


**HIGHFIELDS
HAPPY HENS**

Highfields Happy Hens

Nature of work undertaken by Business:		Name of Business:	
Egg production, Rare breed chickens, and Open Farm with shop and Tearoom		Highfields Happy Hens	
Number of Employees between 16 - 24yrs:	9	Address:	
Total number of Employees:	22	The Paddocks	
Number of places:		Highfields Farm	
Adult (over 25)		Heage Lane	
Apprentices:	0	Etwall	
Work Experience (E2E):	2	Derbyshire	
14 - 16 School Pupils:	6		
How many years in business:	49yrs	Post Code:	DE65 6LS
What Protective Clothing is provided:		Contact person:	Tony Sellman
Wellington Boots, Dust masks, Water Proofs, Latex gloves and Plastic goggles.		Telephone:	7528848485
		Fax:	01283 732083
		E-Mail:	happyhens@happyhens.f9.co.uk
Hours of Work:	Monday to Friday: 10:00am - 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: <i>APSellman</i>		Date: <u>11/05/2016</u>	

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Placement Vetting Proforma

Date:	Date: 11/05/2016	
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... NFU Mutual	
4. Policy Number.....	Y		Policy No... 080X3037708/NO2	
5. Expiry Date.....	Y		Date... 09/08/2016 ...	
6. Does insurance cover non-employed learners.....	Y			
7. Any other insurance required.....	N/A		List... N/A	

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Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
<u>Health & safety Policy and Risk Assessments</u>		L		
1. Health & Safety Policy and /or Statement	Y		Responsibility listed and arrangements clearly stated. Name:... Tony Sellman ... Risk assessments must be seen to qualify a yes If no noise or handling assessment see back sheet. A fire Risk assessment is required even if there are less than 5 employees.	
2. Health & Safety poster displayed	Y			
3. Poster information up to date	Y			
4. Implications of learners Health and/or medical condition checked against the work	Y			
5. Learners nominated Supervisor	Y			
6. Supervisors' Qualifications - Occupational	Y			
H & S	Y			
7. Written Risk assessment for: COSHH	Y			
Manual handling	Y			
Display Screen Equip	N			
Noise	Y			
Fire	Y			
Young Persons	Y			
Any other hazards	Y			

Health & Safety Policy continued..

8. Does the company do Risk assessments as part of their operations	Y		For whom..... <i>All young People on work experience, Staff, School visits.</i>
9. Are there controls in place as a result of the Risk assessments	Y		Controls: <i>Young People inducted & constantly supervised, School trips are briefed on these.</i>
10. Are there documented Safe Systems of Work	Y		Systems..... <i>Young Peoples induction pack, and H & S awareness.</i>

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Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
<u>Fire Precautions</u>		L		
1. Are the fire exits:	a) well signed b) clear of obstruction	Y Y		
2. Are the signs up to date (running man type)		Y		
3. Is the fire fighting equipment:	a) Suitable for the risk b) Checked regularly	Y Y	Quantity of each type Water... 1 Powder..10..Blanket...1..... Date last check done 16/03/2016.	
4. Is there an evacuation procedure		Y	Date of last one 21/01/14	
5. Is there an effective alarm system		N		
<u>Accident Provision</u>		L		
1. First Aid Box		Y	Box to be checked for a yes.	
2. Accident Report Book (date of last accident)		Y	Date :	
3. Principal First Aider		Y	Name <i>Tony Sellman</i>	
4. Person to take charge after an accident		Y	Name <i>Tony Sellman</i>	
5. Riddor system in place		Y	Details with who... <i>Tony Sellman</i>	
6. Training Provider Accident Reporting Procedure explained		Y	<i>Tony Sellman</i>	
7. Company nominated person to investigate accidents		Y	Name <i>First Aider - Tony Sellman</i>	

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Key: Y=Yes N=No N/A=Not Applicable SW=Site Work	Y , N , N/A OR SW	Original Risk Level	Details	Comments
Working Environment		L		
1. Is the working environment	a) Clean b) Tidy	Y Y		
2. Is there adequate	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..... Supervisors & Head of departments: 11/05/2016	

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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 2. Checked for electrical safety 3. Maintenance recorded 4. Adequately guarded 5. Register of trained persons 6. Dangerous machines 7. Personal Protective Equipment Provided	Y Y Y Y Y Y Y		Date last checked ...As required throughout the year Date last checked: 01/03/2016 In Admin Office. If yes see attached list Electric saws and drills. All locked away. List the equipment <i>Gloves</i> <i>Toe protection wellington boots, mask,</i> <i>googles, wet protection clothes as req.</i>	

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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>		L		
1. Is there an Equal Opportunity Policy	Y		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).	
5. Are there any minority (ethnicity) staff	Y		If yes, how many.....1.....	
6. Breakdown of staff Female / Male			Females...11.... Males...11....	
7. Any exemptions with regard to employment	N		If yes, state the exemption.....	

Signed on behalf of Highfields Happy Hens... *AP Sellman*, ... Print Name ... Tony Sellman..... Date... 11/05/16

Banding

High - H

Medium - M

Low - L

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For Health & Safety Committee use.

Initial Action Required	Date	Evidence received of action carried out	Date	Follow up on findings from evidence	Date
Comments:					
<p><u>Secondary Check: Roger Hosking: Date: 11/05/2016</u></p>			<p>Overall Risk Level: High <u>Medium</u> Low</p>		
			<p>Placement: <u>Accepted</u> Rejected</p>		

National Health & Safety Code of Practice Classification of Activities

Activities	Risk Levels
Agriculture, Hunting & Forestry	High
Animal Care	Medium
Care	Medium
Catering	High
Chemicals & Chemical Products	High
Construction	High
Education	Low
Electrical & Electronics	Medium
Engineering	High
Equestrian	High
Fishing	High
Hairdressing / Beauty	Medium
Hotels / Restaurants (non Catering)	Medium
Manufacturing / Craft	High
Printing	Medium
Repair of Motor Vehicles & Motor Cycles	High
Retail Trade	Low
Sales	Low
Sport / Recreation	Medium
Transport	High
Wholesale & Warehousing	Medium

		Highest Occupational Risk Level		
		Low	Medium	High
Organisational	Low	Low	Low	Medium
Risk	Medium	Low	Medium	High
Level	High	Unsatisfactory on the improvements made		

High Risk

Basic low compliance with Health & safety elements of contract. Major improvements required. No E.L.I in place. Placement should not be used until all improvements have been completed.

Medium Risk

Good standard of compliance with Health & safety elements of contract. Minor improvements required.

Low Risk

High standard of compliance with Health & Safety elements of contract. Conforms to acceptable good practice in the Industry.

RISK ASSESSMENT

Date of Assessment: 11/05/2016Areas and activity being assessed: Feeding & petting animals on the farm

What are the hazards, who might be harmed.	What are Highfields doing to control this hazard.	What action can you take to reduce the risks?
Public contracting a bacterial infection through contact with animals, or transferring contamination into a non contact area.	Keeping walk ways clear & wiping down animal containment area. Trip briefing to alert all teachers and students of the hazards of coming into contact with animals. Showing everyone where the washing facilities are, and highlighting the responsibilities the Teachers have to ensure the safety of the children in their care, also agreeing what part they would like Highfields staff to take in supervising the children. The farm is divided into contact and non contact areas with wash facilities and clear signage.	Go through the pre trip briefing, regarding possible hazards that your group could encounter, and things to avoid whilst in the contact areas. Familiarise yourselves where all the washing facilities are situated, and how you will supervise this. Ensure that all cuts will be covered with a plaster before arriving. Discuss roles and responsibilities in your pre visit, making note of the contact and non contact areas.
Uneven ground around the farm, children, young people, teachers and parents.	During the trip briefing, make sure everyone is aware of these hazards of uneven ground around the farm. The dangers of tripping, slipping and falling over. Managing the areas to keep them as even as possible.	Pre trip briefing on the hazards of uneven ground around the farm plus the hazards of animal droppings.
Fences and gates. Children, young people, public falling from fences, getting fingers caught in gates.	During the trip briefing, to highlight the dangers of climbing on fences, and taking care when opening and closing gates.	Prohibit children and young people from climbing on fences.
Post trip contamination or bacterial infection, public, children and young people.	During our trip briefing, everyone will be advised regarding the cleaning of footwear and the washing facilities on the farm.	Advise all children and young people and parents of the importance of wearing practical footwear and to ensure they clean them before leaving the farm. "Wellies are best".

Assessment carried out by:

Tony Sellman

Assessment signed off by:

Tony Sellman

RISK ASSESSMENT



Date of Assessment: 11/05/2016

Areas and activity being assessed: Egg collecting in the Open shed

What are the hazards, who might be harmed.	What are Highfields doing to control this hazard.	What action can you take to reduce the risks?
Public contracting a bacterial infection through contact with animals, or transferring contamination into a non contact area.	Maintaining a clean environment in and around where the public will have access. Pre trip briefing and signs regarding the hazards and the washing facilities, and to wash their hands after being in contact with animals and eggs.	Go through the pre trip briefing, regarding the possible hazards that your group could encounter, and things to avoid whilst in these areas. Also to familiarise yourselves as to where the washing facilities are situated. Discuss with Highfields staff what responsibility you would like them to take with regard to assisting you in the handwashing and control in contact areas.
Slippery and uneven floors, where the Public could slip, trip or fall	Pre trip briefing & signage to make everyone aware of the hazards of uneven ground around the farm. The dangers of tripping, slipping and falling over. Managing the areas, to keep them as even as possible.	Pre trip briefing on the hazards of uneven ground around the farm plus the hazards of animal droppings, where the wash facilities are, the need to wash their hands after touching animals or eggs, and the need for your staff to supervise this.
Fire. The Public if trapped in the shed.	Keeping walkways clear, and during the pre trip briefing, advising where the exits are and the assembly point is. Also what to do in the event of a fire.	Keep close control of the young people with you. During your pre visit briefing, explain the fire policy and where the exits and assembly points are.

Assessment carried out by:

Tony Sellman

Assessment signed off by:

Tony Sellman



RISK ASSESSMENT

Date of Assessment: 11/05/2016

Areas and activity being assessed: Play areas and Wooded area

What are the hazards, who might be harmed.	What are Highfields doing to controll this hazard.	What action can you take to reduce the risks?
The Public in play areas through trips, slips, falls and knocks, cuts and grazes.	Signage to advise that all play areas are to be used with Adult supervision, and that areas are freely available, but Adult supervision to be present. Keeping areas clean and controlled, and regular checks of all play areas to be carried out. Advising Teachers to remember "cleaning of hands and footwear before entering the [play/(non contact) area".	Go through the pre briefing, checking the play areas available to you, and choose which ones you are going to allow your group to visit, then make arrangements to have enough Adult supervision when in these areas. Making note of where the wash facilities are, and making sure you have the correct number of staff to supervise hand washing.
<u>These are the paly areas:</u>	Big Brain Bus Bouncy Castle (not in winter) Trampoline Hay Barn	Talk to your children and young people about the hazaards of contaminated footwear and supervising that they are washed before entering the play areas.
	Peddle Tractors Tunnels Play Zone area (corn store silo) Poly Picnic Sand pit	
The Public tripping, falling or grazing themselves on brambles, fallen branches, nettles and thorns in the wooded area.	Maintaing the wooded area free of loose branches, nettles, thorn bushes, and during the pre trip briefing, go through the dangers of the area and the precautions they can take. Advise in both the pre trip and on the day of the dangers of walking through contaminated fields, and where the wash facilities are.	Discussing the hazards of the wooded area with your group, young people before the visit and the precautions they can take during the visit. Supervise the cleaning of footwear and washing of hands before entering any non contact area.

Assessment carried out by:

Tony Sellman

Assessment signed off by:

Tony Sellman

RISK ASSESSMENT



Date of Assessment: 11/05/2016

Areas and activity being assessed: Tractor and Trailer Rides

What are the hazards, who might be harmed.	What are Highfields doing to control this hazard.	What action can you take to reduce the risks?
The Public when climbing on or off the trailer.	The Driver and the assistant will both control the mounting and dismounting from the trailer. The pre trip briefing will cover the safety aspects of the trailer.	Having a pre trip briefing advising everyone going on the trip of the rules when travelling on or getting on and off the trailer.
The Public when travelling on the trailer, falling over if standing up.	In the briefing and before setting off, the driver will advise all passengers to be seated at all times, especially when the trailer is moving. There will always be an assistant at the back with a whistle to communicate with the driver in the event of a problem.	During the pre trip brief, all possible passengers to be advised that they are to remain seated at all times whilst the trailer is moving.
The Public when travelling on the trailer, if the driver is travelling too fast or breaks too hard.	We have tested the tractor and trailer in a variety of gears and speeds, and have decided upon a set of gears and engine revs as the maximum. Slower speed will be required when the Public are walking around the farm, or when we go on one of the fields. All drivers have received training and have signed a copy of this risk assessment to acknowledge they will adhere to these speeds, and gearing. Gears: 3:2 on the tarmac, Revs: 1500 on the tarmac, Signed by: Tony Sellman, Ian Smith, and Roger Hosking.	During the pre trip brief, all possible passengers to be advised that they are to remain seated at all times whilst the trailer is moving. Also to be advised that when the trailer is on the move, that it is very bumpy.

Assessment carried out by:

Tony Sellman

Assessment signed off by:

Roger Hosking