



NFU Mutual

Risk Management Services Ltd.

HEALTH AND SAFETY POLICY

Greenfield Plant Ltd

Greenfield Farm
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RH11 0JZ

Greenfield

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Health & Safety Policy Statement

This is the Health and Safety Policy Statement of:

Greenfield Ltd

I recognise and accept my responsibility to ensure, so far as is reasonably practicable, the health and safety of all my staff, contractors, visitors and members of the public who may be affected by my work activities.

It is my aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:-

- ➔ providing adequate control of the health and safety risks arising from work activities;
- ➔ consulting with staff on matters affecting health and safety;
- ➔ providing and maintaining safe plant and equipment;
- ➔ maintaining systems of work that are safe and without risk to health;
- ➔ ensuring safety during the handling, use and storage of articles and substances which are inherently or potentially dangerous;
- ➔ providing adequate information, instruction and supervision for staff;
- ➔ ensuring all staff are competent to do their work;
- ➔ preventing accidents and cases of work-related ill health as far as possible;
- ➔ maintaining safe and healthy working conditions & welfare facilities; and
- ➔ reviewing and revising this policy as necessary at regular intervals.

I will try to eliminate or control any hazard which may result in personal injury, illness, fire, security losses, property damage or harm to the environment. It is most important that you notify management of ANY matters of concern.

The allocation of safety duties and the arrangements to implement this Policy are set out below. Successful implementation shall only be achieved by compliance with legal requirements, dedication and co-operation of staff at all levels and provision of adequate funding and resources by the business.

This Policy requires the co-operation of all members of staff and my visitors. The Policy applies to all staff and others under the control of the business, including the self employed, casual workers, visitors and contractors.

Signed: *SHARDMAN*.....

James & Salina Hardman- Managing Directors

Date: ...02/10/15.....

Review date: 10/16.....

This Policy Statement will be reviewed annually.

1. Responsibilities

The responsibility for health & safety rests with everyone, from James & Salina Hardman- Managing Directors, through to each member of staff.

1.1 Overall and final responsibility for health and safety is that of:

James & Salina Hardman- Managing Directors

- 1.2 To ensure health and safety standards are maintained / improved, **all staff** and contractors are responsible for ensuring that all activities under their control are carried out in accordance with the Health and Safety Policy, standards and safe working procedures; and in compliance with statutory provisions:
- 1.3 **All staff** must co-operate with management to achieve a healthy and safe workplace, and take reasonable care of yourself and others.
- 1.4 **All staff** are expected to display constant vigilance in the identification and control of risks. If you notice a health or safety problem which cannot be put right, you must immediately report the matter to management.
- 1.5 **All staff** have legal duties under the Health and Safety at Work etc. Act 1974. In particular, you must:
- ➔ co-operate with the company on health and safety matters. You must follow the health and safety rules established to fulfil this duty;
 - ➔ take reasonable care for your own health and safety and that of others who may be affected by your acts (what you do) or omissions (what you fail to do) at work. You must carry out your duties in a safe and proper manner to fulfil this duty;
 - ➔ co-operate, so far as is necessary, to enable any legal duty or requirement imposed on the company to be complied with;
 - ➔ not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare. Note: this includes all forms of horseplay, vandalism and theft of such items.
- 1.6 Failure to comply with these requirements could lead to disciplinary action being taken by the company and/or prosecution by the Health & Safety Executive (HSE)

**NEVER DO ANYTHING THAT YOU THINK IS NOT SAFE
SUMMON HELP IF YOU ARE IN DOUBT.**

2. Health & Safety Risks Arising From My Work Activities

Under the Management of Health and Safety at Work Regulations 1999, I have a duty to assess risks to the health & safety of anyone who may be affected by my work activities. It is my policy to ensure no-one is put at risk from my activities as far as possible.

Hazard means anything that has the potential to harm. **Risk** is the likelihood of that hazard causing harm to someone.

The hazards identified should be eliminated or controlled to the lowest level which is reasonably practical. For further information please see NFU Mutual Advice Manual and my Risk Assessments.

- 2.1 Risk assessments will be undertaken by James & Salina Hardman- Managing Directors (and others under their direction) in consultation with **NFU Mutual Risk Management Services Limited** and staff.
- 2.2 The findings of the risk assessments will be discussed with all relevant members of staff by James & Salina Hardman.
- 2.3 Action required to remove or control the risks will be approved by James & Salina Hardman.
- 2.4 James & Salina Hardman are responsible for ensuring the action required is implemented and that it removes or reduces the risk to an acceptable level.
- 2.5 Assessments will be reviewed regularly (e.g. annually) or when work activity changes, whichever is soonest.
- 2.6 Specific risk assessments for vulnerable groups will be undertaken by James & Salina Hardman- (and others under his direction). Vulnerable groups include new or expectant mothers, young workers (under the age of 18) or anyone else with special needs.

3. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 I have a duty to consult staff either directly or through elected representatives on matters relating to health and safety.

- 3.1 Consultation and communication between management and staff is encouraged on all matters, especially health and safety.
- 3.2 Consultation with employees is provided informally during daily meetings and more formally at staff meetings by James & Salina Hardman (and others under their direction)

If you have any concerns about any health & safety matters you should feel free to speak to James & Salina Hardman.

THIS CAN BE DONE ANONYMOUSLY AND IN CONFIDENCE

No action will be taken against any member of staff who raises any health & safety related concerns

4. Safe Plant & Equipment

Under the Provision and Use of Work Equipment Regulations 1998, The Pressure Systems Safety Regulations 2000 and the Lifting Operations and Lifting Equipment Regulations 1998, the business has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- 4.1 James & Salina Hardman will be responsible for identifying all equipment / plant needing maintenance (e.g. workshop equipment, portable electrical appliances, vehicles, etc.).
- 4.2 James & Salina Hardman will be responsible for ensuring effective maintenance procedures are drawn up and will be responsible for ensuring that all identified maintenance is implemented.
- 4.3 The regular testing, inspection and maintenance of lifts, pressure systems, and other lifting equipment and pressure systems, including emergency repair work, and safe methods of undertaking this, will be ensured.
- 4.4 Any problems found with plant / equipment should be reported to James & Salina Hardman.
- 4.5 James & Salina Hardman will check that new equipment meets health and safety standards before it is purchased or hired.
- 4.6 Employees may not use equipment unless they have been trained and authorised.
- 4.7 Always check machinery and equipment before use - do not use anything in a dangerous condition. Any equipment believed to be faulty, worn or hazardous must not be operated. Always check the guards are in place before use.
- 4.8 All machinery and equipment must be stopped before making an adjustment, undertaking maintenance or lubrication - especially if necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning or maintenance.
- 4.9 Trailers and trailed equipment must be properly connected to the vehicle and where applicable any trailers should be independently braked and ensure that the brake lines are connected properly and in good working order.

Electrics

- 4.10 The electrical installation will be tested for electrical safety at appropriate intervals by a competent contractor.
- 4.11 Portable electric appliances will be regularly tested for electrical safety (PAT Testing) by a competent contractor or inspected by a trained member of staff. Check the condition of electrical equipment before each and every use.
- 4.12 Electrical pressure wash equipment must not be used unless protected by a 30mA Residual Current Device (RCD).
- 4.13 To minimise the risk of an electrical fire:
 - ➔ Trailing leads must be kept to a minimum. Any cables showing damage to the outer insulation should be replaced. Repairs using adhesive tape are not acceptable.

- Sockets must not be overloaded and should be switched off when not in use unless essential to keep switched on.

Statutory Inspections

4.14 The following require specific statutory checks and maintenance.

Area to be checked:	Responsibility for check:	Interval:
Portable or Transportable Electrical Appliances	Competent Electrical Contractor or trained member of staff	12 months or as specified. Staff must also check before use
Lifting Equipment (Telescopic, excavators etc.)	To be regularly tested by an approved engineering surveyor.	12 months or as specified on the Written Scheme of Examination
MEWPS (cherry pickers, scissor lifts etc)	To be regularly tested by an approved engineering surveyor	6 months or as specified on the Written Scheme of Examination
Portable Ladders, Step ladders, Step stools etc.	Competent Person	12 months. Staff must also check before every use.
Air Receivers (air compressors etc.)	To be regularly tested by an approved engineering surveyor.	12 months or as specified on the Written Scheme of Examination
Pressure Washers	Competent Person	12 months. Staff must also check before use.
Fire Extinguishers	Contractor	12 months

4.15 Safety information, operators' manuals, data sheets and records / registers are retained in the Office.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the business has a duty to assess the risks from both hazardous substances that are used (e.g. cleaning chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

- 5.1 James & Salina Hardman (and others under their direction) are responsible for identifying substances that need assessment and will undertake COSHH assessments.
- 5.2 James & Salina Hardman are responsible for ensuring actions required are implemented, informing staff about the assessments, providing information about the risks and training in the control measures and protective equipment required.
- 5.3 Assessments will be reviewed annually or when the work activity changes, whichever is soonest

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 The Health and Safety Law poster is displayed in the Office and on most sites.
- 6.2 Health and safety advice is available from James & Salina Hardman
- 6.3 Supervision of young workers and trainees will be monitored by James & Salina Hardman.

Third Parties

- 6.4 I also have a responsibility to all contractors, business visitors and members of the public. I undertake to provide a safe working area to the extent that is within my control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned. The person arranging contractors work or inviting business visitors onto the site is responsible for ensuring that the information is provided.
- 6.5 Business visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including my staff. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, operated by trained workers and does not present a hazard.
- 6.6 Unauthorised persons **MUST** be excluded from work areas using barriers and/or appropriate signage where necessary. Each case should be judged on its merits at the time. **If in doubt consult James & Salina Hardman.** Vehicles must always be driven very carefully around the workplace, as there is always the possibility of pedestrians being present.
- 6.7 The law requires us to take extra precautions to protect children from my work activities. Children are only allowed within the restricted areas if adequately supervised and with permission.

7. Competency for Tasks & Training

The law requires the business to provide appropriate information, instruction and training regarding your health and safety at work. This is to enable you to work safely for the benefit of yourself and other people.

- 7.1 Induction and job specific training is provided by James & Salina Hardman together with experienced workers from the relevant department as appropriate. James & Salina Hardman is responsible for ensuring all workers are adequately trained.
- 7.2 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a specific training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

Area	Training
Telescopic Handlers & excavators etc	Formal training certificate and authorisation
Company Vehicle Driving	Appropriate full driving licence
Pressure Washers	In-house training
Work equipment	In-house training (minimum)
Abrasive wheels	Formal training certificate for identifying, using, changing, setting & mounting wheels
Construction & Demolition Activities	CSCS / CPCS Training & authorisation
Step Ladders / Ladders	In-house training

- 7.3 All other staff are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person (e.g. while undergoing training).
- 7.4 Training records are kept in the Office.
- 7.5 Training will be identified, arranged and monitored by James & Salina Hardman.
- 7.6 If you do not understand any matter relevant to your health and safety at work, or consider you have not received adequate information, instruction or training, you **MUST** report the matter to James & Salina Hardman.

8. Accidents, First Aid & Work-Related Ill Health

The business will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to James & Salina Hardman without delay. Details of the incident will be recorded in the accident book which is located in the Office. James & Salina Hardman are responsible for periodically analysing the accident book for signs of trends.

- 8.2 James & Salina Hardman are responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence and is responsible for acting on investigation findings to prevent a recurrence.
- 8.3 James & Salina Hardman are responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

First Aid

- 8.4 First aid kits are located in the Office, Workshop and all Vehicles.
- 8.5 The appointed first aid personnel are:

Name	Location	Telephone Number

James & Salina Hardman are responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

Health

- 8.6 Report any health concerns immediately to management. All staff are reminded to keep up to date with Tetanus protection.
- 8.7 **To avoid ill-health, always wash your hands thoroughly with soap under hot running water before eating, drinking or smoking.** Alternatively use waterless hand sanitisers.
- 8.8 **Always cover cuts and broken skin with plasters before work and/or use gloves. Good standards of personal hygiene must be maintained.**
- 8.9 It is company policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to James & Salina Hardman.

Help and support is available from:

The Samaritans, 08457 90 90 90, (24 hours a day)

- 8.10 All staff should monitor their own health and report any concerns to management in confidence, with particular reference to back pain, asthma or stress.
- 8.11 There could be a risk of contracting Leptospirosis (Weil’s disease), which is a serious (sometimes fatal) infection transmitted by rat’s urine when passed through small wounds or breaks in the skin – this is carried by around 40% of rats. Wounds should be washed immediately and covered by a waterproof dressing. Never touch dead rats with bare hands. Your GP can provide further advice.

Alcohol & Drugs

- 8.12 The consumption of excessive alcohol or the use of controlled drugs at work is strictly forbidden. Any person found to be using controlled drugs will be removed for their own safety and that of others, and could be subject to disciplinary proceedings. No alcohol or controlled drugs are permitted to be brought onto or consumed at work.

8.13 The use of prescribed drugs should be notified to management, so as to ensure job placement is not affected by the use of such drugs (e.g. some antihistamines can make you drowsy, a particular risk while driving or operating machinery).

Manual Handling

8.14 Employees must adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance whenever heavy or awkward loads are to be moved manually. In general loads above 25 kg, or a weight which you feel is too heavy for your capacity, must be subject to team lifting.

8.15 Carrying and lifting of objects should always be done with great care. Never attempt to manually lift loads above 25 kg alone - always seek assistance.

8.16 Lifting of heavy items should be carried out using safe lifting techniques (i.e. lift with the legs not the back). Before attempting to lift anything, establish the following:

- ➔ The weight of the object
- ➔ The centre of gravity (it's balance)
- ➔ Sharp edges or projections (gloves required at all times)
- ➔ Accessibility of the object (and where it is being moved to)
- ➔ Your individual capacity for manual handling

9. Emergency Procedures – Fire & Evacuation

9.1 James & Salina Hardman are responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

9.2 Escape routes are regularly checked by management.

9.3 Fire extinguishers are maintained and checked by contractors on an annual contract.

9.4 Where emergency lighting is fitted, this will be tested monthly by James & Salina Hardman.

9.5 The emergency evacuation procedures will be tested every 6 months.

9.6 The fire assembly point(s) are located in the Main car park

9.7 You must familiarise yourself with the company fire procedure.

Smoking

9.8 Smoking materials are generally a major cause of fires through careless disposal and must be rigorously controlled. No smoking is allowed on site.

10. Workplace

The Workplace (Health, Safety and Welfare) Regulations 1992, detail the requirements in respect of the workplace, including staircases, floors, ways in and out, toilets and welfare facilities etc. will be kept in a safe and clean condition by cleaning, maintenance and repair.

- 10.1 Employees' co-operation in ensuring such standards is key. Report any concerns to James & Salina Hardman.
- 10.2 Regular workplace inspections will be carried out by James & Salina Hardman
- 10.3 Entrances and exits will be well maintained and all flooring and floor coverings will be kept in a sound condition to ensure safe access and egress.
- 10.4 All work areas are to be kept tidy. All materials to be stacked in a stable fashion in designated areas. Spillages are to be cleared up promptly.
- 10.5 Waste is to be regularly cleared and placed in the designated bin / skip.
- 10.6 Storage of all materials and equipment must within reason be arranged so that it remains without risk to anyone's health and safety - and not blocking entrances, exits or roadways.

11. Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 set out the minimum requirements concerning safety signs and signals at work. Where appropriate, road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

- 11.1 An assessment will be made of the safety sign requirements for the premises and suitable signage displayed, where required.








12. DSE and Workstations

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who "habitually use display screen equipment (DSE) as a significant part of their normal work" (Users). The main feature of the Regulations is the duty to assess workstations and reduce the risks that arise.

- 12.1 Workstations will be assessed by James & Salina Hardman and staff given sufficient information and instruction in setting up a comfortable and suitable workstation.
- 12.2 If 'users' so request, appropriate eye sight tests should be provided and the basic cost of any glasses required for computer use will be paid for.
- 12.3 Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

13. Personal Protective Equipment (PPE)

I have a policy to provide all necessary safety and hygiene clothing free of charge where identified as a requirement. PPE is provided as a last resort, when the hazard cannot be controlled by other means. This includes gloves, safety footwear, eye protection, hearing protection, high visibility clothing, wet weather clothing etc.

<p>Eye Protection</p> 	<p>Goggles, glasses or face shields are mandatory for any job, process or area where there is physical, chemical or biological risk of injury to the eyes.</p>
<p>Hand Protection</p> 	<p>Gloves must be worn when handling material which could cause physical injury. Rubber or nitrile gloves should be worn when handling chemicals or oils.</p>
<p>Hearing Protection</p> 	<p>Hearing protection to be worn when using noisy equipment or in noisy areas.</p>
<p>Foot Protection</p> 	<p>Appropriate footwear must be worn whilst at work. Where identified as a requirement for the task safety shoes will be provided. It is the responsibility of all staff to ensure that they wear appropriate footwear. (i.e. no flip flops)</p>
<p>Respiratory Protection</p> 	<p>The correct respiratory protection must be worn as necessary. Please note that 'nuisance' dust masks are not sufficient to protect your health.</p>
<p>Head Protection</p> 	<p>Appropriate protective helmets must be worn when undertaking tasks with a potential risk of head injury.</p>
<p>Miscellaneous</p> 	<p>High visibility clothing should be worn by anyone working around moving vehicles.</p>

14. Areas of Risk

There are some activities that present a risk to health & safety. To help reduce the risk of injury I have produced several Risk Assessments and Method Statements for a variety of the hazardous tasks undertaken and machinery operated.

14.1 All employees should read and follow the guidance detailed in these documents. Copies are available from James & Salina Hardman.

14.2 The main areas of significant risk are:

- ➔ Work at Height
- ➔ Workplace transport
- ➔ Demolition
- ➔ Excavations
- ➔ Manual handling;
- ➔ Slip, trip or fall on same level;
- ➔ Contact with machinery;
- ➔ Trapped by something collapsing or overturning;
- ➔ Weather (ice, wind, rain, sun);
- ➔ Contact with electricity or an electrical discharge;
- ➔ Fire / Explosion;
- ➔ Exposure or contact with hazardous or biological substances;
- ➔ Struck by moving, falling or flying object;

14.3 Further more task specific assessments will be developed in the future which will consider additional hazards brought to the company's attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional machinery etc.

14.4 If you wish to discuss the contents of any of the above documents or would like further information, or if you have any comments or ideas on how to improve safety further, please contact James & Salina Hardman.

14.5 You **MUST** familiarise yourself with the risk assessment documents as the information contained within them is important to ensuring your health and safety at work.

15. Workplace Traffic Management

The Workplace (Health, Safety and Welfare) Regulations 1992 place duties on employers to secure a safe workplace. Regulation 17 requires that “every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner” and that “all traffic routes are suitably indicated where necessary for reasons of health or safety”.

- 15.1 Road systems will be clearly and logically arranged, allowing adequate space for vehicle movement, reversing, turning, loading and off-loading.
- 15.2 An assessment will be completed in respect of workplace traffic management to ensure that the site, vehicles, drivers and pedestrians are safe.
- 15.3 Separate specific routes will be provided for pedestrians, so far as is reasonably practicable, to segregate vehicles and pedestrians.

16. Driving

The company notes that driving is not only necessary for undertaking business activities, but also represents a hazardous activity and accordingly will take steps to reduce the identifiable risks as far as possible.

- 16.1 Employees are reminded that, despite its familiarity, driving on the roads is by far the most hazardous activity most of them will undertake. The precautions outlined below should be taken to minimise risk:
 - ➔ plan work to minimise driving requirements;
 - ➔ ensure that the vehicle is maintained in accordance with the manufacturers instructions, including specific winter and summer precautions;
 - ➔ take sensible breaks and seek to avoid overlong days of work and driving;
 - ➔ operate the vehicle in accordance with Road Safety requirements;
 - ➔ limit consequence of accidents and breakdown, by wearing seatbelts, carrying appropriate supplies (for bad winter weather driving etc.), carrying a travel first aid kit and making use of communication arrangements such as mobile phones in an emergency.
 - ➔ report the development of any health problem which may limit or prevent driving (such as epilepsy) to management immediately.
- 16.2 I do not require employees to make or receive calls whilst driving and encourage drivers to switch off their mobile phones and make use of the automatic answer machine facility. (It is also noted that callers to mobile phone users whilst they are driving play an important role in keeping the roads safe. If the person you are speaking to is driving, callers should terminate the call and arrange to speak with them later).
- 16.3 Employees are reminded of the requirement to produce their Driving licence on an annual basis, or as and when requested by management.
- 16.4 **Keys should be removed** from the ignition of all vehicles including telescopic handlers if left unattended.

17. Monitoring & Reviewing

To ensure that the company commitment to managing health, safety and welfare in the workplace is actively pursued, James & Salina Hardman will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities.

17.1 External agencies / specialists will be appointed to assist with this process as necessary. (i.e. NFU Mutual – Risk Management Services Ltd)

17.2 In addition to the examination as to the effectiveness of the implementation of this policy, this document, together with its associated arrangements, will be reviewed annually or when a work activity changes, whichever is soonest.

**If you are unsure about any issues raised in this policy
please inform James & Salina Hardman IMMEDIATELY
Do not take chances - IF IN DOUBT - ASK !**

18. Declaration

I have been made aware of Greenfield Ltd's Health and Safety Policy, and hereby agree to comply with the requirements outlined as far as possible:-

PRINT NAME	SIGNATURE	DATE

Why should I sign this?

- 1 The Safety Policy I have drawn up is a legal requirement and is designed to help safeguard your safety and security at work. Help us to help you!
- 2 You have a legal duty under the Health & Safety at Work Act to co-operate with your employer so far as is necessary to enable legal duties or requirements to be complied with. You can read this on the Health & Safety Law poster!
- 3 You also have a legal duty under the Management of Health & Safety at Work Regulation to follow 'all reasonable safety instructions' from your employer.
- 4 The Safety Policy is NOT designed to 'catch you out' but help us comply with the law and reduce the risks to you and others while at work.
- 5 The document gives you my personal backing as my standards are clearly defined. If you are requested to act outside of these standards, you should raise the issue with James & Salina Hardman.
- 6 The documents are supposed to be here to help you - not hinder you!
- 7 I want my staff to be happy with the documents - they will be reviewed on an annual basis and all reasonable suggestions will be taken into consideration.

What could happen if I refuse to sign the form?

If you feel unable to sign the form, you should inform James & Salina Hardman- Managing Directors *in writing* of why you are refusing to sign it (have you not seen the document, do you not understand the document or is there something written in the documents that you do not agree to?). I may be able to help! If you refuse to sign the acknowledgement form and fail to give a valid reason why;

- 1 It is possible that you can be personally prosecuted and fined by the Health & Safety Executive (HSE) for failure in your legal duties.
- 2 Your rights to my safety standards could be affected, as you haven't signed to say you accept them!
- 3 Your right to claim in the event of an accident could potentially be affected; levels of compensation could be lower.
- 4 There is a possibility that you may be prohibited from undertaking certain activities if you can't agree to work safely.
- 5 Refusing a 'reasonable request' from your employer could potentially lead to disciplinary action; I want to avoid this at all costs!