

NAAC's checklist for contractors visiting farms

Please note this may not be a comprehensive list and you must think through your own business and make certain you have done a full risk analysis to keep everyone safe.

Checklist of Actions:	
Office and yard	
• Wherever possible all staff should be based at home	
• Ensure all staff can maintain a two-metre separation	
• Provide hand-washing facilities and encourage everyone to wash hands regularly for a minimum of 20 seconds. Use hand sanitiser if hand-washing facilities are not available	
• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately and wash your hands afterwards	
• Close staff tearoom/facilities to avoid all close contact, only allowing access to washrooms/toilets	
• Do not allow visitors into the office, house or workshop – place notices at entrances	
• Discourage visitors to your yard – put up notices if necessary. If deliveries are essential, ensure drivers remain at least two metres away and ask for deliveries to be left at a distance in a secure place	
• Ideally do not sign for deliveries – many should now require only a name and not a signature	
• Display simple posters around the workplace reminding staff of their responsibilities regarding safe working practices	
Machinery	
• Where possible, keep to one person, one machine	
• Clean tractor cabs thoroughly after use by each member of staff using disinfectant, particularly door handles, steering wheel and all areas likely to have been touched	
• Do not share customers' machinery off-site	
• Wash hands regularly after touching shared machinery/equipment and consider wearing disposable gloves	
Before visiting customers	
Have a telephone or email conversation to agree/assess:	
• If anyone on the farm is at risk or vulnerable	
• There will be no direct contact with farm staff, unless necessary to work safely. Agree that everyone will remain at least two metres apart and ensure that, where necessary, hand-washing facilities are available – or equip staff with hand sanitiser	
• Plan of work, including maps, so that everyone is clear on the work to be completed	
• Find out where any additional inputs will be stored on farm to avoid contact – such as seed, fertiliser etc	
• Consider children on farm – ensure safe systems of work and appropriate supervision	
• Consider any additional safety risks on farm, such as overhead power lines and underground utilities	