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## Dyson Farming Ltd

# Approved Contractors Application - Terms and Conditions

## Health and Safety

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Dyson Farming Limited  
Restricted

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## 1.0 Introduction

At Dyson Farming Ltd (DFL) safety is of the utmost importance, however DFL are aware that the safety performance of the business is only as good as the safety awareness and attitude of each employee and contractor. It is of paramount importance that all of DFL's safety rules are observed and followed whilst working for the Company.

DFL have produced this document for the following reasons:

- To seek evidence of competency from our contractors and their employees.
- To clearly state DFL's safety rules;
- To fulfil DFL's legal responsibility to protect all employees, contractors and others who may be affected by our operations.
- To set out the behaviours that DFL expect from their contractors

It is DFL's policy to only work with safe contractors. Disregard of safety requirements will result in action up to and including termination of your contract as will non-adherence to the wider rules set out within this document.

DFL look forward to working together with you and making Dyson Farming a safer place to work.

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## 2.0 Definitions

'The Contractor' means any person or company contracted to carry out work for DFL. This includes the Contractor's employees and those of any sub-contractors, including self-employed persons.

'The Company' means Dyson Farming Ltd.

The Contractor must appoint a 'Site Representative' who will be responsible for ensuring that all the Company's safety rules are complied with.

The 'Responsible Person' is Dyson Farming's point of liaison with the Contractor.

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## 3.0 Health and Safety

### 3.1 Disciplines

Whilst on DFL property all Contractors' employees must agree to comply with all the Company's safety rules, the Health and Safety at Work Act 1974 and other relevant U.K. legislation. Failure to comply will result in the immediate termination of the Contractor's services.

Working safely is a condition of employment. Unsafe work practices, disregard for safety requirements and/or procedures, inappropriate behaviour, use of intoxicants or illegal drugs etc. will result in corrective action, up to and including termination of your contract(s).

All contractors must be trained and competent to undertake the work for which they are appointed. Trainees must be fully supervised by a competent person at all times. Where necessary, evidence of competency must be provided to the Company, and will be requested by the DFL responsible person prior to work being permitted to start.

The Contractor must supply Method Statements and Risk Assessments for all tasks. These statements must include all necessary Safe Systems of Work and must be reviewed by a DFL competent person prior to commencement of any work.

The Contractor can only employ sub-contractor/s with the express permission of the Company.

The Contractor is responsible for ensuring that all employees, sub-contractors and self-employed persons under their control, adhere to all requirements within this document.

Contractors and sub-contractors who employ under 18-year-olds, including trainees or apprentices, must make sure that these employees are accompanied and supervised where necessary, and a specific Young Person Risk Assessment will also be required.

If a Contractor's employee is suffering from a medical condition that the Company needs to be aware of or has any disability that may affect how the Contractor performs their work, then this must be reported to the Company's Responsible Person prior to any work commencing.

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### 3.2 Construction Design and Management Regulations 2015 (CDM 2015)

CDM 2015 applies to all work defined as “construction work” under the Regulations and covers a wide range of activities.

For all work carried out by contractors, the Company shall determine if the CDM Regulations apply.

The Company shall provide all necessary preconstruction information for works to be carried out, and work shall not be permitted to commence until the construction phase plan has been reviewed and assessed to be adequately developed.

Where applicable, contractors will be asked to provide a construction phase plan for the work they shall be controlling.

Where more than one contractor shall be involved in a project, CDM 2015 requires that appointments for the principal contractor and principal designer roles are made.

For each project, it shall be determined who is the most suitable party / parties to hold these roles, and appointments made accordingly.

In accordance with the CDM Regulations, principal designers are responsible for the coordination of the preconstruction phase of all works, and principal contractors are responsible for the safety and coordination of the construction phase.

The principal designer must ensure risks are controlled throughout the design process so work can be carried out safely during the construction phase, future cleaning and maintenance of the structure, and for the safe operation of activities where the structure is a place of work.

The Company as Client under the Regulations shall take reasonable measures to ensure that the appointed principal contractor and principal designer meet their respective duties.

The Company will carry out safety inspection visits on an unannounced basis to help ensure necessary standards are maintained for all contractor operations, following which any required remedial measures must be implemented within an appropriate timescale with evidence provided. In some cases work may be stopped until such remedial measures have been carried out and satisfactory evidence provided.

For relevant projects, contractors will be provided with a list of information required for the project as-built health and safety file. This information must be collated as works progress and provided to the Company promptly upon request in order to aid production of the completed as-built health and safety file.

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### 3.3 Personal Protection Equipment (PPE)

Approved Personal Protective Equipment must be provided and maintained by the Contractor where it is legally required and/or when required by a Risk Assessment. Specific on-site requirements must be complied with.

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## 3.4 Site Rules

The Contractor is required to sign in/out of any visitors' book or report to the Company's Responsible Person when entering or exiting the site. Before commencing any work, The Company's Responsible Person will outline the procedure for the specific site.

- Contractors must park their vehicle(s) in the designated area.
- The Company reserves the right to search personnel and vehicles on any part of the site for security purposes.
- Smoking, including e-cigarettes, is only permitted in designated areas on site.
- If unauthorised young people and/or children enter the work area – you must stop work immediately and make the area secure. Ensure the safe return of children to the control of an appropriate adult.
- Both AD plants have site specific induction training for all contractors which include control measures required for entering and working in ATEX (explosive) zones.

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## 3.5 Working Practices

Dyson Farming operate a Permit to Work (PTW) system.

All contractors and sub-contractors authorised to work at the AD sites will be instructed to report to the AD plant site office and, where hazardous operations are identified, specific Permits to Work will be issued before any work is authorised to commence. For other areas of Dyson Farming, where a PTW system is not in force for certain operations, works will not be authorised to commence without the agreement of The Company's Responsible Person and the provision of specific Safe Systems of Work, Method Statements and Risk Assessments.

Examples of operations for which PTW are required, include:

- Hot work
- Permit to dig
- Lifting operations
- Confined spaces
- Computer Controlled Operating Systems
- Electrical tool operating

- Hazardous area access
- High level access/roof access
- Hazardous fluid piping
- Pressurised systems
- Working on live electricity
- Excavation

This is not an exhaustive list and is subject to change.

Where a permit to work is required, the relevant responsible manager / person will communicate this requirement and work will only be permitted to commence once the relevant permit is issued.

Underground services: contractors are not permitted to excavate or break ground in any way before:

- Authorisation from the DFL relevant Responsible Manager
- Contractors are responsible for providing specific RAMS including Permits to Dig (PTD) and competent people to carry out CAT scanning before breaking ground.
- DFL staff are not permitted to produce a PTD or to carry out CAT scanning on behalf of contractors.
- Checking existing plans from relevant organisations including the Clients information, underground service Supply Companies and Local Authorities.

Where underground services are identified through the above means, they must be exposed by hand digging with insulated tools. No mechanical excavation will be permitted to take place within 500mm of any known underground service.

Lock out/isolation procedures with permits must be used as appropriate when working on power-driven equipment.

The Company's Responsible Person will inform the Contractor of any hazardous materials in the project work area.

The Company's Responsible Person will inform the Contractor of any mechanical operational systems on the site which are managed by Computer Controlled Operating Systems. It is the responsibility of The Contractor to ensure that their subcontractors and their employees follow safe isolation and lock off procedures.

Firefighting equipment and exits must be kept free of obstructions at all times. The Contractor will be advised of the fire procedures for the area within which they are working as part of the site induction.

All spoil, excavated materials, cutting waste materials, other debris and rubbish created in the course of carrying out the work, must be disposed of safely responsibly and legally removed from site daily by the Contractor unless otherwise agreed prior to commencement of work with The Company's Responsible Person.

**Confined Spaces** (with particular reference to Anaerobic Digestion plants)

*When controlled atmosphere systems are running the resulting reduction in oxygen levels in the storage tanks are dangerously low and will cause death. No person may enter the storage tanks by any means until confirmation is given by the relevant responsible person or manager from Dyson Farming that the oxygen levels have been raised to 21% and the area has been fully ventilated. Entry into a confined space will not be permitted until a suitable and sufficient emergency evacuation procedure is in place.*

Contractors will be expected to be equipped with, and be properly trained, in the use of all necessary tools to complete the work. Use of any vehicle, machinery or equipment belonging to Dyson Farming must be authorised by the Company's Responsible Person, subject to evidence of specific, valid, in date training to operate that equipment.

Valid statutory and other current test certificates/licences must be made available upon request and prior to using any equipment belonging to the contractor and/or Dyson Farming.

Proof that equipment which requires a statutory test, inspection or thorough examination is up-to-date must be provided on request. Portable electrical equipment must be 110V rated. Security for Contractor's plant, materials and equipment is the responsibility of the Contractor.

Contractors must obtain approval from the Company's Responsible Person to use/work on plant gas, electric or utility services, turn valves, throw switches or to break into piping or remove machine guards.

Flammable liquid will be stored in lidded, steel approved safety containers and will not be stored in larger amounts than needed for the task.

Contractors will at all times restrict themselves to the zone/area they have been authorised to work in. Movement to and from these areas will be via the specified access way.

Whilst work is in progress areas involved must be maintained in a neat and orderly fashion and tools and equipment must be locked up at the end of the shift. The area must be left in a safe condition. After any job the area must be cleaned and tidied.

Where appropriate, areas must be isolated, roped or blocked off with signs warning of the conditions of the area.

Unsafe, or any 'domestic' and 'non-professional' class ladders will not be permitted on any Company site. Ladders must be supported, footed or tied and be to standard EN131.

All temporary works constructed must be installed in accordance with a temporary works design, produced by a competent person. The installation of temporary works must be supervised by a competent person, and temporary works coordinator where required. Only trained and competent personnel must erect, alter, dismantle and sign off all scaffolding. Any waste or surplus materials, equipment or scaffolding must be properly lowered to the ground – never thrown or dropped. Materials, tools, etc. left unattended



on the scaffold must be left secured against falling. Approach ladders must be removed or made inaccessible at the end of the working day.

Where lifting equipment is attached to scaffolds, loads must not be left suspended on hoists or from gin wheels or pulley blocks. All access equipment (fixed-scaffold, mobile tower scaffold and ladders) must be inspected at recognised intervals; evidence of such must be available.

No liquids are to be disposed of via the site drainage system without prior consent from the Company's Responsible Person.

The use of mobile phones should not interfere with, or compromise safety on the site.

The use of headsets is not permitted on any Dyson Farming site during working hours in order to ensure that safety warnings and instructions can be clearly heard at all times.

It is the Contractor's responsibility to follow the Company's Mud on Road policies to maintain road safety and to clear up all mud unless alternative arrangements have been agreed with the Company's Responsible Person.

The Company will provide the Contractor with any relevant yard service plans identifying underground services and overhead cables and field plans identifying field hazards including Public Footpaths, overhead electricity cables and safe field access points. The Contractor will follow all Public Footpath and Bridleway protection practices.

Where applicable the Contractor agrees to adhere to the requirements of any relevant farm assurance schemes that Dyson Farming is a member of.

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### 3.6 Incident Reporting

All accidents, injuries, safety incidents and near misses however minor, must be reported immediately to the Company's Responsible Person, who will ensure that preventative action is taken. If an incident is reportable under RIDDOR a copy of the F2508 form must be provided to Dyson Farming.

All spillages must be reported immediately to the nearest Company employee, who will contact the relevant Company manager to arrange for the spillage to be contained, cleaned up and an incident form completed.

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### 3.7 Fire and Evacuation

Upon arrival on site all Contractor's will be given specific information in respect of emergency procedures applicable to the area within which activities will be taking place.

All contractors working at holiday let properties must consult the welcome book for the specific property for fire safety arrangements.

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### 3.8 Asbestos

Prior to commencing any building or installation work, you must obtain the refurbishment and demolition report outlining the location of asbestos from the Estate Office. You must read this and sign the accompanying agreement to confirm that you are aware of the location of asbestos and will not undertake any work which will negatively affect the safe environment adopted by Dyson Farming.

Mandatory training on asbestos must be completed by any contractor, their employees and sub-contractors who are liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with, or who may disturb, asbestos (e.g. plumbers, electricians, cable installers) as well as those involved in remedial & asbestos removal work.

As a minimum, a formal 'Asbestos Awareness' training course must have been attended for persons who work on buildings constructed prior to 2000 and carry out excavation work.

Do not start work on any fabric of any building structure until you are certain that no asbestos containing materials are present and only then on the strict authority of the Company's Responsible Person.

If you discover any asbestos you must stop work immediately and report to the Company's Responsible Person who will then contact an authorised and registered asbestos company for further investigation and removal if required.

Always check the "areas not accessed" section of asbestos survey reports, to ensure that the area you are accessing has been covered by the asbestos survey. If in doubt, contact the Company's Responsible Person.

Default position: if in doubt presume the material contains asbestos unless samples have been taken or there is no evidence to demonstrate otherwise.

### 3.9 Environmental Pollution

Contractors are responsible for ensuring that only competent operators and drivers are provided to prevent materials which are under their control, from polluting land water or the atmosphere. The contractor is responsible for ensuring cross compliance is adhered to and liable for any pollution.

Contractors are required to operate to best practice and eliminate or reduce unnecessary air, noise or other pollution where practicable.

### **3.10 Waste Disposal**

All controlled or hazardous waste removed from the site by the Contractor must comply with the Environment Agency's Waste Disposal Regulations.

All waste must be disposed at a licenced waste disposal site registered to handle the specific waste materials being disposed, e.g. asbestos.

Hauliers of waste must be licensed to transport specific waste materials.

Copies of all Waste Transfer Notes for waste removed from Dyson Farming must be given to the Company's Responsible Person or handed in to the Estate Office.

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## **4.0 General Rules**

### **4.1 Social Media**

The Company's media team will decide what information is suitable to be shared with the general public and so with this in mind please ensure that you do not share details of the Company, work being carried out on site, any personnel (both employees, other contractors and visitors) or any future plans at any time.

When at a location for work purposes don't 'check in' to locations and publicise your whereabouts on social media in order to protect the safety of personnel on site the security of equipment.

If you find anything online which may negatively affect our reputation let us know. DFL's legal and communications team are best placed to respond. Please do not respond yourself.

### **4.2 Use of Dyson Farming's name and logo**

The Company's logo may only be used when prior permission has been sought from a member of the Executive Team. This includes the inclusion of Dyson Farming as a customer or supplier on any promotional literature.

Should a Contractor wish to include a testimonial from the Company in any promotional literature this must first be approved by a member of the Executive Team.

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### **4.3 Code of Conduct**

## **Confidentiality**

Confidentiality is extremely important to the operation of the company and fundamental to the relationship between Dyson Farming and all DFL's suppliers. DFL expect all suppliers to keep all information relating to the company, its operation, visitors, finances, affairs, services, equipment or other activities and all information relating to the family, friends, visitors activities and contacts of the Dyson family in the strictest confidence. Depending upon the nature of work you may be asked to sign a detailed non-disclosure agreement.

## **Discrimination**

It is expected that our suppliers will take adequate steps to ensure that no member of their staff is discriminated against in terms of recruitment, employment terms and conditions, pay and benefits and access to promotion and training opportunities. Dyson Farming expects that reasonable adjustments will be made for staff where necessary. Discrimination against any of Dyson Farming's employees, other suppliers or visitors will not be tolerated.

## **Modern Slavery**

DFL expect that all our contractors have taken steps to eradicate slavery and trafficking in its supply chains and are transparent about their efforts. DFL reserve the right to terminate any contract at any time should instances of modern slavery become apparent. DFL staff are trained to recognise the signs of modern slavery and will not hesitate to report any suspicions to their manager who will then seek specialist advice.

DFL reserve the right to commission an audit (either carried out by Dyson Farming or an independent body), either as part of a general review of DFL's supply chain or in the event of the identification of any areas of concern.

## **Remuneration**

Dyson Farming is accredited by the Living Wage Foundation which means that DFL pay all their employees a real Living Wage based upon the cost of living; a premium over the National Minimum Wage. The Living Wage applies to all staff who work regularly on DFL premises for two or more hours a day, in any day of the week, for eight or more consecutive weeks of the year. Where applicable this will be taken into consideration when contracts are negotiated

DFL expect that all contractors treat their employees in accordance with their statutory rights including the provision of written terms of employment, an itemised payslip and protection against any unlawful deductions.

## **Environment**

All contractors are expected to follow UK legislation in respect of, but not limited to, pollution and waste disposal. In addition to maintaining a strict adherence to such legislation Dyson Farming is also part of a number of farm assurance schemes and various voluntary initiatives the rules of which will be clearly explained to relevant contractors with the strict expectation that these are adhered to.

## Health and Safety

These contractors' rules have clearly set out the Company expectations to ensure the safety of DFL employees and third parties to any site.

Moreover, DFL expect that our contractors will follow the legal guidelines to protect the health, safety and welfare of their employees and others who might be affected by their activities.

All contractors must ensure that adequate risk assessments take place to ensure a safe working environment and that all staff receive appropriate health and safety training, suitable PPE and welfare and first aid facilities.

Site and task specific method statements / safe systems of work must be in place for all operations and approved by the Company prior to work commencing.

## Whistleblowing

All contractors are expected to establish adequate reporting structures to enable their staff to report concerns of inappropriate, unethical or even illegal activities in the workplace.

Contractors are expected to investigate reported concerns, take corrective action and to report in a timely manner to Dyson Farming all occurrences of whistleblowing (actual or under investigation) involving the Dyson Farming business.

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# 5. Working on Dyson Farming Sites

Prior to working on any DFL site now, or any future contracts, project specific information will be requested for review prior to work starting – see separate 'Contractor's Application Form'

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## 6. Annexe A – Health and Safety Organisation

Health & Safety Organisation Chart

	Responsible Senior Manager	Responsible Manager	Responsible Person	Responsible Contractor
Managing Director Daniel Cross (Overall Responsibility for Health and Safety)	Operations Director James Thompson (Nominated Health & Safety Person for DFL; responsible for Farm, AD, Glasshouse and HGV)	Farm Business Manager Paul Carroll	Livestock Manager Tom Wilks	External Health & Safety Consultants *Helen Mountain - Molstan Ltd (Responsible for reviewing Policies and RAs across DFL) *Also, O Licence Holder
		Farm Manager Jim Hayes (Carrington Farms)	Assistant Farm Manager Garry Wilkinson	
		Farm Manager Dave Parker (Nocton Farms)	Trainee Farm Manager Stuart Longmate  Farm Foreman Danny Nicholls	
		Farm Manager Ed Hall (Oxfordshire Farms)	Assistant Farm Manager Charlie Tubb (Oxfordshire Farms)	External Health & Safety Auditor Atlas Safety Management Ltd (Responsible for auditing H&S across DFL)
		Farm Manager Peter Lord (Gloucestershire Farms)	Assistant Farm Manager Simon Collins (Gloucestershire)	External Health & Safety Auditor PIB (formally Emprocom) (Responsible for auditing H&S across some areas within DFL)
		Head of Agronomy Ben Abell		RESPONSIBLE SENIOR MANAGER The Nominated Health and Safety Person has responsibility for all aspects of the implementation of the DFL Health & Safety Policy and will ensure the effective management of health and safety across all employees, contractors, persons working on the Estate, including the supervision for the functions of Responsible Managers reporting to him. He will liaise direct with the Managing Director.
		Technology Manager Edward Ford		
		AD Manager Paul Corbridge (Carrington and Nocton AD)	Assistant AD Manager Barry Burtin (Carrington and Nocton AD)	
		Glasshouse Manager Angel Angelov	Technical Manager Oskar Szymanski	
	Transport Manager Ashley Epton (Carrington)			
	Commercial Director Sieve Barker (Responsible for Property/Estate, Direct Supply/Marketing & GCI)	Property Maintenance and Development Manager Lee Birch	Property Foreman Conrad Lowth	RESPONSIBLE MANAGER Manager who has responsibility for the management of health and safety within his/her defined area of work, including the supervision of persons working within his/her department.
		Environment and Estate Manager Joanna Knight	Environmental Coordinator Ian Willoughby	RESPONSIBLE PERSON An individual who is acting as Deputy to the Responsible Manager / Contractor in their absence, has responsibility for the management of health and safety within his defined area of work, and must report all issues to the Responsible Manager / Contractor.
		Head of Property James Dawson	Property Coordinator Laura Tomlinson	RESPONSIBLE CONTRACTOR A self-employed person, temporary agency employed; employed in a sub-contract capacity who has responsibility for the management of health and safety within his defined area of work.
		Head of Dyson Research (GCI) Richard Meredith		
Amy Bouic Communications Manager				
Interim Finance Director James Harvey (Finance Team)		HR Business Partner Danniella Tomlinson Staff welfare and training	HR Assistant Hannah Marie Birch	

## 7. Annex B – Contractor Process

## 1. About this process

This Annex B document explains the process DFL responsible persons and managers need to go through when instructing contractors to carry out work.

This whole process applies in all cases when instructing contractors, and in addition the CDM Regulations apply where the work is deemed to be “construction work”. Construction work is all work carried out by a contractor, except for non-construction agricultural or arboriculture work.

**NOTE – WHERE MORE THAN ONE CONTRACTOR WILL BE WORKING ON A “PROJECT”, PLEASE REFER TO AN APPOINTED DFL CDM SAFETY ADVISOR AS SOON AS POSSIBLE**

## 2. Getting started

Firstly the DFL responsible person / manager will need to select a contractor – see Annex D for the process needed to use a new contractor who has not worked for DFL before, and Annex E for existing approved contractors.

## 3. What you need to provide contractors at the earliest opportunity (in all cases):

- Information needed by contractors to be able to work safely, such as:
  - Existing services information
  - R&D asbestos survey information (if building pre year 2000)
  - Details of welfare facilities (if provided by DFL)
  - Any other information relevant to enable the contractor to be able to work safely

Other information such as site rules, traffic routes etc can be relayed during induction

## 4. The following is needed for all work carried out by contractors before work can be permitted to start:

- Construction phase plan (only where CDM applies)
- Method statement covering all elements of work carried out
- Risk assessments covering all elements of work carried out
- CoSHH assessments for all substances used
- Training certification for the operatives carrying out the work
- LOLER and PUWER certification for equipment used

Method statements and risk assessments may be generic templates; however they still need to be reviewed to ensure they are relevant, appropriate, suitable and sufficient. They need to cover the environment and circumstances in which the work is carried out. If not, the contractor will need to amend them accordingly.



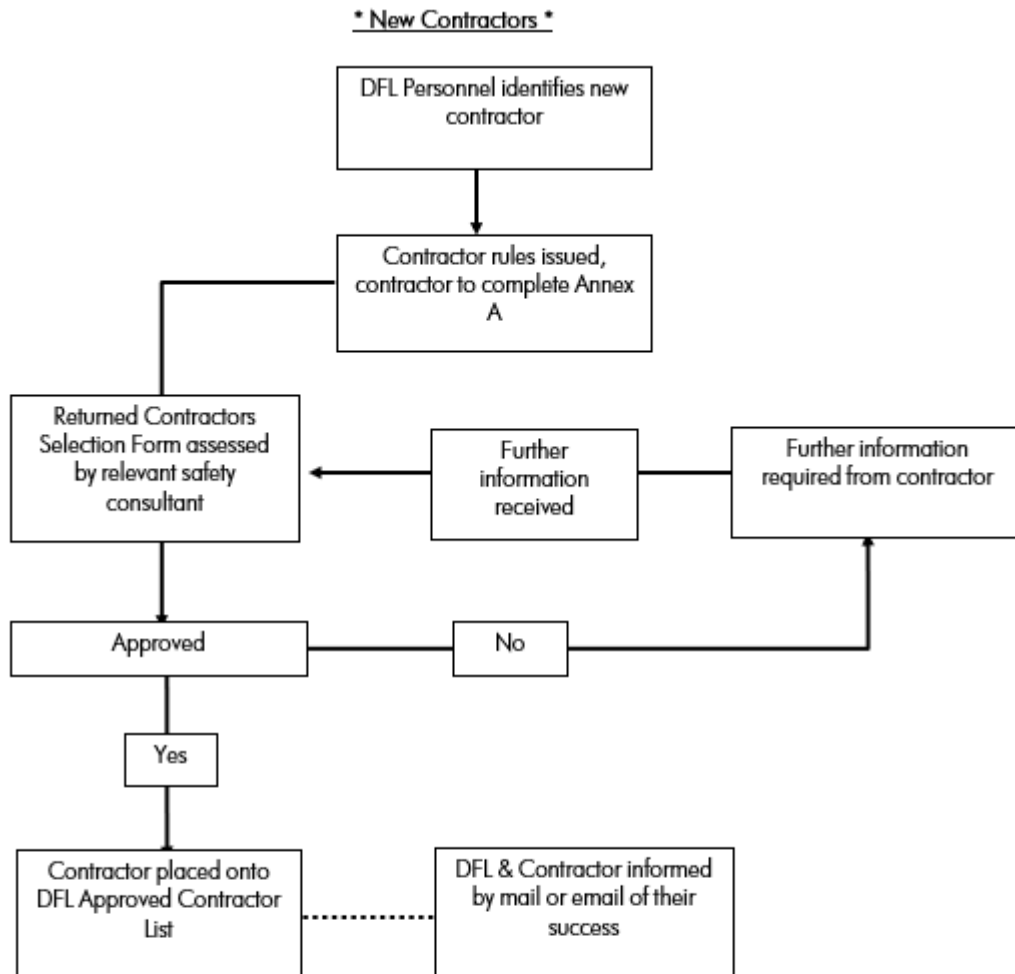
All of this must be reviewed by a competent person to ensure it is adequate.

## **5. Who carries out the assessment of the contractor's documentation?**

All contractor applications are assessed by our appointed health and safety advisor.

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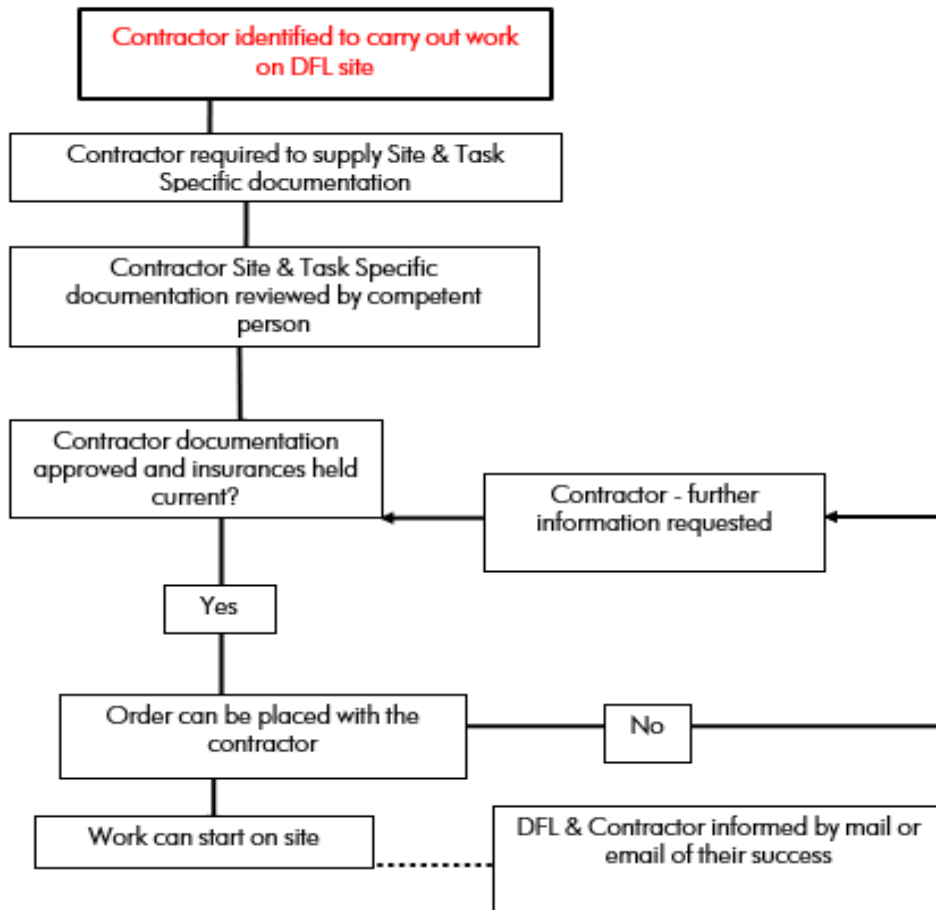
## **8. Annex C – New Contractors Assessment Process**



As contractors may fail to gain approval following the contractor's assessment process, *do not* commit to a contractor doing work until they are approved

## 9. Annex D – Existing Approved Contractor – Instruction Process

\* Existing contractor already on approved contractor list \*  
(Only applicable to consultants undertaking physical works)



## Annex E – Contractor specific rules

Additional stipulations for specific contractor sectors

### All contractors:

- All contractors employed must show evidence of manual handling training for staff coming on to DFL sites.
- All contractors that work at height are required to show evidence of working at height training. This includes use of ladders, steps, fixed ladders/platforms on vehicles etc.
- All training must be certificated with refresher training at required intervals.

### Haulage sub-contractors:

- All haulage sub-contractors employed must hold a Standard National or International operator's licence.
- Haulage sub-contractors hauling combinable crops must show evidence of being registered under TASC.

### Marquee providers:

- Must be registered to MUTA standards (UK Trade association for marquees, tents and structures)
- Must show evidence of a fire-retardant certificate for all marquees/tents supplied to Dyson Farming to BS 7837.

### Bouncy Castle/inflatable providers:

- Must be registered to BIHA (British Inflatable Hirers Alliance).

### Catering providers:

- Must provide evidence of a five-star food hygiene rating.

### Asbestos:

- Asbestos analysis contractors must be UKAS accredited.

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