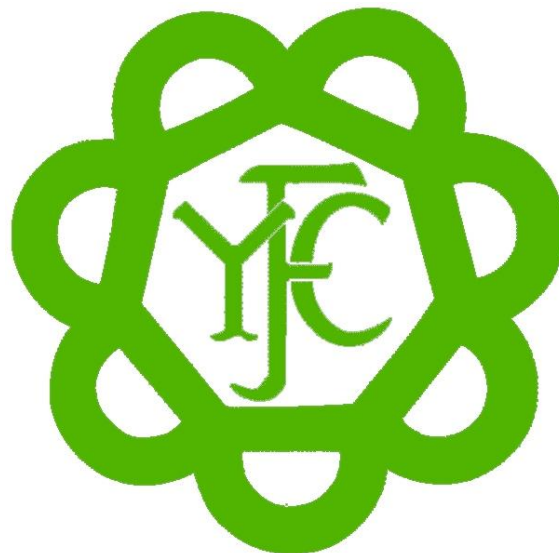




**HEALTH & SAFETY POLICY**

**Devon Federation of Young Farmers Clubs adopts this as  
its Policy for health & Safety**



National Federation of Young Farmers (England & Wales)  
YFC Centre  
Stoneleigh Park  
Kenilworth  
Warwickshire  
CV8 2LG



## Statement

The National 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 Federations 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 member Federations and their constituent 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 members of the Management Board for the National 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 reasonable and practical safe and without risk of injury or ill-health.

The Management Board 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 Management Board 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:

- Appointing a member of the Board of Management as Health and Safety Officer for the organisation whose role it is to champion the effective and continuous implementation of this Policy and report the organisations health and safety performance to the board.
- Having robust, practical and effective arrangements for the management of Health and Safety of the Devon Federation of Young Farmers Clubs.
- Ensuring that adequate information, instruction and training is provided to the staff and others with delegated health and safety management or supervision responsibilities.
- 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 for example 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. This encouragement shall be actively supported by the Devon Federation and all the staff of the NFYFC. Safety will transcend all other priorities and should be regularly raised at BOM.
- 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 NFYFC. Providing evidence of acceptable Health and Safety management practice and performance is and will remain a condition of providing products and services to the NFYFC.

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

The Board of Management commits everyone within the National 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 Board 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 board and the organisation.

## Roles and Responsibilities

### **The National Federation of Young Farmers Clubs Board of Management**

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

To ensure that the Management Board's health and safety responsibilities are properly discharged, the appointed 'Health and Safety Director' is highly recommended and will ensure that the board will:

- Ensure that our health and safety policy statement reflects current board 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.

### **Operations Manager**

The Operations Manager is delegated the full authority of the Board of Management to ensure the effective implementation of the NFYFC Health, Safety and Environmental Policies throughout the organisation. This includes the duties of the day to day management and reporting of health and safety for the staff and activities undertaken by the NFYFC ('National events/activities').

This includes the following key responsibilities:

- Implementation of the National Federation Policies and arrangements for the effective management of Health and Safety at NFYFC headquarters.
- Communication of the policy and procedures to NFYFC staff and member Federations.
- Provision of competent health and safety assistance and advice to member Federations and their Managers.
- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for all activities and events undertaken by the staff at NFYFC Headquarters. Risk assessment must include, general risks, specific risks identified by Regulation (for example COSHH, Manual Handling, Young Persons, First Aid Etc.) and Fire.

## Health & Safety Policy



- Ensuring suitable arrangements are made for the effective management of the significant risks identified by the risk assessments.
- Compile and maintain a risk register for the National Federation of Young Farmers Club.
- 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 first on all agendas and that staff and 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 Board of Management.
- Chairman of the Board and County Chairman to receive the Operations Manager's weekly working schedule.

### **Officers and Staff**

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

Staff to inform line Manager of any lone working, so that additional risk can be reduced.

### **County YFC Federation Board of Management**

The Management Committee of the Devon County Federation provide the strategic direction and corporate governance for the DFYFC. It adopts and implements the National Federation's Policy and procedures to for fill our legal and moral duties.

The Board of Management appoints one of the Board of Management as the Health and Safety Director to champion best practice and effective implementation.

Health and safety will always be an agenda item at all Board meetings

The Board of Management of the Devon Federation is responsible for ensuring that suitable and sufficient risk assessments are carried out for the organisation and its undertakings.

### **County YFC Federation Managers**

## Health & Safety Policy



Those members or staff in DFYFC who 'manage' the Federation take lead responsibility for the management of Health and Safety throughout the County. This includes the following key responsibilities:

- Implementation of the National Federation Policies and arrangements for the effective management of Health and Safety.
- Development and maintenance of suitable arrangements
- Communication of the policy and the arrangements in place for the effective management of health and safety to member clubs.
- Provision of competent health and safety assistance to member clubs.
- Ensuring that suitable and sufficient risk assessments are undertaken and recorded for all activities and events undertaken by the Counties member clubs. 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 and developed for the effective management of the significant risks identified by the risk assessments.
- Compile and maintain a risk register for the Devon Federation.
- Monitor the effectiveness of the arrangements for managing health and safety.
- Following an incident, accident or failure, ensure policy is reviewed at both County and local level.
- Ensure health and safety is first on all agendas and that staff and 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 County Federation's Board of Management and National Operations Manager.

### **County Federation Staff**

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

### **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.