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Health & Safety Policy

Adopted
January 2013

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This is the Health & Safety Policy Statement of the County Federation of Young Farmers.

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General Statement

The County Federation recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all our staff, members, contractors and those members of the public who may be affected by its activities.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- n providing adequate control of health and safety risks arising from the activities we undertake;
- n consulting with staff, members and contractors on matters affecting health and safety;
- n providing and maintaining safe property, machinery and equipment;
- n ensuring safe handling and use of substances;
- n providing information, instruction and supervision for staff, members and ;
- n ensuring all staff are competent to do their tasks;
- n preventing accidents and cases of work-related ill health;
- n maintaining safe and healthy working conditions; and
- n reviewing and revising this Policy as necessary at regular intervals.

We will endeavour to eliminate any hazards which may result in injury, illness, fire, property or equipment damage or harm to the environment.

Signed:

Chairperson of the Executive Committee

Date:

Organisation and Responsibilities

The responsibility for health and safety rests with everyone, from the County Executive Committee through to all staff and members. This section sets out the responsibilities under this Policy.

Overall responsibility for health and safety within each County Federation is that of:

The Chairman of the Executive Committee

Health and safety advice is provided by **NFU Mutual Risk Management Services Limited (RMS)**.

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with our Health & Safety Policy and in compliance with statutory provisions:

Members of the Management Committee – Delegated by the Executive Committee to undertake the full responsibility of legal and regulatory work with powers to manage health and safety.

County Safety Officer – Delegated by the Chairman of the Executive Committee to ensure that the Safety Policy and associated health & safety documentation is implemented, maintained, enforced and reviewed.

Staff and members have a duty to assist in the implementation of this Policy. In particular, they must:

- co-operate with management on health and safety matters;
- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- co-operate, so far as is necessary, to enable any duty or requirement imposed on the Federation by or under any of the relevant statutory provisions, to be performed or complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements, or any other requirement stated in the Federation's Standards of Behaviour Policy, may lead to both disciplinary action being taken by the County Federation of Young Farmers' Clubs and prosecution by the Enforcing Authority.

Arrangements

1. Consultation with Staff and Members

Under the Health and Safety (Consultation with Employees) Regulations 1996 the County Federation has a duty to consult with staff either directly or through elected representatives on matters relating to health and safety.

It is recognised that staff and members can positively influence health and safety in all activities undertaken by the County Federation. They are also the best people to understand the risks in the organisation and management of the activities. That is why management is keen that all parties talk, listen and co-operate with each other in order to:

- identify joint solutions to problems;
- develop a positive health and safety culture where risks are managed sensibly;
- reduce accidents and ill health; and
- comply with legal requirements.

2. Risk Assessments

Under the Management of Health & Safety at Work Regulations 1999, the County Federation has a duty to assess the risks to the health and safety of anyone who may be affected by our activities. It is our policy to ensure that no-one is put at risk from any activities under our control.

Risk Assessments will be undertaken for situations that may present a risk to health and safety. Activities which are risk assessed include:

- Club Meetings
- County Federation Meetings
- County Federation Conferences
- County Rallies / Shows
- Discos
- Black Tie Balls
- Summer Dance Events
- Sponsored Events
- Fundraising Events

Risk Assessments will be undertaken by the **County Safety Officer** and the significant findings reported to the County Federation Management Committee, staff and members.



The actions required to remove / control risks will be approved by the **County Federation Management Committee**.

The **County Safety Officer** and the **County Federation Management Committee** will be responsible for ensuring the actions are implemented.

The **County Safety Officer** in consultation with **WYFC Operations Manager** will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.

Assessments will be reviewed annually by the **County Federation Management Committee** and the **County Safety Officer** or when activities change, whichever is soonest.

3. Safeguarding

The Federation fully recognises its responsibilities for safeguarding its members. Through the implementation of the procedures set out in current legislation and recommendations from the Local Safeguarding Children Board (LSCB) and the National Society for the Prevention of Cruelty to Children (NSPCC) we will:

- ensure we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- raise awareness of child protection issues and equip children with the skills needed to keep them safe, by giving children and young people a voice to report concerns;
- develop and implement procedures for identifying, referring and reporting cases (or suspected cases) of abuse;
- Establish a safe environment in which children can learn and develop.

There is further specific guidance on the safeguarding in the Federation's Safeguarding Policy and supporting resource.

4. Safe Operating Protocols

Under the Health and Safety at Work etc. Act 1974, the County Federation has a duty "to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health".

To help reduce the risk of injury or ill-health, so far as is reasonably practicable, we will follow best practice when organising and managing all activities. All staff and members must be familiar with the Safe Operating Protocols applicable to the activity or event

taking place.

Safe Operating Protocols have been produced for the higher risk activities that are undertaken by the County Federation. STAFF AND MEMBERS MUST familiarise themselves with these documents as the information contained within them is important to ensuring their health and safety as well as others. In addition, if staff and/or members have any comments or ideas on how to improve safety further, they are encouraged to speak to the **County Safety Officer** or a member of the **County Federation Management Committee**.

The **County Federation Management Committee** will be responsible for implementing the Safe Operating Protocols in conjunction with the **County Safety Officer**. The **County Safety Officer** will be responsible for ensuring that the guidance is adhered to.

5. Emergency Procedures

The **County Federation Management Committee** in consultation with the **County Safety Officer** is responsible for ensuring that Emergency Procedures are produced for major incidents such as fire, major accident, pollution incident, etc.

Copies of emergency contact numbers and procedures are available in the **Health and Safety File**.

Local Accident and Emergency Departments will be notified in advance of certain events and high risk activities. This will be carried out by the **County Federation Management Committee**.

6. First Aid and Accident Reporting

The **County Federation Management Committee** will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the Enforcing Authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work/activity-related ill health and dangerous occurrences must be reported to the **County Safety Officer** or member of the **County Federation Management Committee**.

Details of the incident will be recorded in the **Accident Book** which is located in the **Health and Safety File**.



The **County Federation Management Committee** is responsible for periodically analysing the Accident Book for signs of trends.

The **County Safety Officer** is responsible for undertaking investigations following accidents, dangerous occurrences and work -related ill health absence.

The **County Safety Officer** is responsible for acting on investigation findings to prevent a recurrence.

The **County Safety Officer** is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the Enforcing Authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The location of first aid facilities and the names of trained first aiders is detailed in the **Health and Safety File**.

Suitable first-aid facilities will be provided during all events. Where necessary, the services of a professional organisation (e.g. St. John) will be arranged by the **County Safety Officer**.

The **County Safety Officer** will delegate the responsibility of ensuring that the first aid boxes are regularly stocked with approved first aid material to designated first aiders.

7. Managing Contractors

Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 the County Federation has a duty to ensure the safety of all persons affected by the organisation's activities. This includes not only staff, members, and the public but also contractors.

The **County Federation Management Committee** is responsible for ensuring that only contractors who work to the same high standards of health and safety, and have successfully completed the Federation's Contractor Questionnaire, are engaged.

The **County Safety Officer** is responsible for briefing contractors, prior to them commencing work.

The **County Federation Management Committee** is responsible for ensuring that any contractors undertake work in a manner that does not present a risk to themselves,

staff, members or the public.

8. Liability Insurance

Under the Employers' Liability (Compulsory Insurance) (Amendment) Regulation 2008, the County Federation has a duty to maintain an insurance policy with an authorised insurer against bodily injury or disease sustained by workers arising out of and in the course of their work.

Wales YFC is responsible for arranging both Employer's Liability and Public Liability Insurance. These are renewed on 1st September each year.

The **County Federation Management Committee** is responsible for ensuring that copies of insurance certificates are available and displayed.

9. Safety Signs and Notices

The Health and Safety (Information for Employees) Regulations 1989 requires the County Federation to display a poster telling staff what they need to know about health and safety.

Copies of the HSE's Health and Safety Law poster are displayed in the **County Federation Office**.

At events and activities, the County Safety Officer is responsible for ensuring that suitable and sufficient safety signage is displayed to warn staff, contractors and members of the public of danger.

10. Machinery and Equipment Safety

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the County Federation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance and inspection work is undertaken.

The **County Federation Management Committee** will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, etc.) and ensuring effective maintenance procedures are drawn up.



The **County Safety Officer** will be responsible for ensuring that all identified inspections, maintenance and testing is undertaken.

Any problems found with plant / equipment should be reported to the **County Safety Officer**.

The **County Safety Officer** will ensure that equipment and machinery is only operated by authorised staff and/or members, who are competent in its safe operation. This may include requiring individuals to successfully complete an approved training course.

11. Transport Safety

The Workplace (Health, Safety and Welfare) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998 (PUWER) apply to vehicles used for the County Federation's activities and events. Vehicles should be able to move around safely, be properly maintained and operators should be adequately trained.

The **County Safety Officer** will complete an assessment of traffic management arrangements for each event. The assessment will include pedestrian / vehicle interface, driver training and the maintenance of vehicles. The findings of the assessment will be communicated to relevant staff and members.

12. Manual Handling

The Manual Handling Operations Regulations 1992 require the organisation to avoid the need for hazardous manual handling activities, so far as is reasonably practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk.

Where possible MECHANICAL LIFTING DEVICES WILL BE USED TO MOVE LOADS.

The **County Federation Management Committee** will ensure that all lifting equipment (and their accessories) is suitably maintained and inspected, and only operated by competent staff.

The **County Federation Management Committee** will be responsible for ensuring that staff and members are trained to adopt safe lifting techniques whenever mechanical movement of goods is not possible.

Staff and members will always be encouraged to seek assistance whenever heavy or awkward loads are to be moved manually.

13. Animal Handling

The **County Federation Management Committee** will be responsible for identifying all activities which involve the handling of animals, assessing the risks and ensuring effective procedures are drawn up to minimise the identified risks.

The **County Safety Officer** will be responsible for ensuring that all identified recommendations and control measures are implemented.

The **County Safety Officer** will check that any animal handling equipment meets health and safety standards before it is used.

The **County Federation Management Committee** will ensure that staff and members are trained and instructed to carry out effective planning and preparation before handling animals. Some jobs will need at least two persons attending – the need for help will always be assessed before beginning work. Assistance will be made available when needed.

14. Noise and Vibration

Under the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005, the County Federation has duty to prevent or reduce risks to health and safety from such exposure.

The **County Federation Management Committee** will take steps to assess the risks from noise and vibration exposure from all its events and activities and take measures to eliminate or reduce exposure where assessment shows it to be necessary. Where required, the **County Safety Officer** will arrange for such tasks to be assessed and ensure control measures are implemented.

15. Electrical Safety

Under the Electricity at Work Regulations 1989 the County Federation has a duty to protect staff, customers, visitors and contractors against the risk of death or personal

injury from electricity.

The **County Federation Management Committee** is responsible for arranging for a competent electrician to inspect all portable electrical appliances and (where appropriate) fixed wiring. The frequency of testing will be determined by the nominated electrician.

The **County Federation Management Committee** will take into account overhead power lines when assessing the risks of the activities and events which it organises.

16. Display Screen Equipment

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the County Federation has a duty to ensure that the risks to users of such equipment are suitably managed.

The **County Federation Management Committee** will ensure that workstations are assessed and staff given sufficient information and instruction in setting up a comfortable and suitable workstation.

If 'users' so request, appropriate eye sight tests will be provided and the basic cost of any glasses required for computer use will be paid for.

17. The Workplace (Events)

Under the Workplace (Health Safety and Welfare) Regulations 1992 the County Federation has a duty to protect the health and safety of anyone in the workplace, and to ensure that adequate welfare facilities are provided.

The **County Federation Management Committee** will ensure that all events and activities are organised and run in accordance with the Federation's Events Procedures and Safe Operating Protocols. All events and activities planned by the County Federation will be subject to Risk Assessments being carried out.

Any hazards encountered during any stage of an event must be reported to the **County Safety Officer** (or their nominated representative) or member of the **County Federation Management Committee**.

The **County Safety Officer** (or a nominated representative) will undertake regular site

inspections at events.

18. Work at Height

Under the Work at Height Regulations 2005 the County Federation has a duty to ensure that all activities at height are assessed to ensure that they are undertaken in a safe and controlled manner. Because much of the work at heights is such a dangerous operation, it is highly probable specialist contractors will have to be called in to either carry out the work or build a suitable and safe scaffold.

When considering the need for carrying out activities at height the **County Federation Management Committee** will ensure that an assessment has been carried out of the risks involved with the activity.

The **County Safety Officer** will ensure that a Safe Operating Protocol is in place to control the risks and that relevant staff and members have received training and instruction in the Protocol.

19. Maintenance and Construction Work

Most activities involving building work is subject to the Construction (Design and Management) Regulations 2007 (CDM) and the Control of Asbestos at Work Regulations 2012. They apply to all building projects and refurbishments.

The **County Federation Management Committee** will ensure that an assessment has been carried out of the risks involved with any maintenance or building project (whether on their own property or as part of an event).

The **County Safety Officer** will ensure that all building and maintenance work, whether carried out in-house by staff or members or by external contractors, is undertaken in a safe manner, in accordance with a Safe Operating Protocol.

The **County Safety Officer** is responsible for ensuring that staff and/or members do not undertake any maintenance activities or building work beyond their capability.

20. Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005 the County Federation has a duty to protect staff, volunteers and the public from the risk of fire during events and activities (both indoor and outdoor).

The **County Safety Officer** is responsible for ensuring that the hazards associated with fire are assessed for each event and the significant findings documented and any recommended actions implemented.

The **County Federation Management Committee** will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.

The **County Federation Management Committee** will ensure that a Fire Risk Assessment is undertaken for any property owned / occupied by them. The Assessment(s) will be reviewed annually or whenever there is a significant change, whichever is sooner.

21. Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the County Federation has a duty to assess the risks from both hazardous substances that are used and hazardous substances generated during activities.

The **County Safety Officer** will identify hazardous substances and ensure the risks are assessed and suitable control measures implemented. COSHH assessments will be reviewed annually by the **County Safety Officer** or when the activity changes, whichever is soonest.

The **County Safety Officer** will discuss with staff and volunteers the assessments that affect the activities which are carried out.

22. Asbestos

Under the Control of Asbestos Regulations 2012 the County Federation has a duty to prevent the exposure of staff, members and the public to asbestos in non-domestic premises.

The **County Federation Management Committee** will take steps to determine the



location of materials likely to contain asbestos at the County Federation's own buildings and will make and maintain a written record of the location of the asbestos containing materials (ACMs) and presumed ACMs. (The **County Federation Management Committee** will presume materials to contain asbestos, unless there are good reasons not to do so).

The **County Safety Officer** is responsible for ensuring that contractors who may come into contact with asbestos are notified of the danger.

The **County Safety Officer** will assess and monitor the condition of ACMs and presumed ACMs.

As part of the event planning procedure, the **County Federation Management Committee** will assess the risk of exposure from ACMs and presumed ACMs and, if appropriate, prepare a written plan of the actions and measures necessary to manage the risk.

23. Occupational Health

If you think something at work may be causing you illness or making an existing condition worse, tell your family doctor. Early diagnosis of an illness caused by work can often help you to recover more quickly and may stop other people becoming ill.

The **County Federation Management Committee** is committed to doing everything that is reasonably practicable to make the workplace and the related activities and events safe and healthy and inform staff and volunteers of any health risks.

The **County Federation Management Committee** will try to do everything that is reasonably practicable to reduce the risk of work-related stress. If staff feel that they are suffering from excessive pressure, anxiety or other symptoms of stress, they are encouraged to speak, in strictest confidence, to management. Alternatively, help and support is available from **The Samaritans** ' 08457 909090.

Staff and **members** must co-operate with management by following the Safe Systems of Work designed to keep them healthy, including the use of PPE when other means of reducing exposure to hazards are not available.

Performing any work under the influence of alcohol or non-prescribed drugs is extremely dangerous and therefore strictly forbidden.



24. Personal Protective Equipment

Under the Personal Protective Equipment (PPE) at Work Regulations 1992 the County Federation has a duty to provide, free of charge, suitable PPE wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The **County Federation Management Committee** will provide all necessary safety and hygiene clothing to staff and members where identified as a requirement. PPE is provided as a last resort, when the hazard cannot be controlled by other means.

The **County Safety Officer** is responsible for identifying, sourcing and issuing the protective equipment where.

The **County Safety Officer** is responsible for ensuring that all staff and members are trained in the correct use and management of the equipment.

STAFF AND VOLUNTEERS MUST USE THE PPE PROVIDED, in accordance with training and instruction given.

Staff and volunteers must report any loss or obvious defect in the PPE provided to the **County Safety Officer**. They must also report any incompatibility issues (e.g. safety spectacles may interfere with the fit of hearing protection).

25. Information, Instruction and Training

Under the Health and Safety at Work, etc. Act 1974 the County Federation has a duty to ensure that all staff are adequately trained for the work which they carry out.

The **County Federation Management Committee** will ensure that staff and members are provided with such information, instruction and training and supervision as is necessary to ensure their health and safety.

The **County Federation Management Committee** will continue to identify, arrange and monitor training and refresher training needs.

The **County Federation Management Committee** will keep all records of training.

26. Lone Working

The **County Federation Management Committee** will identify hazards associated with lone working and where identified will put in place systems to minimise the risk. This will include ensuring that effective communication devices are available and there is regular contact with lone workers.

27. Monitoring & Reviewing

To ensure our commitment to managing health, safety and welfare is actively pursued, the **County Federation Management Committee** will examine the implementation of this Policy by performing safety audits and inspections. In addition, this Policy, together with its associated arrangements, will be reviewed annually or when activities change, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform management immediately.

Do not take chances. If in doubt, ask.



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