

The Ark Smallholding Ltd

Health and Safety Policy

Business Procedures Manual / Standard Operating Procedure

1. Purpose

The purpose of this policy is to provide and maintain a safe place of work and safe systems of work for all our employees, learners, contractors and visitors as required under the relevant Health and Safety legislation. This policy is to be read in conjunction with the Company's Health and Safety Manual and supporting Health and Safety Procedures.

Should the system for managing health and safety within the Company be improved – under the general philosophy of continuous improvement – then this policy will be amended, following approval by the Health and Safety Manager/Director

2. Scope

This policy applies to the entire site, and to all the Company's employees, learners, contractors and visitors.

3. Definitions

Hazard:

Anything with the potential to cause harm, for example:

Moving parts of machinery	Sources of electric current
Slippery and uneven surfaces	Dust and fumes
Contaminants and irritants	Fire
Working at height	Confined spaces
Pressure/stored energy systems	Volatile or toxic materials
Unguarded processes	The handling and transporting of equipment and materials

Dangerous occurrence:

Any serious event that can cause injury to people or damage to property. Examples of a dangerous occurrence are: a fire; an explosion; the release of chemicals into the atmosphere; or the spillage of toxic substances.

Hazardous malfunction:

Some form of machine failure that can cause harm; for example, the failure of brakes on a vehicle.

Note: These events must be reported (even when no-one has been injured – recorded on near-misses database) so that corrective or preventive action can be taken in time to avoid an injury in the future.

4. Policy and Responsibilities

4.1 Introduction

The allocation of duties for safety matters and the arrangements made to implement the policy are set out in the Company's Health and Safety Manual and supporting Standard Operating Procedures. All employees, learners, contractors and visitors shall co-operate fully with the requirements of these documents.

The Company adopts a risk based approach to health and safety. The findings of its various risk assessments are documented separately, relevant risk assessments are retained by Department Directors and stored by the Health and Safety Manager electronically.

Disregard for the Company safety policy will be treated as a disciplinary matter.

4.2 Health and Safety Responsibilities

The Health and Safety at Work Act 1974 - supported by a range of health and safety regulations that deal with specific issues - requires that people behave at work in a manner that helps ensure their own safety and that of others:

- Managers have a responsibility to provide safe and healthy working practices and environments
- Employees have a responsibility to ensure their own, and others', health and safety within their place of work, and to co-operate fully with all measures taken to protect them at work.

Please read the poster 'Health and Safety Law', which is posted in Reception.

All Company personnel are required to:

- Follow the Company's Safety Rules and any other information, instruction and training given to them
- Take care for themselves and others; such as colleagues, learners, contractors and customers
- Refrain from interfering with anything provided by the Company in the interest of safety
- Report all accidents, near-misses and dangerous occurrences so that they can be investigated, recorded and reported
- Draw the Director's attention to any safety problems or defects which they become aware of
- Ensure that full details of **all** accidents, near-misses and dangerous occurrences are collected and recorded.
- Make full and proper use of all precautions provided
- Refrain from inappropriate behaviours
- Ensure that their work area is kept clean and tidy
- Ensure that all stairways, fire exits and passageways are clear of obstructions at all times
- Wear clothing and footwear that is appropriate for the work being undertaking
- Ensure that personal protective equipment (PPE) is in good condition - fit for purpose - and that it is worn correctly at all times
- Attend training courses when requested to do so
- Make themselves aware of the Health and Safety information provided on notice boards

5. General Safety Rules

These rules are intended for the safety of all the Company's employees, learners, contractors and visitors who may be affected by its activities. The rules have the full backing of the Director.

Failure to comply with them may lead to disciplinary action in accordance with the Company's disciplinary procedures and, in serious cases, this may result in dismissal.

These rules shall be read in conjunction with the Company's Health and Safety manual and its supporting Standard Operating Procedures. Their purpose is to provide the basis for safe and healthy working conditions.

5.1 Accident Prevention and Reporting (See Standard Operating Procedure Ref: HS-SOP-02)

An accident is an unexpected or unplanned event that results in physical harm to an individual or damage to property.

Most accidents are caused by inappropriate behaviour, and are preventable by working safely and by maintaining clear and tidy work areas.

All accidents at work (regardless of whether injury is sustained or not) shall be reported to a nominated first aider or your Director

The statutory accident book shall be completed for all accidents, even if they do not involve a serious injury.

Employees shall ensure that the name and location of their nearest first aider is known to them. They are displayed on signs along the corridors and in the reception area.

5.2 Near Miss Reporting (See Standard Operating Procedure Ref: HS-SOP-02)

A near miss is classified as a non-injury accident. Employees shall report to their Department Director and fill out a Near-miss form on Google Forms in all such occurrences, in order that further incidents may be avoided.

5.3 Alcohol and Drugs (See Standard Operating Procedure Ref: BP7-SOP-004)

The Company forbids the use of, possession, concealment, transportation, promotion or sale of alcohol and prohibited substances by an individual employed directly, or indirectly, within the confines of the site; by any person attending planned activities on site; and by any person visiting the site.

Prohibited substances are defined as

- Any substances which an individual may not sell, possess, use or distribute under applicable law
- Any other legal but unlawfully used substances e.g. prescription drugs obtained or used without permission; or such drugs not being used for their originally intended purposes
- Any solvent, including glue, used or intended to be used for the purpose of intoxication

Drugs that have been medically prescribed; that carry clear parental consent; that have been signed; and which have been made known to the Company in writing are exempt from these provisions.

Any employee found on Company premises in breach of its drug and alcohol policy shall be liable to summary dismissal for gross misconduct. The Company reserves the right to call the Police in any cases it deems necessary.

Anyone who considers themselves to be at risk from drug or alcohol dependency should seek help from their doctor, a recognised agency or their Director.

The Company reserves the right to stop any person working when it has reasonable grounds for suspecting that they might be under the influence of alcohol or drugs, or who seems to be suffering illness or excessive fatigue.

5.4 Display Screen Equipment (See Standard Operating Procedure Ref: HS-SOP-014)

The term Display Screen Equipment (DSE) covers both conventional screens and others such as liquid crystal displays; and are used to display text, numbers, line drawings, graphics or charts.

Before starting work, ensure that:

- Your chair is adjusted in such a manner that your back is supported and your elbows are at 90° when typing.
- You have sufficient leg and knee room to allow for changes in posture
- The keyboard is adjusted until you find a relaxed position for the forearms and shoulders
- That you leave space so that your forearms can be rested on the desk in between typing
- That the height of the screen is adjusted so that your head is looking straight ahead with your eyes looking slightly downwards
- That the angle and brightness/contrast of the screen is adjusted to reduce glare
- That the mouse is not gripped too tightly; and is always in easy reach to avoid overstretching
- That you take frequent breaks away from the screen to carry out other tasks

If you experience any aches or pains in your upper limbs, report this immediately to your Director.

As a DSE user, you are entitled to a free eyesight test and a basic pair of glasses specifically for DSE use, should you require them. If you experience any problems with your eyesight, you should report this to your Director.

Employees who use DSE for a significant part of the working day are classed as 'users' and are requested to complete a self-assessment questionnaire, which will be followed up by an independent risk assessment where considered necessary.

5.5 Electricity (See Standard Operating Procedure Ref: HS-SOP-015)

- Do not interfere with electrical apparatus. Mains voltage can kill
- Ensure that you know where to switch off the supply to any equipment you use. It may be at the socket or an isolator on the wall.
- Never attempt to repair electrical equipment yourself. Report faults to your Director
- Do not let water get into equipment, and do not touch equipment with wet hands

Before using any portable electrical equipment you shall ensure that:

- The plug is secure and free from damage
- The cable is sound and free from; with no coloured insulation showing through
- The cable is securely attached to the equipment
- The controls work properly
- The equipment's casing is in a sound condition

Report any damage to your Director.

5.6 Fire Safety (See Standard Operating Procedure Ref: HS-SOP-016)

Fire is indiscriminate and puts lives and jobs at risk.

Ensure you know the following:

- What sound the alarm makes
- Your nearest fire exit (and the location of **all** alternate exits. This will prevent panic should the fire be blocking the exit nearest to you - the one you would expect to use)
- Your assembly point

5.6.1 Fire Procedure

- In the event of a fire the building must be evacuated immediately, without panic
- Go to your assembly point to be accounted for
- Ensure you know what to do in the event of a fire. Your life and that of others may depend on it. Fire action notices are posted in prominent locations, take the time to read them
- Only attempt to extinguish a fire if it is safe to do so and you have received the appropriate training
- Treat all alarms as real unless you have been told specifically that they are not (e.g. system tests and maintenance).

If you discover a fire:

- Raise the alarm by activating the nearest fire alarm call point
- If possible, tackle the fire with the correct type of extinguisher – but **only** if there is no risk to you and practical, 'hands on' training has previously been undertaken
- If circumstances dictate, or if ordered to do so, leave the building by the nearest available route
- Keep between the fire and your escape route
- If the fire is behind a closed door, do **not** open it
- Use the **correct** type of extinguisher. Do **not** use water on electrical equipment or hot fat
- If the fire is too big for a single extinguisher to put it out, then leave it for the fire brigade
- **Never leave fire doors wedged open**

5.7 First Aid at Work (See Standard Operating Procedure Ref: HS-SOP-017)

- The Company has trained first aiders who will attend to any first aid matters relating to injury sustained at work.
- Make sure you are aware of the name and location of your nearest first aider. They are displayed on signs throughout the corridors and in the reception area
- You must **not** remove or tamper with any of the first aid supplies.

5.8 Housekeeping

Cleanliness of working areas is the responsibility of the employees working in that area. The area shall be kept clear of debris. The cleanliness of all sanitary areas, entrances and stairways shall be the responsibility of firstly the employee and users but ultimately the Senior Directorship Team. At all times stairways and entrances shall be free from obstruction.

Slips, trips and the resultant falls are the main cause of reported major injuries at work. These can be prevented by:

- Clearing up spillages as they occur
- Keeping your work area tidy, and clearing up tripping hazards
- Reporting any problems with the flooring
- Not rushing and remaining vigilant as you move around
- Not standing on anything other than approved steps or ladders.

5.9 Working at Height (See Standard Operating Procedure Ref: HS-SOP-018)

- Many deaths and serious injuries are the result of falls from heights. The Company's policy is 'No work at height' is permitted, unless appropriately trained, and the correct equipment is available. If work at height is unavoidable:
- Do **not** use furniture, shelving or boxes to stand on. Always use a ladder or stepladder
- Ensure that ladder and stepladders are always placed on a firm, level and non-slippery surface
- Ensure that ladders are secured before climbing by tying them to fixed objects
- Climb one rung or step at a time. Always maintain three points of contact on a ladder when climbing - either both hands and one foot, or one hand and both feet
- Do **not** overreach or move the ladder or stepladder while on it
- Wear the correct footwear
- Keep both feet on the same rung whilst working
- Do **not** work of the top three rungs of a leaning ladder, or the top two rungs of a step ladder

Leaning ladders and stepladders shall only be used if the task is:

- Short Duration (maximum 30 minutes)
- Light work (up to 10kg)

5.10 Manual Handling (See Standard Operating Procedure Ref: HS-SOP-019)

Lifting and handling injuries are very common. About half of all back injuries result from improper lifting techniques.

Use lifting equipment/trolleys whenever possible to minimise the amount of lifting and carrying.

Here are some guidelines on how to lift correctly and safely:

- Stop and think

- Plan which route to take and make sure it is clear
- Assess the weight of the load
- Place your feet correctly. Stand close to the load with feet apart and one leg as far forward as is comfortable
- Bend the knees and keep the back straight with the chin tucked in
- Get a good grip
- Do not kneel or over flex the knees
- Always lift smoothly using your thigh muscles
- Keep your back straight but not necessarily vertical
- Pivot on feet having completed the lift, not during it
- When carrying the load, keep it close with your arms tucked in and avoid twisting your body
- Make sure you can see over the top of the load
- Put the load down on a level surface, remembering to bend your knees and keep your back straight, then slide the load into the desired position

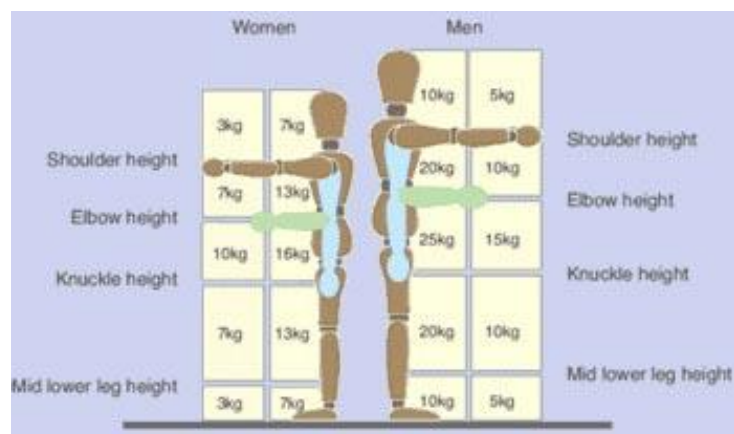
Two journeys may be better than one. Always get help when lifting loads that you know will be too heavy for you.

Give help to make lifting and carrying easier if someone asks you for it and you feel fit enough.

Be aware of your own limitations and do not exceed them.

The law does not specify safe weights because individual capability is so variable. The following diagram gives a rough guide to the reduction of capability when lifting loads to different heights and distances from the body. It assumes a 25 Kg/16kg load to be well within your capability when a simple straight lift to waist height is involved.

Remember that your ability to lift may be increased if you have been trained in lifting techniques, or, it may be considerably reduced in ill health (even if you have a cold), or if the conditions are in any way adverse. e.g. too hot, too cold, slippery floors, load difficult to grip etc.



5.11 Mobile Telephones

Mobile telephones must not be used while driving vehicles on Company business.

The Company reserves the right to request personal mobile telephones to be turned off during working hours if it believes that their use is excessive and reducing the employees concentration.

5.12 Occupational Health

You shall report to your Director any medical condition which could affect the health of yourself or others. You shall co-operate with the implementation of medical and occupational health provisions.

5.13 Office Area

Allow adequate space for safe access to desks, filing cabinets, shelves and so on.

Do not overload shelves. Do not place materials on the top of cabinets and so on where they could fall on to someone.

Use stepladders or step stools, not chairs, to gain access to high level shelves and cupboards. Check before you use a ladder that it is sound, in the right place and secure.

Display screen equipment must be assessed before it is first used or when there are changes. The results of the assessment need to be taken into account by the user.

5.13 Smoking (See Standard Operating Procedure Ref: HS-SOP-005)

The Company is legally required to ensure that all workplaces are smoke-free. Therefore, smoking is prohibited throughout the entire workplace with no exceptions. Smoking is also forbidden in company vehicles.

The Company will comply with current Health & Safety requirements by safeguarding the rights of non-smokers to breathe smoke-free air at work, while also taking into account the needs of those employees who wish to smoke.

This Smoking Policy also applies to the use of electronic cigarettes. These are prohibited wherever smoking is prohibited.

The prohibition of electronic cigarettes wherever smoking is prohibited is on the basis that these products do not provide recognised health benefits while introducing several negative consequences including undermining the enforcement of the Smoking Policy.

Any individual found to be in breach of the Company smoking policy may be subject to disciplinary action in line with the relevant disciplinary procedure.

Note: Local authorities, the designated enforcement authorities responsible for enforcing the smoke-free legislation, can issue fines of up to £200 to individuals smoking in smoke-free premises or vehicles.

5.14 Safety signs

Safety signs are there to protect you and your colleagues.

Prohibition (red and white)

They mean 'don't do something'. Here are some examples:



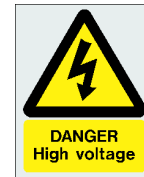
Safe Condition (green and white)

These inform you of a safe way to do something or give you first aid information. Here are some examples:



Warning (yellow and black)

These warn you that there is a risk of danger. Here are some examples:



Mandatory (blue and white)

These inform you that you must do the safety operation shown. Here are some examples:

