

# Health and Safety Policy

J. Rayner & Sons Ltd

RMC Rayner Farms, Rayner Brothers, Rayner  
Ashby Farms, Rayner Farms Ltd. & Rayner  
Farms



**NFU Mutual**  
RISK MANAGEMENT SERVICES



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# Statement of General Policy

This is the Health and Safety Policy Statement of:

## **J. Rayner & Sons Ltd**

**RMC Rayner Farms, Rayner Brothers, Rayner Ashby Farms, Rayner Farms Ltd. & Rayner Farms**

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our staff, contractors, visitors, members of the public and anyone who may be affected by our work activities.

Health and Safety is a key element and contributor in the overall success of the company. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the company will take full account of any Health and Safety implications for all our workers and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

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 health and safety risks arising from the activities we undertake;
- Consulting with workers and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for workers;
- Providing information for visiting members of the public;
- Ensuring all workers are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as “everyone’s business”. To achieve a high standard of health and safety, the active co-operation of all workers is essential.

This policy and associated documents will be revised in event of significant changes and / or new information; otherwise annually.

Signed: ..... Colin Rayner

Date:

Next review due: 2022



# Organisation and Responsibilities

The Health and Safety Executive (HSE) state that prime responsibility for accident and ill-health prevention rests with the Management.

Overall responsibility for health and safety:

## Colin Rayner

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with this Health and Safety Policy; and in compliance with statutory provisions:

Name	Area of Responsibility
Mariusz Milewski	Team Leader / Foreman
Andrzej Milewski	Team Leader / Foreman
Jan Arik	Team Leader / Foreman
Pavel Rucinski	Team Leader / Foreman
Maria Leishman	Site Manager / Foreman
Workers	Specific assigned activities and work areas

## Management Responsibilities

The Health and Safety Executive (HSE) state that prime responsibility for accident and ill-health prevention rests with company management. In addition to the general responsibilities outlined below, all our managers have a duty to ensure the health and safety of everyone who reports to them and anyone else who may be affected by our work activities.

Responsibilities for health & safety include;

- ensuring adequate safeguards are in place for the health and safety of workers, contractors, clients and visitors;
- ensuring everyone they manage is given adequate information, instruction, supervision and training, and is aware of the relevant policies, procedures, risk assessments and safe working practices;
- ensuring all relevant risk assessments are undertaken and appropriate control measures applied;
- monitoring implementation of control measures identified in Risk Assessments;
- ensuring that emergency procedures are known and observed;
- maintaining safe machinery and equipment;
- undertaking workplace inspections;
- ensuring all health and safety incidents are reported and investigated;
- taking action for any non-compliance with this policy or associated documents.

## **Responsibilities of all Workers**

To ensure health and safety standards are maintained and improved, all workers are responsible for ensuring that all their assigned responsibilities are carried out in accordance with this Health and Safety Policy; and in compliance with statutory provisions:

Workers have specific legal duties under the Health & 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 company 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.

All our workers have a legal responsibility to take reasonable care for the health and safety of themselves and anybody else that may be affected by what they do or fail to do at work. All workers must co-operate with management to achieve a healthy and safe workplace. In particular, they must:

- follow the health and safety rules and procedures;
- carry out their duties in a safe and proper manner;
- co-operate, so far as is necessary, to enable any relevant legal duty or requirement to be complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare;
- display constant vigilance in the identification and control of risks. Any health or safety problem which cannot be put right must be notified immediately to management.

Anyone not sure of their health and safety responsibilities must consult management. Failure to comply with these requirements could lead to disciplinary action being taken by the business and/or prosecution by the Health & Safety Executive (HSE).

# Arrangements

## 1. Communication



### Risk Assessments

[The Management of Health and Safety at Work Regulations]

We have a duty to assess the 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 so far as is reasonably practicable.

- Risk assessments will be undertaken by the Colin Rayner (and others under his direction) in consultation with the NFU Mutual Risk Management Services Limited. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable. For further information refer to our Risk Assessments.
- The most senior member of staff present is responsible to bring the key information from risk assessments to the attention of all relevant workers.
- Action required to remove or control the risks will be approved by the Colin Rayner.
- We will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.
- Assessments will be reviewed regularly (e. g. annually) or when work activities change, whichever is soonest.
- On the spot risk assessments will be completed for specific tasks not adequately covered by the risk assessment programme.

### Safe Systems of Work / Safety Information

[The Health and Safety at Work etc. Act 1974]

To help reduce the risk of injury or cases of ill-health, we will follow best practice when undertaking work activities. Some activities that are undertaken may present a significant risk, for which we have produced safe systems of work.

- We will document safe systems of work for activities with significant risks and ensure that workers are trained to follow them.
- The most senior member of staff present is responsible to ensure all workers follow the guidance in the safe systems of work.
- Specific safe systems of work will be developed as needed; these will consider additional hazards brought to our 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 equipment, machinery, substances etc.

### Lone Working

We have a duty to identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that lone working risk assessments are undertaken, and control measures introduced to minimise risk.

- We will ensure that all workers who carry out lone or remote working receive suitable information and training and identify what activities may not be undertaken by one person alone.
- We will provide adequate systems of communication and ensure that a system of escalating emergency response is in place.

## Consultation and Communication

[Health & Safety (Consultation with Employees) Regulations, Health & Safety (Information for Employees) Regulations]

We have a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

- Consultation and communication between the Management and workers is encouraged on all matters, but especially on health and safety.
- Consultation with workers is provided both informally during daily meetings and more formally at meetings.
- Workers are encouraged to discuss any concerns about health and safety matters with the Management.

## 2. Fire Safety

[The Regulatory Reform (Fire Safety) Order]



We have a duty to protect workers, contractors, tenants, visitors and members of the public from the risk of fire within the premises.

- We will ensure that Fire Risk Assessments are undertaken as required, ensure the control measures are implemented and that they have removed the hazards or reduced the risks to an acceptable level.
- We will ensure workers are trained in the emergency action to take in the event of fire (e.g. how to raise the alarm, evacuation procedures, use of firefighting equipment, etc.).
- The emergency evacuation procedures will be tested at least annually.
- All smokers are responsible for only smoking in permitted areas outside and ensuring smoking materials are properly extinguished.
- No Smoking is permitted inside the buildings or work vehicles.

## 3. Emergency Procedures

[The Management of Health and Safety at Work Regulations]



We are required to produce procedures for dealing with emergencies such as fire, flood, chemical spillage, robbery or violence to workers, etc. These procedures must incorporate the method(s) of signalling, evacuation procedure and the person(s) responsible.

- We will ensure that Emergency Procedures are produced for potential major incidents.
- Copies of the Emergency Procedures will be communicated to all relevant workers.
- We will ensure that all workers are aware of the emergency procedures and that the procedures are tested periodically.

## 4. First Aid

[The Health and Safety (First Aid) Regulations]



We will provide suitable first-aid arrangements include trained first aiders and first aid materials where necessary. It is important that all injuries, however slight, are properly attended to.

- We will ensure trained First Aiders as necessary based on assessment.
- We will provide first aid materials as necessary based on assessment.
- We will ensure first aid materials are checked and replenished promptly.
- The First Aid Appointed person or the most senior member of staff present is responsible for calling an ambulance when required. If in doubt one should be called.

## 5. Accident Reporting

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations : RIDDOR]



We will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSE or local council). Incidents, ill-health and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. Workers are required to report any incidents they are involved in or witness to their line manager.

- All accidents are recorded in the accident book. To comply with the Data Protection Act completed accident sheets will be torn out of the book to be kept securely.
- Workers are encouraged to report all accidents, incidents, work-related ill health and near misses to the Management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- The Colin Rayner is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Management are responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.
- The Management are responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

## 6. Third Parties

[The Health and Safety at Work, etc. Act 1974, The Occupiers' Liability Acts]



We have a duty to ensure the safety of all persons on our premises and in our work areas. This includes workers and contractors but also visitors, tenants, trespassers and members of the public.

### Contractors

- We will check that any contractor working for us understands the legal duties applicable to the work to be undertaken, duties to their workers, to us and our workers, and any other person who may be affected by a breach of such duties.
- We will check that any contractors working for us are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health

and safety, have safe working methods and have the appropriate level of liability insurance.

- We will ensure that contractors, sub-contractors and their workers are briefed on the health and safety rules prior to commencing work and that all relevant safety information is provided. Unauthorised persons **MUST** be excluded from work areas using barriers and/or appropriate signage where necessary.
- We will monitor contractors to ensure that they undertake work in the agreed manner, and that work does not present a risk to themselves, our workers or any visitors.

## Visitors

- We will ensure that work areas do not present a risk to visitors.
- We will ensure that unauthorised persons are excluded from work areas using locked gates, fencing, barriers and/or appropriate signage where necessary. There is a higher duty of care for children and every effort must be made to manage their safety on our site.
- All workers are responsible for keeping doors closed, and relevant buildings or areas locked.

## Tenants

- We will liaise with commercial tenants with regard to health and safety.
- Tenants are responsible for health and safety within their area of control and for reporting issues to the Colin Rayner.
- We will fulfil our legal and moral obligations to residential tenants in business owned properties.

## 7. Information, Instruction, Training & Supervision



[The Health and Safety at Work etc. Act 1974, The Provision & Use of Work Equipment Regulations etc. ]

We must provide appropriate information, instruction, training and supervision regarding health and safety at work, the work equipment that is used and the tasks that are undertaken.

- We will ensure that all workers are adequately trained to carry out their work.
- Induction and job specific training will be provided by Colin Rayner together with experienced workers.
- Adequate supervision will be given until workers are deemed competent.
- Training will be identified, arranged and monitored by Colin Rayner and / or Maria Leishman.
- Training records are kept in the farm office at Berkyn Manor Farm.
- The following tasks must only be carried out by authorised workers, who will normally have completed a formal training course or specially trained in-house. All other workers are strictly forbidden from carrying out these tasks (unless supervised by a suitably qualified person whilst undergoing training – where this is allowed):
  - Chemical Spraying operations (formal training certificate and authorisation)
  - Lifting equipment driving / operation (formal training certificate and authorisation)
  - Dumper Truck (formal training certificate and authorisation)
  - Excavators (formal training certificate and authorisation)

- Tractors (in-house training and authorisation)
  - Other Plant / Vehicle Driving (appropriate full driving licence and authorisation)
  - Chainsaw (formal training certificate and authorisation)
  - Workshop equipment (in-house training (minimum))
  - Work at height (in-house training (minimum))
  - Step Ladders / Ladders (in-house training)
  - Access Equipment (formal training certificate and authorisation)
  - Entry into confined spaces (in-house training (minimum) and authorisation)
  - Abrasive wheels (and grinders) (formal training certificate for identifying, using, changing, setting and mounting wheels)
  - Maintenance Activities (in-house training (minimum) and authorisation)
  - All-Terrain Vehicles (formal training and authorisation)
  - Business Vehicle Driving (appropriate full driving licence and authorisation)
- Health and safety advice is available from the Colin Rayner and NFU Mutual Risk Management Services Limited.

## 8. Work Equipment

[The Provision and Use of Work Equipment Regulations, The Health and Safety at Work Act 1974, The Lifting Operations and Lifting Equipment Regulations, The Pressure Systems Regulations]



We have a duty to ensure that all plant, machinery or equipment is maintained to be safe.

- We will identify all plant, machinery or equipment needing statutory inspection, regular service maintenance or daily / weekly checks and we will ensure that these are implemented.
- The most senior member of staff present is responsible to ensure that equipment is not used by workers unless they are trained and authorised to do so.
- Workers are responsible for ensuring that equipment is inspected, including guards, before use.
- Any problems with plant, machinery or equipment must be reported to the Colin Rayner / Management immediately and taken out of use until repaired or replaced.
- Workers are responsible for ensuring that all equipment is properly isolated before, before making adjustments, clearing blockages by hand, undertaking cleaning, maintenance or lubrication etc. - especially if it is necessary to remove guards for these tasks.
- We will check new or hired equipment meets health and safety standards before purchase or hire and will ensure maintenance procedures are drawn up where relevant.
- Safety information, operators' manuals, latest test certificates and relevant records will be retained and available for review.

## Statutory Inspections

We have a duty to ensure that, relevant equipment, installations and systems are subject to statutory inspection by a competent person.

- We will identify all lifting equipment (telehandler, fore-end loader) that require a statutory inspection.
- We will identify all pressure systems (air compressor) that require a statutory inspection.

- We will ensure that statutory inspections are undertaken for the fixed electrical system.

## Display Screen Equipment

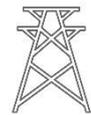
[The Health and Safety (Display Screen Equipment) Regulations]

We have a duty to ensure that the risks to users of display screen equipment (DSE) who habitually use display screen equipment (DSE) as a significant part of their normal work are suitably managed.

- We will arrange for relevant DSE workstations to be assessed and affected workers given sufficient information and instruction in setting up a comfortable and suitable working environment.
- Laptops are not designed for prolonged use and docking stations with normal size monitor, keyboard and mouse should be used when possible.
- We will pay for an appropriate eye sight test (and the basic cost of any glasses required solely for computer use) for habitual users of DSE on request.
- Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

## 9. Electrical Safety

[The Electricity at Work Regulations]



We have a duty to protect workers, contractors, visitors and tenants against the risk of death or personal injury from electricity.

### Fixed Installations

- We will ensure that electrical installations and equipment are installed and maintained in accordance with the regulations.
- The electrical installation will be tested for electrical safety at regular intervals as determined by a competent electrician.
- Only competent electricians carry out electrical work.
- Detailed records will be retained where possible in line with statutory requirements and best practice;

### Portable Appliances

- We will arrange for a competent person to inspect and/or test portable electrical appliances where required. The frequency of testing will be determined by the competent person.
- Workers are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to the Colin Rayner / Management and taken out of use until repaired or replaced.
- Circuit breakers and RCD trip devices are regularly checked and maintained.

### Overhead Power Lines

- We will identify overhead power lines that may affect work activities that could result in (near) contact and will ensure the location is communicated to relevant persons.

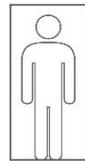
- We will ensure that a safe system of work is adopted for any work under/ near overhead power lines.
- Any problems with overhead power lines (such as low hanging lines) must be reported to the Colin Rayner / Management.

## Underground or Hidden Services

- We will identify underground or hidden power cables (and other services) on site as necessary and we will assess activities that could result in contact. Where necessary, specialist assistance will be obtained to identify the location of such services.
- We will ensure that the location of underground or hidden services is communicated to relevant workers and contractors / sub-contractors and that safe systems of work are adopted where there is a risk of contact.

## 10. Confined Spaces

[The Confined Spaces Regulations]



We have a duty to ensure that any work in a confined space is assessed to ensure that it is undertaken in a safe and controlled manner. Confined spaces include grain bins, underground tanks, septic tanks and similar types of places.

- We will assess the risk associated with working in a confined space and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work in such a location).
- Only trained and approved workers/ contractors are permitted to undertake work in a confined space and a safe system of work must always be followed.
- We will ensure that any contractor who undertakes work in a confined space does so in a safe manner.

## 11. Work at Height

[The Work at Height Regulations]



We have a duty to ensure that all work at height is assessed to ensure that it is undertaken in a safe and controlled manner.

- We will assess the risk associated with working at height and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work at height).
- Only trained and authorised workers are permitted to undertake work at height and a safe system of work must always be followed.
- We will ensure that any equipment used for working at height is suitable and sufficient (and properly maintained and inspected). The safest method of access must be used for all work at height.
- We will ensure that any contractor who undertakes work at height does so in a safe manner.
- We will arrange the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so;
- We will undertake formal inspections of ladders and stepladders as per guidance recommendations. Only commercial or industrial grade access equipment may be used.
- We will ensure that fragile roofs are clearly marked with signs at the most likely access point.

## 12. Workplace

[The Workplace (Health, Safety and Welfare) Regulations]



We have a duty to protect the health and safety of anyone in the workplace.

### Storage, Maintenance and Construction

- We will ensure that all buildings (including unoccupied buildings), roadways and other structures are maintained in a safe condition.
- The most senior member of staff present is responsible will undertake regular workplace inspections to identify potential health and safety issues.
- We will ensure that entrances and exits are maintained and kept clear and all flooring and floor coverings are kept in good condition.
- Workers are responsible for managing falling objects. All materials must be stacked or stored safely so they don't fall. 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.
- Only competent and authorised workers can undertake maintenance and construction work. Such work must be undertaken in a safe manner and in accordance with a safe system of work. Workers must not undertake any maintenance and construction activity beyond their capability.
- We will develop and implement a tree safety management plan.

### Cleanliness and Waste

- All workers are responsible for ensuring that work areas are maintained in a clean and safe condition and slips and trips controlled as far as possible.
- All workers are responsible for ensuring that workplaces are kept clean and tidy. Any concerns must be notified to the Colin Rayner / Management.
- We will ensure the regular disposal of waste materials by not allowing a build-up of any, particularly combustible, materials.
- Workers are expected to clean up spills immediately and to report any spillages of dangerous materials which may affect workers, visitors, and members of the public or the environment to the Colin Rayner / Management immediately.

### Permit to Work

We have a duty to manage high risk activities and implement a permit to work system to control them. Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in the workplace. High risk work includes significant work at height, live electrical work, hot work, confined space entry and excavations for example.

- The Colin Rayner are responsible for the management of the permit to work system.
- The most senior member of staff present is responsible for issuing permit to works for workers/ contractors undertaking high risk work.
- The most senior member of staff present is responsible for ensuring that relevant workers/ contractors receive adequate information, Instruction and training in the use of the permit to work system.

## 13. Welfare

[The Workplace (Health, Safety and Welfare) Regulations]



### Welfare Facilities

We have a duty to ensure that adequate rest areas, toilet and wash facilities are provided.

- We will ensure that suitable toilet and washing facilities are provided for workers and visitors.
- Rest and changing facilities along with somewhere clean to eat and drink during breaks will be available to workers. Adequate supplies of potable water will be available and a means of heating food or water for hot drinks.
- Everyone is responsible for ensuring that the facilities are maintained in a clean and sanitary condition. Any problems must be reported to the Colin Rayner / Management.

## 14. Workplace Traffic Management and Transport Safety

[The Health and Safety at Work Act; The Provision & Use of Work Equipment Regulations, the Highways Act etc. ]



We have a duty to ensure that the workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner. In addition, all vehicles used for work purposes must be properly maintained and operators legally compliant.

- We will ensure that traffic routes are organised and maintained in a safe condition. As far as possible road systems will be arranged to allow adequate space for vehicle movement, reversing, turning, loading and off-loading. Separate travel routes will be provided where possible for pedestrians, to segregate vehicles and pedestrians.
- We will assess the transport risks and put in place controls to manage, so far as is reasonably practicable, the vehicle pedestrian interfaces.
- We will ensure that all vehicles are inspected, serviced, maintained and fitted with appropriate safety devices such as seat belts, warning lights, warning beepers etc. ;
- We will ensure that drivers comply with the relevant legal requirements, including licensing and training.
- Workers and visitors must comply with any control measures put in place such as speed limits, parking restrictions, traffic routes, etc.

### Driving on public highways

We recognise that travel on public highways is necessary for some of our farming business and activities, and recognised that it is a hazardous activity and accordingly we will take steps to reduce the identifiable risks as far as possible. Driving is one of the most hazardous activities to undertake and the following precautions should be taken;

- Drivers are expected to take the precautions outlined below to minimise the risks of driving on public highways:
  - Plan routes to minimise the distance driven and take sensible breaks. Avoid overlong days of work and driving combinations;
  - Check vehicles before use;

- Drive according to the Highway Code and general road safety requirements;
- Limit the consequence of road traffic accidents and breakdowns by wearing seatbelts, carrying supplies (for bad winter weather driving etc. ), carrying a travel first aid kit, emergency triangle and a charged mobile phone for emergencies;
- Not make or receive calls while driving using a hand-held mobile phone. Where it is operationally necessary for drivers to remain in contact then appropriate hands-free kits will be provided.
- Drivers must report any health problem which may limit or prevent driving (such as epilepsy) to the Colin Rayner and where necessary to the DVLA.
- Driving Licences will be called in for checking on an annual basis, or as and when requested. Any endorsements to be notified to the Colin Rayner immediately.
- Workers using personal vehicles for driving on company business are responsible for ensuring that the vehicle is insured for business use and maintained in roadworthy condition.

## 15. Hazardous Substances

[The Control of Substances Hazardous to Health Regulations : CoSHH]



We have a duty to assess the risks from hazardous substances that we use (e. g. cleaning fluids, fuels, oils, etc. ) and hazardous substances that are generated or present in work activities (e. g. dust, fumes, disease, etc. ). For further information see our COSHH Assessments.

- We will identify substances and carry out CoSHH assessments in consultation with NFU Mutual Risk Management Services Limited and workers.
- We will ensure that Safety Data Sheets are held on file for the hazardous substances used.
- We will ensure that the required control measures are implemented.
- We will inform workers about the Assessments, communicate information about the risks and provide training in the control measures required.
- We will ensure that control measures are used, maintained, examined and tested with records of these tests kept;
- All workers are responsible for following the controls required and wearing the correct personal protective equipment.
- We will ensure that workplace exposure of workers is monitored, if necessary;
- All workers are responsible for ensuring that all hazardous substances are kept in original packaging and the labels checked before use. They must be used and stored in accordance with the makers' instructions.

## Coronavirus (Covid-19)

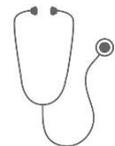
Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome). We have a duty to provide a safe and healthy workplace for all employees, contractors and visitors and ensure measures are taken to mitigate the spread of coronavirus within our workplace and/or workforce.

- We will ensure we are up to date and comply with the latest Government and Public Health information about the risk of coronavirus via the relevant Government websites and Government Briefings.
- We will ensure that employees follow guidelines on social distancing. Should it not be possible to adhere to social distancing, the company will undertake specific risk assessments and implement exceptional circumstance controls.

- All non-essential visitors and contractors will be prohibited on site to ensure that the threat of infection is minimised.
- We will risk assess and ensure suitable measures are in place for any clinically vulnerable workers and any clinically extremely vulnerable workers.
- Staff who are unwell with suspected COVID-19 (symptoms of infection are currently considered to be:- new continuous cough, fever and/or a change or loss of sense of smell and/or taste) or who share a household with someone who has any of those symptoms should not come to work, but must instead comply with Government advice and self-isolate in their home as per government stipulations.
- All staff who are self-isolating must inform their Manager immediately that they will not be coming into work.
- All workers are required to follow our Covid related rules diligently, in order to help us sustain a healthy and safe workplace. Key rules are:
  - Washing your hands using soap and water more often than usual and for 20 seconds each time;
  - Washing your hands after coughing, sneezing and blowing your nose;
  - Washing your hands after being in public areas;
  - Using alcohol hand sanitiser to supplement hand washing where not readily available;
  - cough or sneeze, into a tissue, or your sleeve (not your hands);
  - Clean and disinfect regularly touched objects and surfaces using surface wipes;
  - Close the toilet seat lid prior to flushing the toilet;
  - Open the windows to ensure ventilation;
  - Avoid touching your face with your hands, particularly eyes, nose, and mouth.
- Face coverings are not required to be worn in the workplace. However, we will support employees if they choose to wear a face covering for reasons including peace of mind.

## 16. Occupational Health

[The Control of Substances Hazardous to Health Regulations, The Management of Health and Safety at Work Regulations, The Control of Noise at Work Regulations, The Control of Vibration at Work Regulations]



We have a duty to ensure that our activities do not cause or exacerbate existing illness. Early diagnosis of an illness caused by work can often lead to quicker recovery and may stop other people becoming ill.

- We will do everything that is reasonably practicable to make the workplace safe and healthy.
- We will inform workers of any health risks associated with the work they undertake.
- All workers must co-operate by following the Safe Systems of Work, risk assessments and CoSHH Assessments designed to keep them healthy, including the use of PPE when other means of reducing exposure to hazards are not available.
- Workers are encouraged to report any health concerns, including work-related stress, immediately to the Colin Rayner in confidence.
- We will ensure that worker's health is monitored by means of an annual health questionnaire or by verbal discussion.
- Health surveillance will be arranged for workers where required, e. g. lung function, skin checks, injury from vibration, hearing loss.

- Workers are reminded to keep up to date with Tetanus protection and the need to practice good personal hygiene.
- The consumption of alcohol and the use of controlled drugs while at work (including when driving) are strictly forbidden. Any person found to be using controlled drugs, “legal highs”, or otherwise under the influence at work will be removed for their safety and the safety of others. Such action could be subject to disciplinary proceedings.
- Workers are required to notify the use of prescribed drugs to the Colin Rayner in writing to ensure job placement is not affected by the use of such drugs.

## 17. Asbestos

[The Control of Asbestos Regulations]

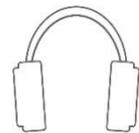


We have a duty to prevent the exposure of workers, contractors, tenants, visitors and the public to asbestos and to manage asbestos on the premises.

- We will ensure that the location of asbestos containing materials is identified and for ensuring that an up-to-date Asbestos Register and Management Plan are in place and maintained.
- We will ensure that the asbestos management plan is known by relevant workers, contractors and other relevant parties to be aware of the location and arrangements to manage.
- We will ensure that information is provided to workers on the dangers of asbestos and for ensuring that anyone who may come into contact with asbestos is suitably trained and follows a safe system of work (which includes the safe disposal of the material).
- Only competent and licensed contractors are permitted to undertake work with asbestos.

## 18. Noise

[The Control of Noise at Work Regulations]

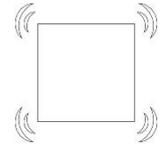


We have a duty to prevent or reduce the risks to health and safety from exposure to noise which can lead to hearing damage / hearing loss.

- We will identify tasks that could expose workers to excessive levels of noise and assess the risks.
- We will implement suitable control measures to reduce noise and improve working conditions.
- We will ensure that any members of staff exposed to high noise levels receive suitable information, instruction, training and supervision.
- Suitable hearing protection will be made available to relevant workers where the risks cannot be reduced by other means. Hearing protection must be used by workers in accordance with the training given.
- Any worker exposed to noise levels in excess of 87dB(A) will be requested to participate in health surveillance in the form of audiometric testing.

## 19. Vibration

[The Control of Vibration at Work Regulations]

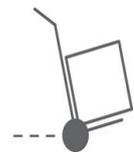


We have a duty to prevent or reduce the risks to health and safety from exposure to excessive vibration – which can cause nerve damage like vibration white finger or carpal tunnel syndrome (hand arm vibration) or whole-body vibration.

- We will identify tasks that could expose workers to excessive levels of vibration, assess the risk and implement suitable control measures to reduce the risks from vibration.
- We will ensure that any workers likely to be exposed to high vibration levels receive suitable information, instruction, training and supervision.
- Any worker exposed to significant levels of vibration will be requested to participate in health surveillance.
- We will ensure that vibration from existing plant is reduced as far as is reasonably practicable to minimise the risk from vibration and improve working conditions.
- Low vibration levels will be included in the specifications for all new plant and equipment to ensure that where possible the hazards are reduced or controlled at source

## 20. Manual Handling

[The Manual Handling Operations Regulations]



We have a duty to ensure that the dangers associated with manual handling (lifting, carrying, pushing, pulling or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- We will ensure that the risks involved in manual handling operations and repetitive tasks that could result in upper limb disorders are identified and assessed.
- We will evaluate the possible control measures identified in the risk assessment and implement the most suitable measures (e.g. changing the way the job is done, engineering improvements, equipment improvements etc. ).
- We will ensure that workers receive guidance and training in safe lifting and handling techniques for specific tasks carried out.
- Workers must use any lifting aids or handling systems provided. They must also follow any guidance provided and inform management of any manual handling concerns.
- We will provide and maintain suitable handling equipment and keep records of all maintenance and statutory inspections, where required.

## 21. Protective Equipment

[The Personal Protective Equipment at Work Regulations]



We have a duty to provide, free of charge, suitable personal protective equipment (PPE) wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE includes, e. g. safety footwear, eye protection, hearing protection, hardhats, high visibility clothing, gloves and respiratory protective equipment (RPE) such as dust masks.

- We will identify, source and replace suitable PPE, implement steps for maintenance, cleaning or repair and provide adequate storage facilities for PPE.
- The most senior member of staff present is responsible to ensure that workers are trained in the correct use, storage and management of the equipment provided.
- Workers must wear the PPE provided, in accordance with training and instruction given. Disciplinary action may be taken if workers fail to wear the PPE when needed.
- Workers must ensure that their PPE is checked before use and cleaned, maintained and stored in accordance with manufacturers' instructions.

## 22. Safety Signage

[The Health and Safety (Safety Signs and Signals) Regulations]



We must ensure that sufficient, clear and unambiguous warning signs are provided at strategic locations to warn people of danger.

- We will ensure that where the need for safety signage is identified (e. g. through risk assessment), it will be sourced and displayed in the relevant location(s).
- Workers are required to abide by instructions given on safety signage and should help visitors to comply with the signs as necessary.
- We will regularly review the adequacy of safety signage on the premises.

## Monitoring and Reviewing

To demonstrate our commitment to managing health, safety and welfare in the workplace, we will check the implementation of this Policy by performing regular audits and inspections of the premises and operations.





**[nfumutual.co.uk/rms](https://nfumutual.co.uk/rms)**

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