

# HEALTH & SAFETY POLICY



## Statement

Cheshire Federation of Young Farmers Clubs is and will continue to be an organisation to which members are proud to belong. It aims to create and maintain a safe environment in which members can have fun, make friends, learn and achieve. The organisation will be member-led and aim to deliver excellent services for all young people with an interest in the countryside. County and Clubs deliver the services, experiences and opportunities and are supported by a regional structure with strategic direction and assistance from the National Federation. We will manage people and resources, throughout the organisation, so that we can effectively support the Federations, Clubs and their Members.

## Statement of Intent

It is a requirement of the Health and Safety at Work etc. Act 1974 that every organisation employing 5 or more employees has a written policy with regard to the Health and Safety of its employees, and other people affected by the activities of the organisation. Although most, if not all of the members fall into that category, the Federation and their Clubs do not have 5 or more paid employees, they will have, at major events, more than 5 people under their direction and supervision, albeit in a voluntary capacity. As such the Federations of Young Farmers Clubs have in principle a requirement to have a written policy and arrangements with regard to managing Health and Safety.

The Top Table and Federation of Young Farmers Clubs acknowledges that through its corporate governance and strategic direction they have overall responsibility for ensuring the health and safety and welfare of its employees, members of the Federation and those who may be affected by the Federation's undertaking. This is a legal and moral responsibility and is defined by the Health and Safety at Work etc. Act 1974 and supported and reinforced by subordinate legislation.

The Management Board seeks the commitment from everyone involved in the Young Farmers, including staff, members, contractors and suppliers, to play their part in ensuring that all our activities are as far as reasonably and practically safe and without risk of injury or ill-health.

The Top Table also seeks and welcomes recommendations for improvements from our employees, members and others to the way in which we make sure we have a safe environment in which to enjoy our work and activities.

The Top Table view Health and Safety in the widest context and will take all reasonable and practical precautions to protect staff, members and others from injury or ill-health arising from our activities.

## We will achieve this commitment by

- Having robust, practical and effective arrangements for the management of Health and Safety of the Cheshire Federation of Young Farmers Clubs.
- Ensuring that adequate information, instruction and training is provided.
- Providing sufficient time, resources and money to achieve a safe environment in which to work and for YFC activities to take place.
- Assessing the risks and planning for the effective management of the significant risks identified. Set clear, achievable objectives and targets which meet defined standards of excellence.
- Health and Safety will be treated equally and as consistently as any other business consideration, such as finance, human resources and marketing.
- Providing premises, tools and equipment that are fit for purpose and maintained in good condition.
- Actively promoting a positive health and safety culture consistently throughout the organisation. Safety will transcend all other priorities and should be regularly raised at YFC meetings.
- Providing a robust monitoring, reviewing and investigation systems to enable us to thoroughly identify, evaluate and understand the risks associated with our undertaking and having an attitude of continuous improvement towards Health and Safety

Health and Safety is fundamental to all contracts and trading agreements between all parties whose activities impact on the business and operations of Cheshire YFC. Providing evidence of acceptable Health and Safety management practice and performance is and will remain a condition of providing products and services to Cheshire YFC.

We will review and revise this policy to take into account any and all improvements to health, safety and welfare.

The Federation Top Table commits everyone within the Cheshire Federation of Young Farmers Clubs to uphold the principles set out in this Policy Statement and in the efficient and effective conduct of our organisation. The Top Table will ensure adequate time money and resources are provided for this purpose. The implementation of this Health and Safety Policy has been delegated with full authority to the Chief Executive to act as appropriate and in the best interests of the organisation.

## Roles and Responsibilities

### **The Cheshire Federation of Young Farmers Clubs Top Table**

As part of its corporate governance and strategic direction responsibilities, the Top Table will ensure that it is kept informed of and alert to, all relevant health and safety risk management issues.

To ensure that the Top Tables health and safety responsibilities are properly discharged:

- Ensure that our health and safety policy statement reflects current H&S priorities. The statement will be considered at the annual review of our health and safety performance, or when circumstances (for example your management structures) change;
- Ensure that the management systems provide for effective monitoring and reporting of the organisation's health and safety performance.
- Be kept informed about any significant health and safety failures and of the outcome of the investigations into their causes and of the remedies;
- Ensure that the organisation addresses the health and safety implications of **all** our decisions; and

- Ensure that health and safety risk management systems are in place and remain effective.
- Implementation of Federation Policies and arrangements for the effective management of Health and Safety at events
- Communication of the policy and procedures to all members.
- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for all activities and events undertaken by the Federation. Risk assessment must include, general risks, specific risks identified by Regulation (for example COSHH, Manual Handling, Young Persons, First Aid Etc.) and Fire.
- Ensuring suitable arrangements are made for the effective management of the significant risks identified by the risk assessments.
- Compile and maintain a risk register.
- Monitor the effectiveness of the arrangements for managing health and safety.
- Ensure that following the annual policy review that the risk assessments and arrangements are reviewed locally at least annually. Sooner if necessary following an incident, accident or failure.
- Ensure health and safety is on all agendas and that members are consulted on any issue that may affect their health and safety.
- Ensure all accidents, incidents and work related ill-health is investigated, consider and comply with RIDDOR and prepare a report for the Trustees.

### **Club Officers and Leaders**

It is the responsibility of every Club Officer and Leader to ensure that the activities of the Club are safe and without significant risk to the health and safety of themselves and others in accordance with this policy and the arrangements made for the effective control of the risks identified by the Club's and their County's risk assessments.

### **Members**

It is the responsibility of every member to ensure the health and safety of themselves and others in accordance with this policy and the arrangements made for the effective control of the risks identified by the organisations risk assessments.

## **Guidance for Risk Assessment**

You need to risk assess your Club & Group event. **KEEP YOUR FRIENDS SAFE!!!**

Please use the risk assessment forms and keep them safe for future events as it will save time and help you remember what you need to do next time.

All activities and events organised by the County Federation are monitored and a risk assessment is carried out, this is the responsibility of the County Chairpersons and County Coordinator. A copy of the risk assessment is given prior to the event to the person who will be in charge on the day. They can then ensure they are aware of the risks and the controls in place to reduce the risk and instruct the necessary people to carry out their duties. **The legal and moral responsibility lies with you.**

All individual Clubs and Groups must risk assess any event or activity they are holding. We offer training and follow up support for those taking the responsibility of risk assessment and organising events within Clubs and Groups – New Chairs Evening

### **Before you hold any event or activity at Club level you must follow these steps**

- 1. Carry out a risk assessment and write down your finding. This will help you look at issues that need to be dealt with. The other benefit is next time you hold the event you will already have a check list from the last time you held a similar or same event. The second time round it is a lot easier.**
- 2. Speak to the Federation Treasurer to check insurance cover if undergoing an activity/pursuit that may be considered out of the norm.**
- 3. Make sure when you are holding the event you follow the risk assessment and put in the controls and action to reduce and minimalist risk that you identified.**
- 4. Review you risk assessment before holding your next event or activity and make any necessary adjustment and lessons learnt are acted upon.**