

NFU Policy





SECTION 1: Hea



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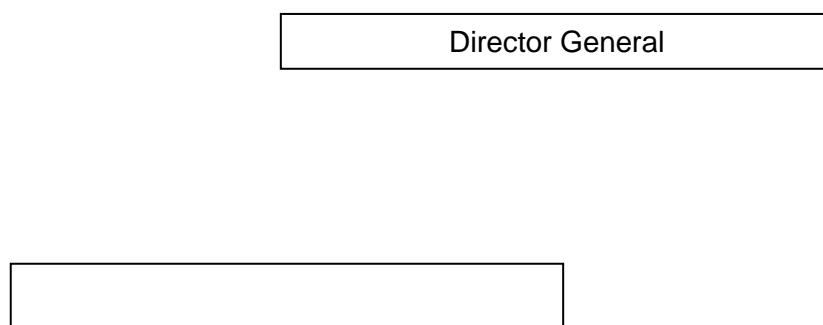


SECTION 2: Roles and Responsibilities

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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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 s



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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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](#)

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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.

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 subject135(TJETdsrB000008871ETdsrB000008pe3(l)5(e 32(aop)3((ap)1(t)-





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.](#)

Continued

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

Firefighting equipment identification signs – red signs



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