Health and Safety Executive

Example health and safety policy

Setting the scene

Archer Farms, is a mixed farm (dairy and beef), and employs four employees across a blend of contract types.

John Archer prepared his own health and safety policy statement, using this HSE template.

He then thought about what he should include in his policy, such as remote or lone working, as is typical on farm, personal protective equipment, staff consultation, training, induction for new employees, part time/relief workers, and periodic staff reviews etc.

He decided that he and his main employee were the most competent (experienced and capable) people to take responsibility for health and safety issues.

Although also used this review process to add emphasis that Health and Safety is everyone's responsibility on farm.

John presented the policy statement at a staff meeting (DATED XX/XX/XX) and decided to review and update the policy every year (on an assigned date), or straightaway where there is a significant change in workplace.

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

ARCHER FARMS

Our health and safety policy is to: *(NOT AN EXHAUSTIVE LIST – AMEND AS REQUIRED)*

- **PREVENT ACCIDENTS AND CASES OF WORK-RELATED ILL HEALTH**
- **MANAGE HEALTH & SAFETY RISKS IN THE WORKPLACE**
- **PROVIDE CLEAR INSTRUCTIONS AND INFORMATION, AND ADEQUATE TRAINING, TO ENSURE EMPLOYEES ARE COMPETENT TO DO THEIR WORK**
- **PROVIDE PERSONAL PROTECTIVE (PPE) EQUIPMENT**
- **CONSULT WITH EMPLOYEES ON MATTERS AFFECTING THEIR HEALTH AND SAFETY**
- **PROVIDE AND MAINTAIN SAFE PLANT AND EQUIPMENT**
- **PROVIDE SAFE HANDLING OF ALL SITUATIONS INVOLVING LIVESTOCK, MILKING, CALVING, CATTLE CRUSHES/RACE, ADMINISTERING TREAMENTS, HOOF TRIMMING ETC**
- **PROVIDE SAFE HANDLING OF ALL SUBSTANCES USED ON FARM (CHEMICALS, SLURRY, MANURE, FERTILIZERS ETC) AND THAT TRAINING, AND PPE IS PROVIDED**
- **MACHINERY ONLY TO BE OPERATED BY TRAINED AND COMPETENT OPERATORS**
- **MAINTAIN SAFE AND HEALTHY WORKING CONDITIONS**
- **IMPLEMENT EMERGENCY PROCEDURES, INCLUDING EVACUATION IN CASE OF FIRE OR OTHER SIGNIFICANT INCIDENTS**
- **PROVIDE EMERGENCY CONTACT LINKS FOR THOSE INVOLVED IN LONE WORKING**
- **REVIEW AND REVISE THIS POLICY AT LEAST ANNUALLY**

Signed	Date
John Archer	**1st August 2021**
Print Name	Review date:
JOHN ARCHER	**1st August 2022**

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

John Archer

2. Day to day responsibility for ensuring this policy is put into practice:

Lillian Bellamy (assistant)

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

John Archer	*Safety, risk assessments, accident reporting*
Lillian Bellamy	*First Aid (date of last First Aid Course xx/xx/xx)*
John Archer	*monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation.*
Ben Archer	*maintaining equipment, information, instruction, training*

4. **All employees (full time and part time) must:**

- **Co-operate with supervisors and managers on health and safety matters**
- **Take reasonable care of their own health and safety; and**
- **Report all health and safety concerns to an appropriate person (as detailed above)**

Part 3: Arrangements for health and safety

Risk assessment:

We will complete relevant risk assessments and take action. ***We will review risk assessments when working habits or conditions change.***

Training:

We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness, electrical safety, working with manure/slurries and noxious gasses). ***We will provide personal protective equipment (PPE)*** ***We will make sure suitable arrangements are in place for employees who work remotely/lone working*****, e.g. use 'what three words' (whatthreewords.com), a no cost website that provides location of every 3 square meters – free download via the phone – can be a life saver to identify anywhere on your farm.**

Consultation:

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation:

We will make sure that escape routes are well signed and kept clear at all times. ***Evacuation plans are tested from time to time and updated as necessary.***

THIS POLICY TO BE DISPLAYED FOR ALL EMPLOYEES TO VIEW – DATED XX/XX/XX

HEALTH AND SAFETY REVIEWS IS A RED TRACTOR REQUIREMENT