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**WORK PLACEMENT & EXTERNAL PROVISION**

**HEALTH & SAFETY CHECKLIST**

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| **Company Name and Address (including postcode)** | Susan’s Farm CIO  145 Houghton Road  Houghton  Carlisle  CA3 0LD | |
| **Health and Safety (person responsible)** | Emma Hughes (H&S Officer) | |
| **Contact number** | 01228 548336 | |
| **Email Address** | emma@susansfarm.co.uk | |
| **Name of Employers Liability Insurance Company** | | AXA Insurance |
| **Certificate Number** | | FR/10017152/22 |
| **Expiry Date** | | 13/03/23 |
| **Where is this displayed?** | | Kitchen, hallway |

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| **Where is our Health and Safety Law Poster displayed?** | Main office |
| **Where is our H&S Statement displayed?** | Our H&S policy is on website |
| **Who is the H&S policy signed by and what date?** | Chair of Trustee 11/05/21 |

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| **Do we have a Building Risk Assessment?** | Yes- Last reviewed May 2021 |
| **Do we have Risk Assessments for all areas of learners intended activities?** | Yes- These are available on request as we have different risk assessments for each activity |
| **Do we have Risk Assessments for transportation** | Yes- Last reviewed June 2021 |
| **Do we have special needs Risk Assessment if required?** | Yes- We undertake individual risk assessments with family/carers/schools etc |
| **Who is our appointed person for First Aid (Name) or what procedures do we have?** | Helen Ward (Education Manager)  See First Aid policy on our website for details. |
| **Where is our Accident book kept?** | Locked in our office cabinet |

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| **Where is our Fire Evacuation plan?** | In our hallway in the Education Building |
| **When was the last fire drill?** | March 2022 |
| **When were our fire extinguishers last checked?** | Last checked 16/08/22 |

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| **What equipment will be used by the learner?** | |
| This depends on activity- examples may include hammers, spades, racks, wheelbarrow, crook | |
| **Have all our electrical equipment been PAT tested?** | Last test date 24/08/22 |

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| **What types of Hazardous Substances will the learner use?** | |
| This varies depending on the activity- risk assessments are provided | |
| **Are there COSHH assessments for these substances?** | Yes- we have a COSHH spreadsheet where we saved all our information about our chemical substances -reviewed March 2022 |

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| **Activities that the learner will not undertake (unless suitably qualified)** |
| **Riding quad bike**  **Using strimmers**  **Note: No activity can be undertaken or equipment used by the learner unless they have been trained or are sufficiently supervised** |
| **What type of PPE will we provide?** |
| Gloves, ear defenders are provided if needed  Learners must provide boilersuits (or other appropriate outdoor clothing), and work boots and/or steel toe- capped wellington boots depending on weather and activity. |

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| **What are our welfare arrangements?** |
| At Houghton there are assessable toilets, indoor and warm water outdoor washing facilities and kitchen. Our teaching space is also used as dining area. Outdoor seating can also be used. We do not have a specific changing area but the toilets are large enough to accommodate this.  At Wallacefield there are toilets, a kitchen and indoor eating space.  At Aglionby Wetlands there is an accessible classroom and composting toilet. There is no running water or electricity here. |

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| **Timetable arrangements (Break times, lunch times, working hours)** |
| Our normal day is 9am-3pm  Morning and afternoon breaks are taken for drink and snack (depending on hours worked and time of lunch)  Lunchtimes are usually between 12 and 1 and usually for 30mins |

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| **Evidence required:** | **Issue Date** |
| Child Protection Policy | Last reviewed 22/09/21- on website |
| Adults at Risk Policy | Last Reviewed 12/12/2020 - on website |
| Safer Recruitment Policy | Last reviewed 08/01/21 -on website |
| Code of Conduct | Drafted and undergoing staff consultation |
| Designated Senior Lead:  Name: | Helen Ward DSGO  Deputy- Ruth Harrison, Susan Aglionby |
| Complaints Policy & Procedures | Last reviewed 07/01/21-on website |