Health, Safety & Risk Management Policy

Manor Farm considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. Manor Farm has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the setting's Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the setting
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager

Any member of staff who disregards safety instructions, or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person, Hannah O'Brien

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the setting. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated Health and Safety Officer for Manor Farm Slimbridge is Hannah O'Brien. The designated health and safety officer for Manor Farm @ Wickselm House is Hannah O'Brien.
- A copy of the current Health and Safety At Work poster is displayed
- All staff receive information on health and safety matters, and receive training where necessary
- Our Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Our Health and Safety Risk Assessment is reviewed regularly and shared with all staff.
- Resources are provided to meet the setting's health and safety responsibilities.

- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies, and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents, and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of Management

The setting's manager is responsible for ensuring that at each session:

- Daily set up, close down and cleaning records are completed.
- The premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by, and solely available to Manor Farm children and young people during opening hours. Any staff from Wickselm House or Manor Farm Animal Department must make their presence known to the manager and sign the visitors book.
- All the setting's equipment is safely and securely stored.
- A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- Daily environment checks are carried out by management to ensure the premises remain clean, safe, and free from obstructions. All checks are carried out in accordance with our Risk Assessments.
- External pathways are cleared in severe weather.

Management must ensure health and safety inductions and information is delivered to all:

- Staff receive a Health & Safety induction on their first day.
- All staff receive manual handling induction training on their first day of employment.
- Children receive an age-appropriate health and safety induction, including safety information and regular circle-time reminders.
- All risk assessments are stored on our secure encrypted database for all staff to access.
- Manor Farm have a Sun Safe Policy implemented and children are taught UV awareness and sun protection behaviour.

Risk Management

Manor Farm takes a proactive approach to identifying, assessing and managing risks to ensure the safety and wellbeing of children, young people, staff and visitors.

Risk assessments are completed for the premises, activities, equipment and individual needs of children where appropriate. They identify potential hazards, assess the level of risk and set out the measures required to reduce or manage those risks.

Staff are responsible for following agreed control measures, carrying out routine safety checks and reporting any new or changing hazards to management promptly. Risk assessments are reviewed regularly and whenever there is a significant change, accident, incident or concern.

Where a child has individual needs or may require additional support to participate safely, an individual risk assessment will be completed where appropriate. Our approach will remain proportionate, person-centred and focused on enabling children to access opportunities safely, rather than unnecessarily restricting participation.

Management is responsible for ensuring that risk assessments are kept up to date, accessible to staff and that any necessary actions are followed through.

Security

- A Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (DSL) is onsite at all times during operating hours and available 24/7 by phone.
- Safeguarding procedures and responsibilities are clearly outlined in our Safeguarding and Child Protection policy. All staff must have read this as part of their induction process.
- All staff complete mandatory safeguarding training (Level 2), Prevent, FGM, trauma-informed practice and receive annual refreshers.
- Manor Farm have secure use of CPOMS for recording concerns.
- Children's personal mobile phones are locked away for safeguarding protection.
- Children are not allowed to leave the premises during the session, unless prior permission has been given by the parents/carers (for example, to attend other extra-curricular activities within the wider community).
- Staff monitor the entrances and exits to the premises throughout the session.
- A staff member is stationed at the front door during morning 'drop off' and at the door of the building where children wait for collection at the end of the session.
- The front door or front gate is locked during the core day and visitors are required to telephone for access.
- Visitors are never left alone with children and must wear a visitor's badge.
- Visitors, other than parents/carers collecting early or dropping off late, will be required to sign a log of their visit and reason for visiting.
- Security procedures will be regularly reviewed by management, in consultation with staff and parents.

Toys and Equipment

- All furniture and equipment are kept clean, well maintained and in good repair.
- We select equipment and resources with care, and we carry out risk assessments before the children are allowed to use them.
- Staff are not permitted to work at height; all height-related tasks are completed by an external maintenance team.
- Broken toys and equipment are disposed of promptly.
- We ensure that any flammable equipment is stored safely.
- Our Manual Handling policy emphasises minimal lifting and avoiding unnecessary manual handling. Feed bags must be transported using a wheelbarrow and hay bales used onsite are small, reducing lifting risk. Manual handling tasks are risk assessed.

Fire Safety

- Fire exits are clearly marked, unobstructed, and easily opened.
- Fire exits are identified to all visitors during our sign in process and during staff and child inductions.
- Manor Farm have a Fire Safety Policy in place.
- Hannah O'Brien conducts regular weekly fire alarm tests and holds annual fire drills with our children and young people.
- Fire Safety Officer (Hannah O'Brien) is responsible for risk assessments and staff training.
- PEEPs (Personal Emergency Evacuation Plans) are in place for vulnerable children.
- Smoking is prohibited onsite.
- Electrical equipment is unplugged before end-of-day closure and PAT testing is completed annually.

COSHH – Hazardous Substances

- All chemicals are stored in locked, labelled COSHH cupboards, inaccessible to children.
- Up-to-date COSHH safety data sheets (SDS) are clearly filed inside the designated cleaning cupboard and reviewed annually.
- Only trained and authorised staff may use hazardous cleaning products.
- Staff receive induction and ongoing training in safe handling, PPE requirements, dilution instructions, and emergency spill procedures.
- Chemicals are used outside of children's reach, and surfaces are allowed to dry before areas are accessed.

- All cleaning products meet school-safe standards and safer alternatives are chosen wherever possible.
- PPE (gloves, aprons) are provided and required during handling of hazardous substances.
- Any disposal of chemicals follows manufacturer's instructions and environmental guidelines.
- Cleaning schedules ensure minimal exposure and prevent build-up in high-contact areas.

Asbestos Management

- A full asbestos survey has been completed by a qualified, accredited surveying organisation in accordance with HSE guidance (HSG264). All identified or presumed asbestos-containing materials (ACMs) are recorded in the Asbestos Register, which is reviewed annually or sooner if changes occur.
- ACMs in good condition are left in place and monitored regularly to ensure they remain undisturbed and safe.
- Strict controls are in place to prevent drilling, sanding, or intrusive works in areas containing or suspected of containing asbestos. Staff and contractors are made aware of the locations of ACMs before any works begin.
- Only trained, authorised staff may permit or supervise works near ACMs.
- Emergency procedures are in place in the event of accidental disturbance, including immediate evacuation and contacting licensed specialists.

Biosecurity and Zoonotic Disease

- Hannah O'Brien will monitor reported outbreaks of zoonotic diseases and complete regular hygiene audits.
- Staff and children are to engage in mandatory handwashing immediately after touching animals and before eating or handling food.
- Manor Farm have designated eating areas located away from animal enclosures and close to hand-washing facilities.
- Handwashing stations equipped with antibacterial soap and single-use disposable towels. We have a cold water and anti-bacterial soap hand washing station outside.
- Food handlers hold Level 3 Food Hygiene certificates, and the site follows Better Business, Safer Food with a 5-star rating.
- We have a daily cleaning schedule to ensure all areas are thoroughly cleaned and use approved disinfectants.
- High-touch surfaces (door handles, taps, handrails) are disinfected at least weekly and documented on our cleaning schedule.
- Individual risk assessments are completed for children/staff with allergies and intolerances. A list of children and staff with allergies and intolerances is located in the kitchen.
- Staff are trained to recognise, report, and respond to zoonotic diseases. Management receive DEFRA, OFSTED, and HSE outbreak updates.

- We have a Swine Flu / Epidemic Policy in place.
- Children are supervised and taught hygiene expectations when handling or around our animals. This forms part of their induction, including safe behaviour around animals.

Animal Handling and Interaction

- All staff are trained in safe animal handling, including horses, sheep, guinea pigs, rabbits and other small animals, with ongoing refreshers.
- Animals are kept in appropriate secure enclosures with adequate space, enrichment, shelter and fencing to reduce stress and prevent escape.
- Children receive an age-appropriate induction on safe behaviour around animals (no running, shouting, feeding without permission, or entering enclosures unsupervised).
- Staff supervision is mandatory during all animal interactions.
- Children and staff are not to feed our animals without approval from our animal management team.
- We implement mandatory handwashing after touching animals and before eating. Biosecurity measures are in place in line with infection prevention protocols.
- Individual risk assessments are completed for children with allergies or additional needs.
- Animals are monitored for signs of illness, distress or behavioural changes. veterinary care is sought promptly.
- Clear procedures are in place to prevent zoonotic transmission, as above.

Food and personal hygiene

- Staff at Manor Farm maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection. Handwashing is mandatory before handling food or eating. Antibacterial soap and single-use towels are provided at each hand-wash station.
- A generally clean environment is maintained at all times. Due to the nature of our setting, children are asked to bring indoor and outdoor shoes and wellington boots.
- Toilets are cleaned daily and soap and hand-drying facilities are always available. We have a cold water and anti-bacterial soap hand washing station outside.
- Staff responsible for serving and preparing food are trained in food hygiene, and follow appropriate guidelines.
- Hannah O'Brien and other key staff hold Level 3 Food Hygiene certificates. These adults are responsible for overseeing low level cookery activities when they are on the itinerary.
- Children and staff with allergies and intolerances have alternative food arrangements and separation when needed to avoid cross-contamination.
- Nuts are not permitted on site (Nut Free Policy).

- Clear allergen management procedures are in place; individual risk assessments are completed for children with allergies and a list of children and staff with food allergies and intolerances are clearly documented in the kitchen to prevent exposure.
- Waste is disposed of safely.
- Staff ensure that children wash their hands before handling food and drink, after using the toilet, playing outdoors and immediately after handling animals.
- Cuts and abrasions (whether on children or staff) are kept covered.
- Food preparation areas are cleaned and sanitised before and after every use using approved disinfectants.
- We have a daily cleaning schedule which includes disinfection of surfaces, equipment, sinks, taps and high-touch points.
- Raw and cooked foods are stored on separate shelves and correct refrigeration temperatures are monitored. All food is checked for freshness, with expiry dates monitored and use of appropriate safe storage.
- Staff monitor children during meal and snack times to ensure safe eating behaviours.

Violence, Aggression and Challenging Behaviour

- All staff receive training in positive behaviour support, de-escalation strategies, and Positive Handling with annual refreshers.
- Staff use a trauma-informed, relationship-based approach to reduce triggers and prevent escalation.
- Individual behaviour and risk assessments are completed for children with known behavioural needs and accessible to all staff via our secure encrypted database.
- Staff work in appropriate ratios, ensuring safe supervision levels at all times.
- Physical intervention is used only as a last resort, following trained techniques and keeping dignity and safety central.
- All incidents are recorded on CPOMS and reviewed by senior leadership for patterns and follow-up.
- ABC forms are completed following any challenging behaviour and use of positive handling methods. Forms are shared with parents/carers and uploaded onto CPOMS.
- Staff debriefs and child debriefs occur after significant incidents to support emotional recovery.

Accidents and Emergency

- There must be at least one paediatric first-aider per group at all times. All staff must have an up to date Paediatric First Aid certificate.
- Manor Farm have an Accident and Emergency Policy. All staff must have read this as part of their induction.

- First aid boxes remain well stocked and regularly checked. If children and staff are spending time offsite, a first aid kit must be taken.
- Accident forms are completed to document all incidents and to inform parents/carers. A parent/carer must sign each accident form to evidence it has been received and read.
- Emergency services will be contacted immediately where necessary and a staff member is to accompany the child in an ambulance. Staff will stay with the child until their parent/carer is available to take over at hospital.
- RIDDOR reporting will be completed where required.
- Children with an illness in setting are isolated and parents/carers will be informed to collect their child promptly. We follow the 48-hour exclusion for sickness/diarrhoea.

Dealing with body fluids

- Spillages of blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises.
- When dealing with body fluids, staff will wear disposable plastic gloves and aprons and will wash themselves thoroughly afterwards.
- Soiled children's clothing will be bagged to go home – staff will not rinse it.
- Children will be kept away from the affected area until the incident has been dealt with.

Staffing levels

- A DSL or Deputy DSL is onsite at all times during operating hours.
- Staff ratios and levels of supervision are always maintained, remaining appropriate to the number, ages and needs of the children present, and to the risk associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.
- Should lone working take place with a child, Manor Farm have a Lone Worker Policy in place detailing safety expectations.
- Lone workers must contact headquarters on arrival and departure during home visits. Managers must check in with lone workers if contact times are missed.
- Staff must have paediatric first aid, safeguarding competency, and appropriate training.
- Vehicles used to transport children are business insured, serviced, and have MOTs. A fully-stocked first aid kit must be taken in the vehicle.

Car Parks and Vehicle Movement on Site

- We have clear designated parking areas, pedestrian walkways, and slow-speed zones.
- Children are supervised at all times during the day when outdoors. Access to the car park is locked during operating hours and children should not have access unless accompanied by an adult.

- Gates are secured during the day to prevent unauthorised vehicle access (as per Operational Policy).
- Staff are positioned at entrances during main arrival and departure periods to monitor movement. Children remain with staff until management have seen their parent/carer for collection to minimise risks around moving vehicles.
- Signage is displayed clearly to drivers.
- Deliveries are scheduled outside peak times where possible.
- Staff are trained on safe vehicle movement protocols including acting as a banksman if required.
- Parents/carers are informed of parking expectations in the Parent Handbook which is received during our admissions policy and reminded periodically.

Water Safety & Legionella Control

- A full annual Water Risk Assessment is carried out by a competent specialist in line with HSE ACoP L8 and HSG274.
- All outlets and systems are tested for Legionella risk, with results recorded and acted upon promptly.
- Any identified dead legs or redundant pipework are removed to prevent stagnation.
- Weekly tap flushing tests are carried out on all relevant outlets, with temperatures recorded to ensure compliance with safe parameters.
- Hot water systems are maintained at temperatures that inhibit Legionella growth.
- Maintenance staff and managers receive training in Legionella awareness and water hygiene management.
- All testing, flushing and monitoring results are logged and recorded, with reviews by management to ensure ongoing compliance.
- Aerosol-generating equipment is flushed and cleaned as per risk assessment recommendations.
- Contractors are informed of water hygiene requirements and must follow site protocols.

Land Management, Grounds Safety & Environmental Conditions

- An annual professional tree survey is carried out by a qualified arboriculture specialist, with all recommended works completed promptly to ensure ongoing site safety.
- Staff conduct regular site walk-arounds to check for hazards such as fallen branches, unstable trees, damaged fencing, erosion, animal burrows, or trip hazards.
- During extreme or adverse weather (high winds, storms, flooding risk, heavy snow, heatwaves), additional inspections are conducted and outdoor activities are modified or restricted where needed.
- Areas identified as higher risk during certain weather conditions (woodland edges, older trees, wet or muddy slopes) are temporarily closed until safe to resume normal activity.

- Grounds maintenance includes monitoring and managing vegetation growth, bramble patches, nettles, and other natural hazards that may cause injury.
- Pathways are maintained to reduce slips, trips or falls. Repairs or improvements are carried out swiftly.
- Staff are trained to identify and report land/grounds issues and understand escalation procedures.
- Animals grazing on land are managed to prevent ground deterioration, excessive mud, or erosion in child-access areas.

This policy will be reviewed annually or sooner if required.
Policy Last Reviewed: 12th November 2026
Next Review Due: 12th November 2027