

The Wellbeing Farm (August 2018)

Emergency Procedure in The Event of Disruptive Weather



The Wellbeing Farm

Purpose: To safely maintain courses during adverse weather, ensure the safety of our visitors and employees and cancel events if necessary in reasonable time. This document will lay down the procedure that must be followed in the event of severe weather (high winds, rainfall or snow/hail).

Employees

It is the responsibility of employees to make every effort to attend work as usual. In the event of unforeseen circumstances employees will take all reasonable steps to report their inability to attend as soon as possible.

Animals

- In conditions deemed too severe for animals that have no access to indoor shelter, provisions must be made to get them in to shelter. Our llamas have access to a permanent indoor shelter and will usually remain inside in severe weather.
- Ensure water troughs/buckets/sources for animals **outside and inside** are full and not frozen or blown over. Turn on any water taps outdoors where possible to prevent taps and pipes from freezing.
- If a water supply is not available in any of the buildings on the farm, neighbouring farms or bottled water on site are suitable alternatives for animal drinking water.

Courses and Events (Provisions/Cancellations)

- If there is an event on such a poor day but the event is still to go ahead, all people due to attend will be notified that this is the case by phone. They will be advised of the conditions at the farm, strongly recommended to bring suitable clothing (e.g. footwear, waterproof coat, hat etc.) and if necessary asked not to drive up the driveway and park on Plantation Road or elsewhere. A small provision of wellington boots is available at the farm on a first come first served basis.
- If the weather into Edgworth is so severe that is a cause for unsuitable driving conditions you may wish to park in the village in a safe area where collection and drop off's can be arranged.
- Cancellations will be a last resort after all other efforts have failed, this is predominantly the Directors' choice (Celia & Stephen)

Site Safety and Security

- The Operations Manager/Director will perform a site walk on the day of disruptive weather (or if warning is given the day before) to ensure all equipment and facilities are safe and secure and eliminate any risk of something blowing away, falling, or being damaged. This includes ensuring field drains are not blocked.
- The minimum temperature in the workplace should be at least 16 degrees Celsius
- A weather report will be obtained and circulated with the staff on our secret staff Facebook page.
- Employees working outdoors will not work alone where appropriate or do any jobs that may put themselves or others at any risk.
 - Make sure that if you are working alone you inform other people of where you are going, how long you will be and take a radio with you
 - Ensure your phone is fully charged
 - If working alone for extended periods agree times with nominated person to contact each other – this person can then raise the alarm if contact times are missed

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- Ensure you dress appropriately for the weather
- If the power goes off **call 105** to find out about power outages in the local area
- David Whitehead will clear the drive and roads in snow conditions leading up to the venue and Plantation Road.
- Pathways will be gritted in snow conditions
- Water supply will be turned on (just a drizzle) in the Wheatsheaf Bar, Wedding Barn and Llama building to ensure the pipes do not freeze up.
- Heaters must be turned on in the Wedding barn and allowed to circulate the complete building.
- Calor gas heaters will be available and gas will be obtained in advance for these
- If the water freezes the Operations Manager/Director will look at a water tanker to be delivered for the event to proceed (Directors must approve before ordering and no other solution can be sourced)

Human Relations (follow Peninsula guidance for most up-to-date advice)

- Staff on zero hours contracts will generally have no entitlement to pay if they are unable to get to work due to bad weather – if TWF decides to pay staff or offer alternative working arrangements (e.g. work from home) must make clear that this is at the discretion of TWF and it is not to be treated as creating a precedent.
- If the employer decides not to open due to bad weather they are still legally obliged to pay their employees – failure to do so could lead to breach of contract and a claim of unlawful deduction of wages by employees
- Mathew to keep staff up to date regarding weather conditions via the Facebook Staff Page – if staff face difficulties getting to work they need to contact Mathew to arrange lifts from Stephen

Preventing and Thawing Frozen Pipes

- Never use a blow torch or other open flame to thaw a pipe – this presents a serious fire hazard and can damage the pipe
- **Once a pipe has frozen**
 - Shut off the water (either at stop cock for the source or at the main water shutoff)
 - Turn on the tap that is supplied by the frozen pipe
 - Identify the frozen pipe and locate the blockage caused by the ice
 - **To thaw a hidden pipe** – turn up heating and wait for ice to defrost
 - **To thaw an exposed pipe** – use a hair dryer, portable heater or heat lamp to defrost the pipe
- **Preventing frozen pipes**
 - Leave the tap slightly dripping to prevent build-up of water which will freeze
 - Open internal doors to allow heat to circulate in the building
 - Insulate pipes with foam insulation in order to reduce the risk of pipes freezing

Gritting

- This link provides details about gritting services provided by Blackburn with Darwen council - <https://www.blackburn.gov.uk/Pages/Gritting-winter-services-and-maintenance.aspx>

Emergency Contact Numbers

Celia Gaze – 07967681461

Steven Whitehead – 07813533375

Mathew Williams – 07872407239

David Whitehead – 07751441988

Water Tanker (Water Direct) – 0345 345 1725

Water Tanker (Tardis) – 0800 731 0589

Water Tanker (Greens) – 0800 458 8281

Bottle Gas Collection Bolton – 01204 527946

Calor Gas Bolton – 01706 828612

Sefton's (De – Icing Salt) – 0800 316 9700

North West Aggregates (Rock Salt) – 01282 428 211

Steve Worsley (digger) – 07980 599986