



Core Creative Education CIC

CCE02 Health & Safety Policy & Procedure

Explore - Create - Learn – Grow

1.0 INTRODUCTION

- 1.1 It is the policy of Core Creative Education based at Limemead Farm, BA22 9QU, to take all reasonable steps to ensure the health, safety and welfare of its staff, all visitors, students, volunteers, contractors and temporary workers, as well as members of the public who might be affected by Core Creative Educations operations and activities.
- 1.2 All staff will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective. Staff information shall initially be in the form of a job description outlining their roles and responsibilities and an induction into the role and responsibilities. Regular reviews shall be put in place to ensure that adequate knowledge and training is updated.
- 1.3 Core Creative Education will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974 and any subsequent amendments or additions thereto.
- 1.4 However it is the duty of each staff to take reasonable care of their own and other people's welfare, to be aware how others can be affected by their own acts or omissions, and to report any situation which may pose a threat to the well being to them or any other person. If any staff are unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is the staff members duty to report this to the Education Manager who is also the Health and Safety Officer. This is Alasdair Green. Rachelle Green, the Director will take his place should he be absent.
- 1.5 CoRE will endeavour to communicate to staff their commitment to health and safety and to ensure that staff are familiar with the contents of this policy. All staff are expected to co-operate with Health and Safety Officer and to accept their duties under this policy.
- 1.6 **Health and Safety will ALWAYS be an agenda item in the fortnightly team meeting.**

2.0 STAFF H&S

- 2.1 All staff should take care when handling or use of heavy equipment/materials to minimise the risk of injury.
 - Work sites must be kept tidy and, where practicable, clean.
 - All spillages to be cleaned immediately
 - Cables and trailing materials should not be left in any walkway.
 - Be aware that, due to the nature of operations, the outside environment can be hazardous, especially when wet and suitable footwear should be worn at all times.
 - Sharp objects are stored carefully and safely.
 - All staff must be aware of any moving vehicle at all times.
 - No tools or equipment to be used without manufacturers recommended shields, guards and attachments.
 - All tools must be securely and properly stored when not in use; all tools and equipment to be well maintained. Any defects reported to the Health & Safety Officer.



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- Persons using machine tools must not wear clothing, jewellery or hair in such a way as might pose a risk to themselves or others safety.
- No tools should be used other than for its specific use as designed by the manufacturer. Lifting and moving of heavy objects should always be done by mechanical devices wherever practicable. All equipment used should be appropriate for the task.
- When lifting an object off the ground, staff should assume the squatting position, keeping the back straight as recommended by Manual Handling Operations Regulations (MHOR, 1992).
- Working at Height Regulations (2005) will be followed, and where possible amendments to tasks/activities implemented to prevent staff from working at height.
- Every activity needs to be risk assessed and a written risk assessment must be completed.

2.2 CoRE will ensure that all **staff have been trained in proper fire prevention and emergency procedures**. In the event of the fire, or in any other emergency situation, all staff must assemble at the designated assembly point, in the car park of the premises. The Education Manager or Director will initiate emergency procedures.

3.0 LEGISLATION

3.1 Accidents, Diseases and Dangerous Occurrences LEGISLATION requires that certain prescribed events, injuries and diseases be formally reported. Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). Notwithstanding our legal obligations, CoRE views accident investigation as a valuable tool in the prevention of future incidents.

4.0 REPORTING

4.1 In the event of an accident resulting in injury, a report will be written **in the accident book by the mentor involved** or the Health and Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams where possible
- The nature and severity of the injury sustained
- The identity of eye witnesses
- The time, date and location of the incident
- The date of the report

4.2 All eye witness accounts should be taken as near to the time of the incident as possible. The completed report must be submitted to the Health and Safety Officer who will attempt to ascertain why the incident occurred and what action should be taken to avoid a recurrence of such incident. Any measures deemed necessary to avoid recurrence will be put into effect as soon as possible after passing by the Director.

4.3 The Health and Safety Officer is responsible for reporting all cases of accident and disease to the relevant enforcing authority e.g. Control of Substances Hazardous to Health (COSHH), Manual Handling Operations Regulations 1992 9 (MHOR) Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2005 (RIDDOR). Accidents reportable; RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous



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occurrences (near misses).

5.0 RISK ASSESSMENT

5.1 The Education Manager will be Health and Safety Officer for Education sessions and will be responsible for all risk assessments at the Farm.

5.2 **CoRE aims to ensure that a minimum of two members of staff are present on site during student sessions**. In the event of the Education Manager being off site, one of the staff should be given authorisation in the event of an emergency or accident.

5.3 Site risk assessment
These will be conducted and updated at the beginning of each half term and updated as changes occur to the site over the half term and kept in the staff handover file.

5.4 Daily risk assessments
Daily risk assessments allow any change in risk factors since last visit to be assessed and control actions taken. **These will be discussed with the whole staff during the daily morning briefing.** Dynamic ongoing risk assessments will form part of good practice throughout each session.

5.5 Staff will be briefed about risk assessments and activity plans for the session. Staff and volunteers will be briefed following any changes to any of the students or changes in activity at The Farm.

5.6 Changes to risk assessments will be discussed at morning team meeting.

5.7 The factors below will change the risk assessment of activities throughout the day and the Education Manager **or the nominated Staff Health and Safety lead** will dynamically risk assess and change activities as is appropriate for the health and safety of students and staff. These may be associated with:

- Changes with students that day
- Changes in weather conditions
- Changes in land/ woodland factors e.g. slippery impassable tracks, fallen tree limbs, flooding
- Visitors to site
- Animal issues/ animal illness
- Protocols for using fire, tools and machinery

Dynamic risk assessments will also take account of students' emotional presentation, regulation, behaviour, communication needs, and any safeguarding concerns that may impact safe participation in activities.

5.8 Weather conditions

Weather conditions will be deemed unsuitable in conditions of high winds, high wind chill factor or torrential ongoing rain or snow. Other adverse weather will be



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assessed in the daily risk assessment and in the case of severe weather CoRE will contact schools / parents & carers.

- 5.9 Higher risk activities such as students and staff working with the animals, tools, machinery, archery and near the rivers and ponds have their own risk assessments, comprehensively covering specific risks. Staff, students, parents and schools are all permitted to request access to these risk assessments.

6.0 FIRST AID & INSURANCE

- 6.1 The Education Manager is the trained First Aider on site, with a certificate in Paediatric First Aid. He will also be responsible for the maintenance and replenishment of first aid equipment.
- 6.2 CoRE has Employers and Public liability insurance, the minimum amount of cover provided by the Policy is no less than GBP 10,000,000 affiliated to the Birnbeck Insurance Ltd to cover activities delivered at the Farm, including Forest School Activities, Archery, Woodwork and Animal Interactions.

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Date of Expiry: 17 March 2027

CoRE has separate insurance for the donkeys:

Policy Number: **CVX26/CARL/314853A3**

Date of Expiry: 25 April 2027

- 6.3 A site risk assessment will be conducted at the beginning of each term.
- 6.4 Dynamic risk assessments will occur throughout the day by staff and reported as changes occur.
- 6.5 An activity risk assessment will be conducted at the beginning of new activities being introduced to the programme and updated as appropriate.
- 6.6 Students will only attend sessions when an enrolment form has been completed, which will include health and medical information and any additional needs students might have.
- 6.7 Parents and schools will be informed that students need to wear appropriate clothing and stout footwear. Long sleeves and long trousers to protect against sunburn, bites, stings and prickles. Waterproofs including trousers to be worn when conditions likely to be cold, wet and/or muddy. Exceptions can be made on the grounds of sensory needs on the advice of the education manager, where appropriate parents/carers will be made aware of the increased risks.
- 6.8 All tools, resources and materials will be safely stored and secured where appropriate.
- 6.9 Personal protective equipment with appropriate safety marking to be worn as necessary when handling tools.
- 6.10 Whilst at Limemead Farm, student and staff safety will be maintained by negotiating safe boundaries and maintaining direct, line-of-sight supervision by accompanying adults or direct one to one support as is necessary for the activities and students that staff are working with.



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6.11 Fully charged walkie talkie will be carried by each mentor on the Farm, who can liaise with the Education Manager at all times, to communicate regarding student activity and safety and in the event of an emergency can be contacted immediately.

6.12 Following an Accident or Emergency, the Accident book is sited in the office, all incidents to be filed in accident file to be kept at office at Limemead Farm.

7.0 INFECTIOUS DISEASES

7.1.1 Participants will be encouraged to keep hands away from faces and not put anything in their mouths during a session to reduce risk of contracting infectious disease from animal faeces.

7.1.2 All staff and students should be given adequate information regarding tick bites and the risk of Lyme Disease.

8.0 MEDICINES

8.1 All medicines are kept locked within the meds cabinet in the office. This is accompanied by the medication folder.

8.2 The Medication folder is for each type of medication per student. To be completed each time medication is given and details of medication amounts stored within the office.

9.0 FOOD & DRINK

9.1 Lunch and snacks will be eaten in a clean, appropriate & designated space away from animal enclosures and close to hand washing facilities.

9.2 Participants will be discouraged from putting anything in their mouths during Outdoor Education sessions, including berries, unless preparing and learning about them as part of an activity and directly supervised.

10.0 HANDWASHING

10.1 The handwashing policy at Centre is to clean hands thoroughly in warm running water with soap especially for students on entry and exit from the centre and multiple times through the day.

11.0 TOILETS

11.1 The main toilet is at the Cabin for both students and staff and then there are separate student and staff toilets near the Barn And all students and staff should be able to have access to these facilities should they need them.

12.0 TRANSPORT

12.1 Transport will be in cars with suitably insured and DBS checked member of staff. Please see CoRE's transport policy.

12.2 Outings from the Farm occasionally occur to the Dorset Wildlife Trust site, this site is within walking distance from Limemead Farm and Alasdair Green, the Education Manager will **either lead sessions to the Dorset Wildlife Trust or authorise mentors to lead the group.** A suitable ratio of staff to students will be ensured.

12.3 Other outings from the Centre will have parental / carer consent.



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13.0 ENROLMENT PROCEDURES

13.1 Enrolment forms, signed and dated, any details of EHCP / reports are to be given to CoRE prior to the young person starting on site.

13.2 Enrolment forms incorporate all the contact details, medication details and consent to photographs.

14.0 STUDENT INCIDENTS

14.1 All accidents, incidents and safeguarding issues are recorded onsite. **Safeguarding concerns will be recorded and managed in line with CoRE's Safeguarding and Child Protection Policy.**

14.2 The Education Manager / Safeguarding Lead will follow up any concerns with students directly with parents or the school contacts.

For further information please see Behaviour Policy.

15.0 ATTENDANCE

15.1 Attendance is recorded and reported as a percentage for each student. All staff recorded and any absence recorded.

15.2 All visitors to sign in at reception and are to be accompanied by a member of staff while visiting on site.

15.3 Visitors must follow CoRE safeguarding and health and safety expectations whilst on site.

15.4 For further information please see attendance policy.

16.0 EQUIPMENT

16.1 Students must be equipped with suitable clothing and footwear for the conditions.

16.2 Spare equipment will be provided for those that need it. If students cannot be equipped with suitable clothing to be comfortable and safe in adverse weather, session planning will need to take this into consideration.

17.0 FIRST AID KITS

17.1 First Aid including eye wash station is within the cabin.

17.2 First Aid kits are located in the Office, The Cabin, The Barn (this kit has the dedicated burns kit) and the Big Woods camp (this kit has the addition of a trauma kit including stretcher).

18.0 DRINKING WATER

18.1 Fresh drinking water should be carried in small water containers for each session and disposed of after session is completed.

19.0 TOOLS & MACHINERY

19.1 Sharp tools will be maintained and sharpened regularly and kept in a secure and lockable space. Information on the update of sharps will be kept in the risk assessments.



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- 19.2 Machinery on site will only be used by the Land Manager, when students are not at the centre.
- 19.3 **Students using tools will be supervised by appropriately trained staff and activities will follow individual activity risk assessments.**

Signed: *Alasdair Green* (DSL, Education manager)

Name: Alasdair Green:

Date 20/5/26

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.