

# NFU Policy

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## Health and Safety Policy

**Written by:**

Vicky Jones, Health and Safety Manager

**Department:**

Compliance Department

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February 2025

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## SECTION 1: Health and Safety Policy Statement

As the Directors of the NFU, we recognise our responsibilities under the Health & Safety at Work etc Act 1974 which places a general duty upon employers to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of his employees, visitors, contractors, and others affected by our work activities.

We are committed to creating a health and safety conscious organisation where senior management will lead by example, recognising that effective health and safety management is equally as important as our other objectives. Developing and implementing this policy will contribute to better performance of the NFU and its employees by reducing injuries and ill health, protecting, and improving the environment for the benefit of employees and reducing unnecessary losses and liabilities.

This policy contains health and safety guidance that applies to all employees of the NFU. Everybody, regardless of their grade or job role, has a responsibility for health and safety.

If you are in any doubt about what you must do, want to discuss concerns, or offer suggestions to promote a healthier and safer work environment then please speak to your Line Manager, Employee Forum Representative or the Health and Safety Manager.

The NFU will:

- ensure the effectiveness of this policy by regularly monitoring our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement, by audits and inspections.
- provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities.
- actively promote an open attitude to health and safety issues, encouraging everyone to help promote a positive safety culture within the organisation, and to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- communicate and consult with our employees on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- provide suitable and relevant information and training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan, and complete any corrective actions required to reduce risk to an acceptable level.
- maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- ensure that responsibilities for health and safety are allocated, understood, monitored, and fulfilled.
- provide health surveillance for employees where appropriate and maintain records.
- co-operate with other organisations in shared premises to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the relevant requirements of relevant legislation including fire safety.

It is the duty of all of us when at work to:

- take reasonable care of our own safety,
- take reasonable care of the safety of others who may be affected by what we do or fail to do,
- co-operate so that we can all comply with our legal duties,
- ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signature:



Date:

2<sup>nd</sup> February 2024

**Terry Jones**  
**Director General, NFU**

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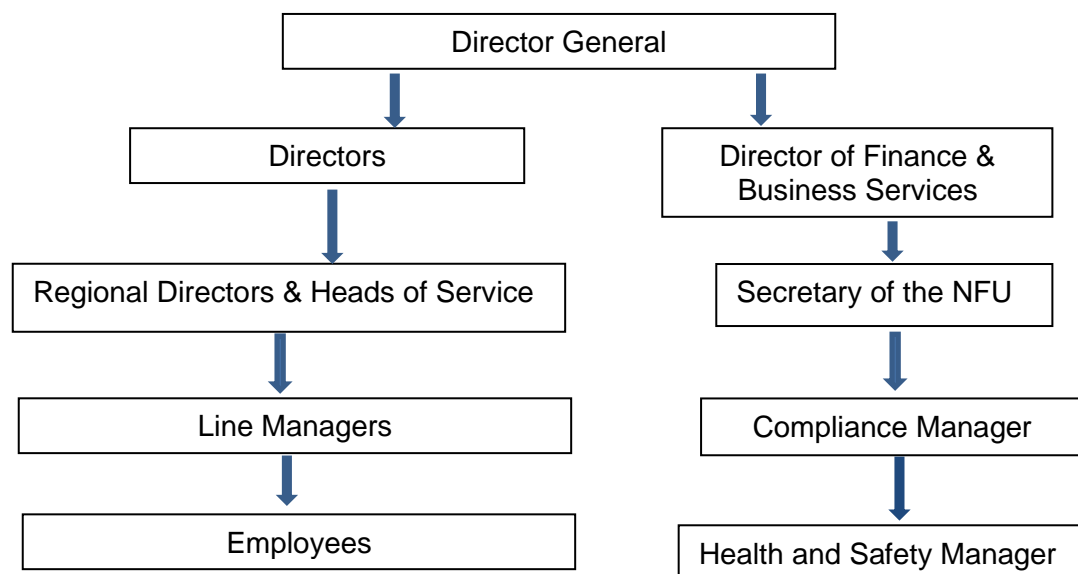


## SECTION 2: Roles and Responsibilities

The Health and Safety at Work etc Act 1974, and accompanying legislation, states that employers, and employees, all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Legislation increasingly focuses on personal accountability of managers to deliver a safe working environment. The NFU and individuals may face legal action for ineffective management of health and safety risks. We are all responsible for leading by example and helping promote a positive health and safety culture.

### Responsibilities Organisational Chart



### Director General

The Director General has overall legal responsibility throughout the NFU for implementing and achieving the objectives of the health and safety policy; and the development, promotion, and maintenance of the NFU's health and safety management system. Health and safety matters will be considered within the NFU's decision making process (as set out within the NFU's policies and procedures, and in legislation).

The Director General will delegate the day-to-day health and safety monitoring, reviewing, and auditing of health and safety to the Health and Safety Manager.

The Director General is responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Director General will ensure that this health and safety policy is applied effectively.

The Director General will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

The health, safety and welfare of employees and others affected by our work activities ultimately rests with the Director General.

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<b>Directors</b>	<i>Responsible to the Director General</i>
<b>Regional Directors</b>	<i>Responsible to the Director of Regions</i>
<b>Heads of Department</b>	<i>Responsible to the relevant Director</i>
<b>Line Managers</b>	<i>Responsible to the relevant Head of Department</i>

**Directors, Regional Directors, Heads of Departments, Line Managers responsibilities are the same as set out in the section below.**

Directors are responsible for managing health, safety, welfare, and environment within their Directorate. They will ensure that their employees are suitably trained to ensure legal compliance, implementing this policy, best practice and related health and safety procedures, and their employees have access to necessary equipment and safety procedures to carry out their tasks safely.

All Regional Directors, Heads of Departments and Line Managers are responsible for managing health, safety, welfare, and environment within their area of responsibility where applicable, to include Group Secretaries. They will ensure that their employees are suitably trained to ensure legal compliance, implementing this policy, best practice and related health and safety procedures, and their employees have access to necessary equipment and safety procedures in order to carry out their tasks safely.

All Directors, Regional Directors, Heads of Departments and Line Managers are responsible for: -

1. Implementing this health and safety policy, and associated policies and procedures, in his or her own department, and bring it to the attention of all employees and how it applies to them.
2. Proactively developing and improving health and safety within their area of responsibility.
3. Ensuring that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities.
4. Ensuring adequate general risk assessment of the workplace, with more specific detailed risk assessments as required, e.g. DSE, agile working / homeworking, new and expectant mothers, lone working, work experience students; visits, shows and events; ensuring that risk assessments are reviewed regularly and updated to reflect any changes.
5. Receiving information from employees about dangers / hazards, providing information about the hazards of the NFU's activities.
6. Compliance with safety precautions that apply to his/her department, ensuring that employees are discharging their safety responsibilities properly, including the regulating of contractors' activities.
7. Ensuring all employees, including temporary employees and contractors, are given adequate instruction, information, training, and supervision to perform their job safely.
8. Ensuring that all new employees, including temporary employees and contractors, are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures.
9. Ensuring that when making decision/arranging new projects or events, full consideration is given to health, safety, welfare, and wellbeing issues, and dealt with fully.
10. Ensuring that no person is permitted to work with any kind of machinery or hazardous task unless they have been properly and fully instructed in the use of such equipment.

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**All Directors, Regional Directors, Heads of Departments and Line Managers** are responsible for: -  
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11. Ensuring that all employees are aware of the fire safety arrangements, including fire marshals, the location of all fire-fighting equipment (fire extinguishers) and alarm call points in the department, and are conversant with their effective use, fire drills, fire alarm tests.
12. Ensuring that any legal requirements relating to the operation of the building facility are fully complied with, including plant and equipment, mechanical safety, fire safety and electrical safety:
  - a. inspection of all fire-fighting equipment
  - b. safe use of electrical switches and circuits
  - c. statutory inspections of plant and equipment, and maintenance of registers
  - d. arrangements for cleaning.

(At HQ this is managed by the Property and Facilities team)

13. Investigating, recording, and reporting accidents, near misses, ill-health, and certain dangerous occurrences to the authorities when necessary.
14. Ensuring the provision of first aid including training first aiders and ensuring there are adequate contents in the first-aid box.
15. Ensuring that access to the premises by visitors is controlled and safeguarded against intruders.

### **Secretary of the NFU & the Compliance Manager**

*Responsible to the Director of Finance and Business Services*

The Secretary of the NFU and the Compliance Manager will identify the NFU's needs, obligations and risks as an employer in respect of health, safety, and welfare, with particular reference to current and new legislation; ensuring the NFU adheres to statutory requirements, working with the Health and Safety Manager.

### **Health and Safety Manager**

*Responsible to the Compliance Manager*

The Health and Safety Manager will promote the adequate and proper consideration of health and safety to senior managers and employees within the NFU, whilst ensuring compliance with statutory obligations.

The Health and Safety Manager will develop, monitor, and implement the NFU's health and safety policy and related procedures, act as a focal point for queries and support Managers in their responsibility towards health and safety.

The Health and Safety Manager will present an annual report to Senior Management on the health and safety performance of the NFU, which will include:

Monitoring of Health and Safety to include:

- Inspections/Audits
- DSE issues
- Accident, Incidents, Ill-health recording and investigation.
- Learning/Training
- Policy, Procedure, Risk Assessment update
- Targets and Objectives

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**Under the direction of the Compliance Manager, the Health and Safety Manager will:**

1. Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes.
2. Ensure that adequate health and safety communication channels are in place.
3. Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
4. Work proactively to promote a positive safety culture.
5. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training, and supervision needed to ensure health and safety.
6. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation, with appropriate action to prevent recurrence within the statutory time scales.
7. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement.
8. Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities.
9. In conjunction with the NFU senior management team, monitor and review the health and safety targets and priorities in line with overall objectives; ensuring the provision of adequate resources to achieve compliance.
10. Ensure that health and safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis.
11. Ensure that the Secretary of the NFU and Compliance Manager, are informed of any breach of health and safety statutory requirements; and immediately when there is Enforcing Authority involvement. The Enforcing Authority for the NFU's activities is the relevant county Local Authority.
12. Ensure that safe systems of work are fully discussed, recorded, implemented, and reviewed with the appropriate employees concerning:
  - Current and new work activities, methods of work etc.
  - Design/acquisition of new buildings, plant, and equipment.
13. Ensure that informal tours of the workplace are carried out to identify good, and poor, health and safety practices.
14. Ensure that health and safety workplace inspections are in place to identify hazards and to take appropriate action.
15. Ensure that contractors receive an induction to the premises/ area they are working, including identification of hazards, action to take, emergency evacuation, and the monitoring of their activities.
16. Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.
17. Consult and seek advice where necessary; and
18. Provide clear leadership on health and safety and set a personal example.

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## NFU Employees

*Responsible to relevant Line Manager*

All employees are to observe and follow the safety arrangements. Everyone will take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do at work.

All employees are encouraged to be open and communicate unidentified/new risks, concerns, solutions and ideas for improvement to their Line Manager; your experience, knowledge and opinion is valued.

All employees are advised to read and follow the NFU COVID-19 and respiratory infections guidance on the Intranet, and any updates that are emailed.

The NFU has Agile Working arrangements for employees where appropriate for their role, along with a Homeworking risk assessment and guidance, for all employees to read and follow.

All employees, including managers, have an important role in effective health and safety management.

All employees, including agency workers and contract workers have a responsibility to: -

- 1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- 2 Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) and training to protect their own and other people's health and safety.
- 3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety. Use all safety equipment and/or personal protective equipment and clothing that is provided for the purpose intended.
- 4 Not to undertake any task for which they have not been authorised and not adequately trained. Avoid taking short cuts or changes to activities, which could create unnecessary risks to their health and safety.
- 5 Ensure that equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials, substances, and transport, and to use as instructed and trained. Reporting any defects, loss or damage to their manager.
- 6 Be aware of their capabilities and competence, informing a manager if unable to continue with the duties.
- 7 Always behave appropriately, and dress appropriately for the activity and the workplace.
- 8 Report all accidents, incidents (including violence, diseases, and dangerous occurrence), near misses, as well as any shortcomings in safety arrangements - unsafe work or conditions, equipment, premises, and report concern about health, safety, or wellbeing to their manager, even if no injury sustained.
- 9 Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions verbal or written.
- 10 Be aware of the First Aid provision at their workplace.
- 11 Understand the Fire / Emergency evacuation and fire prevention procedures, position of fire alarms and equipment, and participate in drills as required.
- 12 Take part in health and safety training, and job specific training and development as necessary. Discuss any training needs with your line manager.
- 13 Take part in health surveillance programmes, as required.
- 14 Set a good personal example in respect of health and safety and make suggestions to improve health and safety.

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## SECTION 3: Health and Safety Arrangements

### Induction

The NFU will provide induction training and information to new employees, including temporary workers. Health and Safety Induction Guidance and a Checklist are included in a welcome health and safety email to all new employees.

It is the line manager's responsibility to go through the Health and Safety Induction Guidance and Checklist with their new employees. The health and safety induction must be undertaken as soon as possible after the start of work, preferably within the first few days.

On the first day, and within the first week of induction, the line manager will provide further information on the location normally worked at, for example, first aid and fire arrangements, welfare arrangements.

New employees may also need to know about other health and safety issues that relate to the environment that they work in and the activities that they are involved in. The line manager will explain these to the new employees and will share any written procedures and information that are necessary, for example - Risk assessments, Safe working practices.

- For full details please refer to the [Health and Safety Induction Guidance and Checklist](#) on the Intranet.

### Training

The NFU will provide information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety of its employees.

As a minimum, employees will receive information on any relevant hazards and risks, what measures are in place to deal with these hazards and how to follow emergency procedures in place.

All health and safety training will take place during working hours. As a minimum, Health and Safety Essentials training is provided via the [iHasco e-learning system](#) which is mandatory for all employees.

Employees with particular training needs will be highlighted; these may include new starters, expectant mothers, employees changing jobs or taking on extra responsibility, young employees (who can be particularly vulnerable) and anyone else with an increased risk of harm e.g. facilities employees.

Employees are encouraged to talk openly and provide feedback on how the NFU can improve to ensure the training is relevant and effective.

#### Head of Department/Regional Director

- To ensure all employees under their control are properly instructed, trained, and supervised.

#### All employees

- Conform to all instruction, whether verbal or written, to ensure personal safety and safety of others.
- Use equipment, machinery, substances, and transport in conformity with training and instruction provided.
- Attend training courses identified by yourself and your Line Manager.

The NFU is committed to training and development; please discuss training needs/requirements with your Line Manager.

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## Fire Safety

Employees will be provided with information regarding the fire safety arrangements in place. All employees have access to an online **training** course via iHasco - Health and Safety Essentials – this module includes **Fire Awareness**. The course is mandatory for all employees to complete.

**All employees** have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.

There are specific roles within the Fire Safety Policy and all employees have a responsibility within this.

- For full details please refer to the [Fire Safety Policy HQ](#) and [Fire Safety Policy Regions](#) on the Intranet.

## Risk Assessments

A risk assessment of the workplace/environment will be carried out where there is a significant risk to health and safety; from this a plan will be put in place to control the risks. This risk assessment will highlight whether enough precautions have been taken or further action needs to be taken to protect employees, visitors, and contractors from harm.

The NFU is following Government guidance on COVID-19, ensuring that the NFU offices are COVID-19 safe, having carried out a risk assessment. All employees are advised to read and follow COVID-19 and respiratory infections guidance on the Intranet, and any updates that are emailed.

The NFU has Agile Working arrangements for employees where appropriate for their role, also with Homeworking risk assessment and guidance, for all employees to read and follow.

### Head of Department/Regional Director

- It is the responsibility of every Head/Regional Director to make themselves aware of the risk assessment procedure and to ensure that a 'suitable and sufficient' risk assessment is carried out for any activity that may cause significant risk within their area of responsibility.

### Health and Safety Manager

- Where necessary, arrange risk assessment training; offer support and advice.

### All employees

- Employees must familiarise themselves with and adhere to relevant risk assessments/safe systems of work in place. These can be found on the Intranet, or a copy can be obtained by contacting your Line Manager/ Health and Safety Manager.

- For full details please refer to the [Risk Assessment and Safe System of Work Procedure](#) on the Intranet.

## Risk Assessments – New & Expectant Mothers

Once you have notified HR of your pregnancy, your line manager will carry out a risk assessment, with support from the Health and Safety Manager, who will identify any necessary preventive and protective measures.

The NFU advises pregnant employees to follow [NHS advice](#) for Pregnancy and COVID-19 - pregnant employees should be in consultation with their health professional.

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## Risk Assessments – Expectant Mothers – continued

The NFU is following Government guidance on COVID-19, ensuring that the NFU offices are COVID-19 safe, having carried out a risk assessment. All employees are advised to read and follow COVID-19 and respiratory infections guidance on the Intranet, and any updates that are emailed.

The NFU will take such steps as necessary to avoid any risks identified affecting your health and safety as a new or expectant mother or that of your baby. This may involve a discussion on how best to support you whilst at work and could include a change to your working conditions, hours of work or offering you suitable alternative work on terms and conditions that are the same or not substantially less favourable.

Typical risks to avoid as the pregnancy progress may include sitting for long periods, not taking regular breaks, lifting, and carrying heavy loads, standing for long periods, long journeys, long working hours.

- For full details please refer to the [New & Expectant Mothers Risk Assessment](#) on the Intranet.

## Accidents/Incidents

All incidents resulting in injury, no matter how minor, the details must be recorded on an [Accident Report Form](#) (found on the Intranet) and email the form to the Health and Safety Manager. Report all **near misses** using the [Near Miss Reporting Form](#) (which under slightly different circumstances, may have resulted in injury, harm or damage). Incidents are investigated as appropriate; and action taken to help prevent a recurrence.

Lone workers away from the office may have access to a basic travelling first aid kit, and a hi-vis jacket if they deem it necessary or appropriate. Please note the hi-vis jacket should be kept inside the vehicle and, if needed, put on before exiting the vehicle.

### Heads of Department/Regional Director

- Ensuring that all incidents that occur within locations for which they are responsible, or to employees for whom they are responsible, are recorded, reported, and investigated as appropriate.
- Liaise with the Health and Safety Manager regarding work related accidents/incidents so that RIDDOR may be complied with (*within 5 days of injury*).

### Health and Safety Manager

- Provide support to Managers in their internal investigation process
- Where applicable, report incidents to the HSE under RIDDOR
- Liaise with the Compliance department for insurance purposes.
- Liaise with HR.
- Ensure significant findings are reported to the senior management team.

### Human Resources

- Liaise with the Health and Safety Manager regarding work related illnesses /accidents / incidents so that RIDDOR may be complied with (*within 5 days of incident*).

### First Aiders

- Respond to accidents promptly when requested and operate within your levels of competence.
- Ensure accident form is completed and emailed to the Health and Safety Manager (*within 5 days*).

### All Employees

- Report, by the quickest practical means, accidents, occupational diseases, assaults, dangerous occurrences, and environmental incidents to your Line Manager.
- In the case of injury, no matter how minor, the details must also be logged in the local accident book and forwarded to a First Aider/Health and Safety Manager (*within 5 days of injury*).

- For full details please refer to the [Accidents, Dangerous Occurrences, and Investigation Procedure](#) on the Intranet.

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## **First Aid**

First aid at work is the immediate attention given to injuries and illness to preserve life and prevent minor injuries from becoming major ones.

First aid provision (trained first aiders and first aid kits) is available at NFU sites. It is important that you are familiar with the first aid arrangements at your site.

Employees at NFU HQ should contact Reception if in need of a first aider. Reception will be able to contact a First Aider in the building via the Teams First Aiders.

You should not attempt to give any first aid treatment if you have not been trained to do so.

When dealing with a casualty, first aiders may wish to wear a disposable apron, disposable gloves – these items should be located with the first aid kit.

- For further details please refer to the [First Aid Policy](#) on the Intranet.

## **Office Safety and Housekeeping**

There is an office risk assessment in place to ensure hazards and potential risks are controlled.

As a general guide **all employees must:** -

- Keep floors, walkways, corridors, and doorways clear from obstruction.
- Report any hazards or unsafe conditions to your Line Manager and/or your Employee Representative, and to the Facilities team – email [Facilities.Helpdesk@nfu.org.uk](mailto:Facilities.Helpdesk@nfu.org.uk)
- Store stationery, books, equipment etc. correctly and safely e.g. avoid placing heavy items on the higher shelves, use a kick-stool to reach items at height.
- Use the handrails on the stairs and look out for any spills. Report any spills to Facilities / responsible person immediately.
- Do not run in the office.
- Always dispose of waste frequently and in the appropriate disposal bins, do not store items around desks or in walkways.
- Do not interfere with electrical equipment, and where relevant, ensure that all guards are in place on machines before use.
- Avoid trailing electrical cables or other equipment across walkways or open spaces.

The NFU is following Government guidance on COVID-19, ensuring that the NFU offices are COVID-19 safe. All employees are advised to read and follow COVID-19 and respiratory infections guidance on the Intranet, and any updates that are emailed.

The NFU has Agile Working arrangements for employees where appropriate for their role, also with Homeworking risk assessment and guidance, for all employees to read and follow.

- For full details please refer to the [General Office Risk Assessment HQ](#) and [General Office Risk Assessment Regions and Hubs](#) on the Intranet.

### Head of Department/Regional Director

- Promote good housekeeping, to ensure the workplace is kept clear of obstructions, preventing potential slips, trips, falls, manual handling injuries and obstacles in the event of a fire.
- Where relevant liaise with the Health and Safety Manager for corrective action.

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## Occupational Health

Ill health at work can often be prevented, so it is important to tell your Line Manager if you have any work-related health problems. If you think something at work may be causing an illness or making an existing condition worse, talk to your GP and inform your Line Manager of the situation.

All employees are advised to read and follow the NFU COVID-19 and respiratory infections guidance on the Intranet, and any updates that are emailed.

The NFU has Agile Working arrangements for employees where appropriate for their role, also with Homeworking risk assessment and guidance, for all employees to read and follow.

### Head of Department/Regional Director

- Ensure arrangements are in place to make the workplace as safe and healthy as is reasonably practicable.
- Communicate key risks to employees.
- Liaise with the Health and Safety Manager to ensure reactive monitoring systems are followed.
- Liaise with HR as necessary if an Occupational Health referral is required for an employee.

### All employees

- Co-operate by following the safe working procedures, where applicable, the use of personal protective equipment (PPE).

## Stress & Wellbeing

The NFU will aim to do everything that is reasonably practicable to reduce the risk of work-related stress. If any employee feels that they are suffering from excessive pressure, anxiety, or other symptoms of stress, they should speak, in confidence, to their Line Manager / HR.

- For further details please refer to the [Stress & Wellbeing Employees Briefing](#) on the Intranet.
- Please refer to [Preventing stress and supporting mental health at work](#) on the Health and Wellbeing Hub on the Intranet.
- The NFU has a team of [Mental Health First Aiders](#) who can provide support with wellbeing issues.
- Mental Health Awareness training is available via the iHasco e-learning system for employees.
- The [Employee Assistance Programme](#) can provide help when needed.

## Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations aim to protect the health of people who work with DSE. **There are possible health risks from working with DSE equipment and using it incorrectly - poorly set up chairs, desks or work environments can lead to pain in necks, shoulders, backs, arms, wrists, and hands as well as fatigue and eye strain.**

The DSE Regulations require risks to employees from their workstations to be assessed and controlled, the NFU requires all employees to complete a [DSE Assessment Form](#), which is assessed by the Health and Safety Manager.

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## DSE continued

General **DSE safety awareness training** is included in Health and Safety Essentials module on the iHasco e-learning training system, with a test at the end, which is mandatory for all employees to complete.

Employees who have any special health requirements, have an occupational health referral, or are pregnant, will also be required to complete the DSE Awareness module on iHasco – the module is optional for other employees.

All employees are required to complete a **DSE Assessment form** for working in the office, and one for working at home as part of Agile Working, along with a photograph of their home desk, chair, and computer set-up, and provide this to the Health and Safety Manager, who will provide advice as needed.

**When working from home, ensure you set yourself up comfortably at a table and an adjustable ergonomic office chair.** Refer to the **DSE and Posture guidance** on the Intranet.

### Eye tests and glasses

The NFU provides employees with the benefit of the [Simplyhealth Cashplan](#) which enables employees to claim back the cost of eyesight tests, and towards the cost of glasses.

### For employees who have opted out of the Simplyhealth Cashplan

Employees using **DSE**, who have opted out of the Simplyhealth Cashplan, are entitled to have their eye test refunded and a contribution towards the cost of spectacles refunded by the NFU, up to the value of £25 and £65 respectively. If your optician prescribes glasses for computer use, then the NFU will contribute towards the cost of your spectacles. These amounts will be authorised by the Health and Safety Manager if you have not claimed within the past 2 years or as recommended by your optician.

Refer to the [Eye Care Procedure](#) for further details.

#### Heads of Department/Regional Director

- Ensure arrangements are in place for DSE assessments to be completed for all new starters/internal job moves.
- Ensure arrangements are in place for DSE assessment forms to be reviewed in light of significant changes to the environment/equipment/workload/software.
- Forward assessment forms to the Health and Safety Manager and liaise where relevant.

- For further details please refer to the [DSE User Policy and Guide](#), [Eye Care Procedure](#), [DSE & Posture Briefing](#), [DSE & Posture Briefing – Aches and Pains](#), and [DSE Assessment form](#) on the Intranet.

## **Homeworking and Agile Working**

If you are working from home, as part of Agile Working, you should set yourself up comfortably at a table or desk, with your laptop docked with a separate screen, separate keyboard, and mouse, along with your own adjustable office-type chair. Refer to the [Homeworking Health and Safety Brief](#) on the Intranet.

Employees are able to work from home with the agreement of their line manager, and in accordance with the NFU's [Agile Working Policy](#) and [Home Based Policy](#).

In terms of health and safety for homeworking, please refer to the following documents: -

[Homeworking Checklist](#)

[Homeworking Risk Assessment Briefing](#)

[Homeworking Office Risk Assessment template.](#)

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## **Electrical Safety**

During the course of your work, you will use electrical equipment on a regular basis (computers, printers, phone chargers, etc). You have a shared responsibility to make sure that, so far as is reasonably practicable, the equipment is safe to use at home, as well as at the office.

All portable electrical appliances are subject to periodic portable appliance testing (PAT testing) and will display a green and white sticker showing when tested and when due for re-testing. If you are using an item that has not been tested, please contact the Property and Facilities team.

Whilst working at home you should carry out regular pre-use checks on your electrical equipment, to ensure the safety of your electrical equipment, with the equipment disconnected from the electricity supply.

### **Electrical Equipment User Checks – Working at Home**

You should look for: -

1. Damage to the plug - the cover or bent pins.
2. Damage to the lead including fraying, cuts, or heavy scuffing.
3. Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug).
4. Damage to the outer cover of the equipment itself, including loose parts or screws.
5. Signs of overheating, such as melted plastic, burn marks or staining on the plug, lead or piece of equipment.
6. Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
7. Cables trapped under furniture.
8. Do not overload sockets or extension leads – don't plug one extension lead into another (daisy chaining), checking that correctly rated fuses are fitted.
9. Ensure that there are no trailing cables that could cause trips.
10. Check regularly for the following danger signs: -
  - a. a smell of hot plastic or burning near electrical equipment or socket.
  - b. sparks or smoke coming from a plug or electrical equipment.

#### **Remember: -**

- Always make sure that the appliance is switched off and the socket switch is also 'off' before inserting or removing plugs.
- Report faulty and damaged electrical equipment to your line manager, as soon as possible.
- Remove and put a DO NOT USE notice on any faulty equipment to prevent it from being used until it is repaired or disposed of.
- Always dry your hands before handling equipment.
- **Do not try to repair equipment yourself**, a professional and competent contractor must do repairs.
- Always use a residual current device when using equipment outdoors / offsite e.g. at shows or events.
- Personal electrical items can only be used in the workplace with your line manager's permission, as they will need to be PAT tested.
- Personal mobile phones may be charged via a USB lead into your desktop computer or laptop.

Electrical repairs are a qualified electrician's job; do not touch unless you have been specifically trained to do so.

Electrical faults (e.g. damaged leads, broken casing, loose plugs, etc.) must be reported to your Line Manager for rectification. Remove the item from use and mark it clearly that it is out of order.

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## Electrical Safety – continued

Whenever possible, route power cables safely to avoid them being damaged or creating a trip hazard. Make sure the power cable is long enough to reach the job - if not, obtain a proper fused extension lead, fully uncoiling it prior to use.

Safety inspections will be undertaken on all fixed electrical installations and portable electrical appliances.

### Regional Director

- Ensure portable appliances are examined and inspections are carried out on NFU equipment.

### Property and Facilities Manager

- Make arrangements for portable appliance testing and inspections at NFU offices.

## Manual Handling

Injuries or ill-health caused by incorrect handling techniques are one of the biggest causes of workplace illnesses.

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling, or carrying. The Regulations state that manual handling should be avoided as far as possible, but where not possible to avoid it, reduce risks to prevent and avoid injury.

Manual handling training is available via the iHasco e-learning system which can be set up for employees if their role requires any regular, heavy, or awkward manual handling. As a minimum employees should be aware of good handling techniques – see [Manual handling at work: Good handling technique - HSE](#).

Employees are encouraged to talk openly and offer practical solutions for **manual handling**; this can be done by liaising with your Line Manager, Employee Forum Representative or the Health and Safety Manager.

### Heads of Department/Regional Director

- Where relevant, ensure risk assessments are carried out for manual handling activities.
- Ensure employees adhere to relevant risk assessments/safe systems of work.

### All employees

- Do not lift uncomfortable loads.
- Follow appropriate safe systems of work.
- Make proper use of equipment provided for safety purposes.
- Co-operate with the NFU on health and safety matters.
- Inform your Line Manager if you identify hazardous handling activities.
- Take care to ensure your activities do not put others at risk.

## Meetings, Shows and Events

An assessment of hazards should be undertaken during the planning stage of any event/activity. For many of the smaller meetings this will be nothing more than a careful examination of what could cause harm to people so that you can evaluate whether enough precautions have been taken.

Shows and events will require a formal recorded assessment of the hazards, risks and control measures.

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## Meetings, Shows and Events – continued

The NFU is following Government guidance on COVID-19, ensuring that meetings, shows and events are carried out in a COVID-19 safe manner with risk assessments in place.

Employees are advised to follow the COVID-19 Safe Guidance and Procedures for attending external appointments, along with meetings, shows and events.

### Head of Department/Regional Director

- Ensure risk assessments are completed for all shows and events and communicated with key personnel.
- Liaise with the Health and Safety Manager where applicable to ensure a suitable and sufficient risk assessment is completed .

Some basic elements that will have to be resolved for most **meetings** and small **events** are as follows (this list is not definitive but applies where appropriate): -

- Nominate someone to assert overall control of the event.
- Make sure the location is suitable in size for the expected number of attendees.
- Ensure access to fire fighting and first aid provisions are available, with fire doors unlocked at event.
- Before attendees arrive inspect the immediate area of the event to ensure no further hazards are present and where possible make a note that this has been undertaken including any findings
- Communicate information on safety and emergency procedures to attendees.
- Ensure you have a record of all in attendance.
- For further information please refer to the [Events Risk Assessment Template](#) and [Exhibitors Risk Assessment for NFU Events](#) on the Intranet.

## Managing and Controlling Contractors

The NFU requires all contractors carrying out work on its behalf to comply with both statutory requirements, rules, and procedures contained within the 'Control of Contractors Policy' and 'Selecting Contractors Policy'.

A contractor is defined as anyone brought in by the NFU to work on its behalf, on NFU premises or externally, e.g. at shows and events; this includes sub-contractors and any self-employed person.

If a contractor is seen behaving in a way that poses a danger to either themselves or others, report the matter to your Line Manager immediately.

### Head of Department/Regional Director

- Ensure the Contractors Policies are followed to ensure a competent contractor is instructed, that the NFU have copies of relevant safety documentation, that the contractor is made aware of NFU rules on induction and ensure contractors carry out their work in a safe manner.

### Property and Facilities Manager

- Ensure the Contractors Policies are followed to ensure a competent contractor is instructed, that the NFU have copies of relevant safety documentation, that the contractor is made aware of NFU rules on induction and ensure contractors carry out their work in a safe manner.
- Ensure safety documents are communicated locally with relevant Department/Office Manager.

- For full details please refer to the **Control of Contractors** and **Selecting Contractors** Policies on the [Intranet](#).

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## **Managing Asbestos**

Asbestos is a naturally occurring insulating building material used prior to the year 2000. It is now illegal to use asbestos in the construction or refurbishment of any premises. Asbestos was used in many parts of buildings pre year 2000, including insulating board, pipe insulation, insulating board, floor tiles, roof and wall cladding, roofing felt, plaster, sprayed asbestos as fire protection.

If the asbestos-containing material (ACM) is in good condition and is not being or going to be disturbed or damaged, there is negligible risk. If the ACM is disturbed or damaged, it can become a danger to health, because people may breathe in any asbestos fibres released into the air.

Asbestos is a carcinogen, breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

The NFU has a duty to manage asbestos by commissioning asbestos surveys and keeping a record of the location of asbestos and its condition; assessing and managing any risks from any asbestos identified; formulating an action plan and taking steps to complete actions identified; reviewing and monitoring the plan; providing information on the location and condition of the materials to anyone who is liable to work on or disturb them.

### **Action to be Taken in the Event that Asbestos is Discovered: -**

- Anyone who discovers materials which give concern with regards to asbestos must report the finding in order that the matter can be dealt with urgently. Materials likely to contain asbestos and falling into poor condition due to lack of maintenance or which have been subject to accidental or gradual damage, i.e. inadvertent disturbance, need attention without delay.
- The area concerned should be immediately taken out of use on a precautionary basis by a senior manager or Director, and the matter referred to the Property and Facilities Manager for urgent testing and action to make the area safe.
- NB It is unacceptable to keep an area classed as unsafe, in use, until it can be re-classified as safe by a competent Asbestos Consultant.

For full details please refer to the [Asbestos Management Policy](#) on the Intranet.

## **Managing Water Systems and Water Hygiene**

Water hygiene concerns the water systems in buildings that could be a potential source for legionella bacteria growth. Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria, the most serious being Legionnaires' disease.

The legionella bacteria can be found in most water systems, and the conditions necessary for the development and proliferation of the bacterium in the water system are: -

- Dirty water systems – The presence of sludge, scale, rust, algae and organic matter.
- Water temperatures between 20-45°C - Legionella will multiply fastest at 35-37°C. It will be killed at water temperatures above 60°C. Below 20°C it will stay dormant but will grow if the water temperature is raised and other conditions are favourable.

The NFU will ensure that all reasonable steps will be taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure.

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## Managing Water Systems and Water Hygiene – continued

If it is not possible to carry out the usual water hygiene checks/monitoring due to enforced building closures such as a Government lockdown during a pandemic, the advice of a Specialist Legionella Contractor must be sought, and any remedial action taken (cleansing and disinfection of water systems), prior to recommencing checks/monitoring, to safeguard against any potential exposure to Legionella bacteria.

For full details please refer to the [Water Hygiene and Legionnaires' Disease Policy](#) on the Intranet.

### **Personal Protective Equipment (PPE)**

Suitable personal protective equipment (PPE) will be provided as appropriate, free of charge, if situations are identified where health and safety risks are not adequately controlled by other means.

Employees must use any PPE provided in accordance with any training and instruction given.

Employees must report any loss or obvious defect in the PPE provided to your Line Manager.

If you are unsure about what PPE should be worn, you should speak to your Line Manager, or the Health and Safety Manager.

### **Operating Work Equipment**

The NFU will provide a safe working environment in relation to work equipment safety and to ensure all employees receive appropriate safety information and training in their work equipment. Work equipment includes office equipment, such as printers, binders, steps/ladders, hand tools, power tools, lifts, vehicles.

#### **Arrangements for Ensuring the Health and Safety of Employees: -**

1. No work equipment will be used on the premises until fully at installation stage.
2. No work equipment will be used on the premises unless it is inspected regularly, e.g. on an annual basis or after upgrades.
3. Full maintenance and inspection records will be kept up to date for all work equipment.
4. Employees are advised to not bring their own tools or equipment to work unless this practice has been authorised in advance by their line manager.

**Elimination of Hazards:** Operations presenting a risk to employees in respect to work equipment will be eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include consideration of all activities and equipment used for each work task undertaken by risk assessment.

**Assessment of Risk:** The risk assessment in relation to work equipment will be carried out by a competent person.

#### **Duties of Managers**

Managers must take responsibility and ensure that all equipment used by employees at work is suitable for the task to be carried out, safe for use, and that each employee has received adequate information, instruction, and training. Managers are also responsible for ensuring: -

1. a risk assessment has been completed.
2. suitable personal protective equipment/clothing is always worn as necessary for the safe operation of work equipment.
3. all work equipment is regularly maintained and inspected.

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## Operating Work Equipment - continued

### Duties of Employees

Employees must ensure: -

1. they comply with all instructions and training in relation to the execution of their work.
2. their own health and safety and that of other employees is not put at risk by their actions.
3. they use equipment provided for any task and for the purpose for which it was intended to be used.
4. they report any problems to their line manager.

### Information and Training

Adequate information and training for operating work equipment will be provided to employees as necessary, to ensure they are competent to carry out their work-related tasks, along with refresher training as needed.

## Outside Visits

Many employees will have to visit other premises, and although primary responsibility for health and safety rests with the occupier of the premises. Employees must consider their own safety within these working environments.

Employees are advised to follow the NFU's COVID-19 Safe Guidance and Procedures for attending external appointments, along with meetings, shows and events.

In addition, to ensure the safety of yourself and others, please follow these simple guidelines for **visits**: -

- When you arrive, always report to the responsible person.
  - If appropriate, ask for information - this will depend on the risk level of the visit but ask for any particular risks you may face and rules you must adhere to, including what personal protective equipment you may need during your visit.
  - If you are unaccompanied, ensure you are aware of all emergency procedures which may apply and make appropriate arrangements to ensure that, in an emergency, you will be noted as missing.
  - If you see any hazards that appear to present significant risk, report them to the person in authority.
  - If you believe there is an immediate and serious risk to yourself then withdraw from the area and seek immediate assistance.
  - Ensure you have adequate means of communication, i.e. mobile phone.
  - On departure inform the responsible person and sign-out.
- For further information please refer to the **risk assessments and safe procedures** on the Intranet:-

[\*\*Farm Visits – Safe Procedures\*\*](#)

[\*\*Farm Visits – Risk Assessment\*\*](#)

[\*\*Risk Assessment template for Shows and Events\*\*](#)

[\*\*Risk Assessment for Exhibitors Events\*\*](#)

[\*\*COVID Safe Guidance and Procedures for Visits, Meetings, Events, Shows.\*\*](#)

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## **Vehicles and Driving**

The NFU has a [Driving Safely Policy](#) which is on the Intranet and applies to all employees who drive for NFU business, e.g. to meetings, site visits, events and shows, training courses, etc.

The NFU Driving Safely Policy has been produced, following a risk assessment, to ensure that the NFU is complying with health and safety legal requirements and importantly, protecting drivers. The Policy includes advice for employees on safe driving procedures and keeping safe on the road. Employees who drive on NFU business must familiarise themselves with this policy.

The [NFU Driving Safely Policy](#) and the [NFU Fleet Policy](#) are equally important documents in ensuring driver safety and complying with health and safety requirements.

Employees will be provided with Driver Awareness training via the iHasco e-learning system which is mandatory for all drivers to complete.

**NB** if your own vehicle is used for NFU business, it must be insured for business use with your insurer.

## **Lone Working & Personal Safety**

Lone working is defined as working at a location where there are no other workers present, and without close or direct supervision. Working at home, driving alone, working in an isolated area of an NFU site are all situations that are lone working.

There are many situations where employees will work alone, and in the majority of cases this will be without significant risk. However, there will be occasions when the risks are greater, such as going out to isolated members' sites or driving late at night, or where an employee has a health condition.

Working alone can introduce or accentuate hazards - lack of assistance if needed, inadequate provision of first aid, other peoples' emotions (violence and aggression), sudden illness, emergencies, carrying items of value, security incident, failure of services and supplies, etc.)

At times there may be areas of your work that require specific consideration to protect your personal safety, for example:

- Working / driving alone.
- Entering someone's home / farm.
- Dealing with potential conflict/aggression.

Employees should remember that personal safety is a shared responsibility, and you should always help to make yourself as safe as possible. It is important that you always inform someone of where you are and when you are likely to return, always.

- For details please refer to [Lone Working Risk Assessment and Advice](#) on the Intranet.

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## Hazardous Substances

Employees must not handle or use any hazardous substances unless you have received authorisation to do so from your Line Manager, and have received instruction on handling and using the substance. A COSHH assessment should be in place for the hazardous substance.

Always read and follow the substance label and COSHH safety data sheet.

Below are some of the common warning symbols that can be found on labels or data sheets: -



If a warning symbol is found on a substance, then a COSHH assessment is required, and appropriate personal protective equipment (PPE) must be worn when handling and using the substance.

If employees are unsure about any aspect of health and safety relating to hazardous substances, then contact your Line Manager or the Health and Safety Manager.

- For full details please refer to the [COSHH Procedure](#) on the Intranet.

## Safety Signs, Signals & Notices

Any notices, signs or barriers displayed on the premises are there for your safety and should be complied with at all times.

In general terms the following colours/shapes convey the following actions / messages:

	Mandatory Safety Signs: <b>MUST DO</b>	
	Prohibition Safety Signs: <b>DO NOT DO</b>	
	Warning Safety Signs: <b>DANGER/CAUTION</b>	
	Safe Condition: <b>THE SAFE WAY</b>	

Signs must be clear and legible, and should be used to identify: -

- Actions that are prohibited – **red** in colour, round – e.g. no access
- Behaviour / Safeguards that must be followed – **blue** in colour, round – e.g. ear protection must be worn
- Warning of a hazard – **yellow** in colour, triangular – e.g. electricity
- Direct towards fire exits/equipment or first-aid equipment – **green** in colour, rectangle or square.

Other signs and signals are: -

- Acoustic signal – a sound signal which is transmitted e.g. a fire alarm to alert people of outbreak of fire.
- Warning signs – chemical labelling – red symbols – see COSHH section above.

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Other **Safety signs and signals** are: -

- Firefighting equipment identification signs – red signs



## **Working at Height**

Typical falls from height in the office environment include falls from chairs, tables, steps, ladders etc.

All employees should avoid working at height where it is reasonably practicable to do so, e.g. use extendable equipment from ground level, or use lower-level shelving for storage.

All employees must ensure that correct equipment is used to reach items (i.e. kick-stool, steps); never use office furniture to reach items at height.

Equipment used to gain height, i.e. kick-stool, steps, step ladders, ladders, must be visually checked before use and inspected at regular intervals, and the inspection must be recorded.

Working at Height training and Ladder Safety training are available via the iHasco e-learning system which can be set up for employees if their role requires this type of work.

## **Workplace Inspections**

To ensure health and safety policies and procedures are effective, regular workplace inspections will be undertaken. All employees are encouraged to be proactive in improving health and safety standards within the NFU, by remaining vigilant and reporting any risks to management.

## **Work Experience**

Work experience gives students the opportunity to prepare for the challenges of working in the adult world. However, if the working environment is not carefully controlled, students may become involved in activities where there is potential for injury. Whilst employing students we have an opportunity to give them an understanding and importance of health and safety which will help them not only throughout their working life, but in their everyday life as well.

Please refer to the [\*\*Work Experience Placement Health and Safety Guidance\*\*](#) which is on the Intranet, and sets out the process to be followed by employees who are planning to have a Work Experience Student for work experience placement.

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