

Health and Safety Policy: Statement of Intent

It is (Name of Farm Business)..... Policy to ensure that at all times all employees, and sub contractors working on the farm carry out their duties in such a manner to protect the health, safety and welfare of themselves and any other person who they may come into contact with in their work. This can include delivery drivers, contractors and members of the public visiting the farm.

This is to be achieved through the provision of:

H&S Requirement	Who has responsibility	How objective is to be delivered
To prevent as far as practicable accidents and work related ill health on the farm and put in place H&S control measures such as safe systems of work to manage risks on the farm	Director/Owner Farm Manager	All staff to be made aware of hazards and risks on the farm. Farm specific risk assessments to be conducted for premises and work activities to identify where unacceptable risks remain and put into place more H&S control measures. All staff/contractors who work on the farm to be shown the findings of the risk assessments and to sign to say they have seen them.
To provide suitable instruction, training and information and supervision for staff to enable them to carry out their work activities safely	Director/Owner Farm Manager	Employees & Subcontractors given necessary health & safety induction training & provided with appropriate health and safety training , as indicated in our risk assessments. Training will be a mixture of formal taught courses and on the job training. All staff that drive telehandlers, ATVs; tractors will receive a formal taught course.
To put into place arrangements to discuss H&S and consult with staff and subcontractors on health and safety matters	Director/Owner Farm Manager	Employees and subcontractors are given the opportunity to discuss H&S matters. All staff/subcontractors that have concerns are encouraged to raise this with their Line Manager. The reporting of hazards and near miss incidents actively encouraged.
To implement emergency procedures – in case of fire or other significant incident. To provide adequate First Aid arrangements	Director/Owner Farm Manager	Escape routes well signed and kept clear at all times. Fire extinguishers provided in key areas. Evacuation plans are tested from time to time and updated as necessary. Sufficient members of staff trained in Emergency First Aid and First Aid boxes, Eye wash kept in suitable locations
To provide and maintain safe machinery and work equipment	Director/Owner Farm Manager	Systems in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
To maintain safe and healthy working conditions		Welfare arrangements in place including Toilets, washing facilities and drinking water provided, place to heat meals and dry wet clothes.

(Name of Farm business)..... will consult with employees and subcontractors whenever a change in working practice, organisation or equipment may have health and safety implications. This will be carried out informally by discussion with all relevant staff, allowing adequate time for responses before any change is implemented.

Sufficient information shall be given to allow staff to understand any new risks and hazards, the measures intended to eliminate or control the risks, and the action needed when confronted with the risks and hazards. Notes of such consultations shall be kept.

Employees/Sub contractors Duties

By everyone taking responsibility, the health, safety and welfare of everyone can be protected and as such all staff are required to:

- Read and understand this Policy and associated procedures including any safe systems of work
- Adhere to the procedures defined in this Health and Safety Manual and any safe systems of work they are instructed in.
- Perform their necessary tasks in a safe manner as instructed without putting themselves or others at risk
- Bring any potentially harmful situation to the attention of their Line Manager which includes reporting of any hazards, or near miss incidents
- Report any problems with equipment immediately e.g. damaged guards and take it out of use so it cannot be used by other staff until it has been repaired
- Not to interfere with any item of equipment which may put people at risk
- Wear any safety equipment provided as and when required including any personal protective equipment (PPE) such as safety footwear or chemical resistant goggles and gloves and helmets when riding ATV's
- Report any damage to their PPE to their line Manager immediately so arrangements can be made for it to be replaced
- Ensure that work areas are safe and staff maintain good housekeeping such as keeping work and welfare areas tidy and free from trip and slip hazards

(Name of Farm business)..... is committed to maintaining a safe and healthy workplace.

Signed: Date:

For and On Behalf of (Name of Farm Business)

Health and Safety Arrangements and Procedures

Housekeeping (Slips, Trips and Falls)

The Health and Safety at Work etc. Act 1974 (HSWA) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. This includes maintaining safe access and egress and managing the risk of slip, trips and fall risks.

Employers Arrangements	
Current Arrangements for Managing risk of slips, trips and falls both around the yard and in buildings such as barns, dairy , parlour, office and welfare spaces.	<ul style="list-style-type: none"> • The Farm business will :- (Complete/edit)..... • Maintain adequate internal and external lighting • Ensure that internal floor surfaces are well maintained and free from slip, trip hazards as far as practicable • Maintain yards and pathways • Provide suitable storage arrangements to help tidy away work equipment • Provide suitable arrangements for waste collection • Have arrangements for dealing with winter icy conditions • Follow up on any hazards reported to them by staff • Periodically monitor housekeeping standards to ensure that standards are maintained

Employees/Subcontractors	Responsibilities
What Employees/Subcontractors must do to help maintain Health and Safety standards	<ul style="list-style-type: none"> • Ensuring they maintain good housekeeping at all times • Keeping walkways clear of all slipping and tripping hazards including work equipment, cables, hoses, waste and stored items • Cleaning up spillages and dealing with water accumulations quickly and where there is a residual slipping risk cordoning off the area and indicating with clear signage. • Wear suitable non slip footwear • Report any hazards to Line Manager

Welfare Arrangements

Adequate welfare arrangements are in place on the farm including toilets, hand washing and staff kitchen.

Employers Arrangements	
Staff and Subcontractor welfare facilities	<p>On the Farm welfare arrangements include:- (Complete as necessary).....</p> <ul style="list-style-type: none"> • Staff sanitary accommodation and wash hand basin with hot water, soap and drying facilities (And shower) • Staff kitchen – with facilities to make hot drinks and reheat meals • Staff room & changing space and heating facilities to get warm, and to dry clothing.

Emergency Procedures and Fire Safety

Arrangements are in place on the farm for dealing with a Fire emergency (Detail here).....

Management of Emergency Procedures and Fire Safety	Employers H&S Responsibility
Complete a fire risk assessment .	A Fire risk assessment will be conducted for any buildings where employees work that are larger than one room
Communication and Fire Safety Training	<p>All staff will be informed on the emergency procedures to be followed in case of fire including:</p> <ul style="list-style-type: none"> ○ Fire exits available ○ Location and when to use fire extinguishers ○ How to raise the alarm ○ Informing the Fire brigade ○ Assembly point
<p>Where Fire Systems are in place these will be adequately serviced and maintained</p>	<p>On the Farm the fire systems we have in place include :- (Tick ✓ whats in place or delete)</p> <ul style="list-style-type: none"> • Fire Alarm • Smoke detection • Battery operated smoke detection • Emergency Lighting • Emergency torches • Fire extinguishers • Fire blankets • Sand buckets <p>The Fire Alarm is raised by the use of :- (Tick ✓ whats in place or delete)</p> <ul style="list-style-type: none"> • Manual Call point • Automatic detection • Bell or Gong • Shout of Fire <p>The Fire Assesmbly Points are :-</p> <p>List :-</p>
Maintain all emergency escape routes and fire exits.	All staff are responsible for ensuring emergency escape routes and fire exits are kept clear of obstruction and usable at all times.
Fire Drills	Farm Managers will arrange at least 2 fire drills in every 12-month period.
Fire Safety Signage	<p>Fire Action Notices for what to do in the event of a Fire will be displayed by Call Points or Extinguishers or Final Exits. (Identify)</p> <p>Fire Escape direction signs will be displayed on escape routes.</p>

Employees/Subcontractors	Responsibilities – Fire Safety
What Employees/Subcontractors must do to help maintain Health and Safety standards:	<ul style="list-style-type: none"> • Keep work areas, corridors and fire exits free of obstructions. • Used or missing fire extinguishers should be reported immediately. • Damaged electrical equipment must be taken out of use and reported immediately. • Any fire safety issues that are a concern should be reported.

When Alerted to a Fire (Complete text below)

<ul style="list-style-type: none"> • Dial 999 and call the Fire Brigade • Do not tackle a fire unless trained to use a fire extinguisher or you have a sufficient supply of water and you are confident to do so • Do not collect belongings • Leave via the nearest available exit/most direct route • Go to the assembly point located. :- • Wait until instructed to return to the work area by the Fire Brigade
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Accidents and Incidents, First Aid and Work Related Ill-Health

All accidents and incidents and near misses must be reported to your Line Manager.

Hazard	Something with the potential to cause harm, injury or property damage
Near Miss	A non-injury accident or a property damage incident
Accident	An incident resulting in an injury
Reportable Incident	A work related death, serious injury, disease or dangerous occurrence, which by its nature is classified as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Reporting Accidents/Incidents	Roles and responsibilities
Work Related Accidents	<p>Employees/Subcontractors who have an accident at work must first report the accident to a First Aider/Appointed person.</p> <p>The First Aider will respond to the injury and obtain additional medical assistance if necessary and record the accident in the Accident book.</p> <p>The Accident book is located :-</p> <p>Managers are responsible for investigating any accidents to identify potential causes of the accident and put into place improvements to prevent its reoccurrence</p>
Hazards and Near Misses	<p>Employees/Subcontractors encouraged to report any hazards/near miss incidents to their Line Manager as soon as possible</p> <p>Managers to respond to any reports and investigate promptly so as to deal with the hazard or put into place measures to prevent reoccurrence.</p>
Accident or Incident Scene	In the event of an incident, and where safe to do so, the area should be made safe or sectioned off to prevent further incident to other persons. Signage will be used where appropriate.

The Management will ensure sufficient staff are trained in First Aid

Management of First Aid	First Aiders/Appointed Persons Responsibilities
<p>The First Aid box is located :-</p> <ul style="list-style-type: none"> • Dairy Office • <p>Eye Wash station(s) is located :-</p> <p>.....</p>	<p>First Aiders are: -</p> <ul style="list-style-type: none"> • • <p>First Aiders are required to check the First Aid box contents and Eye wash stations periodically and keep them up to date.</p>

Work Equipment

On the farm the work equipment used by staff includes the following..... **List:** - scraper tractor, ATV, hand held tools, pressure washer, ladders etc.....

Management of H&S of Work Equipment	Employer Responsibilities
Work Equipment is Suitable for Use and kept well maintained	Managers are responsible for ensuring any work equipment used by employees is suitable for its intended uses, and is maintained and serviced to keep it in safe condition and as recommended by the manufacturers. Follow the manufacturers recommended servicing arrangements if available.
Work equipment is used <u>only</u> by people who have received adequate information, instruction and training (Where necessary for health and safety reasons)	Managers are responsible for ensuring that staff who use work equipment are suitably trained in its safe use and are competent. This training may be in the form of a formal taught course or as 'on the job training' from a competent person, as identified by risk assessments/industry guidance. Supervision will be provided by experienced staff as required.
Work equipment will be provided with suitable protective devices such as guards, warning signs, cut outs etc.	Managers are responsible for checking that safety measures such as guards, safety cut outs, roll over protection devices etc. are used and in place. In some cases this responsibility will be delegated to experienced members of staff.

Employees/Subcontractors	Responsibilities – Work Equipment
What Employees/Subcontractors must do to help maintain Health and Safety standards	<ul style="list-style-type: none"> • Employees are responsible for using any work equipment in the way they have been instructed, if for any reason this presents a health and safety risk it must be reported to their Line Manager • Before use, visually inspected all work equipment for faults and defects and check that protective measures such as guards are in place. Any issues should be reported <u>immediately</u> and equipment taken out of use.
What Employees Must <u>NOT</u> Do	<ul style="list-style-type: none"> • Employees are not permitted to bring in their own work equipment for business use. • Employees are not permitted to use work equipment that they are not trained to use.

Safe Handling of Hazardous and Dangerous Substances (COSHH)

Legislation requires employers to assess the use of any substances hazardous to health and ensure arrangements are in place to manage risks, which can be a combination of SIP systems, safe systems of work and Personal Protective equipment (PPE) etc. Hazardous substances include chemicals, dusts and biological agents etc

Management of 'Safe Handling of Hazardous and Dangerous Substances'	Employer responsibilities
Identify if there are any hazardous substances used	<ul style="list-style-type: none"> Identify if staff use any substances with a 'Hazchem' label See if any safer alternatives could be used Obtain the Manufacturers Safety Data sheets and make available to staff
Carry out COSHH assessments or produce 'safe use' guides for chemical handling	<ul style="list-style-type: none"> Identify safe methods of use on the farm and provide staff with user information in the form of COSHH assessments or user guides
Instruct staff in safe systems of work	<ul style="list-style-type: none"> Provide staff training in safe systems of work and use of PPE Provide the PPE recommended from the Data sheet
Store and dispose of Hazardous Substances Safely	<ul style="list-style-type: none"> Provide suitable storage arrangements for COSHH substances Provide suitable waste arrangements and procedures for dealing with Spillages e.g. spill kits and PPE.
Assess exposure to other substances hazardous to health other than chemicals - such as dust, fume, gases and microbial agents	<ul style="list-style-type: none"> Identify other risks of exposure to hazardous substances that staff have including exposure to: - <ul style="list-style-type: none"> Dust – e.g. handling bedding and animal feed Fume – e.g. from spot welding operations Gases – e.g. Silage and slurry operations Biological agents - e.g. Weil's disease, ticks UV exposure - e.g. exposure to sun working outdoors Provide staff with instruction and training in the form of safe systems of work, PPE and advice on risks and how to protect themselves.

Employees/Subcontractors	Responsibilities
What Employees/Subcontractors must do to help maintain Health and Safety standards.	<ul style="list-style-type: none"> If employees are made aware of any hazardous substances that they are not familiar with they must bring this to the attention of their Line Manager Follow the safe systems of work that they are instructed on and wear the PPE provided at all times Follow safe procedures for dealing with a spillage – PPE will usually be required. Follow safe First Aid procedures listed in the COSHH assessment for dealing with a chemical splash and flush skin well and change contaminated clothing. Obtain medical assistance if necessary.

Veterinary Medicines

Arrangements in place for the safe handling, use and storage of Veterinary Medicines

Management of Vet Meds	Employer Responsibilities
Provide adequate training	<ul style="list-style-type: none"> Staff who use Veterinary medicines will have suitable training (Since Oct 2016) and are competent.
Select appropriate PPE	<ul style="list-style-type: none"> Staff who use Veterinary medicines will be provided with suitable PPE based on the risk inherent to the work.
Provide Suitable Storage	<ul style="list-style-type: none"> Secure arrangements are in place for the safe storage of Vet meds and refrigerated storage provided as necessary
Safe Disposal Arrangements	<ul style="list-style-type: none"> Safe disposal arrangements in place including Sharps disposal bins and waste disposal to supplier, local authority or contractor.

Personal Protective Equipment (PPE)

Personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE Currently Provided to staff: - (Tick what's in place)	Goggles and/or Face shield	Rubber gauntlets	Ear Plugs or Defenders	Disposable face masks	Chemical resistant apron	Hi Vis vests or jacket	Safety footwear

Management of PPE	Employer Responsibilities (where PPE is used)
Provide suitable PPE	<p>Based on findings from Risk assessments, Safety Data sheets and COSHH assessments Management will provide staff with suitable PPE.</p> <p>PPE will be provided to protect staff from a variety of risks including: - (List what's provided...)</p> <ul style="list-style-type: none"> Noise – Ear defenders Chemical splashes – Eye protection, gauntlets and aprons Foot protection – safety footwear and wellingtons Dust and fume – face masks (Disposable/Half face) Pedestrian risks – Hi vis clothing Head injuries – Helmets <p>Additional PPE may be required for specific work tasks</p>
Train staff in PPE and provide suitable storage	All users of PPE are suitably trained in the use, maintenance and storage, and that training records are kept electronically.

Employees/Subcontractors	Responsibilities
What Employees Must Do: When PPE is issued	<ul style="list-style-type: none"> Employees are responsible for using, maintaining, storing and wearing their PPE in accordance with their training. Any faults identified with PPE must be reported to their Manager without delay so they can organise a replacement.

Risk Assessment

Farm specific risk assessments to be conducted for premises and work activities to identify where unacceptable risks remain and put into place more H&S control measures.

Manage Risks	Employer Responsibilities
Identify Hazards and Risks	All staff will be made aware if any hazards exist on the farm and risk assessments will be carried out for premises and work activities conducted by staff and subcontractors. Additional risk assessments carried out for occasional work activities e.g. maintenance.
Share Findings with Employees/subcontractors	The findings of risk assessments will be discussed with staff and subcontractors and any control measures and safe systems of work that are in place to manage risks

Lone Working

Legislation requires procedures in place to manage potential risks if staff work alone and have means of staying in touch and raising the alarm. (List lone working activities below)

Possible Lone working activities on the Farm are:	Driving Farm vehicles	Work outside of normal hours	Working alone in the premises or fields	
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Management of Staff Safety and Lone Working (General)	Employer Responsibilities
Risk Assess lone working activities	<p>Work activities will be assessed and lone working avoided as far as possible.</p> <p>The following high risk work activities should <u>not</u> be carried out alone :- (List)</p> <ul style="list-style-type: none"> • Work at Height • • <p>These work activities should always be at least two people.</p>
Arrangements for employees safety while working alone	<p>Staff should communicate with each other if carrying out a period of lone working. A buddy system will be in place. Staff will be provided with :-</p> <ul style="list-style-type: none"> • Mobile phone for making contact • Contact names/numbers of 'Buddy's' • <u>Lone working phone apps</u> recommended to raise the alarm

Employees/Subcontractors	Responsibilities
What Employees/Subcontractors must do to help maintain Health and Safety standards.	<ul style="list-style-type: none"> • Keep emergency contact numbers on phone and 'Lone working apps' • Give details of their work location, and how long they expect to be to their 'Buddy' • Stay in touch with their 'Buddy' during the agreed regular intervals • Not take risks when working alone

Work at Height

Risk assessments will be carried out for any work at height activities.

Management of Working at Height	Employer Responsibilities
Risk Assess work at height activities.	<p>Farm Managers will ensure that, if any work at height is to be carried out, a risk assessment will be completed.</p> <p>This will include :-</p> <ul style="list-style-type: none"> • Selecting the safest work equipment for the work and conditions • Ensuring work equipment is well maintained • Ensuring that staff are suitably trained • Keeping the work area safe e.g. cordoning off the area. • Hiring in specialist equipment or engaging contractors for complex work or where staff do not have sufficient training and competence.

Employees/Subcontractors	Responsibilities
What Employees/Subcontractors must do to help maintain Health and Safety standards.	<ul style="list-style-type: none"> • Not carry out any work at height where they do not have suitable training. • Ensure that each work at height activity is suitably planned and the correct equipment used. • Not carry out any work at height alone.

Manual Handling

Manual handling includes lifting, carrying and movement of loads including pushing and pulling.

Management of Manual Handling	Employer Responsibilities
Avoid the need for hazardous manual handling	<p>Managers will assess work tasks to avoid manual handling as far as possible.</p> <p>Manual handling on the farm will be reduced by :- (list.....)</p> <ul style="list-style-type: none"> • Using mechanical aids such a trailers, trolleys • Delivery of goods to where they are needed or stored • Purchasing smaller sized containers etc •
Train employees	Staff will be trained in use of mechanical aids and safe manual handling techniques

Employees/Subcontractors	Responsibilities
What Employees/Subcontractors must do to help maintain Health and Safety standards.	<ul style="list-style-type: none"> • Follow systems of work set out for their safety • Make proper use of equipment provided for their safety • Avoid handling items beyond their ability. Ask for help.

Additional Health and Safety Arrangements : -

(Complete the specific safety arrangements for your farm for the following sections):-

Transport risks on Farm

A large number of vehicles can operate around the farm and systems should be in place to manage hazards to pedestrians and other vehicle users

<p>List health and safety arrangements in place to help manage risks.....</p>	<p>Examples of control measures.....</p> <ul style="list-style-type: none"> • Fixed barriers around welfare spaces • Separate pedestrian entrances • Speed limits • Visitor parking • Lighting • One way systems
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List employee safety duties required for managing transport and pedestrian risks e.g. following one way systems, sticking to speed limits, using horn, wearing hi vis etc.....

Cattle Handling Arrangements

Cattle can be unpredictable and arrangements such as handling equipment and safe systems of work can reduce risk of injury

<p>List health and safety arrangements in place to help manage risks.....</p>	<p>Examples of control measures.....</p> <ul style="list-style-type: none"> • Cattle handling crush • Cattle handling race • Staff training • Milking parlour facilities include :- <ul style="list-style-type: none"> ○
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