

Highfields Happy Hens



**HIGHFIELDS
HAPPY HENS**

Nature of work undertaken by Business:		Name of Business:	
Egg production, Lamb production and Vegetables, Open Farm with shop and Tearoom		Highfields Happy Hens	
Number of Employees between 16 - 24yrs:	6	Address:	
Total number of Employees:	17	The Paddocks	
Number of places:		Highfields Farm	
Adult (over 25)	1	Heage Lane	
Apprentices:	0	Etwall	
Work Experience (E2E):	1	Derbyshire	
14 - 16 School Pupils:	24		
How many years in business:	41 Yrs	Post Code:	DE65 6LS
What Protective Clothing is provided:		Contact person:	David Ransome
Wellington Boots, Dust masks, Water Proofs, Latex gloves and Plastic goggles.		Telephone:	01283 735063
		Fax:	01283 730250
		E-Mail:	happyhens@happyhens.f9.co.uk
Hours of Work:	Monday to Friday: 08:00am - 17:00pm, Saturday: 10:00am - 17:00pm		
Declaration:			
<ul style="list-style-type: none"> - We have Employers Liability and Public Liability Insurance. - We are registered with the appropriate Authority for the purpose of Health & Safety (HSE or Local Authority). - We understand fully our duty and responsibility under the Health & Safety at Work Act 1974, and all other current legislation and any relevant approved codes of practice and comply with such. <p>We recognise our obligation and duty under the Sex Discrimination Act 1975, the Race Relations Act 1976, and the Disabled Persons CT 1994/59. The Disability Discrimination Act 1995 and all other relevant Acts.</p> <ul style="list-style-type: none"> - We will telephone the Authorities immediately in case of injury to a trainee and allow access to investigate. 			
Employer Signature: _____		Date: _____	



**HIGHFIELDS
HAPPY HENS**

Highfields Happy Hens

Placement Vetting Proforma

Date:	23/09/2009	
Occupational Risk Level:	High	Medium
		Low

Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
<u>Insurance</u>		L		
1. Employers Liability Insurance.....	Y			
2. Current E.L.I.certificate on display.....	Y			
3. Insurance Company.....	Y		Name... <i>NFU Mutual</i>	
4. Policy Number.....	Y		Policy No... <i>BC W80B14992</i>	
5. Expiry Date.....	Y		Date... <i>09/08/2010</i> ...	
6. Does insurance cover non-employed learners.....	Y			
7. Any other insurance required.....	N/A		List... <i>N/A</i>	

Health & Safety Policy continued..

8. Does the company have to do a Risk assessment as part of their operations	Y		For whom..... <i>All young People on work experience.</i>	
9. Are there controls in place as a result of the Risk assessments	Y		Controls..... <i>Young People constantly supervised</i>	
10. Are there documented Safe Systems of Work	Y		Systems..... <i>Young Peoples induction pack, and OCN for H & E.</i>	

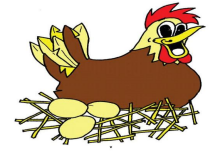
Highfields Happy Hens



**HIGHFIELDS
HAPPY HENS**

Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
<u>Working Environment</u>		L		
1. Is the working environment <ul style="list-style-type: none"> a) Clean b) Tidy 	Y Y			
2. Is there adequate <ul style="list-style-type: none"> a) Lighting b) Ventilation c) Space to work d) Toilets e) Washing facilities f) Rest areas g) Drinking water h) Changing rooms Y Y Y Y Y Y Y Y			
3. Is there a reasonable ambient temperature	Y			
4. Are all access ways clear	Y			
5. Are all access ways well marked	Y			
6. Recent Health & Safety Inspection	Y		By whom..... <i>Supervisors</i>	

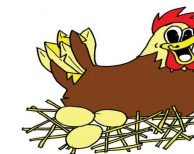
Highfields Happy Hens



**HIGHFIELDS
HAPPY HENS**

Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
<u>Machinery & Equipment</u>		L		
Are these:				
1. Regularly maintained	Y		Date last checked ...As required throughout the year	
2. Checked for electrical safety	Y		Date last checked/...../.....	Currently sourcing alternative supplier to carry out testing.
3. Maintenance recorded	Y			
4. Adequately guarded	Y			
5. Register of trained persons	Y		In Admin Office.	
6. Dangerous machines	Y		If yes see attached list Electric saws and drills. All locked away.	
7. Personal Protective Equipment Provided	Y		List the equipment <i>Gloves</i> <i>Toe protection wellington boots, mask,</i> <i>goggles, wet protection clothes as req.</i>	

Highfields Happy Hens



**HIGHFIELDS
HAPPY HENS**

Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
<u>Equality & Diversity</u>				
1. Is there an Equal Opportunity Policy	Y	L	Must be seen for a yes If No, will employer see to this issue.	
2. Are the premises suitable for persons with mobility difficulties	Y		If No record details below:	
3. Are images displayed which represent Equality & Diversity.	Y			
4. Are any employees disabled	Y		If yes, how many..... (Have disabled students).	Have had in the past.
5. Are there any minority (ethnicity) staff	N		If yes, how many.....	
6. Breakdown of staff Female / Male			Females...7.... Males...10....	
7. Any exemptions with regard to employment	N		If yes, state the exemption.....	

Signed on behalf of Highfields Happy Hens..... Print Name Date...../...../.....

Banding

High - H

Medium - M

Low - L

Highfields Happy Hens



**HIGHFIELDS
HAPPY HENS**

For Health & Safety Committee use.

Initial Action Required	Date	Evidence received of action carried out	Date	Follow up on findings from evidence	Date
Electrical equip testing.	Jan-10				
<u>Comments:</u>					
<u>Secondary Check: Dave Ransome: Date: 10/10/2009</u>			Overall Risk Level: High <u>Medium</u> Low		
			Placement: <u>Accepted</u> Rejected		