

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

WHITTLESEY & DISTRICT IDB

Management recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, contractors, visitors and those members of the public who may be affected by the business' activities.

It is the business' aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the work activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safe equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The company will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

This Policy is supported by an indexed Health and Safety Management manual held in the office and supporting documentation held in the staff health and safety file .

Signed: R C Brown.....

On behalf of Whittlesey & District IDB

Date: 10/06/2014

Review date: Annual

1. Responsibilities

Overall and final responsibility for health and safety in the company is that of the Members

Russell Wright / Richard Price are responsible for the implementation of the health and safety arrangements.

Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- co-operate with management on health and safety matters;
- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any activities under its control.

Initial risk assessments and safe working procedures have been undertaken on the operations in consultation with NFU Mutual Risk Management Services Limited and other Consultants and are included in the safety file. Forms are provided to undertake further assessments as necessary to ensure all aspects are covered.

On-going site workplace inspections (using the inspection list provided in the advice manual) are to be undertaken prior to the annual health and safety meeting. Any urgent issues are to be reported for immediate action.

2. Health & Safety Risks Arising From Our Work Activities

The main areas of risk are listed below:

- falls from height e.g. from ladders, vehicles and roofs
- transport e.g. moving vehicles, moving machinery etc.
- water control activities
- vehicler driving
- use of forklifts
- contact with overhead cables, electricity or an electrical discharge
- slips and trips
- manual handling
- fire
- exposure to hazardous substances e.g. chemicals and dusts

To help reduce the risk of injury or exposure, the business has produced Safe Working Procedures for a variety of the hazardous tasks that are undertaken and has issued HSE Guidance "Farmwise". All employees should read and follow the guidance detailed in these documents, which will be communicated through training and held in the farm safety file.

3. Consultation with employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the Company has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

Formal health and safety meetings with staff are to be held annually to review the documentation and arrangements in place. The safety meetings are to be recorded and are to include:

- Report on accidents, near misses and any work related illness.
- Review and update of the safety file documentation including workplace inspections.
- Report back from staff on health and safety issues.
- Update on new legislation and training.
- Actions for on-going improvements

4. Safe plant and equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the Company has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- Routine preventative and necessary maintenance and servicing of plant, machinery and vehicles will be undertaken and records kept.
- Statutory inspection will be undertaken on lifting equipment and pressure vessels.
- Ladder inspections will be recorded.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2004, the business has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

COSHH Assessments will be held in the farm safety file and the staff training record completed.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Personal protective equipment is provided where necessary. It is the worker's responsibility to wear such protective equipment and to ensure that it is replaced. All protective equipment must be returned to its storage areas when not in use and issue recorded using the forms provided in the advice manual.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

A copy of the HSE's Health and Safety Law poster is to be displayed in the notice boards along with a copy of the safe working procedures, emergency plans and safety information. Health and safety advice is available from NFU Risk Management Services Ltd 0800 132029 or the HSE information line 0845 345 0055 and website www.hse.gov.uk.

A copy of the HSE Guidance "Farmwise" MISC 165 is to be issued to all staff including casuals and further copies are available from HSE Book Tel 01787 881165.

Russel Wright is responsible for instruction and supervision of health and safety arrangements.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

Induction training and will be provided for all employees to include “toolbox” talks covering the key safety points in the risk assessments and safe working procedures for the tasks undertaken. An induction training checklist and health questionnaire should be completed and the copy of HSE guidance “Farmwise” issued.

The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- Use of mechanical handling equipment e.g. forklifts
- Use of pesticides
- Welding operations and use of workshop equipment
- Use of chainsaws

Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle.

Training records are to be kept and held in the office.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter.

8. Accidents, First aid & Work-Related Ill health

The business will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to Russell Wright or Richard Price without delay. Details of the incident will be recorded in the accident book.

Russell Wright or Richard Price are responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence and for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

First aid kit is located at the main sites and in the vehicles.

8. Accidents, First aid & Work-Related Ill health

All staff should complete a health questionnaire and report any illness. In order to safeguard employees and third parties, the company do not permit any employees to work when under the influence of alcohol or banned drugs. Likewise, no such substances are to be consumed during work hours. Management have the authority to immediately dismiss from the workplace any person who is considered to be under the influence of alcohol or drugs, particularly if their actions / behaviour are putting others at risk, and the staff involved could face disciplinary proceedings.

It is the business' policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to management.

Help and support is available from **The Samaritans**, 08457 909090, (24 hours a day) and the **Rural Stress Information Network** 024 76412916.

9. Emergency Procedures – Fire & Evacuation

The Fire Risk Assessment is held in farm safety file.

In the event of fire, raise the alarm by shouting a clear warning of "FIRE" and raise the alarm to ensure any other persons in the vicinity are aware to evacuate the building immediately and move to a position of safety away from the affected building/area, dial 999 and then contact a senior member of staff.

Do not compromise your own safety or that of others in dealing with fires. Assembly points are in the main yard areas.

Escape routes are to be regularly checked.

Fire extinguishers are maintained and checked on an annual contract.

Smoking is prohibited in the buildings and vehicles, and should only occur in designated areas.

Do not attempt to extinguish fires involving fuel oil, fertilisers, chemicals or gas cylinders.

10. Monitoring & Reviewing

To ensure that the business' commitment to managing health, safety and welfare in the workplace is actively pursued regular safety audits and inspections of the premises and work activities will be undertaken. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform management **IMMEDIATELY**. Do not take chances.

IF IN DOUBT - ASK !

