

# HOWARD CHAPMAN LTD

## HEALTH AND SAFETY

Abbreviated version for casual workers

1. The company has a full Health and Safety statement, which can be inspected at the Farm Office.
2. It is Company policy to ensure, as far as practicable, the health, safety and welfare of the Company's employees.
3. Training and safety instruction will be given where necessary. It is the duty of every employee to perform his/her task in a responsible manner and do everything possible to prevent injury to him/her self and others.
4. First aid kits are available in the kitchens and the farm office or from your supervisor.
5. All employees should report every accident or dangerous practise to his/her immediate supervisor, whether persons are injured or not.
6. In emergency situations, if no supervisor is available, go to the nearest house and telephone the emergency services (112 or 999) or the farm office (01732) 842129, as appropriate.
7. All casual employees are advised to obtain Tetanus immunization, available through the National Health Service.
8. If working inside a building familiarise yourself with fire extinguishers and fire exits. If there is a fire in your accommodation please ensure that you leave the building and go to the fire assembly point (the main yard). Close windows and doors, where possible. You should only tackle a fire if it is in its early stages and you are completely sure you can put it out and stay safe. Inform a member of staff as soon as possible, if necessary call the emergency services. Do not re-enter the building until it is safe to do so.
9. No casual employees are allowed to drive forklifts.
10. No casual employees are allowed to drive tractors without the permission of the farm manager (the largest cause of injury in the agricultural industry is overturning tractors and being struck by tractors).
11. Always be aware of vehicle movements around you.
12. Any abuse of safety equipment or unsafe behaviour by casual staff will result in dismissal.
13. It is important to remember that England became smokefree on 1<sup>st</sup> July 2007. It is against the law to smoke in any enclosed public places and this includes public transport and work vehicles used by more than one person.
14. When working in the orchards all lunch boxes and personal possessions must be kept under the trees and not in the gangways or around bulk bins.
15. It is also important to drink lots of water, use sun cream and keep skin well covered (students will have to ensure they have enough water and cream for the day).
16. When working in wet weather, waterproof jackets and trousers are required, as well as a good pair of boots (this clothing is not provided, so students will have to ensure they have the appropriate clothing).