



# **HEALTH AND SAFETY AT WORK ETC ACT 1974**

## **HEALTH AND SAFETY POLICY**

**FOR**

**BOSTON CROP SPRAYERS LTD  
RICHARD AUSTIN AGRICULTURE LTD**

**Amended January 2020**

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**BOSTON CROP SPRAYERS LTD**  
**RICHARD AUSTIN AGRICULTURE**  
**Health and Safety Policy Statement**

The Board of Directors of Boston Crop Sprayers Limited recognises the importance of health, safety and welfare of all employees in the successful conduct of its business. It believes in the active participation of every member of the Company in promoting, achieving and maintaining the highest standards of Health and Safety, in so far as this is reasonably practicable.

This policy applies to all those working at BCS & RAA, including senior managers, officers, directors, employees, consultants, contractors, trainees, home workers, part time and fixed term employees, casual, agency staff and volunteers (collectively referred to as "staff" in this policy).

It is Company policy to provide and maintain safe and healthy working conditions, equipment and systems of work for its entire staff; and to provide such information, instruction, training and supervision as may be required for the purpose of managing Health and Safety risks in the workplace.

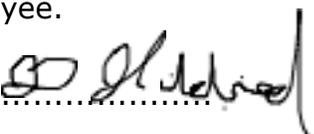
The Company will meet its statutory obligations to staff and other people who may be affected by its activities, as required by Health and Safety legislation. If, in the opinion of any employee, there is an omission or inaccuracy it is expected that this will be notified to the Company as soon as is possible.

All staff must take reasonable care of the Health and Safety of themselves and others whilst at work and co-operate fully with the Company in all Health and Safety related matters.

Arrangements for carrying out the Policy will incorporate consultation with the appropriate staff and reference will be made to practical guidance and approved codes of practice.

The Company's Health and Safety policy, organisation and arrangements will be reviewed and updated, as often as may be appropriate, to ensure our objectives are achieved. Any revision will be published by the Company and brought to the notice of all employees.

The contents of this policy do not form part of the employment contract of any employee.

Signed ..... 

David Hildred

Chairman

## SECTION A

### RESPONSIBILITIES

1. The Safety Director, David Hildred, has overall responsibility for health and safety and welfare in connection with work at any of the Company's premises.

<u>Name</u>	<u>Mobile Tel No.</u>	<u>Office Tel No.</u>
David Hildred	07971123533	01205722240

2. The Company's Dangerous Goods Safety Advisor is Dave Barrow of. DGSA Tech Limited

<u>Name</u>	<u>Home Tel No.</u>	<u>Mobile Tel No.</u>
Dave Barrow	N/a	07967 098396

3. The HLH Company Safety Officer available to BCS & RAA is Ned Woollard who is supported by David Randall, John Waterhouse and Nick Penistan

<u>Name</u>	<u>Home Tel No.</u>	<u>Mobile Tel No.</u>	<u>Office Tel No.</u>
Ned Woollard	01778 347338	07775 921371	01945 586440
David Randall	01980 629489	07436 584202	01380 840040
John Waterhouse	01430 432225	07889 828807	01526 831329
Nick Penistan	01529 462964	07891 733658	01945 586437

4. All staff members working at any location must observe this policy and any other Regulations.
5. The Company Safety Officer will monitor continually the actions of all levels of management and staff with regard to health, safety and welfare. The Company Safety Officer will also make such recommendations as may be necessary for the continuation of health, safety and welfare in the future. The Company Safety Officer will also monitor any changes in legislation and codes of practice and introduce such changes to Company safety policy as may become necessary.
6. Nominated safety personnel will carry out inspections of stores, offices and workshops on a regular basis in accordance with issued safety inspection standards. The results of all inspections will be documented and any issues that may require further attention will be referred to the Company Safety Officer. The names of the safety personnel will be displayed at each Company location. An annual inspection may also be conducted by the Company Safety Officer.
7. Safety rules will be displayed where appropriate by wall posters.
8. Any suggestions or grievances by staff must be made to the relevant safety personnel who will refer the matter to the Company Safety officer.
9. Any accidents must be reported immediately to the Company Safety Officer who will investigate with co-operation of any staff member.

### DUTIES OF COMPANY SAFETY OFFICER

1. To ensure possession of up to date copies of all statutory duties, regulations and codes of practice.

2. To advise the Board of Directors of the Company through the Safety Director of all arrangements for health, safety and welfare of members of staff of the Company.
3. To ensure that adequate records are kept.
4. To see that all accidents are investigated and reported and "R.I.D.D.O.R." (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) is adhered to.
5. To ensure that significant findings from risk assessments are communicated to relevant staff and rules and safe methods of working are adopted. To ensure that domestic regulations and codes of practice are developed and issued in accordance with hazard and risk assessment.
6. To make such recommendations as are considered fit in the interests of health and safety and welfare of all employees of the Company to the Board of Directors by way of submitting minutes for their consideration.
7. To give, or to ensure that, adequate training is carried out as necessitated either by new staff members , new machinery or procedures and to ensure that refresher training is undertaken to maintain the continuation of the safety training.

8. To consider representations and proposals by all staff.
9. To ensure that all staff are fully informed of arrangements made for their health and safety. This is achieved by sending a copy of the Company's Health and Safety policy document to all employees annually. A copy of the document will be displayed on the notice board of each depot and Company's website.

#### **DUTIES OF SAFETY PERSONNEL**

1. The Safety Personnel are responsible to the Company Safety Officer and ultimately to the Safety Director for all matters relating to the health, safety and welfare of all staff.
2. Safety Personnel will be responsible for the liaison of all health and safety matters in their area of responsibility.
3. To make any suggestions they think might improve the safety of staff and others in their area of responsibility to the Company Safety Officer.
4. The Safety Personnel will be responsible for identifying and arranging training requirements in their own area of responsibility in conjunction with the Company Safety Officer.
5. To maintain documentation of all regular inspections and monitoring.
6. To record and report all accidents and incidents, that may have resulted in an accident, to the Company Safety Officer.

#### **JOINT CONSULTATION / EMPLOYEE PARTICIPATION**

Under the terms of the Health and Safety (Consultation with Employees) Regulations 1996, which came into force on 1 October 1996, the employer now has a duty to consult with all employees, on matters affecting their health and safety. This consultation process is currently the responsibility of the Company Safety Officer listed on page 4 of this policy.

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture within the business, resulting in positive motivation, awareness and importance given towards health and safety among employees. Employees are encouraged to bring any matters that may affect health and safety to the attention of the employer.

At present information is relayed to employees through the Safety Director, the Company Safety Officer or Nominated Safety Personnel.

## **SECTION B**

### **GENERAL ARRANGEMENTS**

This section defines the standards which relate to all staff whilst at work, and of visitors to site. It is the responsibility of all staff to observe these arrangements and behave in a safe and reasonable manner whilst at work.

Failure to comply may render employees liable to action involving the Company's disciplinary procedure, which in cases of gross misconduct may result in dismissal.

The Company recognises that it is not possible to prepare, in written form, every safety rule laid down by the Company as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to any reasonable verbal instruction given.

### **LEGISLATION**

The Company takes account of all existing legislation and Codes of Practice and implements their requirements into its general arrangements for health and safety, where appropriate. All new legislation introduced is considered, related to the activities of the Company, and implemented at the earliest opportunity, where necessary, and this Policy reviewed to take account of any changes introduced.

### **TRAINING AND QUALIFICATION REQUIREMENTS**

A list of qualified individuals within the Company covering each of the relevant requirements will be held centrally by the Safety Officer and updated as required.

1. Forklift

Approved course e.g. LANTRA or RTITB, for the appropriate type of machine. Only persons with the correct training and who have proven their competence to a qualified instructor are authorised to operate forklift unless they are under the direct supervision for training purposes.

Only persons with the correct licences are authorised to drive forklifts unless under direct supervision for training purposes

2. Fire Marshall Training

Appropriate and relevant Fire Marshall Training will be provided for designated personnel at each Company site.

3. First Aid

Courses for first aiders must be approved by an appropriate training provider e.g. Red Cross / St. John's Ambulance. Names of all qualified personnel and location of first aid equipment are made known to staff and displayed in all relevant positions. Note that refresher training is required every 3 years.

4. Manual Handling

The Company Safety Officer is qualified to conduct the appropriate training course.

5. Sprayer Operators  
Staff involved in the application of crop protection products must hold the appropriate qualification for the type of work being conducted.

## **GENERAL DUTIES OF EMPLOYEES**

1. Each staff member should be familiar with the general principles of the Health and Safety at Work Etc. Act 1974, Control of Substances Hazardous to Health (C.O.S.H.H) Regulations and assessment of hazards and risks under the Management of Health and Safety at Work Regulations, taking particular note of the following sections of the Health and Safety at Work Act 1974.

**Section 7** - It shall be the duty of each staff member whilst at work and / or on Company premises:

- a) To take reasonable care of their personal health and safety and of any other persons who may be affected by their acts or omissions at work and;
- b) As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

**Section 8** - No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant provisions.

2. Each member of staff must have read and understood the Company Health and Safety Policy and be aware of any significant findings of the C.O.S.H.H assessment, a copy of which is available at each regional depot.
3. Each staff member must comply with the Company safety arrangements and safety codes of practice as and when published.
4. Staff members should notify the Company Safety Officer of any apparent shortcomings in the health and safety arrangements including damaged or deficient protective guards and personal equipment.
5. Staff members should notify the Company Safety Officer of any matter that could affect the duties of the Company under health surveillance – (Regulation 5 of C.O.S.H.H) and any health condition that may affect their own individual working.
6. The Company and staff members must also be mindful of their duty to the public, particularly in respect of the following:
7. The safeguarding of any member of the public visiting any of the Company's premises from the hazards of harmful substances.

8. Customers - access to restricted areas should be prevented by specific signs. The safeguarding of the public from the hazards of harmful substances in transit by our transport or contractors' transport.
9. Contractors - should read the Company Health and Safety Policy and C.O.S.H.H assessments where applicable on any other hazard likely. Reference should also be made to the Company Asbestos Policy.
10. All spray contracting staff and employees performing engineering maintenance will be subject to health surveillance under C.O.S.H.H Regulations and suitable records maintained.

## **FIRE SAFETY POLICY**

1. The Company takes its fire safety duties seriously and has formulated this policy to comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order. This includes the provision of a safe place to work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy.
2. All Staff and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the Company in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors.
3. The Company will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. It will also ensure that all visitors to our premises are briefed in the evacuation procedures.
4. The following procedures apply in order to maintain high standards of fire safety
  - A fire risk assessment which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
  - The fire evacuation procedures will be practised at least every six months.
  - Training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire marshals.
  - All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
  - Where necessary emergency lighting will be provided to enable all personnel to evacuate safely in times of darkness.
  - Emergency lighting will be inspected and tested every month.
  - Ensure that escape routes are kept clear and that fire extinguishers are properly maintained.

- Annual fire extinguisher maintenance will be carried out by authorised companies only.
- Where installed all types of fire warning systems should be tested once per week. For electrical systems a manual call point should be activated (using a different call point for each successive test). These tests should be performed by the Nominated Safety Person and records kept. Servicing of electrical fire warning systems should be carried out, as a minimum, on an annual basis.

### **EMERGENCY / DISASTER PLAN**

This is in response to Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

Examples of the kinds of incidents possible are: -

- a) Fire
- b) Accidents
- c) Chemical spillage
- d) Explosion
- e) Exposure to toxic release
- f) Flooding
- g) Aircraft crash
- h) Violent weather conditions

A comprehensive contingency plan for emergency, fire and evacuation has been prepared and is available at each site. This gives information about what to do in the event of an emergency, who the nominated competent persons are and who gives advice on recommended action, as necessary. This plan will be subject to annual inspection by the Company Safety Officer.

### **POLICY ON DRUGS AND ALCOHOL ABUSE AT WORK**

The Company has a duty to staff, customers, and the public. All staff must report for work in a fit and safe condition to undertake their duties and must not, at any point during the working day, be under the influence of any substance (including, but not limited to alcohol, solvents, legal and illegal drugs) which could adversely impact their health and safety and the health and safety of others. Staff members whose work includes driving or working with machinery and power tools, where the consumption of alcohol would be clearly unacceptable, must not consume alcohol during the working day. The taking of prescription or over the counter medication is permitted provided that they have been declared safe by a medical practitioner and used in accordance with medical instructions. If the medication is likely to impair the staff member's performance at work or impact on the health and safety of themselves or others the staff member must notify their manager in advance. Non-compliance with these rules may result in disciplinary action, up to and including summary dismissal. The Company reserves the right to conduct appropriate screening and testing.

#### **Definition of drugs abuse: -**

Any use of illegal and misuse of prescribed drugs whether unintentional or deliberate including substances such as solvents and glue.

#### **Effects of drugs abuse: -**

Differing drugs acting on the brain can have nullifying effects with disastrous consequences. Prescribed drugs in combination with alcohol can produce unusual effects on behaviour. Alcohol and depressant drugs are particularly dangerous. Improper use may lead to addiction with all the trauma attached for self, family and friends.

**Assistance: -**

If anyone suspects that they may have a drug or alcohol problem it is essential that they seek help and professional advice themselves. Help can be obtained from or through your own general practitioner or the Employment Medical Advisory Service (EMAS) or by contacting the Company in strict confidence. All contacts, discussions and any subsequent treatments are in the strictest of confidence. Absence due to treatment will be treated as normal sickness.

The consequences of not seeking help will result in immediate disciplinary action.

Trafficking of drugs has to be reported to the police by law.

The fact that the Company's business involves aspects of Substances Hazardous to Health greatly increases the importance of ensuring that all operators are completely free of the effects of alcohol and drugs. To report for work under any degree of influence will result in disciplinary action, up to and including summary dismissal. Do not take risks. If your doctor prescribes drugs of any description you must verify with him that it is safe to work and inform him of the type of work you do and of the existence of this policy.

**Screening: -**

As many lives can be put at risk through alcohol or drug abuse the Company reserves the right to ask individuals to undertake periodic screening where their duties demand the guaranteed freedom from drugs and alcohol. This is not a case of persecution but of fulfilling obligations on the various pieces of legislation, e.g. Transport and Works Act 1992 and Management of Health and Safety at Work Regulations 1999.

**COMPANY SMOKING POLICY**

It is the policy of the Company that all our work places are smoke and vapour free and that all staff have the right to work in a smoke and vapour free environment. Smoking in any form, including electronic devices, is prohibited in all enclosed and substantially enclosed premises in the workplace which includes Company vehicles. This policy applies to all members of staff, customers, contractors and visitors.

This is due to the nature of the products that the Company stores on a number of premises, and to ensure that there is no uncertainty in interpretation, this policy is extended to include the whole of a property, i.e. all enclosed and unclosed spaces, which includes staff members' own vehicles parked on Company premises.

Employees shall also bear in mind that during the time they are on any customer's/client's sites they must adhere to the "No Smoking Policies" relating to those premises.

**PRESSURE / STRESS POLICY**

The Company appreciates that employees will work best when they are working at a level of competence for which their talents and training equips them and are doing a job

which they enjoy. Should this not be the case, or should the employee be suffering from excessive pressure and or stress, whether caused by work or external factors, the Company expects the employee to advise it so that it can attempt to provide assistance and / or counselling.

The Company wishes to provide assistance where needed or requested to reduce / remove the source of work-related excessive pressure and or stress.

### **ASBESTOS POLICY**

The Company has a comprehensive Asbestos Policy which is issued as a separate document but forms part of the overall Health and Safety Policy.

### **ENVIRONMENTAL POLICY**

The Company's primary business is to act as a distributor of agricultural inputs, and to advise on their use. It is the policy of the Company to actively promote an awareness of environmental care amongst its staff during the course of day to day Company operations. We have no manufacturing processing operations, no by-product and little effluent production. We are users of fossil fuels for heating, lighting and transport.

Many of the products and practices recommended and traded by the Company are regulated by statute such as the Food and Environment Protection Act 1985 and subsequent Codes and Regulations, in order to ensure environmental protection. Relevant staff are required to have the necessary qualifications and re-training is given to maintain knowledge. All staff are expected to observe the requirements of these regulations.

All Company distribution premises are maintained at least to a standard to meet the various regulations and/or Codes of Practice relating to storage of relevant agricultural products. These regulations take into account incident prevention and management to safeguard and minimise any environmental effects. The relevant regulations are:- The Food and Environment Protection Act 1985, The Code of Practice for Suppliers of Pesticides to Agriculture Chemical Warehousing, The Storage of Packaged Dangerous Substances, Plant Protection Products (Sustainable Use) Regulations 2012, Registration, Evaluation, Authorisation and restriction of Chemicals (REACH), The Packaging Stores to BRC Global Storage and Distribution Standard and The Control of Major Accident Hazards (COMAH). All premises are checked for compliance by designated staff and inspected at least annually using an independent qualified assessor for compliance.

Disposal of waste materials is through appropriate and authorised contractors. Wherever possible, recycling of waste material is the preferred route for disposal. Our waste packaging obligations under The Producer Responsibility Obligations (Packaging Waste) Regulations 2007 are met via payment to VALPAK.

Fossil fuels are used for lighting and heating. It is the Company's policy to minimise use of this energy source, whilst maintaining a safe and acceptable place of work. The generation and use of renewable energy is encouraged where practicable and efficient.

Diesel is the preferred transport fuel for reasons of economy and expenditure on fossil fuel is monitored as part of the normal management process.

All Company vehicles are required to be serviced in accordance with the manufacturers' recommended standard and also for road transport vehicles, in line with Department for Transport requirements. Transport routes are planned for fuel economy.

BCS & RAA aim is to be a safe and efficient machinery and laboratory analysis business. The Company includes the environment in this statement.

## **SECTION C**

### **HAZARDS**

1. Crop protection products can be dangerous unless properly handled. Staff members should be guided by the warning notices displayed, relating to the handling of these products. Eye washing equipment is available at all points where harmful substances are handled and must be used immediately should the face or eyes be splashed. Similarly, any part of the body in contact should be washed immediately.
2. The Company recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to the Employee's Line Manager.
3. A C.O.S.H.H assessment will be communicated to all staff members and is available for inspection at each area office.
4. Safety Data Sheets and manufacturers' recommendations etc. are available from the relevant manufacturers' websites.
5. Spillages in Pesticides Stores - Follow Emergency Procedures and use the nominated chemical disposal Company when necessary.
6. Contract Spraying Depots - Partly filled containers should be handled according to C.O.S.H.H assessments. Spillages must be dealt with as directed in working procedures issued to all contract staff, warehousemen and drivers.
7. Employees performing engineering maintenance are responsible for daily safety standards and inspections.
8. Staff must be mindful of the dangers inherent in any plant and machinery. Any items of equipment, including workshop appliances, must only be operated by persons authorised to do so. That authorisation must be documented.
9. Depot Managers are responsible for ensuring that forklift equipment maintenance schedules are followed and regular recorded inspections are carried out for faults.
10. Lifting gear / pressure systems checked by competent person nominated by Group Insurance Company.

11. Electricity at Work Regulations - Periodic inspection of electrical equipment by a competent person will be undertaken. For portable office equipment this must not be longer than 2 yearly intervals. For workshop equipment this must be annual. Fixed wiring should be inspected every 5 years. A written report will be provided.
12. General housekeeping - Where appropriate the offices etc. are maintained by cleaners but occupants are expected to maintain a clean working environment. In other areas of work e.g. workshops, cabs, cars etc., it is the responsibility of each staff member to keep their own area of operation clean and tidy.
13. Waste disposal - this is carried out by licensed operators. Records are kept for 3 years and a C.O.S.H.H. assessment done where appropriate.
14. The Company has an Asbestos Policy and register. All contractors should be advised of the register's contents before commencing any works.

## **SECTION D**

### **ACCIDENT / INCIDENT REPORTING**

You must report all injuries/incidents incurred whilst at work to the Nominated Safety Personnel or a member of management and details of injuries must be recorded in the official Accident Book. All staff should be aware of the location of this book. In addition, the Company Safety Officer should also be advised to consider compliance under R.I.D.D.O.R as specified below

Immediate reporting by the quickest practicable means of fatalities, major injuries and dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 R.I.D.D.O.R.) will be made by the Company to the HSE.

Accidents and incidents are investigated by the management as soon as they occur, particularly those involving lost time at work, using the information on the accident report form and personal interviews with the injured and witnesses. Appropriate judgements are made from the investigation and recommendations implemented where necessary