



Health and Safety Policy

INTRODUCTION

In order to help improve Health and Safety on farms, HOPS has produced the following guidance and example templates to assist employers of HOPS participants. Where training is provided it is important that it is followed and signed off as fully understood to ensure safe work practices. This policy should be reviewed if you think it may no longer be valid, eg if circumstances change.

DISCLAIMER

HOPS Labour Solutions has used its best endeavours to ensure that the content, layout and text of these documents are accurate, complete and suitable for the stated purpose. It makes no warranties, express or implied, that compliance with the contents of this document shall be sufficient to ensure safe systems at work or operation. HOPS Labour Solutions will not be liable to pay compensation in respect of the content or subsequent use of these documents for any purpose other than the stated purpose or for any purpose other than that for which they were prepared except where it can be shown that HOPS Labour Solutions have acted in bad faith or there has been wilful default.

The documents have been drafted for use with temporary seasonal workers recruited via HOPS Labour Solutions to promote best practice. It is the sole responsibility of employers to ensure employment documents are suitable for purpose and comply with employment legislation. HOPS Labour Solutions advises employers to take suitable expert advice.

Guidance Note

Health and Safety Policy

Appropriate description of health and safety management, for clarity and consistency for employees and visitors. Confirming who is responsible for what aspects, when and how processes and procedures are actioned.

Effective management of workplace risks reduces the potential for accidents and ill health that can not only ruin lives but also seriously affect your business if output is lost, or plant machinery damaged. Even if the injuries are not serious, they can result in a significant increase in insurance costs and you may be prosecuted.

An assessment of risk is no more than a careful examination of what, in your workplace, could cause harm to people. It allows you to weigh up whether you have taken enough precautions or need to do more to prevent harm. The aim is to make sure no one gets hurt or becomes ill. The Health and Safety Executive (HSE), trade associations and other organisations have published extensive advice on how to carry out risk assessments.

Please use in conjunction with HG17012 Guidance Health and Safety Induction Training

Example policy for a soft fruit grower

..... Farm grow, pick, pack, plant and perform various husbandry jobs in relation to soft fruit production and harvesting. Owned by and managed by..... Employs a total of..... seasonal harvesting staff and permanent staff. The permanent staff consists of an assistant manager, a worker liaison officer, camp site manager, two accounts assistants and a supervisor.

The office is open Monday to Friday 09:00 – 17:30 and Saturdays and Sundays 10:00 – 16:00. The camp site manager is available Monday to Friday 17:30 – 09:00 and Saturdays and Sundays 16:00 – 10:00 for seasonal worker assistance.

Mr/Mrs/Miss/Ms.....has prepared this health and safety policy statement they holdposition within..... Farm. They have reviewed HOPS Labour Solutions Guidance and the information available from HSE website. Care and consideration has been taken while compiling this statement to ensure the entire workforce is cared for and covered in the health and safety policy.

Consideration has been given to areas that impact the workers such as remote working, lone working, personal protection equipment, language and translation requirements and training. The camp site manager and assistant manager have assisted to ensure responsible capable people are involved and are responsible for health and safety issues.

The policy statement is covered in the worker induction meeting and will be reviewed annually or immediately should any changes impact the workplace.

Employers with less than five employees don't have to write down their health and safety policy. For further information see www.hse.gov.uk/risk.

This is the statement of general policy and arrangements for:	Farm
..... - Manager	Has overall and final responsibility for health and safety	
..... – Assistant Manager	Has day-to-day responsibility for ensuring this policy are put into practice	
Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their workAssistant Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working lone working, first aid and machinery safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditionsManagerAssistant Manager All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilitiesManagerCamp Site Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Signs in appropriate language or symbols for clarity.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substancesAssistant Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Signed:(print and sign)		Date:.....

Please add any additional statements as required.

Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Staff room
Accident book is located:	Reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14 and amended by HOPS 03/17