

# Health and Safety Review 2020

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**J. Rayner & Sons Ltd.** (and associated businesses)



**NFU Mutual**  
Risk Management Services

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# Contents

Client Profile .....	4
1. Summary .....	5
2. Compliance Audit .....	6
3. Completed Recommendations (from February 2019) .....	11

## Client Profile

<b>Name:</b>	J. Rayner & Sons Ltd. is the primary business. This report also covers the operations of RMC Rayner Farms, Rayner Brothers, Rayner Farms Ltd., Rayner Farms & Rayner Ashby Farms.
<b>Address:</b>	Berkyn Manor Farm, Stanwell Road, Horton, Slough, Berkshire, SL3 9PE
<b>Type of business:</b>	Limited Company & Partnerships
<b>Directors / Partners:</b>	Colin Rayner, Alan Rayner. CEMEX Materials (South East) are Partners in RMC Rayner Farms.
<b>Employees:</b>	In addition to the Directors/Partners there are two full time workers who are supplemented by seasonal workers (from beginning February to end September) and self-employed workers as necessary. There is currently one apprentice and one part time agricultural student. Office and administration work is undertaken by a mix of directly employed and self-employed workers. Additional agency workers are used for the Heathrow runway clearance work when required. Contractors and sub-contractors are used for specialist work as required.
<b>Operational details:</b>	<p>This is a large, family run, farming operation which has diversified into contracting services to cover a wide range of activities. The main site is at Berkyn Manor Farm which comprises farm office, grain stores (now mostly tenanted), workshop, chemical store, machinery stores, commercial lets and a small number of grazing cattle. There is a second site at Stubbings Farm which comprises grain storage, some machinery storage and small chemical store.</p> <p>Tenanted land and managed land extends over a wide geographical area although this has been decreased substantially in the past few years. There is approximately 2,000 acres of arable land for growing maize, winter wheat, winter oil seed rape and winter barley. Contracted services include: all agricultural operations, agricultural plant hire, crop spraying, harvesting, muck spreading, ground works, sewage sludge and silt spreading, fencing &amp; ditching, hedge cutting, land restoration, vegetation clearance, film set work, landscaping, snow clearance &amp; gritting, site services for outside events, cleaning out animal cages and more.</p> <p>Berkyn Manor Farm and Stubbings Farm were visited during the 2020 review.</p>
<b>Consultant:</b>	Jessica Lawson, CMIOSH
<b>Previous visits:</b>	30th January 2014, 31st January 2015, 4th February 2016, 9 <sup>th</sup> February 2017, 10th January 2018, 5 <sup>th</sup> February 2019
<b>Survey date:</b>	16th January 2020

The following health and safety issues were noted during the consultant's visit on the 16<sup>th</sup> January 2020 in the company of Colin Rayner and Maria Leishman. It should be noted that not all areas of the business' premises and activities were inspected or discussed during the visit.

**Key:**

*Information provided by the client that has not been verified is shown in "italics".*

Information noted and verified during the inspection and conclusions are shown in "normal text".

**Recommendations arising from the inspection are shown in "bold".**

## 1. Summary

This visit focused on a review of the recommendations made from the previous consultant's visit in February 2019 with a walk round of Berkyn Manor Farm and Stubbings Farm carried out to put any improvements into perspective. A review of compliance areas relevant to the business operations was also undertaken to ensure that effective health and safety management systems were being implemented and maintained.

The business operations remain much the same as for the previous audits with no notable changes.

There have been no notable incidents since the 2019 review.

The HSE visited the site following an alleged spray drift incident into Send Marsh Allotments in May 2019 from pesticide/herbicide spraying. A Notification of Contravention Letter was issued in December 2019. The business is in the process of implementing various measures following the incident including a thorough investigation of the incident, operator training, specific COSHH assessments for products used and LERAP assessments. Communications with the HSE regarding this case are still ongoing.

It is apparent that Colin Rayner continues to take his health and safety responsibility very seriously and most of the key recommendations from the previous report have been progressed or completed. The health and safety documentation is used proactively with contract specific safety files being developed as required for works. All employees are made aware of the documents and good records are maintained.

The main work sites would benefit from additional housekeeping controls, particularly around stored items and obsolete equipment. Machinery and equipment is generally maintained in good repair and stored in dedicated areas of the farms; there were however, a few damaged PTO guards seen during the visit and this should continue to be an area of high vigilance. Third party access to operational areas is generally well controlled and contractor / visitor management strategies are in place.

Progress against the previous recommendations has been detailed in Section 3 of this report. Any outstanding recommendations and additional actions identified during the review visit have been recorded in the action plan accompanying this report.

## 2. Compliance Audit

No.	SUBJECT	Yes	No	N/A	COMMENTS
1	PEOPLE & PROCEDURES	Yes	No	N/A	COMMENTS
1.1	Has the H&S Policy been reviewed in last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reviewed January 2020.</p> <p><b>Continue to ensure all workers are aware of the Safety Policy and regular reviews and updates are carried out as required.</b></p>
1.2	Are all risk assessments completed and been reviewed in last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reviewed January 2020. Minor updates to reflect changes to implemented control measures and any new actions identified during this review.</p> <p><b>Continue to ensure all workers are aware of the relevant risk assessments and regular reviews and updates are carried out as required.</b></p>
1.3	Are all Safe Systems of Work completed and reviewed within last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Method statements and safe systems of work put in place for specific contracts as relevant. General safe working procedures in place; 'Working Safely With' guides provided as part of Handbook.</p> <p>All workers are provided with a copy of the Safety Handbook; this includes general safety information, Safety Policy, Risk Assessments, COSHH Assessments and safety guidance.</p> <p>The Health &amp; Safety Handbook has been reviewed and updated as part of the 2020 annual visit. <b>Ensure all workers are issued with a copy of the new Handbook and return a copy of the signed declaration (available at the end of the Handbook).</b></p>

1.4	Has all the statutory training been completed (including refresher training)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Training provision is kept under constant review and training arranged as required. NROSO certification and CSCS cards for relevant workers. Refresher training is arranged as required for machinery operations. Maria carries out induction training for any new workers and new / inexperienced workers are closely supervised until deemed competent. Training records are maintained on file.</i>
1.5	Is the current employer's liability insurance certificate displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Farm Office.
1.6	Have the first aiders received up to date training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Suitable number of workers trained in Emergency First Aid at Work.</i>
1.7	Have the first aid boxes, eye wash and travel first aid kits been checked and updated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kits in vehicles and throughout sites. Eye wash stations in relevant areas. <i>Regular replacement of first aid kits.</i>
1.8	Have the CoSHH Assessments been reviewed in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed January 2020. Minor amendments to section on spraying following recent HSE case. Rat bait application now undertaken in house by trained workers. <i>Safety data sheets are available for hazardous substances used. Spill kit available at Berkyn Manor Farm and carried on vehicles for off-site work.</i>  <b>Continue to ensure all workers are aware of the relevant COSHH assessments and regular reviews and updates are carried out as required.</b>
1.9	Have emergency procedures been reviewed and updated in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Emergency procedures in place for main farm sites and these are displayed and emailed to all workers. Emergency procedures are developed specifically for contract work as required and carried in on-site folders. All workers carry emergency contact details on their phones.</i>




1.10	Have all contractors had a contractor competency checklist completed within the last 3 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors used for sub-contracting e.g. for tree work beyond competence of in-house team, provide job specific risk assessments and method statements which are held on file.  Contractors used for building works provide information as relevant to tasks undertaken.  Electrician is NIC-EIC registered.
1.11	Have driving licenses been checked in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records held on file.
2.	<b>MACHINERY &amp; EQUIPMENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>COMMENTS</b>
2.1	Is PAT Testing for all portable and transportable electrical equipment up to date within the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regime includes all equipment with a plug.
2.2	Has all machinery and equipment been assessed as having adequate guarding in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-going assessment of machinery and equipment. The following points were noted during the inspection of Berkyn Manor Farm: <ul style="list-style-type: none"> <li>• <b>Some damage to PTO guards in evidence on several pieces of machinery. Also restraining chains missing on several guards. One PTO guard had a section cut out of guarding to allow for greasing; this must not be permitted. All damaged guards and missing chains to be replaced prior to next use. Continue to stress importance of maintenance of PTO guards to workers.</b></li> <li>• <b>The chuck guard on the pillar drill is broken and must be replaced prior to next use.</b></li> </ul>
2.3	Have flashback arrestors, hoses, torches and gauges on welding / cutting equipment been checked in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment generally appeared in good order at time of review visit. <b>Hoses should be checked regularly for signs of damage and deterioration.</b>
2.4	Has all Local Exhaust Ventilation (LEV) been inspected within the last 14 months by contractor under CoSHH Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

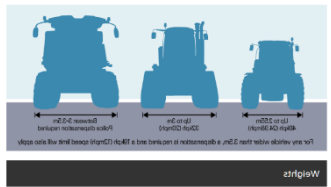
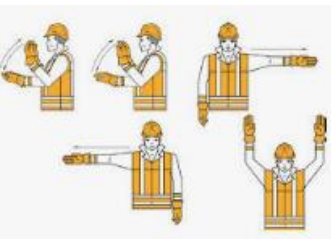






2.5	Is the ladder register up to date with formal inspections by staff recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders viewed during the site inspection appeared to be in good condition and secured where necessary with the bottom section removed on grain bins. <i>Any damaged / wooden ladders are disposed of.</i> <b>All ladders and step ladders must be regularly inspected with records kept.</b>
2.6	Is the LOLER Certificate up to date for all lifting equipment (e.g. lift trucks, hoists, trolley jacks, vehicle lifts) and accessories (chains, slings, grabs, work platforms)? This is annual for all lifting equipment, every 6 months for those lifting people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vulcan Inspection Services carry out examinations (6 monthly where relevant e.g. for the man cage, safety harness, etc.).
2.7	Is the Pressure Regulations Certificate up to date for all pressure vessels (e.g. air receivers, steam boilers, refrigeration equipment operating above 25 kW)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vulcan Inspection Services carry out examinations. Signs of damage noted to hoses. <b>Hoses should be checked regularly for signs of damage and splitting and disposed of if any defects are identified.</b>
2.8	Has fall arrest equipment (e.g. safety harness, lanyards etc.) had an inspection in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vulcan Inspection Services carry out examinations.
3.	<b>PROPERTY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>COMMENTS</b>
3.1	Are all fixed wiring installations under an Electrical Condition Report program with electrical contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Rolling programme of examinations in place for all buildings (including caravans); remedial works carried out as required.</i>
3.2	Has the asbestos register been updated in the last year and changes notified to relevant people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>An asbestos survey has been carried out and confirmed the presence of some asbestos containing materials on the premises. Where relevant, asbestos is labelled. Workers have attended an asbestos awareness course. Fragile roof signs are displayed on relevant buildings.</i>





3.3	Has the fire risk assessment been reviewed in last year and recommendations acted upon?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fire risk assessment was not formally reviewed during the 2020 review visit. Only the action plan section of the fire risk assessment has been updated to reflect the findings and progress made following the review visit in January 2020.</p> <p><b>You should ensure that you read through the entire contents of the fire risk assessment document to check that the contents are still accurate and update where necessary.</b></p>
3.4	Have fire extinguishers, fire alarms, smoke detectors been inspected and maintained in last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>On-going programme of regular replacement.</p> <p>Halon fire extinguishers are now illegal in the UK, due to the damaging effect the fire extinguishing agent has on the Earth's ozone layer.</p> <p><b>Dispose of halon fire extinguisher at Stubbings Farm.</b></p>
3.5	Have the fire provisions (alarm, detectors, lighting) been checked monthly by staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Have all fuel boilers been checked by Gas Safe Registered contractors in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Annual gas safety inspections for caravans.</i>
3.7	Have you carried out a formal workplace inspection in the last year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection of Berkyn Manor Farm and Stubbings Farm carried out as part of review in January 2020. <b>Actions detailed in 2020 Action Plan.</b>
3.8	Have gun certificates & insurance been checked in the last year for anyone shooting on the land?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	




### 3. Completed Recommendations (from February 2019)



Completed Urgent Action Points	Picture	Responsible Person	Progress / Comments / Date	Date of completion
<p>1. Unstable buildings, stacked items and any other unsafe areas around Berkyn Manor Farm must be kept under close review and made safe where possible or fenced securely to prevent access. Some buildings are in poor repair and would be dangerous to enter / approach. Areas of particular note during 2018 visit:</p> <ul style="list-style-type: none"> <li>• End wall of derelict building near mobile homes / containers – monitor condition and make safe as necessary. Remove fire extinguisher from this location.</li> <li>• Large tractor tyres must be laid flat or secured if stored on edge to prevent toppling.</li> </ul>	 		<p><i>End wall of derelict building has been knocked down.</i></p> <p><i>Heras fencing used where necessary.</i></p> <p>Tyre storage area has been chained off to deter access.</p> <p>Some areas remain a concern – see separate action plan.</p>	
<p>2. Include the following on the LOLER examination schedule undertaken by Vulcan Inspection Services (inform insurance office of items to be added at next visit):</p> <ul style="list-style-type: none"> <li>• Fertiliser spreader lifter arm</li> <li>• Harnesses &amp; lanyards for work at height</li> </ul>			<p><i>Examined by Vulcan Inspection Services.</i></p>	

Completed Necessary Action Points		Picture	Progress / Comments / Date
1.	<p>Ensure all workers are aware of the speed restrictions on agricultural vehicles on public roads. Some information has been emailed and this should be shared with all workers.</p> <p>Continue to ensure seatbelts are worn for all vehicle operations.</p>		<p><i>Included in banksmen training.</i></p> <p><i>Signs in vehicles.</i></p>
2.	<p>Ensure any member of staff who may undertake banksman activities is appropriately trained. The HSE have a video on-line showing the accepted banksman signals and this should be used as a minimum training standard; formal training should be arranged where identified as required by risk assessment, e.g. for specific contract works or client mandatory requirements.</p> <p><a href="http://www.hse.gov.uk/workplacetransport/safetysigns/banksman/banksman.htm">http://www.hse.gov.uk/workplacetransport/safetysigns/banksman/banksman.htm</a></p>		<p><i>Banksmen training undertaken.</i></p>
3.	<p>Continue to ensure traffic movement risks are adequately controlled at all work sites, including Berkyn Manor Farm. The following should be implemented for Berkyn Manor Farm:</p> <ul style="list-style-type: none"> <li>• Ensure adherence to high visibility policy (including with tenants).</li> <li>• Ensure adherence to reverse parking policy by traffic routes.</li> </ul>		<p><i>Relevant signage displayed where necessary.</i></p>




Completed Necessary Action Points		Picture	Progress / Comments / Date
<p>4.</p>	<p>Continue to communicate with commercial tenants as necessary. Control of tenant activities at Berkyn Manor Farm has improved on previous years; however the following points were noted:</p> <ul style="list-style-type: none"> <li>Action FX LPG &amp; compressed gas cylinders stored outside of caged area (possibly for collection). Must be stored securely (unless very temporary) and warning sign to be displayed on their cage.</li> <li>Set Breaks gas cylinders to be stored in the caged area. LPG warning sign is faded and broken and should be replaced.</li> <li>Still awaiting reassurance from Omeg as to fire safety arrangements in place for the heater they installed to the rear of their unit. Emailed again in February 2019.</li> <li>JCK to re-locate skip from immediately outside their unit. Skip contains combustible waste and therefore needs to be away from the building.</li> </ul>	 	<p>Cylinders noted to be stored in cages during the 2020 review.  <i>Warning signage in place on cage.</i>  <i>Omeg heater has been removed.</i>  <i>Skip relocated away from building.</i></p>
<p>5.</p>	<p>The following actions are required prior to the Petrol Tank re-licencing visit:</p> <ul style="list-style-type: none"> <li>Replace first aid kit and eye wash by petrol tank.</li> <li>Remove old car from adjacent to tank.</li> <li>Tidy up area and empty sand bins of rubbish.</li> <li>Replace fire extinguishers</li> <li>Replace hose / nozzle.</li> <li>Complete training &amp; training record with any worker who will use the petrol tank.</li> <li>Keep regular inventory records to monitor for any leaks.</li> </ul>		<p><i>Actions complete.</i></p>

Completed Necessary Action Points		Picture	Progress / Comments / Date
6.	Ensure bench grinders have the tool rests adjusted to within 3mm of the grinding wheels. This will minimise risk of tools getting jammed in the gap and causing damage to wheel and possible injury.		No issues identified during 2020 review.
7.	Replace the broken emergency stop button on the workshop pillar drill prior to next use.		Replaced.
8.	Ensure gas cylinder compound is kept secured when not in use.		No issues identified during 2020 review.
9.	Display an acetylene warning sign on the workshop door.		<i>Sign in place.</i>

Completed Necessary Action Points		Picture	Progress / Comments / Date
10.	Ensure all buildings with fragile roofing materials have an appropriate 'Fragile Roof' sign displayed.		<i>Signage in place where necessary.</i>
11.	Remove and dispose of the two ladders currently in the workshop. These are not suitable for use (one wooden and one damaged).  Ensure all workers know how to safely use the step ladder and how to carry out pre-use checks. Tool box talk recommended when step ladder arrives on site.		<i>Damaged ladders disposed of.</i>
12.	Remove lower section of grain silo ladder and chain flat or store securely when not in use.		Bottom section removed.
13.	The JCB telehandlers have a 7m boom extension. This needs to be restricted to a maximum of 6m when used with the working platform. Ensure all workers are aware of this requirement and, where possible, fit a limiter / marker to ensure the 6m extension is not exceeded.		<i>Workers have received training. Stickers are in place.</i>

Completed Necessary Action Points		Picture	Progress / Comments / Date
<p><b>14.</b></p>	<p>Ensure the following actions completed for the mobile home accommodation:</p> <ul style="list-style-type: none"> <li>• Complete 2019 occupancy checklists (includes checks on all fire and safety control measures provided)</li> <li>• Arrange Gas Safe inspection for 2019</li> <li>• Arrange PAT testing for any equipment provided in the vans</li> <li>• Remove the unoccupied van in the courtyard area.</li> <li>• Ensure both exit doors from the vans are easily openable for emergency evacuation purposes.</li> </ul>		<p><i>Occupancy checklist completed at beginning of season.</i></p> <p><i>Annual gas safe inspections.</i></p> <p>Unoccupied van removed.</p>
<p><b>15.</b></p>	<p>For grounds clearance work where workers are exposed to high levels of noise from equipment, e.g. chainsaws, chippers etc. you should undertake a noise exposure survey. You can use the HSE's noise exposure calculators to carry this out if you have the manufacturer's information indicating noise emissions from the equipment used; however, this may not give a truly accurate measurement of operator exposure but will give an indication of whether the exposure limit value (87dB taking into account any reduction afforded by hearing protection) is likely to be exceeded.</p> <p>Continue to purchase battery operated equipment where suitable. Continue to ensure hearing protection is worn by all workers as per the risk assessment for each activity.</p>		<p><i>Noise meter in use to determine noise levels.</i></p>



Completed On-going Action Points		Picture	Progress / Comments / Date
1.	Ensure PAT testing programme arranged for 2019.		<i>Completed in 2019.</i>
2.	Continue to ensure contractor competence. Request copies of relevant insurances, certification / accreditation and, where necessary, copies of risk assessments / method statements.		<i>Checks undertaken. Records held on file.</i>
3.	Reported as no asbestos remaining on farm sites; however, a survey is recommended to confirm this.		<i>Asbestos survey carried out. Actions implemented.</i>
4.	Remove obsolete fire extinguishers when replaced to ensure no confusion. Old extinguisher by diesel tank to be removed.		<i>Old extinguisher removed.</i>



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