

Working on the field as a volunteer: General Health and safety guidance

1. ACCIDENT AND FIRST AID PROCEDURE

FIELD TEAM FIRST AIDERS:

**John English
Ian Sumpter
Emmy Wurmli**

FIRST AID KITS:

- 1. Yurt**
- 2. Tractor Shed**
- 3. Roundhouse**
- 4. Warehouse**

MINOR INCIDENT PROCEDURE

1. Contact First Aider
2. Self administer first aid
3. Record in accident book

SERIOUS/MAJOR INCIDENT PROCEDURE including fractures, amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours.

1. Alert staff and first aider, who will ensure everybody else's safety on the scene
2. If required phone for ambulance by dialling 999
3. First Aid to be administered by TCF staff first-aider wearing full PPE

Depending on weather and location it may be necessary to request 4x4 ambulance.

Directions: The Community Farm Postcode BS40 8SZ. Field Access: Denny Lane, turning opposite visitor centre for Chew Lake. Double gate on Denny Lane. Staff member to be stationed at gate to guide ambulance to casualty

NEAR MISS PROCEDURE

Learning lessons from near misses can prevent accidents.

A near miss is an event that, while not causing harm, has the potential to cause injury or ill health. Undesirable circumstances are conditions at the work place that have the potential to cause injury or ill health. If any staff member notices a near miss or is concerned about unsafe or unhealthy working conditions, always report it to a senior field team member.

2. PERSONAL SAFETY

There are hazards in all workplaces; risk control measures are put in place to reduce the risks to an acceptable level to prevent accidents and cases of ill health. The Community Farm will maintain and manage the site to ensure a high standard of safety. However it is the responsibility of volunteers to ensure that they conduct themselves in a safe manner at all times to ensure not only their own safety, but also that of those around them.

1. Before you start any task ensure you have received adequate and appropriate training.
2. Equip yourself with any relevant protective clothing and equipment before starting work.
3. Always wear appropriate clothing for the weather, never get too hot, too wet or too cold as this will affect your concentration and therefore the safety of you and those around you.
4. Sturdy work footwear with steel toe caps should be worn at all times on the farm.
5. In hot conditions ensure you have adequate sun protection in the form of hat, sunscreen and access to shade at break times.
6. Never attend the Farm under the influence of alcohol, drugs or heavy medication.
7. Keep well fed, rested and hydrated.
8. If you are unsure or unhappy about any aspect of your own or anyone else's safety they should immediately consult with a senior member of staff.

3. ACCESS & MOVING ABOUT THE SITE

1. All vehicles will enter and leave the farm through the double gates located on Denny Lane.
2. Volunteers and visitor traffic must park in car park located just inside double gates and not use vehicles onsite.
3. Lines of site from gateways to be maintained at all times.
4. Traffic will remain on track whenever possible, but be aware that vehicles may be off-road.
 1. Always allow the tractor and other machinery plenty of space to pass.
 2. Always be aware of the potential of rear mounted tractor equipment to swing out when tractor is turning.
 3. Always allow reversing vehicles plenty of space as they may not be aware of your presence.
 4. Never approach a moving or working tractor until you have caught the attention of the operator and he has stopped the engine and allowed you to approach.
 5. It is strictly forbidden for anyone but the driver to ride in the tractor. Riding in the trailer or on the drawbar is also strictly forbidden at all times.
 6. When walking amongst crops, stay to the wheeling whenever possible and always be aware of trip hazards caused by crop residues, uneven ground, metal stakes and bamboo canes.

4. MANUAL HANDLING AND HEAVY LIFTING

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury. Heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk. Care needs to be taken to prevent injury.

1. Where possible ensure you are working at a comfortable height.
2. Wear knee pads when working on one's knees for extended periods.
3. When working in a bended position, take regular breaks to straighten and rest your back.
Back injuries are common in this kind of work, so pay extra care and attention to your working positions and take regular breathers.
4. Wear gloves when working with sharp, rough or hazardous materials.
5. Never allow yourself to become exhausted or dehydrated – take regular water and rest breaks especially when hot.
6. When using hand tools such as hoes, forks and spade ensure adequate handle lengths to reduce stress on back.
7. If any job proves too physically demanding stop and seek assistance from a colleague.

GOOD HANDLING TECHNIQUE FOR LIFTING

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

5. TOOL USE

A wide variety of tools are used on the farm some more familiar than others.

1. Always ensure you have the most suitable tool for the job, and that it is in good working order with blade sharpened, guards in place and handle secure. Ensure you are aware of correct way of using tool. If unsure consult senior field staff.
2. Always ensure a safe working distance from those around you – normally viewed as the length of the tool and twice that length again. 2 metres is currently the shortest working distance permitted.
3. Always wear suitable Personal Protective Equipment – gloves, eye protection, ear protection and dust mask according to demands of task.
4. When using cutting tools ensure blade is regularly sharpened and that glove is worn on your non cutting hand.
5. Always ensure fold up knives are closed when not in use or fixed blade knives sheathed or safely stowed, this is particularly relevant when carrying boxes of produce whilst harvesting.
6. All tools to be cleaned and safely returned to shed at end of use and any breakages reported to senior field staff.
7. Tool shed to be kept in a safe and tidy state at all times.
8. Always take particular care when using any hand tool in wet and slippery conditions.

6. TRACTOR

The Tractor is undoubtedly the single biggest contributor to deaths and serious injuries on farms and therefore demands the utmost respect from all those working on and around them.

1. Farm staff who operate the tractor must receive comprehensive health and safety induction and training on its proper and safe use.
 2. For those working in the vicinity of the tractor it is important to make yourself visible at all times.
 3. Always allow the tractor plenty of room to manoeuvre.
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7. MACHINERY

SPECIFIC INSTRUCTIONS FOR INDIVIDUAL PIECES OF EQUIPMENT

Tractor planter

1. Volunteers should receive full supervised instruction
2. Keep hands clear of all moving parts.
3. Only sit on planter whilst actually planting always dismount before planter is lifted.
4. All blockages to be cleared by a trained member of staff.
5. Always ensure there is a clear system of communication between the planter and the tractor driver both verbal and visual signals to be used at all times.

STRIMMER.

1. Volunteers should receive full supervised instruction.
 2. Always wear eye protection, ear protectors and gloves.
 3. Always stop machine before dealing with cutting end of machine.
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8. BIOLOGICAL HAZARDS

PLANTS

1. **Spikey foliage** – When working with spikey, thorny or irritable plant material wear clothing to cover skin and appropriate P.P.E – gloves and eye protection.
2. **Courgettes and Comfrey** –The foliage of both these plants are covered in tiny sharp hairs that after prolonged exposure will cause irritation to the skin, so wear long sleeves and trousers when harvesting them.

ANIMALS

1. **Ticks** – Ticks are a small insect that latch onto your skin. They are found commonly in long grass and grazing land, and often where deer are found. The risk associated with these insects is 'Lymes Disease' the symptoms of this disease are a vivid red circle around the bite. If you display these symptoms immediately consult your doctor.
2. **Rats** – Rats can carry Weil's disease which can be transmitted to humans by rat urine. Rats are commonly found on farms around compost heaps, buildings and any sources of food (waste, food stores, seed and grain stores). They are controlled by removing their access to food sources and if necessary by baiting (poison). All harvested crops should be stored only in the designated store areas. No food should be left out overnight in any of the staff areas; put it away in the fridge or in a secure cupboard. Do not leave field veg waste lying around near staff areas: put it onto the compost heaps. Uncooked food waste should go onto the compost heaps, kitchen scraps go into the green waste recycling bin ('brown bin'). Do not put food waste into general waste bins. Full bin bags should go into appropriate wheelie bin and not left out overnight.
Observe the standard hygiene routine; wash your hands before eating, drinking or smoking. If you see any evidence of rats (smell, droppings, gnawing of stored crops, food or food containers), inform a senior staff member so that action can be taken.
3. **Livestock** – We do not keep any livestock within our holding, however our landlord sometimes grazes cows and sheep on the other fields within our hedge boundaries. These animals are kept within electric fences. You must not enter any of these fenced livestock areas. If you notice that livestock has escaped and are outside of their fenced area, you should inform a senior member of staff immediately. Visitors with dogs must keep them on their leads.
4. **Farmyard Manure (FYM)** – is stored on the farm and applied to the soil. This can contain food-borne, disease-causing micro-organisms (E.Coli, campylobacter, cryptosporidium and others). Observe good hygiene procedures and wash your hands before eating, drinking or smoking.