



Health and Safety – The Devon Federation of Young Farmers Clubs

1. Policy Statement

- 1.1 It is the policy of the Employer to take all reasonable steps to ensure the health and safety at work of all employees and to take all necessary steps to implement such a policy. The Employer will also ensure that all relevant statutory requirements are complied with, that risk assessments will be carried out and monitored periodically, and, where risks cannot be completely eliminated, suitable personal protective equipment will be provided.
- 1.2 Employees also have a duty of care to co-operate with the Employer to ensure that this policy is effective and to offer all necessary assistance to ensure the health and safety at work of all employees.
- 1.3 The Employer also has a responsibility to ensure the health and safety of others who may be affected by the work activity and reasonable steps will be taken by all concerned to ensure that this duty is observed.
- 1.4 The attention of all employees is drawn to the safety rules and procedures. Severe disciplinary action will be taken against any employee who violates these rules and procedures.
- 1.5 The Employer will consult with the employees (and with any recognised trade union or representative of employee safety) periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.
- 1.6 The Employer will take such measures as may be necessary to ensure proper training, supervision and instruction of all employees in matters pertaining to their health and safety and to provide any necessary information.

2. Personal responsibility for health and safety

- 2.1 The person having overall responsibility for health and safety will be the County Organiser.
- 2.2 The person having immediate line responsibility for health and safety matters will be the County Organiser.
- 2.3 Each manager and supervisor will have immediate responsibility for health and safety matters in his/her own area of work.
- 2.4 Medical assistance will be provided by colleagues having completed First Aid at Work training.

3. First Aid and reporting accidents at work

- 3.1 First Aid boxes can be found at strategic points around the workplace. All employees will be shown the location of the nearest First Aid box and will be given the names of the designated First Aid personnel.
- 3.2 All injuries, however small, sustained by a person at work must be reported to their line Manager and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The County Organiser will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

4. Fire

- 4.1 The County Organiser is responsible for the maintenance and testing of the fire alarm and firefighting prevention and detection equipment.
- 4.2 Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. Should the fire alarm sound or a fire is discovered, an orderly evacuation of the premises

will take place immediately. Fire doors, exits, corridors, passageways and stairs must be kept free from obstruction at all times.

- 4.3 Good housekeeping is an essential feature of any health and safety policy. All tools and equipment must be cleaned after use and properly stored. Workplaces must be kept clean and tidy, with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene.
- 4.4 Smoking is prohibited in and around the building and carpark.
- 4.5 Employees must not engage in horseplay or misuse anything provided in the interest of health and safety.