



## HEALTH AND SAFETY GUIDELINES

Foal Farm  
Jail Lane, Biggin Hill  
Kent, TN16 3AX  
Tel/Fax: 01959 572386

[www.foalfarm.org.uk](http://www.foalfarm.org.uk)

Thank you for volunteering to help at Foal Farm.

**You will need to read our Health and Safety Policy *before* you can join in with our work, but below are some main points. Please keep these as your reminder. The Health and Safety Policy is available to you *at any time* from the office.**

### **For your safety:-**

We advise that you wear outdoor clothes that you are not too proud of, as you are likely to get dirty. Boots, jeans, a sweatshirt and an anorak are sensible. **Do not wear dangly jewellery.** If you intend to stay all day, you will need to bring a packed lunch (in an animal-proof container!). Tea, coffee and squash are provided free of charge.

**When you arrive always report to the office to sign in with the person in charge**, so we know that you are here. The best time to get here is 9.00am so you can help with the main animal activities. The person in charge will tell you what your tasks are and which member of staff will be supervising you. **Please also say goodbye to the person in charge when you're leaving.**

**Always follow the instructions given to you by your supervisor** and do ask questions if you don't understand, or want to know more. Do **read the signs or notices** displayed in the area you are working in and **look up the risk assessments** and any other special instructions for your task (these are in the main Health and Safety Policy).

Make sure you **put away your tools** where your supervisor tells you to – also see 'housekeeping' in the main Health and Safety Policy. **Always report any faulty equipment to your supervisor.**

We ask that you wear the appropriate personal protective equipment for your task (for example, when cleaning out **you should wear gloves** – these are kept in the staff room in the top drawer under the tea making area). **Always wash your hands after any work**, even if you have worn gloves. **Don't consume food or drink in any animal area, nor drink from the farm taps.**

**Never go in with or touch any animal unless you have been authorised to do so**, no matter how friendly it seems! You will put yourself at risk.

**Never use any machinery or vehicles.** These are for use by trained and authorised staff only.

**Do not try and lift or move anything beyond your ability** – always ask for assistance. See the manual handling advice in the Health and Safety Policy.

**Do not touch heating, lighting, ventilation or other controls.**

**Do not touch any chemicals, veterinary equipment or drugs** without supervision and authorisation.

**Always tell the person in charge if you have any accident or near miss, no matter how minor. Do not use the 1<sup>st</sup> aid kits without assistance from the person in charge!**

Be aware of the action to take if there is a fire. **If you discover a fire, ring the bell at the top of the stable yard. If you hear the fire bell, walk to the top car park and stay there.** The full fire procedure is to be found in the Health and Safety Policy.

**Do not smoke** unless you are outdoors in a non-fire risk area.



## HEALTH AND SAFETY GUIDELINES

Foal Farm  
Jail Lane, Biggin Hill  
Kent, TN16 3AX  
Tel/Fax: 01959 572386

[www.foalfarm.org.uk](http://www.foalfarm.org.uk)

Always refer enquiries from the public to the office.

**If anything worries or concerns you, please tell the person in charge.**

Finally, **if you make a mistake**, like everyone does at some point, please be brave and **tell us!** What is important is putting the mistake right as soon as possible.

We thank you for your interest and support and look forward to welcoming you onto our team, we hope that you will find this enjoyable and rewarding.