

THE HEALTH AND SAFETY POLICY

OF

FARMINER DEVELOPMENTS LTD.

FARMINERS YARD

FLEXFORD ROAD

NORMANDY

GUILDFORD

SURREY

GU3 2EF

Reviewed August 2013

This is the Health and Safety Policy of

**Farminer Developments Ltd.
Farminers Yard
Flexford Road
Normandy
Guildford
Surrey
GU3 2EF**

**As required by the Health and Safety at Work etc Act, 1974 & Regulations 1999
& CDM 2007**

PART 1 THE COMPANY'S COMMITMENT TO HEALTH AND SAFETY.

Farminer Developments Ltd is committed to providing and maintaining safe and healthy work conditions, equipment and systems of work for all our company's employees and contractors. We will ensure that our employees are provided with the necessary health and safety information, relevant training and supervision as required. We also accept our responsibility for the health and safety of other people who may be affected by our work activities.

The allocation of duties for health and safety matters and the particular arrangements that will be made to implement this policy, are set out in this document.

This policy is a living document and will be reviewed annually by Mr. Ian Ernest Johan Farminer, Managing Director. In addition to the annual review, the policy will be reviewed if the business changes in nature and size.

Date

Signature

Mr. Ian Ernest Johan Farminer, Managing Director.

1. Overall Responsibilities

Mr. Ian Farminer (Managing Director) has overall responsibility for the health and safety of employees working in Farminer Developments Ltd.

Mr. Ian Farminer (Managing Director) is responsible for the Health and Safety Policy being implemented at work locations and at the premises of Farminer Developments Ltd, Farminers Yard, Flexford Road, Normandy, Guildford, Surrey, GU3 2EF. Mr. Ian Farminer (Managing Director) is responsible for the health and safety of employees whilst at work locations and at the company's premises.

Mrs. Kim Farminer (Company Secretary) will act as deputy to Mr. Ian Farminer (Managing Director) with regards to health and safety responsibilities.

2. Specific Responsibilities

The following areas will be the responsibility of the named individuals:-

2.1 Risk Assessments:- General Risk, Young Person, Manual Handling, Control of Substances Hazardous to Health, First Aid and Fire Risk Assessments.

Mr. Ian Farminer (Managing Director) and Mrs. Kim Farminer (Company Secretary)

2.2 Compliance with the Construction (Design and Management) Regulations, 2007

Mr. Ian Farminer (Managing Director)

2.3 Monitoring of Maintenance of Plant, Equipment and Vehicles

Mr. Ian Farminer (Managing Director)

2.4 Carrying out of Safety Inspections

Mr. Ian Farminer (Managing Director)

2.5 Health and Safety Training

Mr. Ian Farminer (Managing Director) and Mrs. Kim Farminer (Company Secretary).

2.6 Investigating Accidents

Mr. Ian Farminer (Managing Director)

3. Employees' Responsibilities

The company's employees have a responsibility to work with their manager(s) to ensure that the work environment is safe and healthy and others are not put at risk from their work activities. Employees are expected to attend health and safety briefings and training.

4. Health or Safety Problem Identified

When a health or safety problem has been identified, then the hazard must be reported to Mr. Ian Farminer (Managing Director) or to his deputy Mrs. Kim Farminer (Company Secretary). Once an appropriate solution has been decided upon, then employees to be informed of the necessary action and outcome. Consultation on health and safety matters between manager(s) and employees is via informal discussions and briefings.

PART 2 GENERAL ARRANGEMENTS

This section provides information on the health and safety arrangements related to the work locations and premises of Farminer Developments Ltd, Farminers Yard, Flexford Road, Normandy, Guildford, Surrey, GU3 2EF.

1. First Aid (The Health and Safety (First-Aid) Regulations, 1981)

1.1 First Aid Assessment

First Aid Assessment undertaken by Mrs. Kim Farminer (Company Secretary).

1.2 Appointed Person

Kim Farminer (Company Secretary) is the appointed person with the responsibility for ordering and supplying first aid equipment as required.

1.3 First Aid Box

A first aid box is to be kept in the Yard. All Company vehicles are to be kept supplied with an appropriate first aid box and at least 2 bottles (1 litre per bottle) of unopened sterile water.

1.4 Emergency First Aid Training

All employees are to be sent on an emergency first aid training course arranged by Mrs. Kim Farminer (Company Secretary).

2. Reporting of Accidents

All accidents to be reported to Mr. Ian Farminer (Managing Director). Mr. Ian Farminer (Managing Director) will ensure that an entry in the Accident Book is completed, and if required, report the accident to the Health and Safety Executive on the appropriate form as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995). Accidents in vehicles also to be reported.

3. Fire Safety

3.1 Fire Assessment(s)

Mr. Ian Farminer (Managing Director) is responsible for ensuring that Fire assessment(s) are undertaken. Fire assessments undertaken by Richard Thorpe Fire Safety Services of 28, Fairlands Avenue, Guildford, Surrey GU3 3NB (telephone:- 01483-235569).

3.2 Fire Notices

Fire notices are sited in the Yard (in office and workshop) and in each vehicle. All employees to have been informed of the current evacuation procedures and what to do if they discover a fire. All employees to sign in record book that they have received details of the evacuation procedure. Every 6 months the fire evacuation procedures in the Yard and at work locations to be discussed at briefing(s). This is to ensure that all employees are fully aware of the evacuation procedures.

3.3 Work Site Locations

3.3.1 Evacuation point to be agreed, prior to work commencing, for each work location.

3.3.2 On discovery of a fire, all individuals to stop work at once and meet at the agreed evacuation point for the specific work location.

3.3.3 Dial 999 for emergency services.

3.4 Yard

3.4.1 Evacuation point is at the entrance into the Yard in Flexford Road.

3.4.2 On discovery of a fire, all individuals to stop work at once and meet at the agreed evacuation point.

3.4.3 Dial 999 for emergency services.

3.5 Escape Routes

Mr. Ian Farminer (Managing Director) is responsible for ensuring the escape routes in the Yard and at work locations are kept clear and sign posted as appropriate. Weekly checks to be undertaken every Monday and recorded in fire safety book.

3.6 Fire Extinguishers

Mr. Ian Farminer (Managing Director) has overall responsibility for checking that appropriate fire extinguishers are correctly located and ready for use. Weekly checks to be undertaken every Monday and noted in the fire safety book. Fire extinguishers are to be kept at the rear of the Yard, in Workshop and in each vehicle.

When working with inflammable substances an appropriate fire extinguisher must be kept at the work location.

Richard Thorpe Fire Safety Services of 28, Fairlands Avenue, Guildford, Surrey GU3 3NB (telephone:- 01483-235569), to maintain all fire extinguishers.

4. Advice and Consultancy

Advice on health and safety will be sought as appropriate:-

4.1 Health and Safety Executive Infoline on telephone:- 0845 345 0055

4.2 External Consultant ("**competent person**") or Company.

5. Training

Mr. Ian Farminer (Managing Director) has overall responsibility for arranging suitable training to enable the company's employees to undertake their work safely and without harm to their health. Training needs will be regularly reviewed at least every 6 months or sooner if changes occur that result in new training needs being identified. The record of all employee's training (both internal and external training) is kept in the employee's personal file.

5.1 General Training (as identified at policy date)

Details of the following training is to be kept in the Company's Health and Safety Folder(s).

- Manual Handling
- Machinery Handling
 - Diggers
 - Dumpers
 - Concrete Mixers
 - Brick Cutters
 - Vibrating Rollers

5.2 Specialised Training

Details of the following training is to be kept in the Company's Health and Safety Folder(s). The following training is undertaken by external training companies.

	Training Provided By	Address
Emergency First Aid	St. John's Ambulance	County HQ St. John House Stocton House Guildford Surrey GU1 1HA (tel:- 01483-450000)
Apprentice Training (Training Officer Contact)	CITB	Area Office Eastleigh House Upper Market Street Eastleigh Hants SO50 9FD (tel:- 01703-620505)

6. Contractors and Sub-Contractors

The following procedures apply to contractors and subcontractors:-

6.1 Contractors and sub-contractors working on premises on which Farminer Developments Ltd has overall control are expected to establish and maintain safe and healthy systems of work. Conditions of contract will be imposed requiring contractors and sub-contractors to carry out their work to the same high standards Farminer Developments Ltd imposes upon itself and expects employees to comply with.

6.2 Contractors and sub-contractors must provide Farminer Developments Ltd with details on the management and prevention of health and safety risks created by their work (Construction (Design and Management) Regulations, 2007). This is irrespective of whether Farminer Developments is principal contractor on work site location. The information provided to be passed on to employees of Farminer Developments Ltd by Mr. Ian Farminer (Managing Director).

6.3 Each contractor and sub-contractor tendering for work will be required to submit, at the tender stage, a copy of their Health and Safety Policy and a description of their approved organisation and arrangements for carrying out policy.

6.4 Risk Assessments and Method Statements must be provided by any contractor or sub contractor that is working on any of Farminer Developments Ltd's sites before the commencement of works.

6.5 A joint health and safety plan to be formulated between all parties. The health and safety plan during construction will draw on the principal contractor's health and safety policy and assessments, the health and safety plan prepared by the planning supervisor and details on the management and prevention of health and safety risk created by the contractors and sub-contractors.

6.6 Contractors and sub-contractors to report to site manager upon arrival at site each day and sign off at end of work.

6.7 Arrangements and responsibilities for safety checks of all shared equipment, to be agreed prior to use. Employees, contractors and sub-contractors to be informed on the safe working practices.

6.8 Only agreed contractors and sub-contractors to be allowed on a work location.

6.9 Areas of work undertaken by sub-contractors.

Roofing, Windows and Doors, Decoration and finishes, Plumbing, Electrical, Gas, Damp Proofing /Timber Treatment, Drives, Fencing.

7. Young Person (employee / apprentice aged between 16 and 18 years of age)

Specific risk assessment of work activities (in relation to a Young Person) to be kept in Company's Health and Safety Folder(s). The risk assessments will be undertaken prior to the Young Person starting work and will be reviewed at least annually or more frequent if work activities are altered or risk is deemed to have increased.

The risk assessment will include a review of the work layout, type of risk exposure, range and use of work equipment, all the processes and possible work activities. The risk assessment and resulting action will take into consideration the relative inexperience and physical capabilities of the Young Person.

Appropriate training and supervision arranged by Mr. Ian Farminer (Managing Director), who will liaise with training organisation regarding training provision and current level of expertise. Records to be kept in the Company's Health and Safety Folder(s).

PART 3 HAZARDS

This section covers specific hazards applicable to the work activities of Farminer Developments Ltd.

1. Hazard Sheets

Hazard sheets related to the chemicals used in the workplace are kept in the Company's Health and Safety Folder(s) in the Yard office. Copies are given to all employees, contractors and sub-contractors.

2. Manufacturers' Guidance Notes

Manufacturers' guidance notes on chemicals, machinery safety and maintenance procedures are kept in the Company's Health and Safety Folder(s) in the Yard office. Copies are given to all employees, contractors and sub-contractors.

3. Other Guidance Notes

Additional guidance notes not covered by hazard sheets or manufacturers' notes are kept in the Company's Health and Safety Folder(s) in the Yard office.

4. Method Statements

If a work activity is considered hazardous and action not already determined by a risk assessment, then a method statement to be written. All method statements to be kept in the Company's Health and Safety Folder(s) in the Yard office. Copies are given to all employees, contractors and sub-contractors.

A method statement will be divided into a step- by-step guide of the work activity, the known risks and what to do to prevent all identified risks.

5. Waste Disposal

5.1 All general waste is to be put in the General Waste Skip (at work location & Yard)

5.2 Empty Propane Canisters are returned to directly to supplier. Whilst awaiting return to supplier the propane canisters are to be kept in marked area in Yard.

5.3 Full Propane Canisters are kept on site if in use, otherwise are stored in Yard in marked area (separate area to where empty propane canisters kept).

5.4 The responsibility for arranging for the removal of the various waste materials rest with Mr. Ian Farminer (Managing Director).

5.5 Each specific type of waste is to be removed by the Company's approved contractors.

Scrap Metal

Scott S J & Co.

11a Martland Estate
Smarts Heath Lane
Woking
Surrey
GU22 0RQ
(tel:- 01483-233777)

General Waste (skip)

Chambers

Chambers House,
Clay Lane,
Guildford,
Surrey.
GU4 7NZ

SITA UK Ltd
Head Office.

301-303 Parkway.
Worle,
Weston Super Mare
BS22 6WA
(tel:- 08702404422)

Regional offices used.

Clean Waste

Chambers.

Chambers House,
Clay Lane,
Guildford,
Surrey.
GU4 7NZ
(tel:- 01483 504595)

Axtells

Axtell plant hire
Witley Station
Wormley
Godalming
Surrey
GU8 5TB
(tel:- 01428685987)

6. Safe Stacking and Storage

Items stored in Yard to be placed in marked storage area.

7. Marking and Keeping Walkways and Exits Clear

Access from Yard and work locations are to be kept clear. Yard and all work locations to be kept tidy.

8. Vehicles

Mr. Ian Farminer, (Managing Director) is responsible for arranging repair to faulty vehicles and for overseeing maintenance programme.

All vehicles except company car are maintained and serviced as appropriate by D & H Automotive Engineers, Unit 7, Monument Way, West Industrial Estate, Woking, Surrey, GU21 5EN (telephone:- 01483-768664). Company car is maintained and serviced by

New vans and lorries still covered by warranty are serviced by the appropriate dealership.

9. Special Access to Particular Places

To allow for removal of General Waste Skip at Yard a section of fencing is removed. The General Waste Skip is removed by SITA or Chambers.

10. Electrical Equipment

10.1 Routine for inspecting plugs and cables for loose connections and faults

Mr. Ian Farminer (Managing Director) is responsible for undertaking the routine visual inspection of all plugs and cables for any abnormalities. Visual inspection to take place annually (Electricity at Work Regulations, 1989) and faults rectified immediately.

10.2 Any rules for use of extension leads / portable electrical equipment and maintenance of electrical installations

All extension leads and portable equipment to be checked prior to use by employees. Inspection of portable equipment to be at least annually or more often if recommended by manufacturers. Faults to be reported to Mr. Ian Farminer (Managing Director) who will then take appropriate action.

10.3 External Maintenance of Electrical Equipment and Installation

10.3.1 Installation and equipment to be checked annually and certificate provided by

checked by HSS (Hire Services Southern), 3 Manor Way, High Street, Old Woking, Surrey, GU22 9JX (telephone:- 01483-740960).

10.3.2 Portable appliance tests are undertaken by HSS (Hire Services Southern), 3 Manor Way, High Street, Old Woking, Surrey, GU22 9JX (telephone:- 01483-740960) as manufacturers' instructions and certificate obtained.

11. Hire Equipment

All employees to have received appropriate training prior to using hire equipment. Equipment and plant is hired from:-

HSS (Hire Services Southern), 3 Manor Way, High Street, Old Woking, Surrey, GU22 9JX (telephone:- 01483-740960)

Brandon Tool Hire, 9, Woodbridge Meadows, Guildford, Surrey, GU1 1BA (telephone:- 01483-505188).

STEDA Plant Hire, Smithers Farm, Guildford Road, Rudgwick, West Sussex, RH12 3BX (diggers and dumpers hired). (telephone:- 01403-823293)

12. Tools

Employees to undertake a visual inspection of tool(s) prior to use. All faulty or damaged tools be reported to Mr. Ian Farminer, (Managing Director) for repair or replacement as appropriate.

13. Dangerous Substances / Fluids Under Pressure

Details on the safe handling, storage and maintenance, labelling and disposal of the following is kept in the Company's Health and Safety Folder:-

13.1 Propane Canisters

14. Personal Protective Equipment (PPE)

All employees must wear appropriate PPE whilst employed to undertake work for Farminer Developments Ltd (Personal Protective Equipment at Work Regulations, 1992). Hard hats must be worn as advised (Construction (Head Protection) Regulations, 1989).

Mr. Ian Farminer (Managing Director) is responsible for ordering and supplying the appropriate PPE. All employees to be supplied with a hard hat, ear protectors, safety boots, appropriate mask, goggles. Damaged, faulty or lost PPE to be reported to Mr. Ian Farminer (Managing Director) for replacement to be arranged.

THIS HEALTH AND SAFETY POLICY WILL BE REVIEWED ANNUALLY AND MORE OFTEN IF THE BUSINESS CHANGES IN NATURE AND SIZE.

Signature
Print Name
Managing Director
Date Policy Signed

Signature
Print Name
Company Secretary
Date Policy Signed