

Lauriston Farm: Health and Safety Policy

This Policy was developed by referring to [Farm Safety Foundation](#), [Sutton Community Farm's Health and Safety Policy](#) and the UK government's [Health and Safety Guides on Agriculture](#)

1. General statement

It is the responsibility and policy of Lauriston Farm to provide and maintain safe and healthy working conditions for all employees and volunteers in accordance with the Health and Safety at Work Act 1974 and subsequent legislation. We also acknowledge that we have responsibility for the health and safety of participants in Lauriston Farm-organised activities on site. In addition, we have a responsibility to provide signage in public access spaces for any known hazards and in keeping public pathways safe for public access.

All workers, Directors and volunteers have a responsibility to cooperate to ensure a healthy and safe workplace and to take reasonable care of themselves and others.

We know that the main causes of fatal and non-fatal accidents on farms are from:

- transport – being struck by moving vehicles;
- being struck by a moving or falling object, eg bales, trees etc;
- falls from height;
- asphyxiation or drowning;
- contact with machinery;
- injury by an animal;
- being trapped by something collapsing or overturning;
- contact with electricity, nearly two-thirds of which involves overhead power lines (OHPLs).
- handling, lifting or carrying;
- slip, trip or fall on the same level;

And that in agriculture, common causes of ill health are:

- illness caused or made worse by their job;
- musculoskeletal injury (back pain, sprains or strains) is over three times the rate for all industries;
- the number of people affected by asthma is twice the national average;
- about 20 000 people are affected by zoonoses (diseases passed from animals to humans) each year

2. Responsibilities

The Directors bear ultimate legal responsibility for health, safety and welfare. The Directors will review the policy and its implementation annually. Any concerns should be reported to the staff member who has the responsibility for the day to day implementation of the policy, hereafter referred to as ‘the responsible person’. Detailed responsibilities are described in the table below:

Statement of general policy	Day to day responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health	Directors*	Ensure all relevant risk assessments completed and actions arising out of

and provide adequate control of health and safety risks arising from work activities within the food growing, community and biodiversity spaces on the farm		those assessments implemented. Risk assessments reviewed every 6 months, or earlier if working habits or conditions change. All volunteers and visitors to the site read and sign the Code of Safe Responsible Behaviour, displayed on the noticeboard. A risk assessment will also be complete for each individual event or activity.
To minimise risk of accidents or ill health in the public access areas	Directors*	Ensure all pathways are clear. Provide adequate waste disposal systems for the public areas. Ensure that there is adequate signage informing the public if there is any work going on that may cause any public hazard. Ensure that appropriate fencing is put up when work is being conducted in public spaces and that risk assessments are in place for that work.
To provide adequate training to ensure employees are competent to do their work	Directors*	All staff to read HSE Farmwise Health and Safety Guidance: https://www.hse.gov.uk/pubns/priced/hsg270.pdf Staff and subcontractors were given necessary health and safety induction and provided with appropriate training and personal protective equipment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Directors*	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings as part of Steering Group meetings or sooner if required.
To prevent accidents and cases of ill-health and provide adequate control of health and safety risks in all work involving volunteers or participants in workshops, community engagement or education	Directors*	Ensure all relevant risk assessments completed and actions arising out of those assessments are implemented, with 6 monthly reviews of those assessments unless conditions change and earlier reviews are needed. Ensure that safety information is provided to all volunteers at the beginning of sessions and in carrying out various activities.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Directors*	Escape routes well signed and kept clear at all times.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Directors*	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

*At this stage the term Directors is used, but each individual risk assessment prepared will note a relevant persons' name.

3. Equal Opportunities Considerations

Lauriston Farm will ensure that health and safety arrangements are fully effective in relation to the diversity of staff, members, volunteers and users. This includes ensuring that implicitly sexist or racist attitudes do not undermine safety practice and taking full account of special needs, particularly in relation to mental health, mobility, sight and hearing impairment.

4. Accidents

All accidents, however minor, or any occurrence which nearly causes an accident, must be reported to the responsible person, as above, who will record the accident in the accident book and inform the Directors at the earliest opportunity. The entry will include date and time of the accident or occurrence, the full name

and occupation of the affected person, nature of injury, where it happened and the circumstances. Where an accident results in an injury requiring more than 3 days off work, form F2508 will be completed and sent to the enforcing authority. Where an accident is fatal or results in a specified major injury or a dangerous occurrence has taken place, the responsible person will notify the enforcing authority immediately by telephone and send on form [F2508](#).

5. First Aid

First Aid boxes are located in the market garden and community building. A list of First Aiders will be displayed on the noticeboard. The Health and Safety Law poster is displayed on the noticeboard.

6. Fire Safety

Users of the farm will be made aware of fire-fighting equipment, and fire safety procedures. Fire-fighting equipment and fire safety information is stored in all farm and community buildings. Guidance detailed here will be followed: <https://www.gov.scot/policies/fire-and-rescue/non-domestic-fire-safety/>

7. Chemicals

It is essential that chemicals are used and stored with care. Instructions and care labels should never be defaced or removed and chemicals should never be mixed. Related COSHH information to be kept with the relevant material. Any incidents will be recorded in the accident book. Medical advice will be sought immediately if chemicals are inhaled, swallowed or split on skin or in the eyes.

8. Staffing / Violence

The Farm is open to the general public. If a situation is looking potentially violent, staff or volunteers should not attempt to deal with it on their own. They should try to remain calm and speak in a calm, non-threatening manner and attract assistance or, as appropriate, withdraw and / or call the police. The responsible person will be notified of any assault and a record kept. Anyone working on the site will be given an induction and appropriate training to minimise risks.

9. Use of alcohol and drugs

Use of alcohol is not permitted under any circumstances during staff or volunteer working hours. Use of illegal drugs is not allowed under any circumstances. Any worker or volunteer who is suspected of using alcohol or illegal substances will be subject to disciplinary proceedings.

10. Working Time Regulations 1998

EAC is committed to ensuring that the staff comply with the working time regulations to ensure that staff health, safety and welfare are safeguarded. see <https://www.gov.uk/maximum-weekly-working-hours> and <https://www.bgateway.com/resources/employees-working-hours>

11. Farm visitors

Aside from the allotment areas and the market garden space which are both contained within deer-fencing, the farm is open to the public at all times along the designated footpath network. Members of the public will only be allowed into the market garden area if a Lauriston Farm staff or Director is on site. In the case of allotments, only key-holders can invite members of the public based on the allotment rules.

12. Risk assessment

EAC will carry out an annual review of risks and update registers. EAC will also undertake additional risk assessments for additional activities that do not fall within normal working activities.

13. Lone Working

When resources permit, staff working with volunteers at the farm should have another colleague present.

Signed: 	Name: 	Date:	29th November 2025
Subject to review, monitoring and revision by: 29th November 2026	Director	Every:	12 months or sooner if work activity changes