



Crowdys Hill School Educational Farm Health and Safety Policy

Daily farm responsibility and policy completed by – Miss K Brown (Farm Manager)

Overall responsibility – Mr Winchester - lead for health and safety

Mrs Higham (Headteacher)

Review: Every 2 years

Review date: January 2026

Approved by Governors on 24.01.2024

Signed: Chair of Governors



Headteacher



Review date: January 2026

Overview

The Crowdys Hill Educational Farm is a unit for the students of Crowdys Hill School. It may also be visited and used by other schools. A number of animals live on site ranging from small animals to larger farm animals. All students have an opportunity to work and spend time on the farm along with members of staff, some of which also look after the animals at weekends and school holidays.

Members of staff will be given the opportunity to read through this policy and will be given any assistance or advice in areas which they may not fully understand. It is the responsibility of all members of staff using, working and taking students on the farm to adhere to all aspects of the policy to ensure their safety is maintained, and also to ensure the students are kept safe at all times.

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- b) Observe standards of dress consistent with safety and/ or hygiene
- c) Keep good standards of hygiene and cleanliness
- d) Know and apply the procedures in respect of emergencies
- e) Co-operate with other employees and the safety representative in promoting health and safety measures
- f) Report any hazard or breakage
- g) Follow health and safety instructions and use appropriate safety equipment and protective clothing
- h) Maintain tools and equipment
- i) Report any incidents, accidents or 'near misses'
- j) Set a good example to the students
- k) Supervise students and ensure that they know about emergency procedures and safety measures
- l) Ensure that students' bags, coats and belongings are safely stowed away
- m) Make parents/volunteers/visitors aware of safety procedures in the work area
- n) Give clear instruction and warning as often as necessary
- o) Where risk assessments require a subject specialist expert these may be delegated - colleagues are welcome to request further support and/or training as required.

It may be necessary to remove any person(s) from the farm if they cannot act in a safe manner.

General Health And Safety

Hygiene –

All persons who have worked on or visit the farm must wash their hands thoroughly at the sinks inside before leaving using hot water and anti-bacterial soap provided. Individual paper towels are also to be used for drying hands to help remove and stop the spread of bacteria, rather than hand dryers.

Any cuts must be covered with a waterproof plaster and non-latex gloves must be worn if anyone has any cuts on their hands.

Any overalls made dirty (by pupils or staff) must be placed in the washing pile next to the handwashing sinks.

Animal pens –

- All large animal pens are to be mucked out daily to minimise dirt and bacteria. Any animal waste or dirty bedding is to be emptied on the muck heap.
- The yard is to be cleaned and swept every day to minimise dirt and bacteria. Hosing down the main yard can also be done if necessary.
- Small animal litter trays to be cleaned out daily. The pens are to be mucked out weekly, or as necessary.
- The main footpaths of the farm are swept/tidied every day to minimise dirt and bacteria. This also ensures pathways are safe for wheelchair users.

Food And Drink –

No food or drink is to be consumed whilst on the farm, any personnel who have been on the farm must first take off their overalls if they have been wearing any, as well as their wellington boots, wash their hands and leave the farm before eating or drinking.

Chemicals/Medication –

Any animal medication is to be stored in its correct packaging and to be locked in the medical cabinet, where only staff have keys. Medication is only to be administered under the direction of vets or trained staff. No medication should be given unless trained and correct PPE is worn if needed.

Chemicals such as mite killer for example are to be stored in their correct packaging and kept locked away where only staff have keys. No chemicals are to be used unless directed and correct PPE is worn, such as long sleeve tops and waterproof gloves for mite spray to minimise the risk of skin contact. If any chemicals have been used around the farm, then a safety warning will be displayed.

Chemicals will be stored correctly and disposed of according to instructions. Any sharps will be contained in the sharps box which again is stored in a locked cabinet where only staff have keys.

Slips/Trips/Falls –

- Main walkways to be kept clear from obstruction. Tools, overalls and wellies to be put away on the correct pegs after use.
- No running on the farm at any time.
- If icy conditions occur, any frozen pathways must be thawed before any persons can use them.
- Plan your route, take the least uneven/ slippery route, even if it may take longer.
- Avoid walking the equines through particularly slippery/ uneven ground where possible. If you were to slip over it may cause them to panic which could cause an accident.
- Under no circumstances are fences or gates to be climbed.
- Take extra caution when walking through thick mud as very wet field gateways can become slippery.

Students/Children –

Any children whilst out on the farm must be supervised by a responsible adult who is aware of the farm's hazards. Due to the nature of animals, they can be unpredictable, so safety always comes first. If a student is unable to demonstrate they can act in a sensible and safe manner, then they will be removed from the farm.

If children have a medical bag to be carried with them, there should be enough staff numbers to cater for any medical emergencies.

Pond Area-

The pond area is to be maintained throughout the year. This includes cutting the grass, keeping the pond level full, removing weeds etc. The pond is surrounded by safety fencing but is accessible through a gateway. When students work in the garden area, they must always have adult supervision due to the risk from the pond.

When cleaning the pond out, students must wear appropriate PPE. This includes overalls, wellies and gloves as water can contain bacteria, parasites and viruses.

PPE

General farm work-

Full PPE must be worn while working on the farm. Wellington boots and overalls are to be worn by all students on the farm. Overalls may be relaxed in certain situations, such as particularly hot weather, however wellies must **always** be worn by students. Adults must wear suitable footwear such as wellington boots or other sturdy outdoor footwear, open toed or high heel shoes **must not** be worn at any time. Overshoes can be used by members of staff who wish to wear their own footwear, this is if they choose not to wear our PPE, however wearing our PPE is always strongly advised and it is at the adults own risk if they choose not to wear wellies as they provide added protection, which normal shoes do not.

Any boots or overalls worn on the farm must not be worn inside the school building to prevent contaminants from entering the building.

Working with the donkeys-

Steel toe capped footwear must be worn to minimise the risk of broken bones if the donkeys were to step on staff/student's feet. Students always need adult supervision with the donkeys to avoid any injuries such as biting or kicking.

Petrol lawnmower/Strimmer-

Steel toe capped shoes, safety goggles, ear defenders and hard hat to be worn to give maximum protection from flying debris, noise and danger from blades. All tools with a potential high risk such as saws or strimmers are stored in the green tool shed which is code locked protected, to which only staff know the code.

Cleaning out water troughs-

Overalls/overcoats and rubber gloves to minimise risk of water born diseases such as Weil's disease.

Medical-

When carrying out medical work on the animals e.g. injections/ cleaning wounds non-latex gloves should be worn and always given with adult supervision.

Gardening-

Gardening gloves to be worn when gardening. Rubber gloves work when digging up any hazardous plants e.g. ragwort. Dust masks may also be necessary (this is continued below).

Ragwort

Ragwort is the most common harmful weed species found on the farm and is a native species of the British Isles. It is a specified weed under the Weeds Act 1959. It contains toxins which can have debilitating or fatal consequences, if eaten by equines and other grazing animals. Ragwort is less likely to be rejected by stock if dried and contamination of forage (hay, haylage and silage) is a particular problem. Humans may be at risk from ragwort poisoning through direct contact (e.g. hand pulling) or the consumption of contaminated food. Research undertaken for the Government in the 1990s suggested that the risk to human health in the UK through the contamination of staple foods i.e. grain, milk, eggs and honey is likely to be insignificant.

To remove and dispose of the ragwort we have a few options –

1. Pull it up by hand
2. Dig it up
3. If it has already spread too rapidly, we can have the field effected sprayed with a herbicide.

In terms of disposing of the ragwort it is to be double bagged, so it is completely sealed, then put in the large red waste bins at the front of school for general refuse.

The PPE required for digging or pulling up ragwort are rubber gloves and clothing sufficient to cover any bare areas of skin on arms and legs. Dust masks may also be advised for pollen particles in the air. Spraying of ragwort is carried out by an outside agency, therefore we, and any animals, are kept away from the area whilst this is going on.

First Aid

First aid kits are to be on the farm in the medical cabinet and only used by trained personnel. Staff are allowed personal mobile phones when working on the farm in case of emergencies.

All accidents or injuries must be reported and recorded.

Manual handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bales of hay, lifting of wheelbarrows, the carrying of buckets of food, the use of tools, the movement of feed sacks.

Students should not move heavy objects alone; they may help move them using trolleys, but staff should load and unload them. Students should be supervised when moving heavy objects and correct PPE worn. Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members if they feel that an action, they are involved with is having an effect on their physical health and well-being.

Fire

In case of fire, staff and students should leave the farm via the safest external route and meet at the fire evacuation point where the school transport buses meet. If the fire is small enough to be extinguished using the fire extinguishers, then this may be attempted by trained personnel to prevent the fire escalating, however this is only to be attempted if no risk is presented to the person e.g. they are not breathing in smoke. Extinguishers are situated at various points around the farm building. If the fire is in the main farm building whilst personnel are on the yard then they must not enter the building to get off the farm, instead go around the outside. The alarm should be raised as soon as possible and 999 called. If a fire is confirmed and it is not detrimental in any way to the persons escape, then gates can be opened as they pass to allow the animals to get out into the grazing fields, as far away from the fire as possible. Do not re-enter the farm building for any reason, the priority is to human and animal life, buildings and equipment can be replaced.

Lone working

Staff must be trained before being allowed to work on the farm at weekends or in the school holidays and must not undertake any work without being fully shown what to do, what the potential risks are and how to minimise these risks. They must be fit and able on the day of work so not to cause any risk of a medical emergency.

Risk from the public –

- Unless otherwise instructed or asked to, school gates should be closed and locked to stop members of the public potentially entering the school site.
- Staff must not approach, or let onto the site, any unauthorised persons.

Communication –

- Staff are advised to keep mobile phones with them at all times when lone working in case of emergency.
- It is also advised that staff let somebody know of the approximate times they are starting work, and what time they think they will be finished.

Working with animals –

- Staff will stick to all normal rules of working with the large animals e.g not standing directly behind the donkeys as covered in the farm risk assessments.
- Staff will not undertake any medical work on the large animals when lone working which may present a significant risk of injury such as being kicked, e.g changing a donkeys bandage for a foot abscess.

Visitors

If any visitors are brought to the farm for any reason, such as to help with mucking out or to visit the animals, **the person who has brought the visitors** to the farm accepts full responsibility for them and must ensure they are made aware of all health and safety precautions and potential hazards, a visitors form must be filled out.

It is not advisable to bring large groups of visitors to the farm during weekends and holidays.

RISK ASSESSMENTS

Severity rating (S)

1. **Insignificant** – no injury
2. **Minor** – fist aid
3. **Moderate** – hospital treatment required
4. **Significant** – permanent injury/ disability
5. **Catastrophic** - fatality

Likelihood rating (L)

1. **Rare** – may occur in exceptional circumstances
2. **Unlikely** – will seldom occur
3. **Possible** – may occur
4. **Probable** – will often occur
5. **Highly Probable** – near certain

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			2	5	
2	2	4	6	8	1
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(S) 1	1	2	3	4	5
X	1	2	3	4	5
	LIKELIHOOD (L)				

General Farm Assessment

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate?	Additional control measures	S 1-5	L 1-5	Total S x L
Uneven/slippery ground	Staff/Students	<ul style="list-style-type: none"> Use pathways where available. Plan your route, take the least uneven/slippery route, even if it may take slightly longer. Avoid walking animals through particularly uneven or slippery ground on lead ropes, it may make them panic if you were to slip/fall over. 	2	1	2	Tol	Yes				

Moving/ lifting heavy objects (bales of straw/ hay, bags of shavings and feed)	Staff/ Students	<ul style="list-style-type: none"> • Staff and students must not overload wheelbarrows. • Staff shown how to lift heavy objects. • Trolleys to be used for heavy items 	4	1	4	Tol	Yes			
Animal medication	Staff/ Students	<ul style="list-style-type: none"> • All medication to be locked away in a secure cabinet. • Only trained personnel to administer medication/ vaccinations 	3	1	3	Tol	Yes			

Risk	1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory – minor actions required	9-14 High Unsatisfactory – moderate actions required	15-25 Very High Unacceptable – major actions required
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Crowdys Hill Educational Farm Risk Assessment

Assessment of working with livestock

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate?	Additional control measures	S 1-5	L 1-5	Total S x L
Injuries caused by kicking/pecking / scratching/ standing on feet	Staff/ Students	<ul style="list-style-type: none"> Students closely supervised at all times. Animals to only be handled by trained, competent staff. Students and staff only to handle animals when closely supervised or have shown they are competent. 	3	2	6	Med	No	<ul style="list-style-type: none"> Students only to be supervised by fully trained members of staff that have read health and safety policy when around the animals. 	3	1	3
Cross infection (clostridial diseases, lice, ringworm)	Staff/ Students	<ul style="list-style-type: none"> Minimise risk by wearing overalls and wellington boots. Gloves (non-latex, thick rubber and leather) available for relevant tasks. All cuts/grazes must be covered with a plaster and rubber glove. 	3	1	3	Tol	Yes				

		<ul style="list-style-type: none"> Each animal has its own health care plan detailing information such as vaccines and worming, together with its general health and temperament. Animals receive regular health checks. Any ailing animal is isolated and veterinary assistance sought as soon as possible. 								
Diseases picked up from standing water (Weils disease)	Staff/ Students	<ul style="list-style-type: none"> Water troughs and buckets emptied and cleaned regularly. Duck pond water to be emptied regularly, pupils are not allowed in the water. Rubber gloves to be worn at all times. All cuts/grazes must be covered with a plaster and rubber glove. 	3	1	3	Tol	Yes			
Risk of bird flu	Staff/ Students	<ul style="list-style-type: none"> Any ailing animal is isolated and veterinary assistance sought as soon as possible. Advice is taken from DEERA and 	3	1	3	Tol	Yes			
Risk	1-4 Tolerable No action - monitor		5-8 Moderate Reasonably satisfactory – minor actions required		9-14 High Unsatisfactory – moderate actions required			15-25 Very High Unacceptable – major actions required		

Assessment of farm tools

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate?	Additional control measures	S 1-5	L 1-5	Total S x L
Tripping/cutting/stabbing	Staff/Students	<ul style="list-style-type: none"> Minimise the risk by wearing overalls and wellington boots. Steel toe capped boots available for higher risk tasks. Gloves (non-latex, thick rubber and leather) available for relevant tasks. Pupils closely supervised at all times. All pupils and staff to be trained in the correct usage of each tool and safety guidelines strictly adhered to. All equipment to be put away in the correct place after use. Pupils and staff to be closely supervised until they have proven they are competent and understand safe handling rules. 	2	1	2	Tol	Yes				

Risk	1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory – minor actions required	9-14 High Unsatisfactory – moderate actions required	15-25 Very High Unacceptable – major actions required
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Assessment - Equine

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate ?	Additional control measures	S 1-5	L 1-5	Total S x L
Kicking	Staff/ Students	Staff and students warned of the dangers from kicking. Repeatedly told not to stand behind the equines and to always work from the side. They are also reminded not to make loud noises, run, swing tools or make and sudden movements that may spook the equines. Staff and students shown how to correctly groom, wash and pick out feet. Students closely supervised whilst doing this.	4	1	4	Tol	Yes				
Stamping/treading on feet	Staff/ Students	Steel toe capped footwear to be worn. Students closely supervised when doing anything with the equines feet.	2	2	4	Tol	Yes				
Unpredictable behaviour e.g running off	Staff/ Students	All personnel to step away from the incident area and stay clear of confined areas and gateways, remembering the flight reflex of equines as they may charge towards or through gates to leave an area.	4	1	4	Tol	Yes				
Injuries whilst walking equines (being pulled over/ rope burns)	Staff/ Students	All staff and students given a demonstration prior to walking and are shown the correct way of holding the lead rope (not wrapped around their hand). Students are closely supervised during this activity.	3	1	3	Tol	Yes				
Allergies	Staff/ Students	Staff/ students to notify us beforehand. Can be prevented with medication if allowed, or the person can be removed from the area.	1	2	2	Tol	Yes				
Zoonotic diseases	Staff/ Students	Good hygiene is essential. Students to wear overalls to protect clothing from dirt/bacteria. Adults to wear overall/overcoats when dealing	3	1	3	Tol	Yes				

		with any medical issues, non-latex gloves to be worn if are and cuts to hands and any other cuts to be covered. Hand to be washed with anti-bacterial soap and hot water in the sinks on the farm before leaving, students to be supervised when doing this.									
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Risk	1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory – minor actions required	9-14 High Unsatisfactory – moderate actions required	15-25 Very High Unacceptable – major actions required
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Assessment of mowing the grass with a petrol lawn mower/strimmer

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate?	Additional control measures	S 1-5	L 1-5	Total S x L
Catching feet or hands in the blade	Staff/ students	<ul style="list-style-type: none"> Minimise risk by wearing safety shoes or boots. Do not put any body part anywhere near the blades. 	4	1	4	Tol	Yes				
Flying stones/ sticks	Staff/ students/ others nearby	<ul style="list-style-type: none"> Operator to check for loose stones and sticks before moving. Avoid mowing at times when there are people wanting to use the area. Operator to wear safety goggles, long sleeves and long trousers. 	3	1	3	Tol	Yes				

Ear damage due to noise	Staff/ students	<ul style="list-style-type: none"> • Ear defenders to be worn 	4	1	4	Tol	Yes				
Fire risk when topping up petrol	Staff/ students	<ul style="list-style-type: none"> • Petrol to be stored in the correct can. • Goggles and gloves to be worn when filling tank. • No naked flames near can or mower. • Cover any spills with sand. 	3	1	3	Tol	Yes				

Risk	1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory – minor actions required	9-14 High Unsatisfactory – moderate actions required	15-25 Very High Unacceptable – major actions required

Assessment of Pigs

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate?	Additional control measures	S 1-5	L 1-5	Total S x L
Biting	Staff/Students	Hands are to be put nowhere near the pigs mouths. If feeding the pigs by hand with bananas/apples then the food can be dropped into their mouths.	3	1	3	Tol	Yes				
Crush injuries	Staff/Students	Be aware of where the pigs are. Do not attempt any work in a confined area with the pigs, use food to get them away from the area.	3	1	3	Tol	Yes				
Cuts to legs from pig tusks	Staff/Students	Be aware of where pigs are. Wear wellington boots as an extra layer of protection.	2	2	4	Tol	Yes	Pig boards may also be purchased and used to minimise risk further	2	1	Tol
Zoonotic diseases	Staff/Students	Good hygiene is essential. Students to wear overalls to protect clothing from dirt/bacteria. Adults to wear overall/overcoats when dealing with any medical issues, non-latex gloves to be worn if are and cuts to hands and any other cuts to be covered. Hand to be washed with anti-bacterial soap and hot water in the sinks on the farm before leaving, students to be supervised when doing this.	3	1	3	Tol	Yes				

1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory - minor actions required	9-14 High Unsatisfactory - moderate actions required	15-25 Very High Unacceptable - major actions required
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Assessment of Alpacas

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Ris k	Control measures adequate ?	Additional control measures	S 1-5	L 1-5	Tota l S x L
Kicking	Staff/ Students	Staff and students warned of the dangers from kicking. Repeatedly told not to stand behind the alpacas and to always work from the side. They are also reminded not to make loud noises, run, swing tools or make and sudden movements that may scare the alpacas.	2	1	2	Tol	Yes				
Spitting	Staff/ Students	Staff/ students to stand back when alpacas are eating as they tend to spit at each other. Students also reminded not to scare the alpacas as spitting is a defence mechanism.	1	2	2	Tol	Yes				
Being knocked over	Staff/ Students	Do not work in a confined area unless absolutely necessary e.g cutting toe nails.	2	1	2	Tol	Yes				
Injuries whilst walking alpacas (being	Staff/ Students	All staff and students given a demonstration prior to walking and are shown the correct way of holing the lead rope (not wrapped around their hand). Students are closely supervised during this activity.	2	1	2	Tol	Yes				

pulled over/ rope burns)											
Zoonotic diseases	Staff/ Students	Good hygiene is essential. Students to wear overalls to protect clothing from dirt/bacteria. Adults to wear overall/overcoats when dealing with any medical issues, non-latex gloves to be worn if are and cuts to hands and any other cuts to be covered. Hand to be washed with anti-bacterial soap and hot water in the sinks on the farm before leaving, students to be supervised when doing this.	3	1	3	Tol	Yes				

Risk	1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory – minor actions required	9-14 High Unsatisfactory – moderate actions required	15-25 Very High Unacceptable – major actions required
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Assessment of Goats

Hazard	Who is at risk?	Existing control measures	S 1-5	L 1-5	Total S x L	Risk	Control measures adequate?	Additional control measures	S 1-5	L 1-5	Total S x L
Butting	Staff/ Students	Staff and students warned of the dangers from butting and are told to stand to the side of the goats. Students to be supervised when working with the goats.	2	1	2	Tol	Yes				
Being knocked over	Staff/ Students	Do not work in a confined area unless absolutely necessary e.g cutting toe nails.	2	1	2	Tol	Yes				
Allergies	Staff/ Students	Staff/ students to notify us beforehand. Can be prevented with medication if allowed, or the person can be removed from the area.	2	1	2	Tol	Yes				
Zoonotic diseases	Staff/ Students	Good hygiene is essential. Students to wear overalls to protect clothing from dirt/bacteria. Adults to wear overall/overcoats when dealing with any medical issues, non-latex gloves to be worn if are and cuts to hands and any other cuts to be covered. Hand to be washed with anti-	3	1	3	Tol	Yes				

		bacterial soap and hot water in the sinks on the farm before leaving, students to be supervised when doing this.								
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Risk	1-4 Tolerable No action - monitor	5-8 Moderate Reasonably satisfactory – minor actions required	9-14 High Unsatisfactory – moderate actions required	15-25 Very High Unacceptable – major actions required
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Policy Agreement

I have read fully and understand all contents mentioned in the Crowdys Hill Educational Farm Health and Safety Policy, and agree to comply with all points raised.

Signed

Name (print)

Date