simon Jay is responsible for checking exits and escape routes.
- Fire extinguishers are tested annually in August.
- The fire assembly point for the farm is clearly marked next to the crop field

Policy Reviewed: January 2018