

# Little Woodcote Estate Safety Code and Responsible Behavior

**Our Farm is a working farm, and thus it is important that all visitors and volunteers keep to the designated areas and agree the following**

- Keep away from Ponds and Glasshouses at all times
- Keep Children and vulnerable adults under close supervision
- Keep away from and never climb on, use or ride farm machinery at any time, Examples include the tractor
- Keep away from any areas that are marked out of bounds
- Always pay attention to where you are going and not to use a phone whilst walking on site.

## **The Behaviours expected whilst on the farm**

- Please always follow any instructions given to you by a member of staff. Members of staff are responsible for volunteers on site.
- Respect other members of staff, other volunteers and other visitors on site. Always respect people's space and boundaries both physically and socially. By respecting one another we will make together a fun, safe and enjoyable environment for all.

## **Tools & Equipment**

- If you are unsure / have forgotten how to use any piece of equipment or tool, always ask a member of staff. Ask and ask again if required until you are sure.
- Always leave tools standing upright and not protruding, so as to potentially cause injury to others.
- When you have finished with a tool or equipment please return it to where you got it from and please ensure it is cleaned down ready for the next person to use.

### Safe Working and Well-Being

- Work yourself into any job you are doing, and don't go flat out in your first 5 minutes.
- Use the tools and lifting equipment provided, don't push your body too hard to cause injury or undue tiredness.
- Drinks and refreshments are provided on site. If you are hungry or thirsty, take some time out to refresh yourself, don't let yourself dehydrate. Bring a water bottle out on the farm if required to stay hydrated.
- In the summer please give yourself adequate protection, sunhats, sun cream etc., the field can be highly exposed. Equally in the winter, wear warm clothes and warm up if required.

### Hands, Face, Feet

- Wear appropriate and comfortable footwear. For safety, safety boots are normally the safest option out on the farm.
- Wear gloves wherever possible to protect your hands.
- Wash your hands regularly when back at the main buildings.
- Wear eye protection when using strimmers, or other mechanical devices.
- We are a farm and the ground can become rutted, so always pay attention to where you are walking.

### First Aid and Fire

- The First Aid Box and Fire Extinguisher can be found in the office and training room.
- If you see a Fire, call 999 immediately and inform a member of staff. Never try to put the fire out yourself. Find a safe place and ensure those around you are informed.

**Stay Safe & Enjoy your time on the Farm**