



NFU Mutual

Risk Management Services Limited

HEALTH AND SAFETY

FARM POLICY

Kingsclere Estates Limited



Pitt Hall Farm | Ramsdell | Basingstoke
Hampshire RG26 5RJ

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Health and Safety Policy Statement

This is the Health and Safety Policy Statement of:

Kingsclere Estates Limited

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the Health and Safety of all our workers, customers, tenants, contractors, visitors and members of the public who may be affected by our work activities.

It is our 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 work activities
- ➔ consulting with workers on matters affecting Health and Safety
- ➔ providing and maintaining safe plant and equipment
- ➔ maintaining systems of work that are safe and without risk to health
- ➔ ensuring safety during the handling, use and storage of articles and substances which are inherently or potentially dangerous
- ➔ providing adequate information, instruction and supervision for workers
- ➔ ensuring all workers are competent to do their work
- ➔ preventing accidents and cases of work-related ill health as far as possible
- ➔ maintaining safe and healthy working conditions and welfare facilities
- ➔ reviewing and revising this policy as necessary at regular intervals

We will try to eliminate or control any hazard which may result in personal injury, illness, fire, security losses, property damage or harm to the environment. It is most important that you notify **Tim May** of ANY matters of concern.

The allocation of safety duties and the arrangements to implement this Policy are set out below. Successful implementation shall only be achieved by compliance with legal requirements, dedication and co-operation of workers at all levels and provision of adequate funding and resources by the business.

This Policy requires the co-operation of **all workers** and **visitors**. The Policy applies to all workers and others under the control of the business, including the self employed, casual workers, visitors and contractors.

Tim May Managing Director, **Kingsclere Estates Limited**

Signed:

Dated:

This Policy Statement will be reviewed annually.

1. Responsibilities

The responsibility for Health and Safety rests with everyone, from the business owners through to each **Worker** on the premises.

1.1 Overall and final responsibility for Health and Safety is that of:

Tim May

1.2 To ensure Health and Safety standards are maintained and improved, the people named below have safety responsibilities as detailed:

<i>Name; Job Position</i>	<i>Area of Responsibility</i>
Tim May	Health and Safety Implementation
Richard Bandey	Events Manager
Tim May	Farming, Woodland and Diversification
Tim May	Property Refurbishment
Tim May	First-Aid Appointed Person

- 1.3 **All workers** must co-operate with **Tim May** to achieve a healthy and safe workplace, and take reasonable care of yourself and others.
- 1.4 **All workers** are expected to be constantly vigilant in the identification and control of risks. If you notice a Health or Safety problem immediately report the matter to your supervisor or **Tim May**.
- 1.5 **All workers** have legal duties under the Health and Safety at Work etc. Act 1974. In particular, you must:
- ➔ Co-operate with the company on Health and Safety matters. You must follow the Health and Safety rules established to fulfil this duty.
 - ➔ Take reasonable care for your own Health and Safety and that of others who may be affected by your acts (what you do) or omissions (what you fail to do) at work. You must carry out your duties in a safe and proper manner to fulfil this duty.
 - ➔ Co-operate, so far as is necessary, to enable any legal duty or requirement imposed on the company to be complied with.
 - ➔ Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare. Note: this includes all forms of horseplay, vandalism and theft of such items.
- 1.6 Failure to comply with these requirements could lead to disciplinary action being taken by the company and/or prosecution by the Health and Safety Executive (HSE)

**NEVER DO ANYTHING THAT YOU THINK IS NOT SAFE
SUMMON HELP IF YOU ARE IN DOUBT**

2. Health and Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, we have a duty to assess risks to the Health and Safety of anyone who may be affected by our work activities. It is our policy to ensure no-one is put at risk from our activities as far as possible.

Hazard means anything that has the potential to harm. **Risk** is the likelihood of that hazard causing harm to someone.

The hazards identified should be eliminated or controlled to the lowest level which is reasonably practicable. For further information please see our Risk Assessments and ask to see the 'NFU Mutual Advice Manual'.



- 2.1 Risk assessments will be undertaken by **Tim May, Richard Bandey** and others under their direction.
- 2.2 The findings of the risk assessments will be discussed with all relevant **workers** by **Tim May**.
- 2.3 Action required to remove or control the risks will be approved by **Tim May**.
- 2.4 **Tim May** is responsible for ensuring the action required is implemented and that it removes or reduces the risk to an acceptable level.
- 2.5 Assessments will be reviewed regularly (e.g. annually) or when work activity changes, whichever is soonest.
- 2.6 Specific risk assessments for vulnerable groups will be undertaken by **Tim May**. Vulnerable groups include new or expectant mothers, young workers (under the age of 18) or anyone else with special needs.

3. Consultation with Workers

Under the Health and Safety (Consultation with Employees) Regulations 1996 we have a duty to consult workers either directly or through elected representatives on matters relating to Health and Safety.

- 3.1 Consultation and communication between **Tim May, staff** and any other **workers** under his control, is encouraged on all matters, especially Health and Safety.

If you have any concerns about any Health and Safety matters you should feel free to speak to
Tim May

THIS CAN BE DONE ANONYMOUSLY AND IN CONFIDENCE

**No action will be taken against any worker who raises any
Health and Safety related concerns**

4. Safe Plant and Equipment

Under the Provision and Use of Work Equipment Regulations 1998, The Pressure Systems Safety Regulations 2000 and the Lifting Operations and Lifting Equipment Regulations 1998, **Kingsclere Estates Limited** 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.

- 4.1 **Tim May** with assistance from **Gary Jackson** and **Dave Thomas** will be responsible for identifying all equipment / plant needing maintenance (e.g. work equipment and machinery, portable electrical appliances, vehicles, etc.).
- 4.2 **Tim May** with assistance from **Gary Jackson** and **Dave Thomas** will be responsible for ensuring effective maintenance procedures are drawn up and will be responsible for ensuring that all identified maintenance is implemented.
- 4.3 **Tim May** will ensure the regular testing, inspection and maintenance of lifting equipment, telehandlers and pressure systems; including emergency repairs and safe methods of work.
- 4.4 Any problems found with plant / equipment should be reported to **Tim May**.
- 4.5 **Tim May** will check that new equipment meets Health and Safety standards before it is purchased or hired.
- 4.6 **Workers** may not use equipment unless they have been trained and authorised.
- 4.7 Always check machinery and equipment before use; do not use anything in a dangerous condition. Any equipment believed to be faulty, worn or hazardous must not be operated. Always check the guards are in place before use.
- 4.8 Machinery and equipment must be stopped, and ideally isolated, before clearing blockages, making adjustments, undertaking maintenance. If necessary to remove fixed guards for example, clearing blockage, cleaning or maintenance, the equipment must be isolated first.
- 4.9 Trailers and trailed equipment must be properly connected to the vehicle and where applicable any trailers should be independently braked and ensure that the brake lines are connected properly and in good working order.

Electrics

- 4.10 The electrical installation will be tested for electrical safety at appropriate intervals by a competent contractor.
- 4.11 Portable electric appliances will be regularly tested for electrical safety (PAT Testing) by a competent contractor or inspected by a trained member of staff. Check the condition of electrical equipment before each and every use.
- 4.12 To minimise the risk of an electrical fire:

- ➔ Trailing leads must be kept to a minimum. Any cables showing damage to the out insulation should be replaced. Repairs using adhesive tape are not to be used.
- ➔ Sockets must not be overloaded and should be switched off when not in use unless it is essential to keep switched on.



4.13 Electrical pressure wash equipment must not be used unless protected by a 30mA Residual Current Device (RCD).

Statutory Inspections

4.14 The following require specific statutory checks and maintenance.

Area to be checked	Responsibility for check	Interval
Lifting Equipment (telehandler, working platform, etc.)	To be regularly tested by an approved engineering surveyor e.g. Vulcan Inspection Services.	6 -12 months or as specified on the Written Scheme of Examination
Fire Extinguishers	Tim May / County Fire Extinguishers	12 months
Portable Ladders, Step ladders etc.	Competent Person	12 months. Workers must also check before every use
Air Receivers (250+ Bar litres)	To be regularly tested by an approved engineering surveyor .	12 months or as specified on the Written Scheme of Examination
Fixed Electrical installation	Competent Electrical Contractor or qualified and registered member of staff	Every 3 – 5 years or as specified by competent electrician.
Portable or Transportable Electrical Appliances (PAT)	Competent Electrical Contractor or qualified member of staff	12 months or as specified. Workers must also check before use

4.15 Safety information, operators' manuals, data sheets and records / registers are retained in the **Estates office**.

5. Safe Handling and Use of Substances



Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, **Kingsclere Estates Limited** has a duty to assess the risks from both hazardous substances that are used (e.g. cleaning chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

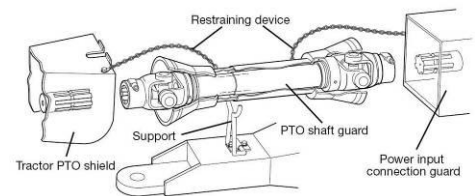
- 5.1 **Tim May** with assistance from **Gary Jackson, Dave Thomas** and **Mark Davis** are responsible for identifying substances that need assessment and will undertake COSHH assessments.
- 5.2 **Tim May** is responsible for: ensuring actions required are implemented, informing workers about the assessments, providing information about the risks, training in the control measures and providing protective equipment as required.

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

6. Information, Instruction and Supervision

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

- 6.1 **Tim May** and **Richard Bandey** are responsible for ensuring that all workers, including temporary, work experience, family and volunteer workers, are given relevant Health and Safety information.
- 6.2 Health and safety advice is available from **Tim May** who will, when required, contact NFU Risk Management Services Limited, or the Health and Safety Executive.
- 6.3 Supervision of young workers and trainees will be monitored by **Tim May** with assistance from **Staff** as appropriate.
- 6.4 The Health and Safety Law poster “What you should know” is displayed by the office entrance.



Third Parties

- 6.5 Kingsclere Estates Limited and workers have a responsibility to contractors, visitors and members of the public. We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned. The person arranging contractors work or inviting business visitors onto the site is responsible for ensuring that the information is provided.
- 6.6 Contractors and visitors are responsible for the Health and Safety of anyone who may be affected by them and their undertaking, including our workers. They are also responsible for ensuring that equipment they bring to our premises is properly maintained, guarded and operated by trained workers, and does not present a hazard.
- 6.7 Unauthorised persons, those not involved in the work, **MUST** be excluded from work areas using barriers and / or appropriate signage where necessary. Each case should be judged on its merits at the time. **If in doubt consult Tim May.**
- 6.8 Vehicles must always be driven with care and attention around the workplace, as there is always the possibility of pedestrians, including children, being present.
- 6.9 The law requires that extra precautions are taken to protect children from our work activities. Children are only allowed into ‘work areas’ when permission has been given and only if appropriately supervised.

7. Competency for Tasks and Training

The law requires **Kingsclere Estates Limited** to provide appropriate information, instruction and training regarding your Health and Safety at work. This is to enable all workers to work safely for the benefit of each of you and all others on the premises.

- 7.1 Induction and job specific training is organised by **Tim May** together with experienced staff where relevant. **Tim May** is responsible for ensuring all workers are adequately trained.
- 7.2 The following tasks must only be carried out by specifically **authorised workers**, who will normally have successfully completed a specific training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

Area	Training
Telehandler driving	appropriate driving licence and authorisation
Tractor driving	Competent drivers plus supervision and authorisation
Pesticide application	formal training certificate (or GFR) and authorisation
Company vehicle driving	appropriate driving licence and authorisation
Handling Hazardous Substances	Competent workers and in house training, plus supervision and authorisation
Equipment maintenance activities	in house training, supervision and authorisation
Welding and cutting	in house training supervision and authorisation
Work at height (Including use of Ladders / Step Ladders)	in house training, supervision and authorisation
Chainsaw operations	formal training certificate (or GFR) and authorisation

GFR Pesticides (Grandfather rights) only apply for persons DOB pre December 1964. GFR Chainsaws only apply for user pre December 1998.

- 7.3 All other **workers** are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person (e.g. while undergoing training).
- 7.4 Training records are kept in the **office**.
- 7.5 Training will be identified, arranged and monitored by **Tim May** with assistance from **Staff members**, as appropriate.
- 7.6 If anyone does not understand any matter relevant to Health and Safety at work, or consider they have not received adequate information, instruction or training, they **MUST** report the matter to **Tim May**.
- 7.7 If anyone considers another worker or anyone on the premises to be not adequately trained they must report the matter to **Tim May**.



8. Accidents, First Aid and Work Related Ill Health

Kingsclere Estates Limited 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.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to **Tim May** without delay. Details of the incident will be recorded in the accident book which is located in the **office**. **Tim May** is responsible for periodically analysing the accident book to look for signs of any trends.



- 8.2 **Tim May** (with assistance from others as necessary) is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence and is responsible for acting on investigation findings to prevent a reoccurrence.
- 8.3 **Tim May** is responsible 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

- 8.4 First Aid kits are available on the premises.
- 8.5 The First Aid appointed person is **Tim May**, therefore if there is an accident or illness contact **Tim** and / or call for **appropriate assistance**, as necessary. Do not try to treat anyone unless you have been trained, as you can do more harm than good despite good intentions. **In all cases, Tim May must be informed of any injuries and incidents.**

Tim May is responsible for ensuring that First Aid boxes are regularly stocked with approved First Aid material in conjunction with the supplier.

Health

- 8.6 Report any health concerns immediately to **Tim May**. All workers are reminded to keep up to date with Tetanus protection.
- 8.7 To avoid ill-health, always wash your hands thoroughly with soap under hot running water before eating, drinking or smoking. Remind workers that gels are not effective against E.Coli or Cryptosporidium which require thorough hand washing with running water and soap.
- 8.8 Always cover cuts and broken skin with plasters before work and where possible wear gloves. Good standards of personal hygiene must be maintained.
- 8.9 It is company 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 **Tim May**.
- 8.10 No formal Health Surveillance is required for the work activities at Kingsclere Estates Limited. Nevertheless, workers are reminded to monitor their own health, for example, back pain, asthma, stress, etc. Any concerns should be reported to **Tim May** in strictest confidence.



- 8.11 Anyone working where rats may be present is at risk of contracting Leptospirosis (Weil's disease), a potentially serious infection transmitted by rat's urine and contracted through small wounds or breaks in the skin. It is carried by around 40% of rats. Wounds should be washed immediately and covered by a waterproof dressing. Please inform **Tim May** if you suspect rats are active at the work site. Never touch dead rats with bare hands. Your GP can provide further advice.

Alcohol and Drugs

- 8.12 The consumption of alcohol or the use of controlled drugs at work is strictly forbidden. Any person found to be using controlled drugs will be removed for their own safety and that of others, and could be subject to disciplinary proceedings. No alcohol or controlled drugs are permitted to be brought onto or consumed at work.
- 8.13 The use of prescribed drugs should be notified to **Tim May**, so as to ensure job placement is not affected by the use of such drugs (e.g. some antihistamines cause drowsiness, a significant risk if driving or operating machinery).

Manual Handling

- 8.14 **Workers** must adopt safe lifting techniques whenever mechanical movement of goods is not possible. Always seek assistance whenever heavy or awkward loads are to be moved manually, or if you feel the weight is too heavy for your ability.
- 8.15 Carrying and lifting of objects should always be undertaken with great care. As a general rule avoid manually lifting loads above 25 kg on your own: seek assistance - use the strength of a team.
- 8.16 Lifting of heavy items should be carried out using safe lifting techniques (i.e. lifting with the legs, not the back). Before attempting to lift anything, establish the following:
- ➔ The approximately weight of the object
 - ➔ Its centre of gravity (point of balance)
 - ➔ Sharp edges or projections (gloves required at all times)
 - ➔ Access to the object being handled and available space where it is being taken.
 - ➔ Your personal capacity for manual handling



9. Emergency Procedures – Fire and Evacuation



- 9.1 **Tim May** is the duty holder for **Kingsclere Estates Limited** responsible for ensuring that Fire Risk Assessments for the sites operated by Kingsclere Estates are undertaken and further actions implemented.
- 9.2 Fire Safety provisions (fire extinguishers, escape routes and any final exits) will be regularly checked by **Tim May** and **Staff**.

- 9.3 All workers will receive information, instruction and training in the fire safety measures provided as part of the induction process. The emergency evacuation procedures will be tested at least annually.
- 9.4 The Fire assembly points will be explained and shown on plans and procedures.

If you discover a fire

- ➔ Raise the alarm by shouting “Fire, Fire, Fire”
- ➔ Remove any persons from the immediate vicinity of the fire; do not stop to collect personal belongings
- ➔ Go to the Fire Assembly Point
- ➔ You must phone the fire brigade by dialling 999
- ➔ Where authorised isolate the electrics / fuel and if safe, and if you are trained to, proceed to tackle the fire.
- ➔ Under no circumstances are workers encouraged to put themselves at risk to tackle a fire, the primary concern must be to personal safety

On hearing the fire alarm

- ➔ Leave the building by the quickest available route
- ➔ Go to the Fire Assembly Point
- ➔ Do not leave the assembly point until told to do so by the person in charge
- ➔ Do not return to the building until told to do so by the person in charge

No Smoking

- 9.5 Smoking materials are generally a major cause of fires through careless disposal and must be rigorously controlled.
- 9.6 The company operates a “No Smoking” policy in all its buildings.
- 9.7 Smoking is only allowed in the designated areas.
- 9.8 Appropriate “No Smoking” signs are displayed on the entrance to the main buildings and in all shared vehicles to inform workers, business visitors, contractors and members of the public of our policy.



Refer to Appendix for Emergency contact details.

10. Workplace

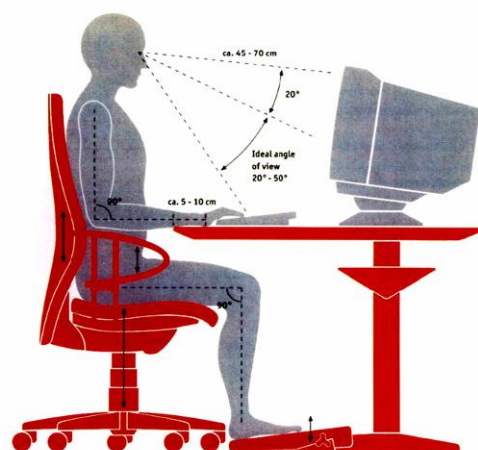
The Workplace (Health, Safety and Welfare) Regulations 1992, detail the requirements in respect of the workplace, including staircases, floors, ways in and out, toilets and welfare facilities etc. These will be kept in a safe and clean condition by cleaning, maintenance and repair.

- 10.1 Workers' co-operation in ensuring such standards is key. Report any concerns to **Tim May**.
- 10.2 Regular workplace inspections will be carried out by **Tim May**, and in addition, by designated **staff**.
- 10.3 Access and egress routes will be well maintained and all flooring and floor coverings in internal buildings will be kept in a sound condition.
- 10.4 All work areas are to be kept tidy. All materials to be stacked in a stable fashion in designated areas. Spillages are to be cleared up promptly.
- 10.5 Waste is to be regularly cleared and placed in the designated bin / skip.
- 10.6 Storage of all materials and equipment must, within reason, be arranged so that it remains without risk to anyone's Health and Safety - and not blocking entrances, exits or roadways.

11. Computer work and workstations

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who "habitually use display screen equipment (DSE) as a significant part of their normal work" (Users). The main feature of the Regulations is the duty to assess workstations and reduce the risks that arise.

- 11.1 Any person using a computer and their workstations will be periodically assessed and relevant information and instruction will be provided in order to set up a comfortable and suitable workstation area and environment.
- 11.2 In the case that anyone using the workstation were to be a 'user' according to the legal definition (significant working hours, e.g. inputting data) an appropriate eye sight test would be provided for upon request and the basic cost of any glasses required for computer use would be paid for.







- 11.3 Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

12. Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 set out the minimum requirements concerning safety signs and signals at work. Where appropriate, road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

12.1 An assessment will be made of the safety sign requirements for the premises and suitable signage displayed, where required.

	MANDATORY - MUST DO.
	PROHIBITION - DON'T DO.
	WARNING – DANGER.
	Safe Condition - The safe way







12.2 Where appropriate, road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

13. Personal Protective Equipment (PPE)



PPE is safety protection worn by each individual. PPE should be a last resort only when a Health and Safety risk cannot be controlled by other means. **Kingsclere Estates Limited** will provide all necessary PPE free of charge where identified as a requirement.

13.1 **Tim May** is responsible for providing the protective equipment where identified and for ensuring visitors conform to our safety rules.

Eye Protection 	Goggles, glasses or face shields are mandatory for any job, process or area where there is physical, chemical or biological risk of injury to the eyes, such as when working with welding equipment.
Hand Protection 	Gloves must be worn when handling material which could cause physical injury. Rubber or nitrile gloves should be worn when handling chemicals or oils.
Hearing Protection 	Hearing protection to be worn when using noisy equipment such as chainsaws, strimmers, grinding tools , or in noisy areas such as the workshop .
Foot Protection 	Appropriate footwear must be worn whilst at work. Where identified as a requirement for the task <u>safety shoes will be provided</u> . It is the responsibility of all workers to ensure that they wear appropriate footwear. (i.e. no open toe shoes)
Respiratory Protection 	The correct respiratory protection must be worn in dusty environments for example cleaning up saw dust. Please note that 'nuisance' dust masks are not sufficient to protect your health.
Head Protection 	Appropriate protective helmets must be worn when undertaking tasks with a potential risk of head injury.
Miscellaneous 	High visibility clothing should be worn by anyone working around moving vehicles.

13.2 **Workers** are responsible for wearing the protective equipment provided, storing it safely and reporting any loss or defects to **Tim May**. Not complying with the wearing of protective equipment could lead to a personal fine of up to £5000 by the HSE. Not complying with the wearing of protective equipment as directed will result in corrective action being taken by **Kingsclere Estates Limited**.

13.3 Personal protective equipment must be worn at all times where identified as necessary in the COSHH, or risk assessment, and/or training, irrespective of conditions. If you feel that your PPE equipment is uncomfortable or creating any problems, raise the matter with **Tim May**.

14. Areas of Risk

There are some activities that present a risk to Health and Safety.
To help reduce the risk of injury

Kingsclere Estates Limited produce Risk Assessments for hazardous tasks undertaken and machinery operated.



14.1 **All workers** should read and follow the guidance detailed in these documents. Copies are available from **Tim May**.

14.2 The significant areas of risk at **Kingsclere Estates Limited** are considered to include:

- ➔ Workplace equipment (*telehandler, tractors, tractor PTO's and attachments, etc*), especially contact with machinery - moving parts
- ➔ Moving vehicles (*cars, delivery vans, etc*)
- ➔ Trapping / crushing by something collapsing or overturning
- ➔ Work in connection with the shoot
- ➔ Falls from height, falling objects, slips and trips
- ➔ Contact with electricity, contact with 'overhead power lines'
- ➔ Contact or exposure with hazardous substances
- ➔ Lone working
- ➔ Manual handling
- ➔ Fire

14.3 Further task specific assessments will be developed in the future which will consider hazards brought to **Tim May's** attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional machinery etc.

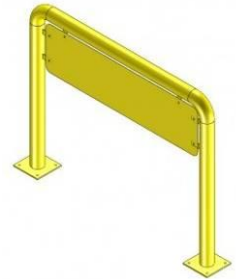
14.4 **All workers MUST** familiarise themselves with the risk assessment documents, as the information contained within them is important to ensuring everyone's Health and Safety at work.

14.5 If you wish to discuss the contents of any of **Kingsclere Estates Limited** documents or would like further information, or if you have any comments or ideas on how to improve safety further, please contact **Tim May**.

15. Workplace Traffic Management

Kingsclere Estates Limited have a duty under the relevant Health and Safety regulations to provide a safe workplace, so far as is reasonably practicable. The regulations requires that “every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner” and that “all traffic routes are suitably indicated where necessary for reasons of health or safety”. To achieve this:

- 15.1 The premises layout will be clearly and logically arranged allowing adequate space for vehicle movement, reversing, turning, loading and off loading.
- 15.2 An assessment will be completed in respect of workplace traffic management to ensure that the site, vehicles, drivers and pedestrians are safe.
- 15.3 Separate specific routes will be provided for pedestrians, so far as is reasonably practicable, to segregate vehicles and pedestrians.



16. Driving on the road

The company notes that driving represents a hazardous activity and accordingly will take steps to reduce the identifiable risks as far as possible.

- 16.1 Although Driving at work is not a commonplace requirement nevertheless workers are reminded that driving on the roads is a hazardous activity. The precautions outlined below should be taken to minimise risk:
 - ➔ Report the development of any health problem which may limit or prevent driving (such as epilepsy) to **Tim May** immediately.
 - ➔ Ensure that the vehicle is maintained.
 - ➔ Operate the vehicle in accordance with Road Safety requirements.
 - ➔ Limit consequence of accidents and breakdown, by wearing seatbelts, carrying appropriate supplies (for bad winter weather driving etc.), carrying a travel First Aid kit and making use of communication arrangements such as mobile phones in an emergency.
 - ➔ Plan work to minimise driving requirements.
 - ➔ On long journeys, take sensible breaks.
- 16.2 **Kingsclere Estates Limited** DO NOT require workers to make or receive calls whilst driving and encourage drivers to switch off their mobile phones and make use of the automatic answer facility. It should be noted that callers to mobile phone users whilst they are driving, can play an important role in keeping the roads safe. If the person you are speaking to is driving, callers should terminate the call and arrange to speak with them later.

- 16.3 Workers are reminded of the requirement to inform **Tim May** of any endorsements as and when they occur. Additionally, to produce their Driving licence on an annual basis, or as and when requested by **Tim May**.
- 16.4 **Keys should be removed** from the ignition of all vehicles (including our tractors) if left unattended.

17. Monitoring and Reviewing

To ensure that the company commitment to managing Health, Safety and Welfare in the workplace is actively pursued, **Tim May** will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities.

- 17.1 External agencies / specialists will be appointed to assist with this process as necessary. (i.e. NFU Mutual – Risk Management Services)
- 17.2 In addition to the examination as to the effectiveness of the implementation of this policy, this document, together with its associated arrangements, will be reviewed annually or when a work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy

please inform Tim May IMMEDIATELY

Do not take chances - IF IN DOUBT – ASK

18. Declaration

I have been made aware of **Kingsclere Estates Limited's Health and Safety Policy**, and hereby agree to comply with the requirements outlined:

PRINT NAME	SIGNATURE	DATE

Why should I sign the declaration?

The Health and Safety documents we have drawn up are a legal requirement and designed to help safeguard your Health, Safety and Welfare at work. Help us, to help you.

- 1 You have a legal duty under the Health and Safety at Work Act to co-operate with your employer so far as is necessary to enable legal duties or requirements to be complied with. You can read this on the Health and Safety Law poster.
- 2 You also have a legal duty under the Management of Health and Safety at Work Regulation to follow "all reasonable safety instructions from your employer" and to be made aware of the risk assessment programme.
- 3 These documents are NOT designed to 'catch you out' but help us comply with the law and reduce the risks to you and others while at work.
- 4 We want all our workers to value our documents they are here to help you - not hinder you.
- 5 Our documentation will be reviewed on an annual basis and we welcome your involvement, suggestions and improvements.

What could happen if I refuse to sign the form?

If you feel unable to sign the form, you should inform **Tim May** in writing giving your reasons for not signing. We may be able to help for example, if do you not understand the document, or is there something written in the document that you do not agree to. If you fail to give a valid reason, and continue to refuse to sign the acknowledgement form the following may affect you:

- 1 Refusing a 'reasonable request' from your employer can mean you are not fulfilling your safety duties, nor your employee duties. Ultimately this may mean disciplinary action needs to be taken for your own sake as well as for the sake of the business; we most certainly want to avoid this at all costs.
- 2 It is possible that you can be personally prosecuted and fined by the Health and Safety Executive (HSE) for failure in your legal duties.
- 3 There is a possibility that you may be prohibited from undertaking work on the premises if you cannot agree to work safely.
- 4 Your rights to our safety standards could be affected, as you have not signed to say you accept them.
- 5 Your case in any civil action would be harmed.

Appendices

- Emergency Contact Numbers
- Fire and Emergency Arrangements
- Emergency Spillage Arrangements

KINGSLERE ESTATES LIMITED | Emergency Contact Numbers

Name	Telephone	Address
	Kingsclere Estates Limited Pitt Hall Farm, Ramsdell, Basingstoke . RG26 5RJ	
	Contact Tim May on	01256 850 221 Estate office (alt. 07855 013 005)
	Basingstoke and North Hampshire Hospital Tel: 01256 473 202 In an emergency always dial 999	Aldermaston Road, Basingstoke RG24 9NA (4 miles, 8 mins)
	<u>If life is in danger or</u> Crime is in progress, dial: 999	Call 101 for non-emergencies <i>Nearest Police Station:</i>
	In an emergency always dial 999 or 112 and ask for FIRE	Call 101 for non-emergencies <i>Nearest Fire Station:</i>
	Suspect CO poisoning? Get everyone outside into fresh air immediately. In a medical emergency, don't delay: phone 999	National Gas Emergency Service and National Enquiry lines - If you smell gas then call free on 0800 111 999
	In cases of poisoning call NHS Direct: 0845 46 47 24 hours a day, 365 days a year	http://www.nhsdirect.nhs.uk/
	Heath & Safety Executive, dial: 01342 334200 or 0845 345 0055	General: www.hse.gov.uk for accidents: www.riddor.gov.uk
	In an emergency dial: 0800 80 70 60	www.environment-agency.gov.uk
	Risk Management Services Trond Sverre 07814 130 929	www.nfumutual.co.uk

Signed: Tim May

Date:

Review date:

KINGSCLERE ESTATES LIMITED | Evacuation Plan

IN CASE OF FIRE, FLOOD OR OTHER EMERGENCIES

Item	Location
Fire extinguishers	
Main washing facilities	
First aid and eye wash facilities	
Electricity isolation	
Mains water isolation	

- ➔ Staff to assemble at assembly point
- ➔ Contact emergency services – **dial 999**, quoting

Pitt Hall Farm, Ramsdell, Basingstoke RG26 5RJ

Tim May 01256 850 221 (Estate office), alt. 07855 013 005

- ➔ Nearby neighbours to be notified of the danger and evacuated if required

EMERGENCY SERVICES

- ➔ Ensure the main road and necessary access is clear for emergency services
- ➔ Detail someone to stand at yard entrance to direct services to the point of the emergency
- ➔ Communicate details / location of hazards to the emergency services:

Item	Location	Quantities
Diesel		
Bottled Gas		
Hazardous Substances		

**DO NOT RISK HUMAN LIFE
OR, PUT STAFF AT RISK IN CARRYING OUT THESE PROCEDURES.**

Signed: Tim May

Date:

Review date:



FIRE INSTRUCTIONS

IF YOU DISCOVER A FIRE

- Raise the alarm immediately.
- Attack the fire with a suitable extinguisher only if you have been trained and it is safe to do so.

IF THE FIRE ALARM SOUNDS

- The fire brigade must be called immediately.
- Leave the building immediately using the nearest exit offering any visitors assistance where necessary.
- Close all doors behind you.

- **Report to the assembly point at:**

.....



Do not stop to collect personal belongings.

Never re-enter the building for any reason unless authorised to do so.

Do not take risks.

Signed: Tim May

Date:

Review date:

KINGSCLERE ESTATES LIMITED

Emergency Spillage Arrangements

In the event of a spillage of chemicals, the following procedures must be carried out wearing appropriate protective clothing:

1. Prevent access to drains and water courses
2. Contain spillage with sand
3. Collect contaminated sand and place in waste chemical container
4. Record active ingredients placed in container
- 5. Report Spillage to Tim May - 01256 850 221 Estate office (out of hours Tel. 07855 013 005)**

In the event of a serious spillage:

Contain the spillage using soil and sand to create a bund and if necessary contact:

The Fire Service: tel. **999**

The Environment Agency: tel. **0800 807 060**

Signed: Tim May

Date:

Review date: