



LKL Health and Safety Management Manual

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Introduction to H&S Legislation

This Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974. The Health and Safety policy consist of four parts:

Part 1: - The Statement of Intent and policy objectives; - this summarises how safety will be managed and demonstrates LKL commitment to safety.

Part 2: - An organisation section – this details how responsibilities are allocated for achieving the objectives set out in part one; and employee’s responsibilities. Employees regardless of their position have statutory duties under the Health & Safety at Work etc. Act and the Management of Health & safety at Work Regulations 1999.

Part 3: - An arrangement section - detailing how specific topic areas are managed. The arrangements section includes safety topics that are relevant to other duties in health and safety legislation and include procedures for risk assessments, fire safety, first aid, accident reporting, use of work equipment, manual handling safety, use of hazardous substances and other workplace safety issues.

LKL provide milk relief workers to a variety of Farm clients. In some cases the individuals are self-employed contractors who find work through LKL’s agency service, in some cases LKL employs staff on a contract of employment or apprenticeship. LKL recognises that when a Farm business uses agency workers, both LKL and the Farm have a shared duty to protect the workers Health & Safety. Who has overall responsibility will often depend on who controls the work environment and the way the work is organised and who directs or controls how the work is done.

LKL will endeavour to clarify and agree at the start of the contract the practical arrangements for day-to-day supervision and control of the work that LKL staff will be doing. To this effect this Health & safety policy covers not only the work conducted by LKL employees in the Head Office but also the duties of LKL staff on a Farm, to follow any health and safety procedures and safe systems of work used on the farm and to ensure that they receive an adequate induction on the farm when they first start work and any additional training. The Farmer will also have health & safety duties to their employees and any third party, including LKL contractors, who are carrying out work on their behalf on the farm and using the Farm work equipment or any substances etc.

In order to help clarify where the responsibilities lie, the Arrangements are split into two sections.

1. The Green section covering the responsibilities and arrangements at the Head Office and for Regional Managers.
2. The Orange section detailing the expected arrangements on Farm and the requirements for LKL staff to adhere to any health and safety rules on the Farm or to find out more information on the safety arrangements that are in place on the farm.

Part 4: - Arrangements in place for monitoring and reviewing the Policy at regular intervals.

Introduction

This is the **LKL Health and Safety Management Manual** which sets out the Company's commitment to health and safety, details the safety policies and procedures to manage health and safety risks in accordance with the legislation and allocates roles and responsibilities to enable them to be carried out.

This Health and Safety Management Manual is to be used as a tool to enable the Management team to organise health and safety within the company and ensure everything is in place to maintain employee safety and compliance with the legislation.

Health and Safety responsibilities for **employees and contractors** are detailed in this manual. LKL Employees/contractors will also be issued with the **LKL Contractor Health and Safety Handbook** (English & Polish versions) which provides more advice about the requirements of safety legislation relevant to their work, general risk assessments for the work activities that they undertake, health and safety advice and an 'on Farm Induction' process and forms to complete. The LKL website will provide further safety advice.

Company Information

LKL was established in 1951 and provides professional contract and relief milking staff to dairy farmers. LKL has a team of Field based Managers who support the Farmers and Contractors/employees on site.

LKL's Head office is based in Salisbury and this provides a location for the specialist support to the team of staff in the field.

The LKL Management Team is made up of the Directors, Regional Contracts Managers and Office Manager

There are nine Regional Contracts Managers, and a Relief Services Manager and six Administrators.

These support all employees and subcontractors working on the Farm.

There is a mix of self-employed professional contractors and LKL employees.

LKL also provide Farm placements for apprentices attending College.

Company Address	Enforcing Authority Address
<p>LKL Services Ltd Agriculture House/Unit C Old Sarum Park Salisbury Wiltshire SP4 6EB</p> <p>Telephone: 01722 323 546</p>	<p>Environmental Health Department Council Municipal Offices and Council Chambers 12 James Street Salisbury SA 5108</p> <p>HSE 2 Rivergate Bristol BS1 6EW</p>

Company Health and Safety Policy Statement.

Detailed below is the Company's Health and Safety Policy statement of intent. The procedures in the manual set out the ways that LKL Services will meet its commitment to fulfill the aims and objectives in the Policy statement in order to ensure the health and safety of its employees, contractors and third parties whilst at work.

HEALTH AND SAFETY POLICY STATEMENT – LKL

Declaration

LKL are committed to the provision of a safe place to work and a healthy working environment for all its employees and visitors including customers and contractors. In the execution of its activities it will comply with all legislative requirements and includes the protection of the environment in all its operations.

Responsibility

Overall responsibility for health and safety rests at the highest management level with the Board of Directors. The Managing Director has overall responsibility for health & safety standards within the company, and for ensuring that those standards are taken into account in all aspects of the Company's activities and business operations. He will, with the Board of Directors' carry out periodic performance reviews and assessment on the company's health & safety performance. He will appoint one of his immediate Managers to have responsibility for the implementation of the company's health & safety policy, and monitor the success of that policy. He is also responsible for providing sufficient support to his delegated safety subordinates to ensure that they are able to take appropriate decisions to meet the objectives set out in any legislation. Within the Health & Safety policy specific duties have been assigned for the co-ordination and compliance with safety legislation appropriate to our business. Whilst the day to day operational responsibilities lie with the Regional Managers, employees and subcontractors are reminded of their duties under the Health & Safety at Work Act 1974.

It is the responsibility of management to form and steer a Health & Safety committee representing departmental interests to an agreed agenda, meeting four times a year. This local committee will review effectiveness of procedures and systems and will be audited once a year.

It is our policy to reduce accidents; injuries and work related ill health to the lowest practicable. Where hazards exist we will evaluate, control, and bring these to the attention of our employees. We have a legal duty to co-operate in all safety related matters, not to endanger others or ourselves and not to misuse anything provided for safety. In particular all persons are to ensure that appropriate safety rules are followed. All our employees and subcontractors will be given adequate information and training as is necessary to ensure their safety during routine, unscheduled and emergency situations, together with the appropriate facilities and equipment.

The management will seek safe design; construction, operation and maintenance of all plant and do everything possible to prevent personal injury. Management at all levels will ensure that throughout all operations of its business, the health and safety of employees, subcontractors and other persons is given as much consideration and attention as all other commercial decisions, and that the policy of the company is correctly implemented and adhered to at all levels of personnel.

The company welcomes the opportunity to discuss health & safety with its employees and subcontractors and provides the necessary communication opportunities to make this possible.

It also expects its employees and subcontractors to fulfill their legal obligations to observe the safe working practices, conform to the requirements of relevant health & safety legislation set out in the company's health & safety policy and company rules and take all reasonable care of themselves and others who may be affected by what they do.

Our policy will be reviewed at regular intervals or when appropriate, and the changes will be brought to the attention of all employees.

In the first instance all health & safety issues should be addressed to your Line Manager.

Signed

George Gordon
Managing Director

Organisational Responsibilities.

In order to ensure that the aims and objectives of the policy are met various responsibilities for health and safety within the Company are allocated. The ultimate responsibility for Health and Safety within the Company rests with the Managing Director and Directors.

The Responsible Person

The responsible person for the purposes of this document is the employer, **LKL Services Ltd**. The individual names detailed are to identify members of staff who assist with the day-to-day implementation of this policy and procedures as part of their role. In all instances the individuals named are not individually the responsible person; the responsible person is the Managing Director.

Job Title	Responsibility
George Gordon Managing Director	Overall responsibility for the occupational health, safety and welfare of employees and others that may be affected by the Company's work activities.
Simon Collier Director & National Services Manager	Shares with the Managing Director the overall responsibility for the occupational health, safety and welfare of employees and others that may be affected by the Company's work activities.
James Picot Regional Manager	Has day-to-day responsibility for delivering some in-house training and has input into the contents of the Health and Safety Policy. He oversees training and leads the Apprentice Scheme
Adrian Edwards Relief Services Manager	Has day to day responsibility for organising the Relief Service and coordinating foreign workers
Ben Furnival Regional Manager	H&S Committee representative having input into Committee decisions and Health and Safety policies and procedures and representing the North West region
Regional Managers	Have day-to-day responsibility for ensuring that all LKL employees and contractors are adequately trained for the job roles that they are fulfilling and that LKL staff have received all necessary H&S information and supervision when working on Client Farms and are complying with employee duties and advice in the LKL contractor handbook.
Zoltan Peter	Has day to day responsibility for communicating Health and Safety policies and procedures to European workers and to translate documentation needed for Romanian workers
Dominick Wojciechowski	Has day to day responsibility for communicating Health and Safety policies and procedures to European workers and to translate documentation needed for Polish workers
Teresa Organ	Has day to day responsibility for ensuring this policy is put into practice within the office and communicating any office safety concerns to the H&S committee

Competent Health and Safety Advice

LKL Services Ltd has engaged the services of Martinsell Consultancy Services to provide health and safety advice and guidance in helping the Company meet its health and safety compliance objectives.

Monitoring & Reviewing the Policy & Procedures.

The Health & Safety Committee will review this Health & Safety Policy and Arrangements document, periodically during the health & safety meetings and at any point where a health and safety concern is raised via a member of staff or during the risk assessment process. Any significant changes will be brought to the attention of all employees and any documents updated. The Directors are responsible for signing of any amendments with guidance from the Health & Safety committee.

Employee Responsibilities.

The HASW Act places duties on all employees /contractors to co-operate with the Directors; Line management and Farmer/Farm Manager, to achieve a healthy and safe workplace and to take reasonable care of themselves and others whilst at work. Whenever an employee/contractor notices a health or safety problem, which they are not able to put right, they must straightaway inform their Farmer/ Regional Manager.

LKL Employee & Sub-contractor Responsibilities

General Health & Safety Responsibilities	
1.	<p>Read, understand and comply with safe working practices in the LKL Health & Safety Booklet (copy issued)</p> <ul style="list-style-type: none"> • Complete the Essential Safety & Emergency information section of the booklet (Section 5) • Ask your Farm Supervisor/LKL Regional Manager if you have any questions.
2	<p><u>Take care of your own health and safety</u> whilst working on the Farm and ensure that your work activities cannot put others at any health & safety risk.</p>
3 	<p>Co-operate with LKL and the Farm Manager in all matters of health, safety and welfare.</p>
4	<p>Always work in accordance with the safe working practices on the Farm and those stated in the LKL Health and Safety Booklet.</p>
5 	<p><u>Maintain good housekeeping practices.</u> Keep the entrances/fire exits/stairways and your work and welfare areas, clear of trip and slip hazards and obstructions.</p>
6	<p><u>Report any potential hazards</u> or near miss incidents to your Farm Supervisor</p>
7 	<p><u>Report any workplace injuries</u> to a First aider/Farm Supervisor and ensure that an entry is made in the Accident book. Ensure you get appropriate treatment.</p>
8 	<p>Where any work equipment or aids are provided for health & safety reasons ensure you use it in accordance with any instruction or training received i.e. work equipment, manual-handling aids, stepladders, PPE etc.</p>
9	<p>Do not interfere or misuse anything provided in the interests of health and safety</p>
10	<p>Only use the correct tools and equipment for the job, use safety equipment and protective equipment that is made available and issued. Don't improvise.</p>
11 	<p><u>Report any damage to machinery, equipment or premises structure</u> to your Farm Supervisor.</p> <p>Where possible <u>take dangerous equipment out of action</u> and label up 'Out of Use' and leave premises and equipment in a safe and secure state.</p>
12 	<p>Wear any personal protective equipment issued and look after it.</p> <p>Report losses/ damage immediately to the Farm Supervisor</p>
13 	<p><u>Do not hold a mobile phone whilst driving a vehicle</u> at any time – it is a driving offence and both the driver and Farmer/LKL can be fined. (Only answer a mobile <u>when safe to do so</u> – not when operating machinery or around stock)</p>
14 	<p><u>Inform LKL/Farm Supervisor of any change in the state of your health</u>, either temporary or permanent, which may affect your working ability to carry out any particular tasks or could, put you or your colleagues in danger during normal activities or an emergency. This may include any prescription medication. <u>Particular important for driving farm machinery.</u></p>

Consultation with Employees/Subcontractors and Health & Safety Communication.

LKL will make arrangements for the effective communication of health and safety information that is relevant to employees. It will do this by using a number of different forums.

Consultation on health and safety matters will take place either directly with employees and subcontractors or through staff elected representatives. Employees and Subcontractors or their elected Safety Representatives will be consulted on health and safety matters such as the introduction of a new piece of work equipment or safe system of work, results of risk assessments and control measures in place and/or the arrangements that are in place for training.

Communication method	Aims & Arrangements
Management Meetings - held Monthly	<p>Health and Safety issues will be discussed during monthly Management Meetings held by the Directors and attended by Regional Managers and Administrators.</p> <p>RM's are required to report back any accidents or near misses for the month during these meetings.</p> <p>Minutes of the meeting are taken and these are fed back to any staff unable to attend.</p>
Health & Safety Committee	<p>The Health & Safety Committee is made up of the Managing Director and Representatives from the Management team and H & S Advisor.</p> <p>They will meet at least 4 times a year to: -</p> <ul style="list-style-type: none"> • Review Company H&S objectives • Review any Company H&S documentation • Review any Company H&S performance • Review any Accident/Incident/Near miss records or statistics • Review any H&S training and information provided to employees/contractors • Discuss any health and safety related issue that as been brought to their attention. • Identify H&S information to be fed back via the newsletter. <p>Any findings/decision of the Health & Safety Committee will be fed back to other staff during the monthly Management Meetings, emails, minutes and via the monthly Company newsletter etc.</p>
Management Team – Regional Managers, Office Managers	<p>The Management team, RM's & Office Manager are encouraged to bring any health and safety concerns to the: -</p> <ul style="list-style-type: none"> • Monthly Management meetings or • To discuss with H&S Committee members so that it can be brought to the meeting or • To discuss directly with the Managing Director
LKL Contractors/ Employees	<p>The Regional Managers are responsible for communicating any health and safety information and responding to any concerns of the LKL contractors/employees that are in their Region.</p> <p>The Regional Managers will inform staff on :-</p> <ul style="list-style-type: none"> • Changes substantially affecting their health and safety • The risks and danger arising from our work activities and how they are controlled • The planning of any health and safety training

Risk Assessment

LKL Services Ltd has responsibilities under the legislation to carry out risk assessments of its work activities to ensure that everything is being carried out to ensure safety, as far as is reasonably practicable, of employees, subcontractors and third parties who may be effected by their work activities.

Topic	Responsibilities & Arrangements
Responsibility for carrying out risk assessments of work places and work activities	<p>The Directors will ensure that risk assessments have been carried out as far as is practicable for all work activities carried out at the Head office, by staff/contractors working in the Regions and LKL employees/contractors working at Farms.</p> <p>Depending on the working arrangements, risk assessments will be undertaken by either: -</p> <ul style="list-style-type: none"> • LKL Services • A competent third party on their behalf, • Farm businesses that engage LKL staff to carry out work on their behalf.
Managing Risk Assessment findings & control measures	<p>The Directors are responsible for: -</p> <ul style="list-style-type: none"> • Recording any significant findings of risk assessments • Approving any control measures to be put in place to reduce risks • Ensuring recommended control measures are implemented • Monitoring that the control measures have removed, controlled or reduced the risk
Communication of risk assessments	<p>Directors and Regional Managers are responsible for sharing any findings of LKL risk assessments with LKL staff on the Farm and ensuring risk control measures are communicated. Copies of the key risk assessments are included in the staff handbook. General risk assessments will also be able to be viewed on the LKL website.</p>
Review of Risk Assessments	<p>LKL Risk Assessments will be subject to review regularly or following any significant changes in: -</p> <ul style="list-style-type: none"> • Work arrangements • Work equipment • Premises • Number or experience of staff • Following accident/ill health • Or other significant changes.
Client Farms – sharing of risk assessments and safe systems of work	<p>Where risk assessments have been undertaken by Farm clients for work activities conducted on their farms, LKL will request that the findings of these Farm risk assessments and the control measures in place, are shared with LKL staff that are working for the Farm client.</p>

Fire Safety

LKL Services Ltd has responsibility under the Regulatory Reform (Fire Safety) Order 2005 to carry out a fire risk assessment of the workplace and put in place preventative measures to reduce risk which may be in the form of fire detection, fire fighting equipment and staff training.

The LKL Head office is owned by Landlord Fahr Industries who have provided the premises with fire precautions including: -

Smoke Detection	Emergency Lighting	Fire Alarm	Call Points	Fire Extinguishers	Fire Doors
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Topic	Responsibilities & Arrangements
Fire Risk Assessment	The Directors will ensure that a Fire Risk Assessment has been carried out at the Head Office and the work activities conducted there in. The responsible person under the Order is the Managing Director who is required to ensure that all fire precautions are in place. A copy of the risk assessment will be kept on file/electronically
Fire Safety Systems are regularly maintained and tested	The Directors are responsible for ensuring that the Fire Safety Systems provided by the landlord are regularly maintained by the landlord as detailed in the lease arrangements for the building. In this instance this includes regular maintenance and servicing of the: - Fire Alarm, Smoke Detection and Emergency Lighting
Tests in-house	The Directors are responsible for ensuring that all necessary in-house tests are carried out including regular tests and checks on the correct operation of: - Call points, Emergency Lighting, Fire Doors
Fire Safety Equipment	The Directors are responsible for setting up an annual maintenance arrangement for the extinguishers provided.
Maintaining Escape routes	The Directors are responsible for ensuring emergency escape routes are kept clear of obstruction and usable at all times. <ul style="list-style-type: none"> All emergency escape routes must be clearly signed. Fire Extinguishers, fire alarm call points indicated with signage. Fire doors will be kept in good working order and unlocked at times when the premises are occupied. Routine monthly inspections will be established
Training and Fire Drills	The Directors are responsible for ensuring employees are provided with training and instruction on fire safety and the Evacuation Procedure . This information will be provided during the first day of induction and will be refreshed as necessary. Fire drill practise will be conducted every 6 months
Signage	Fire Action notices will be displayed on the notice board and by call points. Emergency exit and route signage will be displayed.

Fire Risk Assessment on Farm and Fire Emergency arrangements in place	<p>Client Farmers are required to carry out Fire Risk Assessments of their premises.</p> <p>The findings of the risk assessment and fire safety arrangements should be communicated by the Farmer to any LKL staff working on the Farm.</p> <p>The LKL staff member is responsible for finding out the Fire Emergency arrangements during their <u>induction to the Farm</u>.</p> <p>The Regional Managers are responsible for ensuring that this has taken place.</p>
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Accident and Hazard/Near Miss Reporting

LKL are required to report certain accidents, ill health and dangerous incidents as required by RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. LKL staff working on a Farm should report accidents to their Farm Manager/First Aider.

Topic	Responsibilities & Arrangements	
	Directors/Managers	Employees/Contractors
Work related Accidents that occur in the Office premises or on Farm must be recorded and investigated	The Directors are responsible for investigating any <i>Work Related Accidents</i> that are recorded in the accident book to identify measures to prevent reoccurrence. Accident investigation forms have been provided for this. This may be delegated to Regional Managers where the work related accident occurs to an LKL member of staff <u>on farm</u>	Employees and LKL Contractors <u>must report all work related injuries to a First Aider/Appointed Person and their Line Manager</u> First Aiders/Appointed person or Line Manager who the accident is being reported to, are required to make a record in the <u>Accident/First Aid book</u> and inform the Directors as soon as possible.
Report Hazards/Near Misses	The Directors/Regional Managers are responsible for investigating any hazards/near misses that are reported/recorded and putting measures in place to reduce risks	Employees and LKL Contractors are responsible for reporting any hazards they identify or near miss incidents to their Line Manager /Farm Manager so as to enable extra preventative measures to be put into place.
Protecting the Scene of an Accident or area or equipment	In the event of a work related injury, it may be necessary to protect the scene of the incident or prevent access to a piece of work equipment so as to prevent other persons accessing the hazardous area or using the equipment and/or to enable an accident investigation to take place. Signage and guarding will be used where necessary.	
Reporting under RIDDOR	The RM's/ Directors are responsible for identifying, following investigation, whether an accident is RIDDOR reportable. The ICC online form on the HSE website will be used as the most direct means of reporting. (See below)	

RIDDOR - Reportable Injuries, Illnesses and Dangerous Occurrences

The following must be reported via the Incident Contact Centre (ICC). The ICC will send the Incident Report details to the appropriate enforcing authority i.e. Local Authority or the HSE.

- Fatalities (F2508 form) – ASAP by quickest practical means and within 10 days Online
- Specified Injuries (F2508 form) – immediately via telephone or online
- Over-7-day injuries (F2508 form) – within 15 days online only
 - Where an employee has an accident and the person is away from work or unable to work normally for more than 7 days.
- Work-related diseases (if notified by a Doctor) (F2508A form)
- Dangerous occurrences (F2508 form) – immediately

(Where something happens that does not result in a reportable injury but which could have done)

Report Online here: <http://www.hse.gov.uk/riddor/report.htm>

Report by Telephone on: 0845 300 9923

The **Directors** are responsible for reporting 'Reportable incidents' to the ICC.

Detailed descriptions of each category can be found at <http://www.hse.gov.uk/riddor/index.htm>

If in doubt as to whether an accident requires reporting please contact your H&S Advisor for further guidance.

First Aid Arrangements

The regulations require employers to provide suitable First aid equipment and trained first aiders to cover First Aid incidents at work

Topic	Responsibilities & Arrangements
First Aid equipment	The Directors must provide a suitably stocked first aid box in the LKL office
Trained First Aiders/Appointed person	The Directors must ensure that sufficient members of staff are trained in first aid (to take into account risks and known staff absences)
First Aiders/Appointed person	First Aiders to ensure that first aid kits are stocked to the required level – no tablets or medicines to be held in the kits.
Provide information for employees	The Directors will ensure information is provided for employees detailing the arrangements for First Aid e.g. by displaying notices
First Aid kits in Company vehicles	Any Company vehicles should be provided with a personal first aid kit. Regional Managers who provide their own vehicle for work are recommended to have a personal first aid kit in their vehicle
First Aid Provision on Farms	LKL employees/contractors are responsible for finding about the <u>First Aid provision</u> that is available <u>on Farm</u> and who are the First Aiders/Appointed persons.
First Aiders / First Aid boxes	They are required to do this as part of their on Farm induction process. Regional managers to check that this has been carried out and details completed

Useful resources: INDG214 - First Aid at Work

Health & Safety Training and Induction

LKL is responsible for ensuring that all new staff receive an induction whether working in the office environment or making arrangements for this to occur at a Host Farm. LKL will ensure staff are adequately trained for the work they are required to carry out. Records will be kept of the training.

Topic	Responsibilities & Arrangements
Health & Safety Induction	<p>The Directors will arrange for all LKL employees working in the head office to receive an induction in the first day/week of work. The health & safety training in the office will include: -</p> <ul style="list-style-type: none"> • Procedures in case of Fire, how to raise the alarm, fire exits, assembly points • First Aid arrangements • Accident/incident/hazard reporting • Welfare arrangements • Safe use of any work equipment • Line Manager/supervisor to report concerns to.
Health & Safety Induction on Host Farm	<p>The Directors/Regional Managers/Host Farmer must ensure that the <u>LKL contractor/employee</u> receives an on Farm induction.</p> <p>The LKL contractor handbook will be provided to each member of staff on the Farm and copies provided to the Farmer. The Farmer & LKL contractor is required to complete the required information, walk around the Farm and complete the induction questionnaire. (Induction includes: - Fire & emergency procedures, First Aid and accident reporting, lone working procedures & contact numbers, hazardous areas etc.).</p> <p>Regional Managers should ensure that a copy of the completed induction form be kept on file.</p>
Training in specific work equipment	<p><u>No LKL contractor/employee</u> is permitted to use/drive a Tele handler /ATV <u>unless</u> they have received suitable formal training and hold a training certificate.</p> <p>Tele handler and ATV training is recommended to be refreshed every 3 – 5 years</p>
Additional Health and Safety training – On Farm	<p>The Farmer is responsible for carrying out further health & safety refresher training for LKL Employees/contractors in the hazards they work with and the safety controls/safe systems of work in place to protect them on the farm. This may be in the form of on the job training, Farm familiarisation training, use of specific work equipment, etc.</p>
Arranging Health and Safety training - head office/On Farm	<p>The Directors/Regional Managers are responsible for identifying and/or organising any specialised training that is necessary for staff e.g. for use of specific equipment and for specific job roles and where legally required e.g. tele handler driving.</p>
Training for Managers/Supervisors	<p>As necessary Managers/Supervisors will be trained in their health and safety responsibilities</p>
Record Keeping	<p>Directors/Managers/Supervisors are responsible for keeping records of any training. A training matrix will be prepared.</p>

Provision of Work Equipment

The Provision and Use of Work Equipment Regulations require that all work equipment is safe for use. Work equipment can include hand tools, office equipment, vehicles etc.

Topic	Responsibilities & Arrangements
Work equipment is suitable for use	The Directors are responsible for ensuring any work equipment used by employees is suitable for its intended use, such that health and safety risks would not arise in normal use. When new equipment is purchased its use shall be assessed.
Maintenance of work equipment - Office	The Directors are responsible for <u>identifying</u> all work equipment that requires maintenance and servicing. The Directors are responsible for ensuring that all work equipment provided for use by employees within the Head Office is maintained to ensure safety and at frequencies recommended by the manufacturers. Records should be kept
Training in the safe use of work equipment	The Directors are responsible for ensuring that adequate information, instruction and training is given to employees with regards to safe use of work equipment in the office.

Maintenance of Work equipment on Farm	The Host Farmer is responsible for ensuring that <u>all plant and equipment that is provided for use on the Farm</u> by employees and contractors, including LKL contractors, is <u>suitable for its intended use and maintained in a safe condition</u> . (Also - See contract). The Regional Managers may enquire as to the maintenance arrangements in place.
Carry out pre use inspections	LKL staff are advised to visually inspect work equipment before they start work e.g. PTO guards.
Take faulty equipment out of use	LKL Employees/Contractors working on Farm <u>are responsible for reporting to the Host Farmer/Farm Manager/Regional Manager, any faults or hazards identified to any machinery and equipment and where risks to safety exist to take it out of use or display signage 'Do not use'</u> .
Training in the safe use of work equipment used on Farm	The Directors & Regional Managers will ensure, as far as is reasonably practicable, that any <u>LKL staff engaged to carry out work on a Host Farm have the adequate training and experience to use the Farm equipment</u> that they may use to carry out their job role. Information will be obtained from sources such as: - CV's, training certificates, references, interviews, demonstrations etc. Additional training will be arranged as necessary. The Host Farmer is responsible for carrying out an <u>on Farm induction on the safe use of any specific Farm work equipment</u> that they are required to use and the safe systems of work to be followed. R. Managers are responsible for checking this has occurred.

Useful references: INDG291 Simple Guide to the Provision and Use of Work Equipment Regs.1998

Electrical Safety

The Electricity at Work regulations place duties on employers to maintain the safety of electrical installations. LKL are responsible for maintaining electrical safety within the head office and any electrical equipment provided for work and keeping records.

Topic	Responsibilities & Arrangements
Electrical Installation	The Directors must make arrangements for the fixed electrical installation for the offices to be inspected every 5 years by a competent electrician. (NICIEC approved) A certificate of electrical safety should be kept on file. These arrangements may be organised by the landlord – Fahr Industries
Purchasing electrical equipment for use in the office	The Directors must ensure that any electrical equipment that is purchased is CE marked and safe to use. This includes ensuring that equipment purchased is suitable for the environment of its intended use. (Consider any wet/dusty environments)
Maintaining portable electrical equipment at suitable frequencies	The Directors are responsible for making arrangements for any portable electrical equipment more than 12 months old to be inspected and tested by a competent person and maintained safe for use, following the guidance in HSE INDG236
Provide RCD protection	Where, practicable, LKL will use RCD protection (residual current device) on portable mains powered equipment if it is not incorporated into the main switchboard or individual sockets. (e.g. presentation equipment used by RM's on farm)
Provide Training	LKL is responsible for providing any necessary training required for the safe use of any electrical equipment.
Visual inspection	All staff are advised to <u>visually inspect</u> portable electrical equipment leads & plugs for any signs of damage, prior to use.
Faulty Electrical Equipment	All LKL employees/contractors are responsible for reporting any faulty electrical equipment that they find and taking it out of use immediately or displaying signage ' Do not Use ' to inform other persons.
Equipment involved in an accident	If a faulty electrical item is involved in an accident to a member of the team or a customer, keep the item and report through the accident and incident procedure.
Electrical Equipment on Farms	The Host Farmer is responsible for ensuring <u>all fixed and portable electrical equipment on the Farm</u> and used by the <u>LKL contractor/employee</u> is maintained as required by the legislation. The LKL contractor/employee should <u>report</u> any problems, faults or concerns to the Host Farmer and <u>take any faulty equipment out of use immediately</u> .

Useful references: INDG236 Portable Electrical Equipment in Offices and other Low Risk Environments
INDG231 – Electrical Safety and You

Work at Height

The Work at Height Regulations requires employers to take steps to reduce the risks of falls from height. Work at height should be planned using most suitable equipment for the work.

	Responsibilities
General Responsibilities	The Directors are responsible for ensuring that all work at height is assessed to ensure that the most suitable equipment for the work is used and that the environment is safe. Other employees should be informed of the work at height to be carried out and if necessary the work area cordoned off.
Use of Ladders, step ladders and step stools (office & Regional staff)	The Directors are responsible for ensuring that all ladders, stepladders and step stools provided for staff use are suitable for the type of work and environment that are to be used for taking into consideration their size & durability.
Training in the safe use and inspection of stepladders	The Directors are responsible for ensuring that relevant staff are trained in the safe use of ladders/stepladders and the pre-use visual inspection of ladders
Maintenance of ladders/stepladders	The Directors are responsible for ensuring that any stepladders/step stools used by the Company are maintained in good condition and inspected at regular intervals e.g. quarterly/6 monthly, with records being maintained.
Work at Height Activities in the Office	If work activities fall outside of the following activities – below, The Directors/Regional Managers are responsible for ensuring that a separate risk assessment is completed: <ul style="list-style-type: none"> • Changing light bulbs/fittings • Accessing stock from shelving • Work from ladders setting up event equipment such as projector equipment

<p>Work at Height on Farm</p> <p>Select best equipment for the job and follow safe systems of work used on the Farm</p> <p>Report any concerns</p>	<p>LKL Employees/contractors may be required to carry out work at height on a Farm; this includes work from a ladder and work on silage clamps.</p> <p>Work from ladders should be of short duration and <u>wherever possible - two people should carry out work at height.</u></p> <p>LKL staff should follow any <u>safe systems of work in place that have been established by the Farmer</u> as a result of any risk assessments.</p> <p>The most appropriate work equipment should be selected for the job. Specific training may be needed for some equipment. LKL staff should <u>visually inspect any ladders</u> prior to use.</p> <p>If there are any concerns or LKL staff feel that work at height is unsafe, then LKL staff are advised to stop work and are advised to take it up with their Farmer and Regional Manager.</p>
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Useful References: INDG401 – The Work at Height Regulations: a Brief Guide.
 INDG402 – Safe Use of Ladders and Stepladders: An Employers Guide

Manual Handling

Manual handling injuries can occur in any industry. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of Musculoskeletal Disorders.

Manual handling is defined as 'the any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'

Topic	Responsibilities & Arrangements
<p>General Responsibilities</p>	<p>The Directors are responsible for ensuring that the risks from manual handling injuries are reduced as far as practicable and wherever possible <u>work activities involving hazardous manual handling</u> are: -</p> <ul style="list-style-type: none"> • <u>Avoided</u> as far as reasonably practicable • <u>Assessed</u> and measures put into place to <u>Reduce risk</u>. • <u>Records</u> kept of any assessments <p>The Directors are responsible for ensuring that any recommended <u>control measures</u> to reduce risk following any specific manual handling assessments are put into place.</p>
<p>Information instruction and Training</p>	<p>The Directors are responsible for ensuring that all employees are trained in the correct manual handling techniques. This may include Team lifting.</p> <p>LKL staff working on Farm are provided with information on the correct handling techniques as part of their induction and information is contained within the LKL Contractor handbook</p>
<p>Manual Handling work activities on Farm</p> <p>Select best mechanical aids available</p> <p>Work within your capabilities and ask for assistance</p> <p>Report any concerns</p>	<p>The Farmer is responsible for sharing any health and safety information with the LKL member of staff, including results of risk assessments and specific manual handling assessments and the safe systems of work and other control measures in place. This could include instruction in the <u>work equipment that is available to reduce the amount of manual handling</u>.</p> <p>LKL staff on Farm are advised to obtain information from the Farmer and <u>make use of any mechanical aids</u> that are available which may be in many forms such as: - materials handlers, trailers, quad bikes and attachments, cattle crushes, wheel barrows etc., so as to reduce the need for hazardous manual handling.</p> <p>LKL staff are advised <u>not to lift beyond their capabilities</u> and always ask for assistance if necessary.</p> <p>LKL staff are advised to report any concerns to their Farmer and Regional Manager</p>

Useful References: INDG143 – Getting to Grips with Manual Handling: A Short Guide
INDG383 Manual Handling Assessment Charts (MAC Tool)

Gas Safety

Regulations cover the safe installation, use and storage of mains gas & bottled gas

Topic	Responsibilities & Arrangements
Mains Gas at the office	There is currently no mains gas central heating or use of bottled gas at the Head office
Gas safety in LKL temporary accommodation caravans	LKL will arrange for any gas appliances provided in its caravans to be subject to annual testing by a Gas Safe registered engineer. The safety certificate will be displayed in the caravan.
Client checks – Landlord’s duties in relation to gas safety	Where accommodation is provided by a Farm business as part of a contract, LKL places contractual responsibility on the Farmer to ensure that any <u>gas boilers and appliances</u> such as gas fires, stoves etc. and their associated pipework and flues provided within the accommodation; including houses, caravans or welfare spaces, are subject to annual inspection by a Gas Safe registered engineer in every 12 month period.
Providing tenants with copies of certificates	The engineer will provide a Safety Certificate per appliance, <u>a copy of which should be made available to any LKL tenant within 28 days of the test.</u> – For caravans – copies of test certificates can be displayed in the accommodation.
Copy of Certificates	The Farmer is required to supply a copy of the landlord Gas safety record for any boilers/appliances in the accommodation to LKL <u>on request</u>
Information and Training on gas appliances for Tenants	The Farmer is responsible for providing any information on safe use of gas appliances e.g. not to block flues etc. and to make available a copy of the manufacturers instructions to LKL tenants. For tenants that do not speak English this may need to be translated or explained further.
Manufacturers handbook and safety information	When changing a cylinder on a portable appliance ensure that the manufacturers guidance is followed – make the manufacturers instructions available to any tenants/staff.
Carbon monoxide detectors	Portable carbon monoxide detectors can be used in accommodation as an additional safety measure.

Lifting Equipment

Lifting equipment must be safe for use and lifting operations assessed and conducted safely. The legal requirements are set out in the **Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998**. No lifting equipment is currently used in the Head office. Lifting equipment in the form of telehandlers or machinery with lifting attachments may be used on Farms by LKL contractors/staff only if they have undertaken the required training. Other types of lifting equipment may include: - trucks with tail lifts, and lifting accessories, chains, hooks, hoists and slings etc. (tractors with fore loaders do not have to be inspected under this legislation if used normally)

Topic	Responsibilities & Arrangements
General Responsibilities	<p>The Directors are responsible for ensuring any lifting equipment used by employees within a workplace they have control of -is suitable for its intended use, and that no safety risks should arise following normal use. The use of any new work equipment should be risk assessed.</p> <p>Currently there is no work equipment classed as lifting equipment in use at the Head Office and there are no passenger lifts.</p>
Training in the safe use of lifting equipment	<p>The Directors/Regional Managers are responsible for ensuring that any staff or contractors who may use lifting equipment on Farms have received suitable training to carry out their job role that they have applied for.</p> <p>Information will be obtained from sources such as: - CV's, training certificates, references, interviews, demonstrations etc.</p> <p>Additional training will be arranged as necessary.</p> <p><u>No LKL staff/contractors are permitted to drive a telehandler unless they have undertaken the relevant training.</u></p> <p>This will also be checked at induction at LKL & on Farm</p>
Training of the safe use of Lifting equipment on Farm	<p>The Farmer is responsible for ensuring that the LKL staff receive <u>training on the safe use of any specific Lifting equipment provided for use on the Farm.</u> This should occur at induction.</p> <p>The Regional Managers will check with the Farmer and LKL staff/contractors to ensure that LKL staff have received a suitable induction to the safe working practices at the Farm <u>including the safe use of any Lifting equipment and safe working practices for any lifting operations.</u></p>
Safe working load	<p>The safe working load or working load limit should be displayed on any lifting equipment/accessory</p>
Maintenance of Lifting equipment – On Farm	<p>The <u>maintenance of work equipment provided for use by staff and contractors, including LKL contractors, on a client Farm, is the responsibility of the Farmer.</u></p> <p>LKL staff/contractors/Regional Managers should <u>report any hazards/damage to equipment</u> that they identify as soon as possible to their Farm Manager</p>
Statutory inspection	<p>Lifting equipment and accessories should be subject to statutory 'LOLER' inspection by a competent person at the required intervals. For example for telehandlers usually every 12 months.</p> <p>Lifting accessories every 6 months</p>

Workplace Transport

Workplace Transport Safety is the arrangement of vehicles and people when they are operating off of public highways and arrangements in place to enable both to move around the workplace safely. Wherever possible vehicles and pedestrians are segregated, but this is not always practical so other precautions should be taken. Vehicles include: - any vehicle used in a workplace setting such as telehandlers, tractors, cars, delivery vans, milk tankers etc. Risks at the Office maybe from vehicle movements/fork lift truck movements at neighbouring sites. (See also Driving at work)

Topic	Responsibilities & Arrangements
General responsibilities	The Directors are responsible for assessing the risks of workplace transport at the Head Office and ensuring that control measures are put into place. Currently vehicle movements in front of the head office will be from employee’s cars and the occasional delivery vehicle
Pedestrian & Vehicle Segregation	At a workplace, arrangements should be in place so that pedestrians and vehicles are segregated where practicable. At LKL Head Office: - <ul style="list-style-type: none"> Car parking spaces are provided at the front of the office and are used. Adequate external lighting provided Information /signage is provided for customers entering the site and on adjacent units advising of vehicle movements The yard area is large and shared by 2-3 businesses. Neighbouring Units may have additional vehicle movements such as from FLT’s and delivery vehicles loading/unloading. This is currently undertaken well away from the LKL office. Warning signage is displayed. The Directors will advise staff at induction with regards to workplace transport arrangements on site and the precautions to be taken.
Regional Managers visiting Farms	Regional Managers visiting Client Farms are responsible for ensuring they take care when entering the Farm site, adhering to any speed limits or one way routes and park their vehicles within the required car parking area. When walking around the Farm site , Regional Mangers should <u>wear a hi-vis vest or jacket</u> and be accompanied around the Farm Site as far as practicable. Regional Managers are responsible for familiarising themselves with any farm traffic routes, pedestrian walkways and Farm traffic.

Workplace Transport on Farm	The Farmer is responsible for assessing risks of workplace transport safety on the Farm. Arrangements should be made to segregate pedestrians and vehicles as far as practicable
Induction for LKL Contractors	The Farmer is responsible for carrying out an <u>on Farm induction for LKL contractors</u> and identifying any vehicle/ pedestrian risks and the control measures that are in place.
LKL Contractors	LKL contractors are responsible for adhering to any control measures on farm to reduce the risk of vehicle/pedestrian collision such as: - <ul style="list-style-type: none"> Adhering to speed limits and marked routes Being aware of other vehicles and tanker collection times Taking care near houses, gateways, bridle paths etc. Using horns, beacons, lights etc. when carrying out vehicle movements Wearing hi-vis when walking around the farm and making their presence known to drivers

Housekeeping

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 to and from and around a workplace and controlling slip & trip hazards.

Topic	Responsibilities & Arrangements
General Responsibilities	<p>The Directors are responsible for ensuring that the Head office of LKL Services Ltd will be maintained as a tidy and clean workplace.</p> <p>To do this they will make arrangements to ensure: -</p> <ul style="list-style-type: none"> Arrangements are in place for the regular removal of any waste and adequate waste bins are provided and safely located. Regular arrangements are in place to keep the office & welfare areas clean & tidy All stairs, corridors and walkways between equipment will be kept clear of slip/trip hazards. All cables will be routed carefully to avoid trip hazards Adequate external and internal lighting will be maintained Floor surfaces will be maintained and any damage reported to the Landlord for repair Adequate storage shelving will be provided and will not be overloaded or boxes permitted to collect in walkways Wet areas from rain will be monitored and cleaned as necessary where appropriate slip resistant flooring is available i.e. entrance doors All spillages will be dealt with promptly. Spill kits provided. <p>Non- slip safety footwear will be provided if workplace risk assessments identify these as a requirement.</p>
Workplace cleaning	<p>The Directors are responsible for making arrangements for the office to be kept clean.</p> <p>This is carried out with a combination of staff carrying out cleaning and contract cleaners once a week.</p>
Reporting hazards	<p>Staff are instructed to deal with any trip, slip hazards that they can safely attend to in the first instance and report any additional hazards to their Line Manager</p>
Workplace inspections	<p>The Directors are responsible for arranging periodic workplace inspections are carried out using a simple workplace inspection form.</p> <p>All records will be kept in the Health & Safety folder.</p> <p>The Directors are responsible for ensuring that any remedial actions required are carried out.</p>
Housekeeping on Farm	<p>LKL Employees/contractors are advised to be vigilant in maintaining <u>good housekeeping in working areas and staff welfare areas on the Farm</u> to reduce the risks of slips, trips and falls.</p> <p>They should fix any problems immediately where safe to do so, for example, moving trip hazards such as tools, work equipment, attending to spillages etc.</p> <p>Report any other hazards to their Farm Manager</p>

Safety Signage

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide signs where other methods already used cannot adequately control the risk and where a use of a sign can further reduce risk.

Topic	Responsibilities & Arrangements										
<p>General Responsibilities</p>	<p>The Directors are responsible for displaying certain health and safety information for employees working at the head office. This is usually by providing a <u>Health and Safety noticeboard</u></p> <p>Display the H&S noticeboard in an employee area and on it display:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 50%;">The H&S Law Poster (filled in)</td> <td>Employers Liability Insurance</td> </tr> <tr> <td>The H&S Policy (signed by MD)</td> <td>List of First Aiders</td> </tr> <tr> <td>Fire Wardens (if appointed)</td> <td>First Aider/Appointed person rules</td> </tr> <tr> <td>Manual Handling Poster</td> <td>Other Useful H&S information</td> </tr> <tr> <td>Fire Action Notice (Evacuation procedures – how to raise the alarm, assembly point etc.)</td> <td></td> </tr> </table> <p>Employers Liability Insurance can also be made available electronically to all employees. If electronic they should be informed where to find it.</p>	The H&S Law Poster (filled in)	Employers Liability Insurance	The H&S Policy (signed by MD)	List of First Aiders	Fire Wardens (if appointed)	First Aider/Appointed person rules	Manual Handling Poster	Other Useful H&S information	Fire Action Notice (Evacuation procedures – how to raise the alarm, assembly point etc.)	
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<p>Displaying the Correct signs</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> </div>	<p>Signage should be provided where, following a workplace risk assessment, a risk remains which has not been able to be controlled by other means and signage can further reduce the risk.</p> <p>All safety signage should conform to the regulatory standard with regards to the colour, shape and pictograms. Words can be included as well, but are not acceptable on their own with pictograms, for a safety critical sign. All safety signage should be maintained and be legible.</p>										
<p>Fire Signage</p> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> </div>	<p>Your Fire Risk Assessment for the office will determine specific fire signage required.</p> <p>In most workplaces you will see :-</p> <ul style="list-style-type: none"> Fire Exit Signs over final exit doors Fire Direction signs with arrows indicating the direction of travel to the nearest external exit Fire Action notices – information for what to do in the event of a Fire Signs indicating the types of Extinguishers and Location of call points Fire Assembly point sign – Located outside away from the building 										
<p>Signage on Farm</p> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> </div> <p>Identify hazardous areas and where signage is displayed on induction</p>	<p>The Farmer is responsible for ensuring <u>appropriate signs are displayed around the Farm</u> to help identify hazardous areas or provide emergency information. These can be in the form of: -</p> <ul style="list-style-type: none"> Red - Prohibition signs - e.g. no authorised access such as confined space Yellow – hazard warning signs - Warning – e.g. vehicle movements Blue – safety instruction signs – Mandatory – e.g. PPE to be worn Green - emergency information signs – e.g. fire exit signage <p>These areas and <u>signage should be shown the LKL contractor on induction</u>. LKL will endeavor to provide signage in <u>Polish</u> to Farmers where Polish LKL contractors work on Farm (See your Regional Manger)</p> <p>LKL contractors are responsible for noting signage whilst completing induction handbook information.</p>										

Lone working and Farm Client Visits

A lone worker is classed as someone working by themselves without close or direct supervision. It will be often safe to work alone, however the law requires employers to consider carefully the risks of the work and deal with any health & safety risks for persons working alone and emergency procedures to be followed.

Topic	Responsibilities & Arrangements
General Responsibilities	<p>The Directors are responsible for ensuring that the risks from lone working in the Head office are considered as part of the Company risk assessments.</p> <p>There are no high-risk activities undertaken by lone working employees.</p>
Working alone in the office	<p>Occasionally staff may work alone in the office.</p> <p>When working alone in the office the following are good working practice recommendations: -</p> <ul style="list-style-type: none"> • Place the door on the latch and ensure the key is available. • Move your car into the car parking directly in front of the office, • Advise a buddy you are working alone in the office & contact them again when you leave. <p>Where a risk assessment identifies that an employee with a medical condition is vulnerable if working alone, then this will not be permitted.</p>
Off Site Appointments and Driving on Company business	<p>Regional Managers and Directors will drive on Company business to visit Farm clients and LKL staff/contractors on Farm.</p> <p>Key procedures will be followed.</p> <ul style="list-style-type: none"> • Regional Managers will be responsible for keeping their diaries up to date with appointments and informing Head office. • Details to be recorded include: - <ul style="list-style-type: none"> ○ Location address of Farm appointments and date & approximate timing of visits. ○ Contact numbers for Farm location ○ Primary contact name & telephone numbers <p>Regional Managers are advised when planning visits to ensure that: -</p> <ul style="list-style-type: none"> • They have their mobile phone available • Timing of appointments is planned taking into account the amount of driving and fatigue • To check weather & driving conditions & traffic reports • They operate a 'Buddy system' with a partner or Office Manager staying in contact at various points of the day.
Lone working activities on Farm Safe working procedures	<p>The Farmer is responsible for sharing any health and safety information with LKL staff including results of <u>Lone working risk assessments and safe systems of work in place</u> such as:</p> <ul style="list-style-type: none"> • Prohibited high-risk jobs that should Not be carried out by a <u>Lone worker</u> e.g. work in a confined space or work at height etc. and when to ask for assistance. • Equipment for communication – mobile phone (if reception good) satellite phone, radio and lone working apps for emergency • Procedure for communication - checking in with staff when Lone working and ensuring that lone working 'Buddies' know your location and when you expect to return. • Emergency procedures – How to raise the alarm

Driving at Work

LKL require staff and contractors to drive on Company business when carrying out their work activities e.g. visiting Client Farms or driving Farm vehicles on Farms. This working arrangement covers where driving is part of an employee’s job or where staff are required to drive a vehicle to visit a client where Business mileage is claimed.

Topic	Responsibilities & Arrangements
<p>General Responsibilities</p> <p>Driver Risk Assessment</p>	<p>The Directors are responsible for ensuring relevant employees who drive on company business and do more than 10,000 miles a year complete a <i>driver risk assessment questionnaire</i>.</p> <p>The findings of the questionnaire will be analysed and additional training, systems of work implements as necessary - e.g. defensive driver training</p>
<p>Driving License and Insurance</p>	<p>In order to carry out safety checks LKL are responsible for requesting a copy of Driving licenses from employees who drive on Company business every 12 months.</p> <p>LKL staff are responsible for informing the Directors with regards to any penalties that may affect their License</p> <p>LKL staff are responsible for maintaining appropriate <u>road tax cover</u> for their vehicle</p> <p>LKL are responsible for ensuring appropriate <u>business insurance cover</u> is held by employees who drive on Company business.</p>
<p>Mobile Phones and Sat Nav systems</p> <p>Driving Road & Farm vehicles</p>	<ul style="list-style-type: none"> • LKL does not require or encourage the use of mobile phones while driving any road or Farm vehicle - even when hands free. • Drivers should only reply to any calls/texts they have received when their vehicle has stopped. • Drivers who provide their own Sat Navigation systems are advised to programme these <u>prior</u> to departure so that they are not a distraction. • LKL drivers should ensure that they do not engage in activities that can distract them driving.
<p>Work Scheduling, Breaks and Rest for Drivers</p>	<p>LKL Regional Managers are responsible for organising their own work schedules and to plan their working day, including driving time.</p> <p>When planning their schedule LKL regional Managers are encouraged to :-</p> <ul style="list-style-type: none"> • Take into account weather and traffic conditions • Take into account driving time and schedule rest breaks every 2 to 3 hours • Do not drive more than a total of 9 hours over a day. <p>LKL will not require staff to drive if they are - unwell and unfit to drive or suffering from fatigue</p>

Driving at Work – Continued (safety & health issues)

<p>Driver Health & Fitness to Drive Road & Farm vehicles</p>	<p>All LKL staff (including staff on Farms), driving on business are responsible for ensuring they drive <u>only when fit to do so</u>.</p> <ul style="list-style-type: none"> No Driver should drive or operate machinery if they have taken alcohol or illicit drugs. Drivers should not drive if they are feeling unwell or tired Drivers should be aware of any prescription medication they are taking and check that it does not affect driving safety. Drivers should ask their GP or Pharmacist about the effects of any medication on driving safety. Information should be provided to the Directors. Driver's vision, with spectacles if required, should be of an acceptable standard as described in the Highway Code. Drivers are recommended to have eyesight tests by an optician every 2 years.
<p>Maintenance and Servicing of Vehicles</p> <p>Carrying out regular vehicle safety checks</p> <p>Think about Load Safety</p>	<p>LKL Regional Managers drive their own vehicles on Company business and are responsible for ensuring that they are adequately serviced as recommended by the Manufacturers handbook and maintained and subject to annual MOT, depending on age of vehicle.</p> <p>It is recommended that on a weekly basis staff carry out regular safety checks of their vehicle. These could include: -</p> <ul style="list-style-type: none"> Correct operation of lights and brakes Check the tyre pressure and tread wear including the spare wheel. Keep to the pressures recommended in the maker's handbook. It is an offence to have defective tyres. Check the engine oil level weekly and/or before setting out on a long journey Check the battery. Keep the terminals clean and ensure that all connections are secure Check the radiator water - anti-freeze mixture level weekly and/or before setting out on a long journey. Top up the windscreen washer reservoir at least once a week. Check the action and condition of the windscreen wipers. It is an offence if your windscreen washer is inoperative for any reason. It is recommended that a safety triangle and hi vis vests are kept available in the vehicle in case of breakdown and that staff keep a personal first aid kit in the vehicle. <p>Load Safety – Drivers should ensure that any IT equipment, sales items etc. and personal goods that they carry in the rear of their vehicles are suitably secure so that they cannot become a 'missile' in the event of an accident. Keep loads restrained in a boot or use a cargo net.</p>

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations require employers to control employees exposure to hazardous substances which can be in the form of chemicals, gases, dusts, spores or dangerous micro organisms. At LKL, Office employees will generally only use low hazard cleaning chemicals. LKL contractors on farms may be exposed to a variety of COSHH related hazards that this legislation covers

Topic	Responsibilities & Arrangements
Identify all hazardous substances used in the Office	The Directors are responsible for identifying any substances hazardous to health that are used as part of the LKL work in the office. Currently only low hazard cleaning chemicals are used to clean the welfare spaces and office.
Employee Awareness of safe handling requirements.	Cleaning products used in the kitchen and office area will be non-hazardous (see the product label). Where these products are used Employees must follow the instructions on the product label. Where required - Employees will be trained in the hazardous health effects of the chemical they handle and the control measures in place
Safety Data Sheets (SDS)	Up to date Safety Data Sheets will be held for all hazardous substances (those with a haz chem label displayed on packaging) and kept available for employee reference either a hard copy or electronically.
COSHH Safety for LKL staff on Farm	The Farmer is responsible for identifying any substances hazardous to health that LKL staff may be exposed to . This could include the following - (but this list is not exhaustive) :- <ul style="list-style-type: none"> • Corrosive cleaning chemicals for dairy cleaning • Dangerous gases released when making silage • Dangerous gases released from slurry • Hazardous dusts from animal feed or bedding, including mould spore • Regulated veterinary medicines or pesticides The LKL contractor is responsible for finding out about the safe procedures in place for use & storage of chemicals at induction
Obtain relevant Materials Safety Data Sheets to understand the hazards	For any chemicals used the Farmer is responsible for obtaining and keeping available for staff reference - the <u>Safety Data Sheets</u> which provide safety information on the risks, PPE recommended, Safe systems of work for spillages and First aid. LKL staff should identify where these are stored.
Carry out a COSHH Risk assessment. Identify Control measures to reduce exposure. Train staff	The Farmer is responsible for carrying out COSHH assessments for all hazardous substances that have been identified that workers may be exposed to and putting systems in place to reduce the risk of exposure. Control measures can include a combination of :- <ul style="list-style-type: none"> • Keeping workers away from the hazard and/or reducing exposure • Engineering controls like local exhaust extract ventilation • Substituting a hazardous substance for a safer alternative • Use of Safe systems of work and Staff training including sharing results of COSHH assessments • Use of correctly identified and correctly worn PPE
Store Hazardous Substances Safely	The Farmer is responsible for ensuring substances are stored safely: - e.g. <ul style="list-style-type: none"> • Flammable substances in locked metal cabinets • Oxidising agents separate from flammables • COSHH cabinets for hazardous substances – with correct signage displayed. • Spillage kits as recommended by the data sheets should be available
Health Surveillance	The need for health surveillance may be identified as part of the COSHH assessment. For example if exposed to respiratory sensitizers or skin irritants, noise & vibration.

Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992 require employers to identify and supply PPE for employees wherever there are risks to health and safety that cannot be adequately controlled by other means.

Topic	Responsibilities & Arrangements
<p>General responsibilities</p> <p>Select appropriate PPE</p> <p>LKL PPE starter pack</p> <p>Recording PPE issue</p>	<p>The Directors are responsible for identifying that where risk assessments have identified that PPE is required as a risk control measure for staff that it is provided. The arrangements are likely to be as follows: -</p> <ul style="list-style-type: none"> • Office staff – No PPE is likely to be required for staff to carry out office work activities. • Regional Managers – Are self-employed contractors and are responsible for providing their own protective clothing in the form of wellingtons, waterproof coat, fleece etc. <p>LKL employees – All staff on an <u>employee contract</u> will be provided with a basic PPE pack, free of charge, when they join LKL. This PPE has been selected to provide a good level of protection for the risks identified from the work activities on the farm. This pack is intended to <u>supplement the PPE that should be provided on the Farm</u></p> <p>The pack will contain:-</p> <ul style="list-style-type: none"> ○ Safety goggles – to provide protection against impact and chemical splash ○ Gauntlets – chemical resistant ○ Reusable Ear plugs ○ Hi Vis vest ○ Disposable Dust/aerosol masks to FFP2/FFP3 <p>This pack may also be provided to LKL self – employed contractors at the Regional Managers discretion where it is felt necessary. LKL employees/contractors will be provided with protective overalls when they first join the Company.</p> <p><u>PPE should only be used by the individual it has been issued to.</u></p> <p>Regional Managers will coordinate the issuing of PPE packs. Staff are required to sign, when they receive their PPE packs and a copy will be kept in their personnel records.</p>
<p>Caring for PPE and replacements</p>	<p>All LKL staff are responsible for ensuring that PPE is stored in a suitable storage location and kept clean and hygienic. PPE should be stored away from other hazards that could lead it to become damaged. LKL staff should contact their Regional Manager or Farmer if replacements are required.</p>
<p>PPE provision for LKL staff on Farm</p> <p>Identify, Supply, Training, Storage & Replacements</p>	<p>The Farmer is responsible for identifying any work activity on Farm where a safety control measure is the requirement to wear PPE and to make that PPE available.</p> <ul style="list-style-type: none"> • Consult risk assessments and COSHH assessments/safety data sheets to identify the PPE recommended to reduce risks to health. • Provide all staff, including LKL staff with the relevant personal protective equipment • Provide adequate arrangements for staff to store PPE safely • Provide adequate training in the correct use of PPE • Replace damaged or worn out PPE on request

Managing Asbestos Risks

The Control of Asbestos Regulations provides minimum requirements to protect employees from the risks of exposure to asbestos.

Topic	Responsibilities & Arrangements
<p>Asbestos – General responsibilities</p> <p>Head Office</p> <p>Asbestos Management Surveys</p> <p>Providing information for staff and contractors</p> <p>Survey prior to refurbishment, demolition work etc.</p>	<p>The Directors are responsible for identifying if any asbestos is present in the Head Office building.</p> <p>The Head office is currently leased so this information should be provided by the <u>landlord</u> in the form of an asbestos management survey.</p> <p>(If the building was built after 1990 it is unlikely that any asbestos was used although use of asbestos cement was not banned until 1999.)</p> <p>Where an asbestos management survey is required then ensure a copy is requested and that all the remedial actions have been completed. If there is any asbestos left in situ there is usually a requirement to manage and monitor its condition periodically.</p> <p>Ensure all staff and any contractors who may work in an area where asbestos is present are made aware of its location and affix labels e.g. boiler room.</p> <p>The asbestos management survey should be made available to any contractor working in the premises and they should sign to say they have seen it.</p> <p>In the event of building work such as maintenance, refurbishment, extension etc ensure that an asbestos refurbishment survey is conducted to identify whether there are any asbestos containing materials in the area where structural work is to be carried out.</p>

<p>Asbestos Safety for LKL staff on Farm</p>	<p>The Farmer is responsible for identifying if any asbestos is present in buildings and locations where staff are working and this includes any living accommodation provided for staff.</p> <ul style="list-style-type: none"> The Farmer is responsible for <u>recording the results of any survey</u> including the location and condition of any asbestos. Where asbestos is identified this should be labelled. The results of the survey should be made available to any staff working in the vicinity and any contractors who carry out work in the building. The condition of known asbestos should be periodically monitored. <p>In most cases this will be compressed corrugated asbestos roofs to farm buildings and guttering and down pipes. If in good condition this type of asbestos is best left in situ and monitored.</p>
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<https://www.gov.uk/guidance/white-asbestos-how-farmers-should-handle-and-dispose-of-it>

Managing Legionella Risks

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require Duty holders including employers, landlords and those in control of premises who are responsible for managing water systems to reduce the risk of people being exposed to legionella bacteria.

Topic	Responsibilities & Arrangements
<p>Legionella – General responsibilities</p> <p>Head Office</p>	<p>The Directors /landlords are responsible for identifying if any risks from Legionella is present in the Head Office building.</p> <p>A legionella risk assessment should be completed.</p> <p>The risk assessment will provide guidance on any regular checks and inspections that are required</p> <p>The Head Office is provided with a hot water system. No showers are present in the office so the risk of Legionella is expected to be very <u>Low</u>.</p>
<p>Legionella risks on Farm.</p>	<p>The Farmer is responsible for identifying if any risks from Legionella are present on the Farm and putting control measures in place .</p> <p>Legionella bacteria may grow in water systems where a number of factors are present such as :-</p> <ul style="list-style-type: none"> • Where the water temperature may be between 20-45 °C, • A system that stores and/or re-circulates water • Water systems likely to contain a source of food for the legionella organism, such as contaminants from the surroundings or process including presence of sludge, rust, scale, organic matter or biofilms. • A means of creating and/or spreading breathable droplets, (aerosols) increases risks of exposure <p>Risks may exist in air washers, emergency showers or other system where fine water droplets are formed.</p> <p><u>Control measures</u> depend on the type of water system and circumstances of use, but can include: -</p> <ul style="list-style-type: none"> • raising the temperature, • using direct fed mains water, • regular flushing of water systems used less frequently e.g. emergency showers, • regular descaling of shower heads, • thermal or chemical disinfection etc.

Display Screen Work Equipment

The Health and Safety (Display Screen Equipment) Regulations require employers to minimise the risks in DSE work by ensuring that workplaces and jobs are well designed. The regulations advise that if an employee uses a PC continuously for an hour or more during their working day then they are classed as a **DSE User** and their work is covered under this legislation.

Topic	Responsibilities & Arrangements
DSE – General responsibilities Head Office	The Directors are responsible for ensuring all workstations meet the minimum requirement identified in the Health and Safety (Display Screen Equipment) Regulations 1992
DSE self assessment questionnaires	<p>On joining the Company, all relevant employees are required to complete a DSE self assessment questionnaire and reporting any findings to their Line Manager</p> <p>The Directors are responsible for reviewing the completed DSE Self Assessments to identify any residual risk to employees. Where necessary additional occupational health assistance will be sort.</p> <p>The questionnaires should be kept on file.</p> <p>It is recommended that DSE self assessment questionnaires are conducted every 2-3 years OR following any changes to work arrangements such as changes to work stations or computer equipment.</p>
Home workers	The Regional Managers and staff that work from home are required to complete a DSE assessment questionnaire for their home office and follow the advice on the questionnaire for setting up work stations . They should report any concerns to the Directors
Eye sight tests	<p>For employees who regularly use DSEs as a significant part of their normal work, LKL will pay for regular vision tests for use with the DSE's (i.e. every 2 years).</p> <p>If as a result prescription glasses are required to work with DSE's, LKL will pay for an intermediate prescription up to a maximum amount (to be agreed by the Directors).</p>

New & Expectant Mothers

Requirements to protect women of child bearing age and new and expectant mothers are made under the Management of Health and Safety at Work Regulations 1999. These regulations cover women who are pregnant, have given birth in the last 6 months or are breastfeeding.

Topic	Responsibilities & Arrangements
<p>General responsibilities</p> <p>Following notification – Complete a risk assessment</p> <p>Review the risk assessment at various stages of the pregnancy</p> <p>Returning back to work following pregnancy</p>	<p>When an employee notifies the Company in writing, that they are pregnant, have given birth in the last 6 months or are breastfeeding then :-</p> <p>The Directors will arrange for a Pregnancy Risk Assessment to be completed for the individual concerned.</p> <p>The risk assessment should be reviewed regularly as the stages of pregnancy / motherhood develops usually this is each trimester. For staff working in the LKL office – this frequency should be sufficient.</p> <p>It is advised however that: - If the work carried out involves exposure to hazards that are recognised to increase risk of injury to mothers or unborn children (see examples below) - then these risk assessments may need to reviewed more frequently.</p> <p>Before the employee is back at work, review the risk assessment for the returning mother to ensure any risks to her or her children are managed E.g. consider if chemical or biological agents that are handled.</p>

<p>New & Expectant Mothers on Farm</p>	<p>The LKL contractor/employee is responsible for notifying LKL/the Farmer that they are pregnant or have given birth in the last 6 months or are breast feeding in writing.</p> <p>The Farmer/LKL will then arrange for a suitable new/expectant mother risk assessment to be carried out. The results should be agreed.</p> <p>The risk assessment should be reviewed regularly as the stages of pregnancy / motherhood develops i.e. each trimester.</p> <ul style="list-style-type: none"> The risk assessment review may need to be more frequent if the role is manual, involves chemicals or zoonoses or has work stressors associated i.e. high demand, hot/cold environments, prolonged standing, unusual shift patterns, night working etc. <p>Where a significant risk is identified then the actions below should be followed: -</p> <ul style="list-style-type: none"> Action 1: Temporarily adjust her working conditions and / or working hours; or if that is not possible Action 2: Offer her suitable alternative work (at the same rate of pay) if available; or if that is not possible Action 3: Suspend her from work on paid leave for as long as necessary to protect her health and safety, and that of her child.
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Young Persons

Under the Management of Health and Safety at Work regulations, a young person is defined as anyone between the age of 16 and 18 years. Young people have been identified as being potentially at increased risk of exposure to safety hazards due to their lack of work experience, or maturity or lack of understanding of potential dangers and risks to their safety.

LKL also provide Farm placements for apprentices attending college.

Additional risk assessments are also undertaken by LKL/college

Topic	Responsibilities & Arrangements
<p>General responsibilities to carry out additional risk assessments for Young Persons</p>	<p>The Directors are responsible for ensuring that the work activities at the Head Office carried out by ‘Young persons’ is properly assessed by: -</p> <p>Carrying out an additional <u>risk assessment</u> to take into account any additional safety precautions that may need to be considered for the young person that are not adequately controlled by current risk control measures such as: -</p> <ul style="list-style-type: none"> • Restriction from more hazardous work activities • Adjustments to work because they are beyond their physical or psychological capability • Additional training because of lack of awareness • Increased supervision. <p>A young person’s safety induction will be carried out and a Supervisor allocated.</p>

<p>Young Persons on Farm</p> <p>Induction and Supervision</p> <p>Risk assessment and work restrictions as necessary to maintain safety.</p>	<p>The Farmer is responsible for carrying out <u>risk assessments of the work activities of any Young Persons working on the Farm.</u></p> <p>This would include :-</p> <ul style="list-style-type: none"> • The Farmer is responsible for carrying out an <u>induction on the Farm</u> and highlighting all the hazardous areas, which should be adequately guarded and signed. • The Farmer is responsible for providing <u>adequate supervision</u> for the young person whilst working on the farm. There should be no Lone working. <p>The young person <u>should not be permitted</u> to carry out any high risk work activities that have been identified during the risk assessment process due to there being: -</p> <ul style="list-style-type: none"> • Hazardous • Risk of exposure to toxic or carcinogenic substances • Risk of exposure to extreme, heat, cold, noise or vibration • Beyond the physical or psychological capability of the young person • Require specific training to ensure adequate awareness of safety risks e.g. maintaining agricultural machinery (ensure they know <u>only</u> experienced staff/contractors carry this out)
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Management of Contractors

When a contractor is working on your premises then both the host and the contractor have duties under Health and safety legislation.

If the work is classified as construction/refurbishment type work then there are further duties under the Construction Design and Management Regulations 2015

Topic	Responsibilities & Arrangements
Management of Contractors - General responsibilities Head Office	<ul style="list-style-type: none"> The Directors are responsible for ensuring that work carried out at the Head office by contractors is conducted without risks to health and safety as far as is practicable. In order to achieve this they will :- Assess the risks of the work to be carried out Select a contractor who has skills, training and knowledge to carry out the work activities e.g request certificates, references etc Request risk assessments/method statements and insurance from the contractor for the work to be carried out Review risk assessment/method statements prior to commencement of work – requesting external competent advice if necessary Share any risk assessment, fire and emergency information with the contractor who works on site ensuring adequate coordination of work activities. This may include <u>sharing the asbestos register if relevant.</u> Inform LKL staff of any work activities that are to be conducted by the contractor and provide them with any additional safety information or instructions. Monitor the work of the contractor during the job to ensure they are not introducing additional risks to the workplace that are not adequately controlled. Stop work if there are safety concerns. Operate any ‘Permits to Work’ as necessary e.g. for any Hot Work, Work at height, confined space, asbestos removal or work on Live electrical equipment etc. (A permit to work should be used when a higher level of risk management is required and cannot be controlled to an acceptable safe level by risk assessments/method statements, existing safe working standards and supervision alone - obtain additional competent advice). Ensure that any emergency protective measures installed in the workplace e.g. Fire Alarms, smoke detection etc are reestablished when the work is completed.



