



# HEALTH & SAFETY

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## POLICY & PROCEDURES MANUAL

**FEBRUARY 2019**



*Last Reviewed: 8<sup>th</sup> February 2019*  
*Next Scheduled Review: 7<sup>th</sup> February 2020*



# HEALTH & SAFETY POLICY & PROCEDURES MANUAL

## RECORD OF AMENDMENTS

Date	Issue	Amended By	Comments/Details
22 <sup>nd</sup> February 2017	A	Safety Services Direct Ltd	First Issue
8 <sup>th</sup> February 2019	B	Safety Services Direct Ltd	Review & Update

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

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# Section 1

## *General Statement of Health & Safety Policy*



## GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Groundforce Landscape Ltd is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

Groundforce Landscape Ltd will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

Groundforce Landscape Ltd will take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personnel protective equipment will be provided to all employees. Furthermore, the necessary financial resources will be made available by the company in order for Groundforce Landscape Ltd to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Directors have overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Signed:

A handwritten signature in black ink, appearing to read 'J. Jones', is written over a faint, larger signature.

Date: 8<sup>th</sup> February 2019

**Director**

# Section 2

## *Organisation & Responsibilities*



## ORGANISATION

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Directors, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

General Managers will ensure that this policy is adopted by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees of Groundforce Landscape Ltd. The contact details for this person will be clearly displayed on the company notice board.

## IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with the Company Directors, responsibility for the day to day application of the policy is delegated to the Directors.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees and must be carried out.

- |                                    |  |
|------------------------------------|--|
| ➤ Induction Training               | - Nicholas Jones (Operations Director) |
| ➤ CoSHH Assessments                | - Nicholas Jones (Operations Director) |
| ➤ Risk Assessments                 | - Nicholas Jones (Operations Director) |
| ➤ DSE Assessments                  | - DSE Users                            |
| ➤ Portable Appliance Testing       | - Competent Electrician                |
| ➤ Manual Handling Assessments      | - Nicholas Jones (Operations Director) |
| ➤ Fire Warden                      | - Nicholas Jones (Operations Director) |
| ➤ First Aid Appointed Person       | - Nicholas Jones (Operations Director) |
| ➤ PPE Inspections                  | - PPE Users                            |
| ➤ Contractor Assessments           | - Nicholas Jones (Operations Director) |
| ➤ Equipment Inspections            | - Nicholas Jones (Operations Director) |
| ➤ Workplace Safety Inspections     | - Nicholas Jones (Operations Director) |
| ➤ Responsible Person (Fire Safety) | - Nicholas Jones (Operations Director) |

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all safety procedures

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g. programme and profit) are to take proper account of health and safety requirements.

Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times.

High standards are to be applied in complying legislation regarding the health and safety of members of staff and others affected by our acts and omissions, proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The accident book is located in the following location:

- **Office**

All accidents and incidents should be reported to:

- **The Directors**

Safety training programmes are to be promoted with the object of achieving personal awareness of risks and hazards, and knowledge of personal responsibility.

Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required.

Arrangements for the implementation of the Policy are the responsibility of the Directors.

The Policy is to be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff.

An annual review of the Health and Safety Policy and Procedures Manual will be carried out in conjunction with our safety advisors to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as

and when required. All updates and amendments to the documentation will be circulated to all of the Company's Personnel.

## **General Safety Rules**

The purpose of this policy is to set down safe working practices, arrangements and procedures.

All employees must be fit and healthy.

Any form of illness or disability whether short term, long term or permanent must be reported to the management.

All staff must receive appropriate levels of training and assessment (as required) for their job description.

All operations must carry at least 2 persons.

Never undertake tree work under the influence of drugs or alcohol.

All persons must be aware of this document and provide a signed agreement to say they have understood its content.

PPE required at all times including where appropriate chainsaw ballistic trousers and boots, helmets conforming to BS 5240 and gloves (WE REQUIRE THE USE OF PROTECTIVE GLOVES AT ALL TIMES – WHEREVER PRACTICABLE). SNR26dB hearing protection is to be worn at all times when using or working in the vicinity of chainsaws.

Additional high visibility clothing may be required for work at the roadside.

ON SITE INSPECTIONS ARE CARRIED OUT ON AN ADHOC BASIS BY THE MANAGEMENT DURING CONTRACTS.

TO ENSURE THIS DOCUMENT IS UPHELD. IT IS THE RESPONSIBILITY OF THE SENIOR FOREMAN TO ENSURE THIS DOCUMENT IS UPHELD.

## RESPONSIBILITIES

### Directors

The Directors has responsibility for:

- J The overall implementation of the company's Health and Safety policy for to prevent injury, ill health, damage and wastage.
- J Ensuring that adequate financial provisions are made available for the implementation of the policy.
- J Agreeing targets for the reduction of accidents.
- J Ensuring Company Directors and senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- J Encouraging training for all levels of employees.
- J Ensuring that safety directives (new legislation, etc) are conveyed through all management levels down to site.
- J Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.
- J Knowing the appropriate statutory requirements affecting the company's operations.
- J Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- J Ensuring that appropriate training is given to all staff as necessary.
- J Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- J Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- J Promoting the liaison on health and safety matters between the company and others working on the site, including where applicable the Principal Contractor, Designers and other Contractors.
- J Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.
- J Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.

## General Manager

The responsibilities of the General Manager include:

- J Assisting in the monitoring the effectiveness of the company's Health and Safety Policy against the safety performance of the company. Initiating any changes, developments and amendments to the policy as and when necessary.
- J Promoting an interest and enthusiasm for health and safety matters throughout the company and fostering, within the firm, an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.
- J Ensuring that the Directors, managers and employees are aware of their responsibilities and that each administers the requirements of this policy.
- J Reporting to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish the company's response. As a result, instigate the necessary changes throughout the company.
- J Assisting staff with implementation of the policy through:
  1. Obtaining copies of the legislation and any codes of practice for issue to senior management.
  2. Arranging training for employees.
  3. The distribution of posters, slides, films and other media to promote an awareness of injury prevention and hazards to health.
  4. Regular site inspections to see that only safe methods of working are in operation and that all regulations and procedures are being observed.
- J Receiving information on new safety legislation or changes in existing legislation and liaising where applicable with the companies nominated Health & Safety Consultants with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation.
- J Informing the HSE of all notifiable accidents. Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.
- J Supervising the recording and analysis of information on injuries and ill-health, assess accident trends and review overall safety performance.
- J Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.
- J Understanding the company policy for Health and Safety and ensure that it is readily available on each site. Planning all works in accordance with its requirements and ensuring that working methods are regularly examined to establish if improvements or modifications should be made. Have a wide knowledge of the requirements of the Construction Regulations and other relevant legislation.

- ) Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
  
- ) Determining at planning stage:
  - The most appropriate order and method of working
  - The provision of adequate lighting and safe method of electrical distribution
  - The allocation of responsibilities to each level of staff
  - The welfare facilities and basic fire precautions required
  - Any particular equipment, training or instruction required for personnel
  
- ) Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Works Supervisor and discuss them fully. Ensure, so far as is reasonably practicable that work, once started:
  - Is carried out as planned and that accounts taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary
  - Is carried out in accordance with the Construction Regulations and other appropriate statutory requirements
  
- ) Ensuring that any electricity supply is installed and maintained in a safe and proper manner. Protecting all overhead services in accordance with the service authorities' recommendations and this company policy before work starts.

## Office Staff

The responsibilities of the Office Staff include:

- ) Reading and understanding the company's Safety Policy and carrying out all work in accordance with its requirements.
- ) Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to the General Manager.
- ) Identifying the position of the First Aid Box, fire fighting equipment and emergency exits. Knowing the procedure in the event of a fire.
- ) Reporting any accident or damage, however minor, to the General Manager. Ensuring that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- ) Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- ) Co-operating with the employer on all safety matters.
- ) Suggesting ways of eliminating hazards and improving working methods.
- ) Warning new employees, particularly young people, of known hazards and office procedures.

## Works Supervisor

The responsibilities of the Works Supervisor include:

- J Understanding the company Health and Safety Policy and ensuring that it is brought to the notice of all employees, particularly new starters. Carrying out all work in accordance with its requirements and bringing to the notice of the General Manager any improvements or additions which may be necessary.
- J Knowing the requirements of the FISA Guides and other relevant legislation and ensure that they are observed on site.
- J Organising sites so that work is carried out to the required standard with minimum risk to employees, other subcontractors, the public, equipment or materials.
- J Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- J Where necessary, issue written instructions setting out the method of work.
- J Referring regularly to the prepared written assessments/procedures as required, including:
  - The Control of Substances Hazardous to Health Regulations
  - Noise Regulations
  - Manual Handling and Lifting Regulations
  - The Management of Health and Safety Regulations
- J Making them available to all employees, including sub-contractors and discussing the requirements with them fully.
- J Ensuring that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- J Planning and maintaining a tidy site. "A safe site is a tidy site".
- J Arranging for the delivery and safe stacking of materials to avoid double handling and ensuring that off-loading and stacking is carried out in a safe manner.
- J Implementing arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
- J Ensuring that all information available relating to underground and covered services on the site are obtained and available on site, and that such services are located, marked and plotted accurately before work starts.
- J Protecting all overhead services in accordance with the service authorities' recommendations and company policy before work starts.
- J Satisfying yourself that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary.



- J Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- J Ensuring that any electricity supply is installed and maintained in a safe and proper manner.
- J Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent electrician. No electrical equipment will be brought on to site, by anyone, including sub-contractors, without the appropriate proof of regular testing.
- J Ensuring all plant and equipment is tested at the statutory intervals and will not be brought onto site by anyone, including sub-contractors, without the appropriate certified proof of regular testing.
- J Checking that all machinery and equipment on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- J Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.
- J Setting a personal example by wearing the appropriate protective clothing on site.
- J Ensuring that first-aiders or appointed persons and adequate first-aid facilities, as required by Health and Safety (First Aid) Regulations 1981, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- J Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- J Accompanying any HSE Inspector on site and acting on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the General Manager immediately after complying with any requirements to stop work.
- J Ensuring that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- J Liaising when necessary with the Fire Brigade on fire prevention.
- J Where applicable cooperate with the company's Health & Safety Consultants and ask for advice before commencing new methods of work or potentially hazardous operations.

## Employees (Including Labour Only Contractors)

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974, including in particular the following:

- J It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- J As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- J No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- J Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements
- J Use the correct tools and equipment for the job
- J Keep tools equipment in good condition
- J Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, eg safety helmets, respirators, etc
- J Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself, eg remove or flatten nails sticking out of timber, tie unsecured access ladders, etc
- J Warn other employees, particularly new employees and young people, of particular known hazards
- J Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it
- J Report to your supervisor any damage to plant or equipment
- J Do not play dangerous practical jokes or "horseplay" on site
- J Report to your supervisor any person seen abusing welfare facilities provided
- J Report any injury to yourself which results from an accident at work, even if the injury does not stop you working
- J Suggest safer methods of working

## Sub-Contractors

All sub-contractors will be expected to comply with the companies Health and Safety Policy and submit their own Health and Safety Policy and procedures to the company for verification.

Sub-contractors will receive a copy of this company's Safety Rules and Requirements and sub-contractor's operatives will be expected to be fully aware of what is required of them whilst working on the companies sites.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site, and the general public and sub-contractor's employees must comply with any safety instruction given to them by the Works Supervisor.

All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of their competence.

Sub-contractor's employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site unless authorised and competent to do so. Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to the Works Supervisor.

Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the Works Supervisor with the name of the Responsible Person they have appointed to manage and control their works.

Suitable welfare facilities and first-aid arrangements in accordance with the Regulations must be provided by subcontractors for their employees, unless arrangements have been made for sub-contractor's employees to have the use of shared facilities, in which notification will be issued detailing the shared facilities provided. Subcontractors will be required to provide, when appropriate, that at least one of their workforce on site is a suitably trained first-aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Works Supervisor and any other person who may be affected on or off the site.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc cleared as work progresses.

It is our policy that all operatives, sub-contractors, visitors, etc on the company's sites will

wear safety helmets and protective footwear at all times other than in areas specifically designated “no risk” areas by the Works Supervisor or Principal Contractor. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

Groundforce Landscape Ltd will only appoint competent contractors, an assessment of each contractor engaged by the company will be carried out before such contractors are employed for the first time and at regular intervals thereafter.

## Health and Safety Consultants

Groundforce Landscape Ltd may from time to time appoint Health and Safety Consultants with responsibility for:

- ) Advising senior management of any new safety legislation or changes in existing legislation
- ) Providing general assistance to the company in the fulfillment of its obligations and duties as set out in statutes and by clients/principal contractors
- ) Providing assistance in the formulation of safe systems of work and project specific method statements
- ) Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation
- ) Assisting, where required, with the initial implementation of the changes required by changes to safety legislation
- ) Suggesting suitable training for employees, posters, reference texts, films etc to provide awareness of safety management, accident prevention and hazards to health
- ) Recommending to senior management ways to improve working conditions
- ) Investigating notifiable accidents or dangerous occurrences and submit to the company a written confidential report, when required by the company
- ) Carry out pre-arranged site inspections, as required by the company

It is the responsibility of the company to ensure that the Safety Consultants are notified whenever assistance or support is needed.

The Safety Consultants should ensure that regular systematic inspections are carried out on all sites through scheduled and un-scheduled visits where requested to do so. Formal inspection reports will be completed for all such inspections and issued to the companies General Manager. Such reports will not only identify potential hazards and comment on the operative's compliance with the safety policy and procedures, but will also recommend improvements to working methods and any training considered necessary for the site operatives and supervisory teams.

The visiting Safety Inspector shall, wherever possible, be accompanied by the works supervisor or other responsible person when making his inspections.

The Safety Inspector will keep and analyse site inspection reports and concentrate on weaknesses that may become evident from such reports. The Safety Inspector will stop work if, in his opinion, the place, condition or method of work is dangerous.

The contact details for the company's nominated Safety Consultant will be displayed on the company notice board.

## Safety Committee & Employee Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, an internal Safety Committee will be established where necessary. Any such committee will regularly meet and involve personnel at all levels throughout the company, to highlight the legal requirements and the steps necessary to carry out the company's responsibilities in a safe and effective manner.

The purpose of the committee will be to:

- ) Monitor and review the effectiveness of the Safety Policy and Procedures
- ) Discuss any accidents or incidents that have occurred since the last meeting, investigate any commonality and instigate procedures for future prevention
- ) Consider amendments in the light of changing methods, requirements and legislation
- ) Receive and consider any reasonable request, recommendation or report on matters of health and safety from any employee and advise on any decision made
- ) Report and communicate on safety matters with all personnel
- ) Discuss any breaches of regulations and take steps to prevent re-occurrence
- ) Provide an open forum for the development of best practice

The composition of the Safety Committee will be as follows:

The Directors  
A Works Supervisor  
Representatives from the staff

Where no safety committee exists, all staff will be encouraged to openly discuss any safety issue with their supervisors or the Company Directors; to make suggestions for improvements in workplace/site safety issues and to participate in the establishment of a positive safety culture.

Health and safety information will be communicated to staff in a number of ways, including safety signs/posters, information being displayed on the company's safety notice board; through site safety briefings/toolbox talks and through the issue of memos and procedures to each employee. Wherever necessary, all staff shall be consulted on changes in health and safety arrangements and given the opportunity to discuss any proposals or changes that may be required.

## Communication of Health and Safety Information

The effective communication of our health and safety arrangements is essential to maintaining good health and safety standards on site. We fully appreciate that construction processes, culture, legislation and materials may differ between countries; and therefore, migrant workers or those with a poor understanding of the English language may not comprehend the job specific requirements.

Good communication is essential in any job, it is even more important in construction where health and safety is a major issue that needs to be managed effectively.

Consideration must therefore be given by managers and supervisors when delegating work to migrant workers, and those with a poor understanding of the English Language. It is important to ensure that all workers are clear about what is expected of them, and that they are aware of any specific safety rules and requirements etc.

Clear communication is particularly important in the following situations:

1. At job interviews, check candidates have the appropriate skills required for their intended roles. This also provides an opportunity to assess their level of understanding of the English language
2. During site inductions
3. At health and safety briefings
4. When giving instructions about work
5. When explaining risk assessments and method statements etc

In such situations, it is important to ensure that all persons fully appreciate and understand what is required of them. To further assist in ensuring that the safety requirements are understood, use will be made of universal safety signs with standard pictograms, these will help to ensure that the key risks, hazards and precautions are made aware to all persons at all times. Further to this, we will, where necessary, adopt the use of translators and/or buddy systems to help ensure effective communication is achieved.

# Section 3

## *Arrangements*



## GENERAL ARRANGEMENTS & PROCEDURES

This section details the arrangements and procedures that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

### Tendering & Planning

At planning stage, the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the General Manager and written procedures defined. If necessary, pre-contract meetings will be held and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

### Contractors/Sub-Contractors

Prior to the award of any contract or package of works to any sub-contractor, Groundforce Landscape Ltd will first carry out a full competence and resources assessment to ensure that each organisation appointed has the necessary skills and resources required to successfully carry out the required works. A competence and resources questionnaire will therefore be issued to all such organisation, the contents of which will be reviewed by contract or General Manager. From time to time, checks will be made to ensure that the assessment remains valid.

All sub-contractors shall be issued with a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

*"Please refer to the enclosed copy of our Company Health and Safety Policy Statement and list of Site Safety Rules and Requirements. Your acceptance of this contract will be deemed to include acceptance of the requirements of our company policy and those of both our Clients and the Principal Contractor. Please contact the General Manager should you require further information on any matter in connection with health, safety or welfare".*

Furthermore, no contractor or sub-contractor will be permitted to commence their works until a 'Contractors (Health, Safety & Welfare) Start-up Form' has been completed and returned, with any other required documentation, such as risk assessments and method statements.

### Suppliers

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

*"In accordance with Section 6 of the Health and Safety at Work etc Act 1974*

*we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health and safety when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998".*

All information received from suppliers will be passed to the General Manager for implementation or reference on site.

## **Training**

All staff shall receive appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

## **Notifications**

The General Manager will make any necessary notifications to the Fire Service, Ambulance Authority and HSE.

The General Manager will notify relevant authorities as required by specific policy sections, eg Underground and Overhead Services, Explosives, Demolition, etc.

The General Manager will satisfy himself that the Health and Safety Executive have been informed of all new sites which are notifiable under the CDM Regulations 2015. Where appropriate, the General Manager will ensure that details of the Client, the Principal Designer, Designers and the Principal Contractor are displayed on site using Form F10, as required by the CDM Regulations 2015.

## **Protection Of Public**

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS 7 - Accidents to Children on Construction Sites.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

## Documentation

The General Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractors site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Works Supervisor must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Directors is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

## Monitoring Policy

Employees are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis by the Directors and will incorporate input and feedback from our employees and others. Our Health and Safety Advisors will also provide feedback and suggestions for improvements. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes, or following any identified deficiency in our procedures/arrangements.

The Company will conduct a review of Health and Safety performance during site meetings with, where appropriate, the client, principal contractor, principal designer and/or others. Any corrective actions advised or suggested will be investigated and appropriate actions implemented as soon as practically possible. The Contracts Manager is also responsible for collating Health and Safety concerns from the employees and subcontractors and actioning them on site. Our external Health and Safety Consultants may however be used to carry out periodic Site Safety Audits which will be reported to the Directors.

The Contracts Manager will monitor and investigate any accidents or incidents and will compile the supporting documentation for the enforcing authorities and for our own internal use. When there are reportable accidents that require notice to the HSE in accordance with RIDDOR 2013 these will be reviewed by our external safety advisors, to see what corrective or preventive action, if any, is required to help prevent a similar accident occurring again.

Health and Safety matters to be monitored by the Company include:

- |                    |  |
|--------------------|--|
| ➤ First Aid        | - First Aider, First Aid Box(es)                                 |
| ➤ Welfare          | - Clean and Satisfactory   |
| ➤ Fire Precautions | - Adequate escape measures, equipment and Instructions           |
| ➤ Housekeeping     | - Access and Egress, materials properly stored                   |
| ➤ General hazards  | - Created by bad practices, design, material or substances.      |
| ➤ Documentation    | - Relevant Health and Safety paperwork, notices and information. |

- Safety Equipment - Tools and Personal Protective Equipment
- Access Equipment - MEWP's
- Plant and Machinery - Suitable and safe, also well maintained
- Training - Suitably trained staff and supervision for the task.

If there are any corrective or preventive actions required, these will be undertaken promptly to protect the Health and Safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project.

## Display Screen Equipment (DSE)

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations 1992 and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Assessment factors considered include:

- I. The identity of persons at risk.
- II. The duration of exposure to DSE risks.
- III. Provision of breaks, task rotation and requirement for constant information transfer.
- IV. Ability of the 'user' to dictate the pace of the work.
- V. The physical environment such as: temperature; level of desk clutter; adjustability of furniture/monitors and glare factors.
- VI. Software features such as: ability to recover from errors; colour contrast; size of fonts
- VII. Individual factors such as health, level of training/experience and pre-existing health conditions.

The company does not underestimate the impact of such factors (if adverse) on the health of employees and shall endeavour to control such risks by means as stringent as is reasonably practicable.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person and the findings of the assessment shall be communicated to those affected.

The safe use of Display Screen equipment and workstations in general are covered in the Health and Safety (Display Screen Equipment) Regulations 1992.

Further information is contained in the appropriate Approved Code of Practice.

The use of display screen equipment and workstations should be planned so that there are regular breaks or changes of activity. All display screen equipment and workstations should be subjected to a specific risk assessment and any identified risks should be dealt with appropriately.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. Display screens, seating and workstations should all be fully adjustable to suit the individual.

The General Manager (or other nominated person) will be responsible for ensuring that the requirements are adhered to.

The company will provide all information and training necessary to comply with the relevant regulations.

The company will provide appropriate eye and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

## **Company Offices**

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions shall be provided and maintained in accordance with the requirements of Regulatory Reform (Fire Safety) Order 2005 and recommendations given by the Fire Service.

The General Manager, (or alternatively a nominated person), will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer. All fire alarms will be checked monthly and the test recorded. All fire exits will be checked at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

## **Fire Precautions**

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the management of Health and Safety At Work Regulations 1999.

A fire risk assessment will be completed for each of the companies premises, including any temporary site offices, the fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Fire extinguishers will be provided and located at strategic points throughout the

workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

The company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

**Safe System of Work - Office**



The General Manager, (or alternatively a person nominated by the company), will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

**Safe System of Work - Site**

The Works Supervisor will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS	
	The most widely used and available fire extinguisher. Used for <b>SOLIDS</b> such as paper, wood, plastic etc. NOT suitable for use on electrical or flammable liquids.
	More versatile than water extinguishers. Used for <b>SOLIDS</b> such as paper, wood, plastic and <b>FLAMMABLE LIQUIDS</b> such as paraffin, petrol, oil etc

## TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



Multi-purpose extinguisher, can be used on: **SOLIDS**; Paper, wood, plastic, fires. **FLAMMABLE LIQUIDS**: Paraffin, petrol, oil. **FLAMMABLE GASES**; Propane, butane, methane.



Carbon Dioxide Extinguishers are ideal for fires involving **ELECTRICAL APPARATUS**.

Carbon Dioxide will also extinguish **FLAMMABLE LIQUIDS** such as paraffin, petrol and oil.

## Emergency Procedures

On all sites a means of warning of a fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site. A copy of the pro forma to be used on all sites is attached within Section 9.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, must be briefed to unlock gates, doors, etc in the event of an alarm.

## Accident Reporting

In recognition of our duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Company has instituted a system for recording and investigating accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Groundforce Landscape Ltd will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment.

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the Contracts Manager, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc as well as company employees.

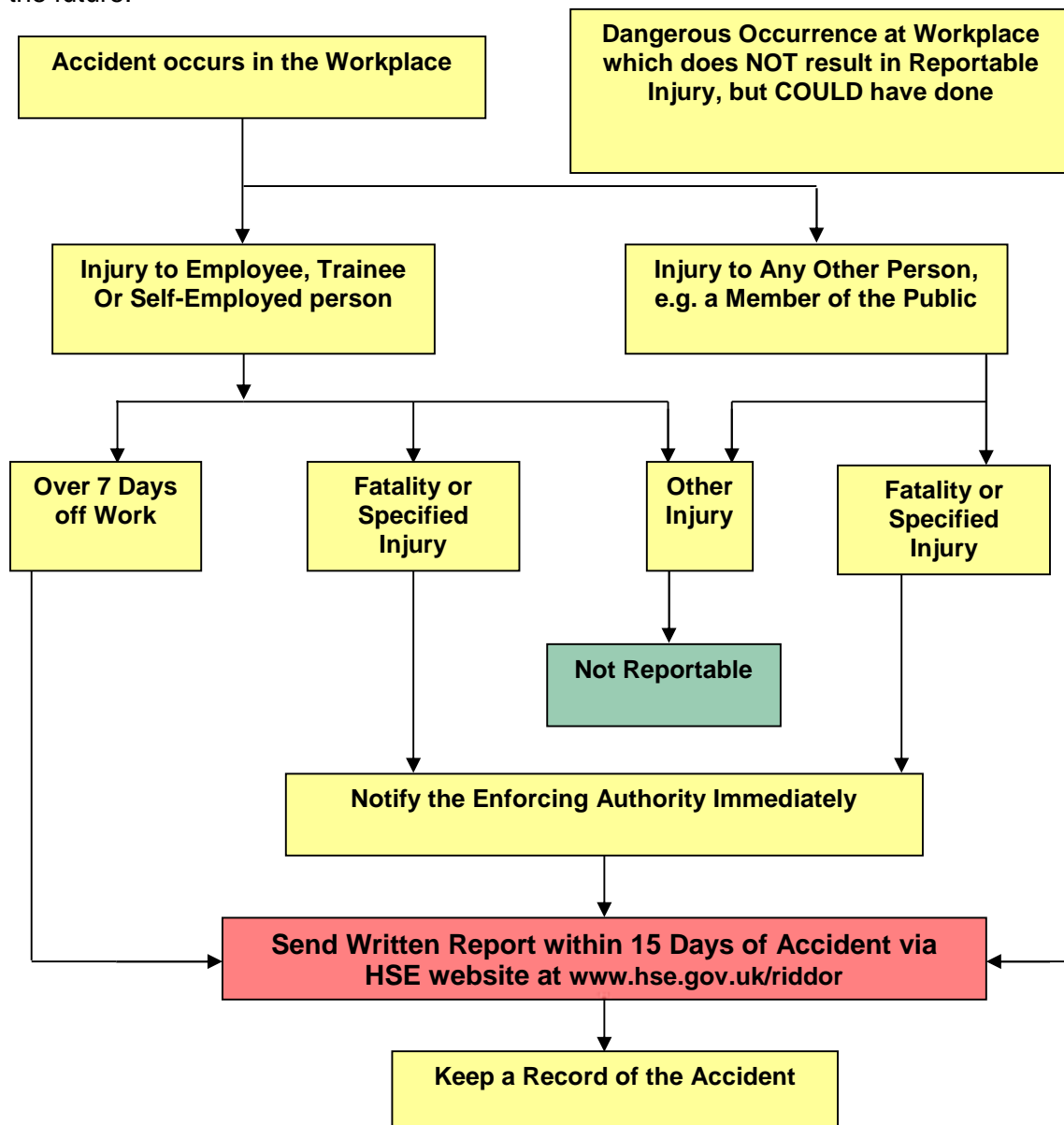
Reportable incidents should be completed and sent to the Health and Safety Executive

within 15 days via the HSE RIDDOR Website. Deaths must be reported as soon as possible by telephone to the HSE.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident. It is important that all accidents, no matter how minor are reported and recorded within the accident book.

All fatalities, specified injuries, dangerous occurrences and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents and incidents including near misses and incidents that result in damage to premises or plant and machinery on site will be thoroughly investigated by the Contracts Manager. The purpose of the investigation will be to establish the root cause of the incident with a view to amending or developing procedures to help prevent a recurrence in the future.





## **Welfare and First-Aid**

The Construction (Design and Management) Regulations 2015 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The General Manager will ensure that the welfare and first-aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities.

The Works Supervisor will ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The General Manager will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

A First Aid box is provided in the kitchen/staff welfare area. The contents will be monitored and maintained by the company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any site first aid arrangements and in such cases the employee will confirm such arrangements prior to starting their work.

The company will carry out a first aid risk assessment to determine the number of trained first aiders (in-date HSE approved course) to be employed by the company, additional first aiders will be provided in accordance with HSE guidance and subsequent first aid risk assessments.

## **Communal Areas**

Where work has to be undertaken in communal areas such as hallways, passageways and staircases, or occupied premises, provision will be made to ensure the safety, including access and egress, of all users.

The Works Supervisor will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot safely be used while work is in progress, the Site Manager will make arrangements for alternative access routes, or for such work to be undertaken outside of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area whilst not being allowed to encroach into the area set aside for pedestrian access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs

and/or barriers where practical at all times.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

## **The Workplace (Health Safety and Welfare) Regulations 1992**

*These regulations do not apply to construction sites, reference should be made to the Construction (Design and Management) Regulations 2015 already referred to within this policy. They do, however, apply to all other workplaces.*

The Workplace (Health, Safety and Welfare) Regulations 1992 replace the main requirements of the Factories Act 1961 and the Offices, Shops and Railways Act 1963.

Further information is contained in the appropriate Approved Code of Practice.

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The company's Safety Consultants will provide advice on the requirements as required.

All work will take into account the requirements of the above regulations.

The General Manager, or person responsible for the offices, will ensure that the welfare and first-aid requirements are provided.

The General Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards through regular inspections.

The company will provide working conditions in accordance with the regulations, in particular:

### **Temperature**

All offices will be maintained at a minimum temperature of 16°C.

### **Ventilation**

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

### **Lighting**

Suitable and sufficient lighting will be provided and, where possible, this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

### **Working Areas**

Sufficient space will be provided in the workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved.

Floors and traffic routes will be kept free from obstructions at all times.

Effective measures will be taken to prevent persons being struck by falling objects etc.






Wherever possible regularly used and heavy files, boxes etc, will not be stored at high level.

All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

## Health and Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g. safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of **road traffic signs** in workplaces to regulate road traffic and pipework markings where **pipework** contains dangerous substances.

Health and Safety Signs normally consist of the follows types of signs:

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
RED	Prohibition/Danger	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	
YELLOW	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes equipment and facilities Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED	Fire fighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

## Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

## Definitions

- **Young person** – An employee or work placement student who has not attained the age of eighteen.
- **Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees and require a specific assessment of risks to young persons.

Usually the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However, where this is not the case additional measures should be determined and implemented before the young persons commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young person's risk assessment: -

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

## Work Equipment

The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

Further information is contained in the appropriate Approved Code of Practice.

The specific requirements of this legislation cover the following:

The guarding of dangerous parts of machinery. Protection against specific hazards, ie falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

The company will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

The company will provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms with the EC product safety directive.

The company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

### **Selection**

All work equipment must be selected and maintained so that it is suitable for the purpose (fit for purpose) for which it is to be used. It must be designed for the task required and used within any operating constrictions defined by the manufacturer or competent person. It must be;

- ) sourced from a reputable supplier and where required obtained from a Groundforce Landscape Ltd vetted supplier,
- ) supplied with clear and understandable operating instructions,
- ) provided with physical evidence of conformity to EC Directives on machinery safety.

All significant risks associated with its use must be assessed and adequately controlled. This should take account of who is to use the equipment and the environment in which it will be used.

There must be assessment and control of the risks from specific hazards such as hazardous substances, ejected articles/substances, fire, and electrical safety.

All equipment should be visually checked before use. Where a defect is identified, for example; broken blade, missing guard, loose plug, frayed cable, the machinery should be taken out of service and reported to ensure that nobody else uses it and the problem is rectified.

### **Hired Equipment**

Hired equipment should always be acquired from hire companies who supply properly maintained equipment that is safe to use and suitable for the job. The company should provide information on the safe use and operation of the equipment. Upon receipt the equipment must be checked to see that it has not been damaged in transit.

### **Borrowed/Loaned Equipment**

Groundforce Landscape Ltd staff should not borrow equipment from other contractors or lend equipment to other contractors unless there has been a formal documented agreement.

### **Privately Owned Equipment**

Privately owned equipment used for work is legally regarded as work equipment and must conform to the same rules. You must get your manager's permission before using private equipment for work - it may not be suitable and Groundforce Landscape Ltd do not favour the use of privately-owned equipment.

**Responsibility for the selection of work equipment rests with the Contracts Manager.**

### **Operation**

Arrangements need to be in place for the operation of plant and work equipment. This applies to plant and work equipment which Groundforce Landscape Ltd owns and/or uses, including hired equipment.

#### **Operating plant and equipment**

- ) Plant and equipment must only be operated by competent persons working to a safe system of work.
- ) If the equipment belongs to Groundforce Landscape Ltd then it can only be operated by trained and competent staff or by third parties who have satisfied the company of their competence.

### **Maintenance and Testing**

Arrangements need to be in place for the maintenance and testing of plant and work equipment. This applies to plant and work equipment which the company owns and/or uses, including hired equipment.

#### **Maintaining plant and equipment**

- ) Equipment must be maintained in a safe condition and tested/certificated in accordance with legislation and manufactures recommendations with suitable records kept, including its associated attachments.
- ) Anyone maintaining equipment must be competent to carry out the required work.
- ) Equipment must be left in a safe operational state following maintenance, if the maintenance is left unfinished, the equipment must be clearly labelled and left in a condition where it would put anyone at risk.
- ) Equipment should have a planned maintenance schedule, otherwise known as preventative maintenance.

#### **Testing plant and equipment**

- ) Current tests and thorough examinations (aka statutory inspections) have been carried out which show that they are safe to use, before being put into service for the first time and after major alteration or repair.

Responsibility for ensuring that all equipment is maintained and tested rests with the Contracts Manager.

### **Inspection and Examination**

Arrangements need to be in place for the inspection and examination of plant and work equipment. This applies to plant and work equipment which Groundforce Landscape Ltd owns and/or uses, including hired equipment.

- ) A visual inspection should be conducted by the operator prior to use.
- ) In most instances the inspection should be recorded, for example, the weekly / monthly / annual inspections. Examples of this include Equipment Inspection Registers, PAT labels on electrical equipment and ladder tags on ladders.
- ) Any hired equipment must come with evidence of current thorough examinations (aka statutory inspections), and routine inspections where appropriate.
- ) For routine inspections, the competent persons do not have to be external, but they must have the knowledge, experience, independence and authority to carry out their function effectively. Experienced, in-house employees that know what needs to be inspected, such as the Works Supervisor or Contracts Manager may be able to fulfil this role.
- ) Competent persons for thorough examinations (aka statutory inspections) must have appropriate practical and theoretical knowledge and experience of the equipment such that they can detect defects or weaknesses and assess their importance in relation to the safety and continued use of the equipment.
- ) Competent persons must be sufficiently independent and impartial to allow objective decisions to be made. They do not necessarily have to come from an external company. However, if 'in-house' examiners are used, they must ensure that the examiners have genuine authority and independence to ensure that examinations are properly carried out and that the necessary recommendations arising from them are made without fear or favour. In most cases though the competent person for thorough examinations (aka statutory inspections) would be supplied by an engineering insurance company.

Responsibility for ensuring that all inspections and examinations are completed rests with the Contracts Manager.

### **Management of Health and Safety at Work**

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice.

The company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees.

- ) Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- ) Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

- ) This risk assessment will be recorded and copies issued to all those affected.
- ) Appoint a competent person(s) to assist in health and safety matters.
- ) Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.
- ) Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- ) Provide adequate information and training, and consultation with employees on health and safety matters

The Works Supervisor will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The Works Supervisor will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Before commencing work on a new site, all employees will receive a site safety induction by a competent person. The competent person may be the General Manager, Works Supervisor or the Principal Contractor.

## **Construction Site Safety**

The company understands its relevant duties under the Construction (Design and Management) Regulations 2015. Whilst it is not envisaged that our staff will be encounter significant construction works.

When visiting construction sites the company should receive details of specific risk assessments and site rules. The company shall also provide the Principal Contractor with risk assessments for its own work, where applicable and ensure its employees are appropriately trained and are issued with the necessary PPE.



## Control of Noise

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work etc Act.

British Standard Code of Practice — British Standard 5228 : 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise. The HSE Guidance IND(G) 127 - Noise in Construction and the CITB Construction Site Safety Notes (GE700 Module 8) - Control of Noise both provide useful sources of information on the control and assessment of noise in construction.

All tasks and work activities will be planned and arranged to take the above standards into account.

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use by site personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Works Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc, and that all equipment and noise reducing doors etc are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the responsible person immediately.

The Works Supervisor will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- ) Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- ) Consider if works can be re-programmed when the noise problem will no longer be present
- ) Consider alternative methods of working
- ) Provide suitable noise control mechanisms such as sound dampening and noise

attenuation devices

- ) Reduce the time that operatives are exposed to the noise
- ) Provide suitable personal protective equipment
- ) Ensure suitable warning notices are clearly displayed around the affected area
- ) Regularly monitor noise levels and frequencies
- ) Give advice on noise control measures

Where noise levels are suspected of being above the statutory level the Company will carry out noise surveys/spot checks to determine the level of noise present within the workplace.

The policy in place is that steps will be taken to reduce noise and as a final defence suitable and sufficient ear protection will be provided, free of charge, to the workers.

For guidance if an operative can talk to someone 2 metres away without having to shout to be understood, then the noise levels are acceptable. If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered.

If there is any doubt, a competent person will be employed to assess the noise levels.

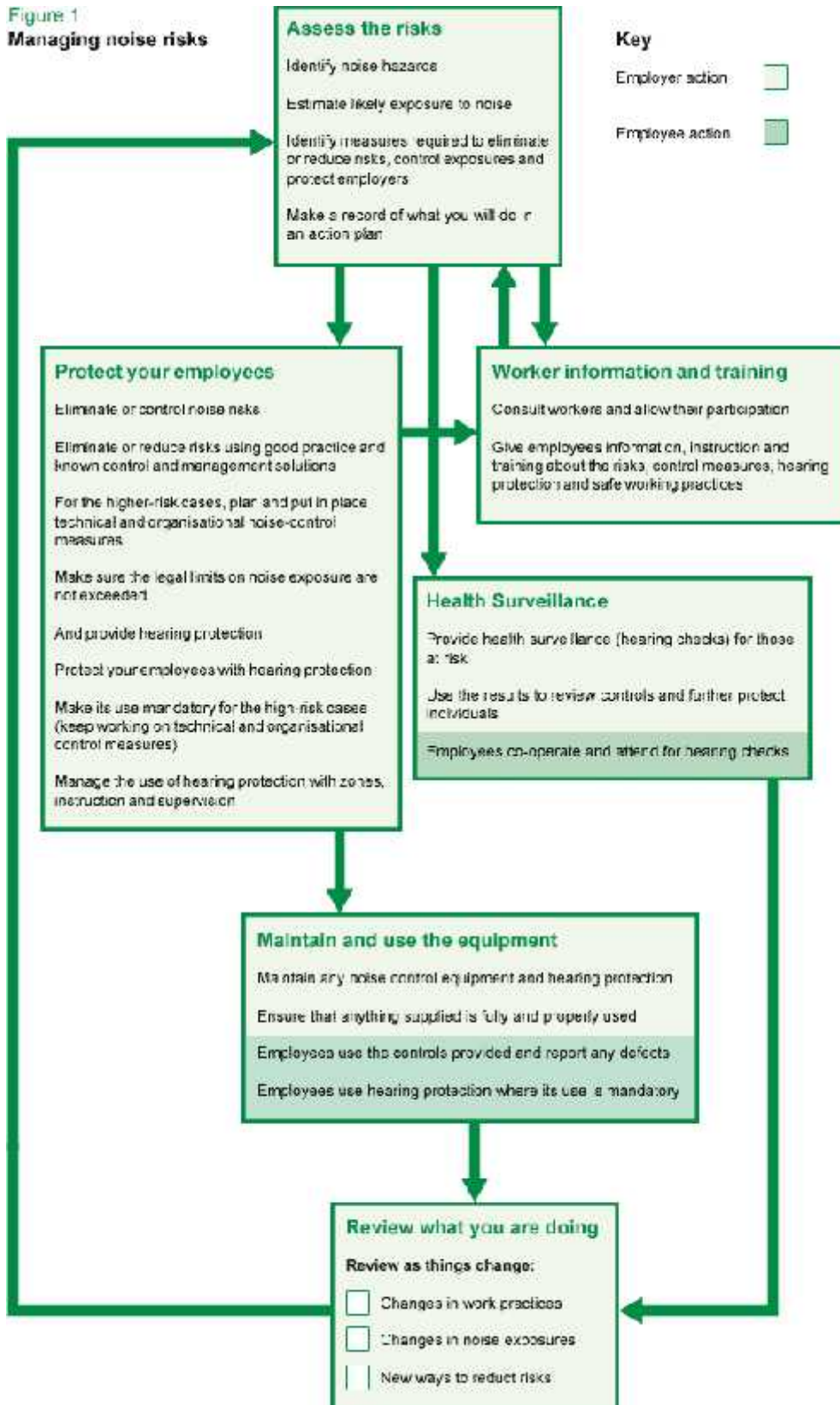
**ACTION LEVELS:**

**First Level:** 80 decibels - inform employees of risks and offer ear protection on request.

**Second Level:** 85 decibels - set up protection zones and enforce wearing of hearing protection

Where personnel will be required to work in situations where high levels of noise are likely to be encountered the works supervisor will ensure that full information is obtained before work commences on the levels and frequencies of noise.

Figure 1  
Managing noise risks



## **PURCHASING POLICY**

Groundforce Landscape Ltd has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria. E.g.

**Substances used at work:** Least hazardous to employees and the environment but performs the task to an acceptable standard.

**Office furniture / equipment:** Ergonomics, fire rating, sustainable resources.

**Work Equipment, Tools and Machinery:** Noise, vibration, usability, ergonomics, suitability for the task, adequate guarding and ease of maintenance.

**P.P.E.:** Suitable for the individual, adequate protection, compatible with other PPE, complies with standards.

The above is just an outline of considerations, and is not meant to be exhaustive

## **Health Hazards**

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health eg:

- The Control of Asbestos Regulations 2012
- The Control of Lead at Work Regulations
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment (PPE) Regulations 2002

The General Guidelines to be applied are covered in HSE Guidance Notes:

- EH 18 Toxic Substances, a precautionary policy
- EH 26 Occupational Skin Diseases Health and Safety Precautions
- EH 40 Occupational Exposure Limits
- EH 44 Dust in the Workplace: General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

The General Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc, must be planned and in place before any such work commences.

Works Supervisors must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc, as required before they start using the product.

The Works Supervisor will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances, and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc, will be carried out as required and records will be kept on site during the operations.

Ill health effects can be obtained from hazardous or toxic substances through:

- ) **External contact** — corrosive, skin absorption, dermatitis etc (eg: pesticides, concrete, acids, epoxy resins etc)
- ) **Inhalation** — gases, fumes, dusts, vapours
- ) **Ingestion** — swallowing

Given the nature of our works, Health Hazards can be caused by a number of factors including exposure to hazardous substances such as pesticides and herbicides; exposure to excessive noise and vibration; exposure to extremes of weather or from actual work activities such as work at height r manual handling.

## **Control of Substances Hazardous to Health (COSHH)**

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations.

General Guidelines to be applied are covered in HSE Guidance Notes of which there are a great variety published. Those more specific to the Construction Industry include:

- EH 7 - Petroleum based adhesives in building operations
- EH 22 - Ventilation of the workplace
- EH 44 - Dust, general principles of protection
- EH 54 - Assessment of exposures to fumes from welding and allied processes
- GS 5 - Entry into confined spaces
- GS 46 - In-situ timber treatment using timber preservatives

No assessment can be carried out without reference to EH 40 — Occupational Exposures Limits. Such limits are constantly reviewed and the latest limits should always be checked when undertaking any assessment. A standard COSHH Risk Assessment Pro Forma is attached within Appendix A.

All work will be planned to take the above standards and guidance and the manufacturers recommendations/requirements into account.

The company will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the General Manager will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Works Supervisor will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires the Company to take the following steps to comply with the regulations:

1. Identify the problem
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (ie: Alternative product, method of working or personnel protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary equipment is present and precautions are implemented.
5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use, material safety data sheets will be issued for each product and control methods will be devised.










The company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The company will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.


All pesticides, herbicides and other products and substances used by Groundforce Landscape Ltd must have a full COSHH Assessment carried out before being used in any particular situation.

## Hazard Warning Symbols

What do the CoSHH symbols mean?

 Hazardous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

**NEW CoSHH Symbols**




**Toxic / Very Toxic** – Handling a chemical that is acutely toxic in contact with skin, if inhaled or ingested, which may even be fatal.



**Harmful to the Environment** – Hazardous to the environment & causes aquatic toxicity.



**Highly Flammable** – Gases, aerosols, liquids and solids: Self-heating substances & mixtures that may catch fire when in contact with air or heated, or emit flammable gases.





**Explosive** – Self-reactive substances & organic peroxides that may cause explosion when heated.



**Oxidising** – Gases, solids & liquids, which can cause or intensify fire and explosion.



**Corrosive** – Corrosive & can cause severe skin burns and eye damage. It is also corrosive to metals.



**Harmful / Irritant** – Acutely toxic. Causes skin sensitisation, skin & eye irritation. Respiratory irritant. Narcotic, causes drowsiness or dizziness. Hazardous to the ozone layer.



**Gas Under Pressure** – Means gas under pressure, may explode when heated. Refrigerated gas, may cause cryogenic burns or injuries. Dissolved gases.



**Longer Term Health Hazards** – Carcinogenic. Affects fertility & unborn child. Causes mutations. A respiratory sensitiser, may cause allergy, asthma or breathing difficulties when inhaled. Toxic to specific organs. May be fatal or harmful if swallowed or if it enters airways



## Asbestos

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out.

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators. Under the Control of Asbestos Regulations 2012, all persons involved with building; construction; installation of services and pipework etc; maintenance; refurbishment; repair of existing structure where asbestos may be present, must be provided with compulsory Asbestos Awareness Training.

## Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment (PPE) Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Noise at Work Regulations 2005
- Control of Lead at Work Regulations

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

All work will be planned to take the above standards into account.

Before work starts, the General Manager will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept. The General Manager will also ensure that satisfactory facilities are provided for the storage and where appropriate, the drying of all protective clothing and equipment.

The Works Supervisor will ensure that when sub-contractors employees are set to work they have been provided with any necessary protective clothing and equipment.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc, and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

### **PPE SELECTION AND USE**

To minimize injury, workers need proper safety equipment. The equipment listed below must be worn at all times during chain saw activities:

**SAFETY GLASSES AND FACE SHIELDS** - Safety glasses are considered to be primary protection and must be worn when eye injury is possible. Proper safety eyewear will meet with EN1731 and EN166. Face shields may be worn to protect the face from wood chips and other small objects. However, face shields are secondary protection and safety glasses or goggles (primary protection) must be worn.

**HEARING PROTECTION** - There are many types of hearing protection, such as foam plugs, ear muffs and hearing bands. All the different types provide excellent hearing protection. When choosing hearing protection, you should look for the NRR (Noise Reduction Rating). This number refers to the amount of noise the hearing protection will reduce the surrounding work environment. In general, the higher the NRR the better. The type of hearing protection (ear plug, ear muff or ear cap) that works best depends upon the preference of the worker, but must comply with EN352.

**LEG PROTECTION** - To prevent injury to the legs, special chaps or leggings should be worn. The most common types are made of kevlar or ballistic nylon. When choosing protective clothing, look for equipment which meets EN 381-5 guidelines.

**SAFETY FOOTWEAR** - When choosing proper footwear make sure the footwear is EN compliant. EN 345-2 Shoes that meet this standard have been tested for both impact and compression resistance. In addition, footwear may also provide special protective qualities such as being conductive, metatarsal protection, electrical hazard protection or puncture resistance. All footwear meeting the EN345-2 for Foot Protection for Chain Saw Users. This standard has specific criteria for footwear intended to minimize foot injuries caused by accidental contact with a running chain saw.

**CLIMBING EQUIPMENT** **Harness of either sit position or full body type. Ropes must conform to BS4928 Pt2 with min. diameter of 10mm. Polypropylene ropes are not allowed for climbing and we strongly recommend the use of NEW ENGLAND MULTI PLATT 13MM**

Two ropes must always be used in conjunction with a single Swedish strop. Karabiners with a minimum rating of 2500kg with a clearly discernable 3 actions must be used. Climbing irons are to be free from defect and regularly maintained

**ALL CLIMBING OPERATIONS ARE TO BE CARRIED OUT AS PER NPTC ASSESMENTS THAT ARE RELEVANT TO THE JOB DESCRIPTION. CLIMBING**

OPERATIONS SUCH AS SECTIONALLY DISMANTLING ARE ONLY TO BE CARRIED OUT BY ASSESSED AND APPROVED OPERATIVES.

**RESCUE EQUIPMENT**

The use of ladders is not recommended.

The provision of a spare harness, ropes and karabiners is to be on site at all times

**CLIMBING OPERANDUM**

Never climb or work above a top anchor.

Always use centre D ring when topping out, never side D rings

The use of blakes hitch is required over a prussic loop system

Always ensure the angle between top anchor and working position is no more than 45 degrees.

IF IN DOUBT FOLLOW YOUR TRAINING IN NPTC ASSESMENTS

**THE USE OF LOWERING EQUIPMENT**

The safety factor used in Arboriculture is 10:1. This means that a pulley block with a breaking strain of 1 T would be used for lowering material up to 100kg.

Safe Working Load is the load a piece of equipment can operate without stressing it. All equipment with S.W.L. displayed will also have the relevant safety factor displayed ie: 7:1

ALWAYS REMEMBER THE MAIN ANCHOR OR PULLEY BLOCK IN A SIMPLE LOWERING SYSTEM IS ALWAYS SUBJECTED TO TWICE THE LOAD OF THE OBJECT BEING LOWERED.AND AN OBJECT FALLING WILL GAIN A UNIT OF ITS OWN WEIGHT PLUS ITS ORIGINL WEIGHT FOR EVERY FOOT IN WHICH IT FALLS.

**Safety Helmets**

The Personal Protective Equipment (PPE) Regulations 2002 require the provision and use of head protection on sites where there is a risk of head injuries. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations. Some tree felling works will be classed as 'construction', whilst at other times our staff may be required to carry out works as a sub-contractor on active construction sites.

Hard hats/safety helmets must be worn at all times whilst carrying our arboriculture works.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

All work will be negotiated in accordance with the above standards.

The General Manager will ensure that Works Supervisors and sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access point to working areas.

Instruction on the provision and use of helmets will be included in training courses

provided for staff.

The Works Supervisors will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The Works Supervisors will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The General Manager will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets to all their employees, and that they are instructed in the requirements of this company's policy.

The Works Supervisors will report any disregard of this policy by sub-contractor's employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- ) Site office and welfare facilities
- ) Areas where premises are occupied
- ) Inside buildings after second fix complete

All persons working in such "exempt areas" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

## Manual Handling and Lifting

The following regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998

The current regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of craneage.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required. Unless the assessment is very simple a written record is required.
3. The general guidance will include some guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

The Works Supervisor will ensure that all operatives have been instructed in the correct handling and lifting of loads, as require, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear and the Works Supervisor will caution any sub-contractor employee's wearing unsuitable footwear.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- ) Back strain, slipped disc
- ) Hernias
- ) Lacerations, crushing of hands or fingers
- ) Tenosynovitis, beat conditions
- ) Bruised or broken toes or feet
- ) Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- I. Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- II. Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- III. Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- IV. Individual factors such as health, level of training, mobility and pre-existing injuries.

## **The Lifting Operations and Lifting Equipment Regulations**

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to tree surgery - when somebody is climbing a tree, there should be somebody else available on site who has been trained in tree rescue; tree contractors should have their equipment, such as ropes, regularly inspected by somebody independent.

Lifting equipment includes items such equipment as cranes, ropes and bell hoists.

### **STRENGTH AND STABILITY**

A competent person will ensure that lifting equipment has adequate strength and capability, particularly mounting and fixing points. This includes considering the strength of the ground where the equipment is to be positioned for use. Pneumatic tyres should be

inflated to correct pressures and checked on a regular basis. Loads should not normally be lifted by straps or banding unless it has been designed for the purpose.

### **Lifting Equipment for Lifting Persons**

Lifting machinery must be fitted with a suitably designed carrier, which includes edge protection, working platform and overhead protection where appropriate. In the event of failure of any carrier, a method of rescue should be available. Where there is a significant risk of overturning or overload the equipment should be provided with devices to provide audible or visual warning when lifting limits are being approached.

### **Marking**

Lifting equipment should be clearly marked to indicate safe working; loads and the maximum people to be carried. It must not be used for lifting people if it is not designed for that purpose.

### **Positioning of Lifting Equipment & Organisation of the Lifting Operation**

Lifting equipment will be positioned or installed to minimise the need to lift loads over people to prevent risks of crushing them. Lifting operations are planned by a competent person. If the operator of lifting equipment is unable to see the full path of the load, there must be a system of work to ensure that the load is prevented from colliding.

### **Thorough Examination and Inspections**

Lifting equipment will be examined on initial use after installation and periodically during its life, in accordance with an examination scheme or, following exceptional circumstances all will be thoroughly examined by a competent person.

All defects during the use should be reported to the employer as soon as possible like damage to textile slings.

### **Electrical Risks**

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

- I. Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- II. 5 yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
- III. Any power tools used, including drills etc are to be of low voltage type and must be stringently inspected and maintained.
- IV. Prohibition of any employee to access live electrical installations.

### **VISUAL INSPECTIONS BY THE USER**

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of hand held and hand operated appliances to check that the

equipment is in sound condition (remember to unplug and switch off first!!). **Checks must be made for:**

- i) damage, eg cuts, abrasion (apart from light scuffing) to the cable covering;
- ii) damage to plug, eg the casing is cracked or the pins are bent;
- iii) non-standard joints including taped joints in the cable;
- iv) the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- v) equipment that has been used in conditions where it is not suitable, eg a wet or dusty workplace;
- vi) damage to the outer cover of the equipment or obvious loose parts or screws;
- vii) signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to 'the General Manager and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults eg sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

### **TESTING OF PORTABLE ELECTRICAL EQUIPMENT**

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections

- a) whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
- b) after any repair, modification or similar work;
- c) at regular intervals.

A visual inspection must also be carried out in conjunction with the electrical testing. Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

**FREQUENCY OF INSPECTION**

The initial frequency for inspection/testing suggested by the Health and Safety Executive follows. This frequency can be shortened or lengthened in the light of practical experience i.e. number of faults which appear.

**Offices and Other Low-Risk Environments**

<i>Equipment/Environment</i>	<i>User checks</i>	<i>Formal visual inspection</i>	<i>Combined inspection &amp; testing</i>
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment	No	No	No
Information technology: eg desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1) eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
(a) Cables (leads) and plugs connected to the above equipment and	Yes	Yes, 6 months - 4 years	Yes, 1-5 Years
(b) Extension leads mains voltage)		depending on the type of equipment	depending on the type of equipment

**Higher Risk Environments**

The HSE suggest that in industry formal visual inspections need to be carried out every 3 months and combined inspection and electrical tests every 6-12 months.

**Control of Vibration at Work**

Groundforce Landscape Ltd will comply its with duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:



**Hand-arm Vibration (HAV)** – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

**Whole Body Vibration (WBV)** – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

### Controlling the Risk

The risk of permanent damage depends on a number of factors including:

For HAV:

- ) How high the vibration levels are.
- ) How long the equipment is used for.
- ) How awkward the equipment is to use.
- ) How tightly the equipment is gripped.
- ) How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- ) Operatives posture.
- ) The design of the controls.
- ) The driver visibility.
- ) Handling and lifting operations associated with machine's operation.
- ) Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

**Elimination** – Seeking alternative ways of carrying out the task **without** using high vibration tools.

**Reduction** – several methods should be employed, including:

- adopting the correct sharpening techniques ;
- not using blunt chains;
- making sure that all new tools have vibration control built in;
- modifying existing tools to reduce vibration levels or the grip force needed;
- use of the right tools for the job;
- limiting the usage time to those recommended by the manufacturer or supplier;
- keeping all tools and machines in good working order;
- not using more force than necessary when using tools and machines;
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands and fingers to improve blood flow.

**Isolation** – Job rotation.

**Control** – methods include:

- information, instruction and training in the correct use of tools and equipment;

- method statement and safe systems of work briefings;
- recognition of early symptoms of injury;
- arranging advice and routine health checks if the use of high vibration tools is unavoidable;
- assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

It is the purchasing policy of Groundforce Landscape Ltd to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Groundforce Landscape Ltd will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping hammering and drilling. In the first instance mechanical methods will be used not requiring the exposure of the operative, but should the operative be exposed the task will be allocated to a number of individuals to ensure job rotation and a reduction in the exposure time.

**To ensure that operatives are aware of the effects of hand arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.**

Below are examples of maximum usage for given vibration levels in order to prevent injury and ill health.

Vibration values in m/s <sup>2</sup>	Exposure time required to reach action level 2.8m/s <sup>2</sup> A (8)	
	In minutes	In hours
2.8	480	8.00
3.0	418	6.97
3.5	307	5.12
4.0	235	3.92
4.5	186	3.10
5.0	151	2.51
5.5	124	2.07
6.0	105	1.74
6.5	89	1.48
7.0	77	1.28
7.5	67	1.12
8.0	59	0.98
8.5	52	0.87
9.0	46	0.77
9.5	42	0.69
10.0	38	0.63
10.5	34	0.57
11.0	31	0.52
11.5	28	0.47

## Work at Height Regulations 2005

Groundforce Landscape Ltd will comply with its duties under the Work at Height Regulations 2005 (WAHR), as part of its risk assessment procedures. All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Work at Height Regulations are:

- ) Avoid work at height
- ) Prevent any person from falling
- ) Use an existing place of work which complies with Schedule 1 of the Regulations
- ) Use work Equipment
- ) Mitigate falls by using work equipment to minimize the distance and consequences of a fall
- ) Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder / step

ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes. Under no circumstances will it be acceptable to carry out any arboriculture or tree pruning works whilst working from ladders.

What are the main rules to follow when working at height?

- First, as a part of the planning of the work, carry out a Risk Assessment
- Plan to do as much of the work as possible at low level.
- Do not work at height unless it is absolutely unavoidable
- Provide a secure platform which will:
  - be securely footed on stable ground
  - support the weight of the personnel and equipment to be used
  - provide a stable access and will not overturn
  - be secured to an existing structure, where necessary and wherever possible
- Take account of the gradient of the ground, especially where mobile platforms are used
- Provide guard rails to any platform
- Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas

What can be done to help prevent falls?

- Plan all instances of working at height
- Think about where and how the work is to be done
- Where possible use an existing structure, which will allow safe access and provide a safe working platform. Where this is not possible, a safe working platform will need to be provided.
- Consider any lifting and handling requirements needed to carry out the work
- Be aware and prevent possible electric shock dangers that may initiate accidents

Remember to allow adequate clearance when equipment is used, particularly near overhead power lines; and around nearby structures when mobile equipment is being used.

Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height. Domestic grade ladders and step ladders should NOT be used, all ladders used are of the correct type for the specific task, should be inspected before use, subject to regular checks and maintenance, and meet appropriate legislative and equipment standards. These are summarised below:

- Keeping wooden ladders free of paint or any other coating which could hide cracks or splits
- Marking of ladders with a unique number to aid recognition
- Securing and footing of ladders as soon as possible after erection
- Use of ladders at the correct angle (75 degree from horizontal)
- Provision of ladder attachments as necessary
- Marking of safe zones around ladders where persons are working above or below ground, plus use of barriers and warning notices

## Step-Ladders

All step-ladders will be provided and used in accordance with the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All step ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

All work will be planned to take the above standards into account.

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The main hazards associated with step-ladders are:

- ) Unsuitable base, eg unlevelled, packing pieces, loose material etc
- ) Unsafe use of equipment (ie: placed onto on scaffold platforms, roofs etc, where special precautions are not taken)
- ) Overloading
- ) Use of equipment where safer method should be provided
- ) Using defective equipment

Step ladders should only be used for short term work (<30 minutes).

## Ladders

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and has been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe use of Ladders, Step-ladders and Trestles" will be applied to all ladder work.

All work will be planned to take the above standards into account.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects, and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (eg carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders
- Failure of the ladder causing persons or equipment to fall
- Items falling from the ladder
- The ladder touching / earthing an electrical supply
- Slipping of the ladder due to not being correctly secured
- Overloading of the ladder

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

## **Lone Working**

In the event of employees being required to work alone, the following is mandatory:

- I. No lone working will be permitted whilst chainsaws are in use.
- II. Access to contacting assistance (mobile phone or radio device in areas without signal).

- III. The employee is required to inform his immediate line manager of where he is going and for how long. Details shall also be entered into the office diary which is kept by the administrative staff.
- IV. No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
- V. No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
- VI. Employees are required to call the office on a regular basis to confirm their whereabouts.

### **Slips Trips and Falls (on the same level)**

The company is aware of the high incidence of injuries caused by slips, trips and falls and the legal requirement to prevent such. This shall be achieved by:

- Ensuring that the surface of all floors, corridors and external walkways under the control of the company are regularly inspected and made as level, dry, free from ice and suitably treated as far as is reasonably practicable.
- Ensuring that floors, corridors and walkways are kept clean, tidy and free from obstructions, clutter and trailing leads.
- Ensuring that all employees are aware of the serious risks pose by unsafe surfaces and that safety footwear is worn at all times when carrying out fieldwork.

### **Work in Occupied Areas**

The HSWA 1974 and the Management of Health & Safety at Work Regulations 1999 place a duty on employers to ensure the safety and health of persons not in their employment but who may be affected by the company's undertakings. The company's activities may create certain risks to third parties that must be controlled. This shall be achieved by ensuring that:

- I. Signs and barriers are placed around any area where ladder access is required in busy occupied areas and creating an exclusion zone.
- II. Step ladders are to be accessed and used safely, employees are to use the ladders in the A-frame position when alone. Materials held during ladder access are to be reduced to only those required to reduce the risk of articles being dropped onto third parties and colleagues. The use of tool belts or similar should be considered so that the hands may be kept free.
- III. Work equipment is to be kept with employees at all times when working in a host's premises. This is to reduce the risk of trips and falls due to obstructions created by the tools; and to prevent unauthorised persons using the tools and becoming injured in the process.
- IV. Additional vigilance must be paid to occupant safety if there is a risk of children and elderly persons in the vicinity such as carehomes, schools, shops and shopping centres.

- V. Cooperation and coordination between all users of premises and the site controller is essential to ensure a safe site.

## Violence and Harassment

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work. The risks of such instances are to be controlled by arrangements including:

- I. Constant supervision by site representatives in high risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health.
- II. Employees are instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
- III. Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible.
- IV. Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Directors. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR 2013.
- V. Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary.

## Health Surveillance

Groundforce Landscape Ltd will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the employee's employment unless the risk to which the worker is exposed and associated health effects are short term. Health surveillance will be recorded on individual records. Surveillance will include:

- ) Inspections of readily detectable conditions by a competent person
- ) Enquires about symptoms, inspection and examination by a qualified person
- ) Medical surveillance, which may include clinical examinations
- ) Biological effect monitoring

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

A copy of our Employee Health Surveillance Record form is attached.



## Young Persons

Young persons i.e. those under 18 years of age must not use high risk lifting equipment, wood working machinery or power presses unless they have sufficient maturity and competence, or they are undergoing training with adequate supervision.

## Company Vehicles and Mobile Phones

All company vehicles will be maintained in a good roadworthy condition and regularly inspected and serviced in accordance with manufacturers recommendations. All employees are to drive vehicles in full accordance with current road safety legislation.

Employees are reminded that at no time whilst driving should they attempt to answer or make any phone calls using their mobile phones. If any employee needs to make a call whilst on company business, they are to pull off the road and park the vehicle in a safe and secure location where it does not cause an obstruction or hazard for other road users and pedestrians. The same procedure should be followed when answering a call or checking your messages.

## Health & Safety Performance Monitoring and Review

The Director Responsible for Safety and the company's Health and Safety Advisors shall review the company's health & safety performance and the effective implementation of the health & safety policy. The annual review shall cover:

- I. Accident and ill-health incidence monitoring results.
- II. Comparison with the objectives stated in the previous review.
- III. Effects and requirements of new legislation or changes to ACoP's.

Irrespective of time periods, a review shall be conducted in the event of:

- I. Incidence of major accident or serious ill-health to employees or third parties affected by the company's undertaking.
- II. Incidence of HSE enforcement action.
- III. Major change to health and safety arrangements or company activities.

# Section 4

## *Safety Procedures*

## List of Current Safety Procedures

1. Site Tidiness
2. Ladders
3. Electrical Power Tools
4. Electricity
5. Highly Flammable Liquids (HFL's)
6. Liquefied Petroleum Gas (LPG)
7. Mobile Access Equipment (MEWP's)

Further procedures will be developed and added to this list as and when a requirement for such a procedure is identified.

## 1. Site Tidiness

Groundforce Landscape Ltd strongly adhere to the belief that a '**Safe Site is a Tidy Site**'. In this respect every effort shall be taken to keep sites clean and tidy at all times. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

A number of regulations deal with the need for workplaces and accesses to be kept clean and clear of debris and other materials, some examples are:

- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- The Health and Safety at Work etc Act 1974

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations, therefore tidiness is to receive priority on the company sites.

The General Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed and that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the company requirements with regard to storage, clearing up, tidiness etc.

The Works Supervisor will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him are kept in a clean and tidy state.

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe storage, routing and placement of cables, ropes and other materials that have the potential to caused tripping hazards and become entangled around plant, materials or even site operatives.

The Works Supervisor will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

The Works Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

The Works Supervisor will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc to be carried out in accordance with these standards.

## 2. Ladders

All ladders must be provided and used in accordance with the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and has been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

Where ladders are to be used, these must be used in strict accordance with the Work at Height Regulations 2005 and 3 points of contact (ie: 2 feet and 1 hand) must be maintained with the ladder at all times. Ladders should only be used for short duration, non-repetitive works and only then when subject to a specific risk assessment.

The preferred means of access should be a set of podium steps for low level works and a full access scaffold or mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All work will be planned to take the above standards into account.

The General Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Works Supervisor and operatives will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked by the Works Supervisor before use to ensure that there are no defects and will be checked at least weekly while in use on the site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Works Supervisor will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

The Works Supervisor will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (eg carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- ) Not securing the ladder properly
- ) Unsafe use of ladder (over-reaching, sliding down, etc)
- ) Using a ladder where alternative working method should have been adopted
- ) Using a ladder with defects
- ) Unsuitable base to ladder
- ) Insufficient handhold at top of ladder, or at stepping off position
- ) Insufficient foothold at each rung
- ) Using ladder near overhead electrical cables, crane contacts etc
- ) Ladder at unsuitable angle, swaying, springing etc (recommended angle one in four or 70°)
- ) Insufficient overlap of extension ladders

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc by others, particularly children, is prevented.

### 3. Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or another workplace:

- The Electricity at Work Regulations 1989
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment (PPE) Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Vibration at Work Regulations 2005

Guidance on the safe use of electricity on construction sites is found in the following Health and Safety Executive Guidance Notes:

- PM 29 Electrical Hazards from Steam/Water Pressure Cleaners
- PM 32 The Safe Use of Portable Electrical Apparatus
- GS 24 Electricity on Construction Sites
- HS(G) 107 Maintaining portable and transportable electrical equipment

All work will be planned to take the above standards into account and all electrical equipment on company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The General Manager must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites, unless special arrangements are made and discussed with the Health and Safety Executive. Lower voltage tools, lighting etc, may be required in damp or confined situations.

The Works Supervisor will ensure that the temporary electrical supply is installed and tested as planned, while also ensuring that all sub-contractor's equipment is in good condition and tested.

The Works Supervisor must ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by an electrical or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live, steps are therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Power tools must be maintained in good condition, with casing intact and a label fitted showing voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

## 4. Electricity

In addition to the general duty of care every employer has to employees and members of the public outlined in Sections 2 and 3 of the Health and Safety at Work etc Act 1974, specific responsibilities for electrical safety are covered by the Electricity at Work Regulations 1989. The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 are also applicable to work involving electricity.

Further information is available from the following HSE Guidance Notes:

HS(G)85 Electricity at Work: Safe Working Practices  
OS 38 Electrical test equipment for use by electricians  
HS(R)25 Memorandum of guidance on Electricity at Work Regulations 1989

All work will be planned to take the above standards into account.

All electrical work will be planned and carried out by qualified competent electricians.

The General Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The General Manager, in conjunction with the Works Supervisor and electrical contractor, will plan any temporary electricity supply and distribution on site in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply, the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from a 110V source. 240V supplies will not be used.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately.



## 5. Highly Flammable Liquids (HFL's)

Highly flammable liquids are covered by the Dangerous Substances and Explosive Atmospheres Regulations and must be stored and used in accordance with those regulations. This section also applies to the storage of petrol and products containing petroleum on site or other premises.

The Petroleum (Consolidation) Act 2014 and the Petroleum Mixtures Order applies to the storage of petrol and products containing petroleum on site or other premises.

Health and Safety Executive Note CS 2, The Storage of Highly Flammable Liquids, gives advice on the requirements necessary to comply with the regulations and will be complied with on the company sites.

All work will be planned to take the above standards into account.

The General Manager will ensure that suitable storage facilities are provided for highly flammable liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

The contractor will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Works Supervisor will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in storage facilities until required for use.

The Works Supervisor will ensure that fire resistant, absorbent material is available to soak up any spillage of highly flammable liquids and that this material is immediately disposed of safely after use.

The Works Supervisor will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc, are checked at weekly intervals and that any action is taken to rectify and that defects are noted.

Advice will be sought when there is any doubt about precautions required, or where highly flammable liquids are used in large quantities or in unusual situations.

## 6. Liquefied Petroleum Gas (LPG)

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 give the main storage and use requirements for LPG those these regulations have now been replaced by the Dangerous Substances and Explosive Atmospheres Regulations.

A number of official publications deal with the precautions to be adopted in the storage and use of LPG and other compressed gases, in particular HSE Guidance Notes:

DS 4 "The Keeping of LPG in Cylinders and Similar Containers"

CS 5 "The Storage of LPG at Fixed Installations"

CS 5 "The Storage and Use of LPG on Construction Sites"

Leaflet HSE 8 Fires and Explosions due to the Misuse of Oxygen

A number of British Standards cover the colours used for compressed gas cylinders, the construction and materials of fittings, cylinders, hoses etc to be used with LPG and other compressed gases. The LPG Industry Technical Association Public Codes of Practice and advisory literature on the use of cylinders and appliances. Various other advice is published for specialist applications by bodies such as National Joint Council for the Felt Roofing Contracting Industry and so on.

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The General Manager will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used on site/workplace by sub-contractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire Brigade to establish the safe storage and siting facilities.

The General Manager will ensure that any necessary training in the Safe Working Practices, or Emergency Procedures, associated with LPG or compressed gases, is arranged and carried out before work starts.

The Works Supervisor will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

The Works Supervisor will check all storage facilities, appliances, hoses, fittings, connections, fire fighting equipment etc, at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Advice will be sought where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations.

## 7. Mobile Access Equipment

All mobile access equipment (including Mobile Elevating Work Platforms (MEWP's), Telescopic and Articulated Boom Platforms and Mast Platforms) will be used in accordance with:

- The Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015

All work will be planned to take the above standards into account.

Mobile access equipment shall be operated only by persons trained, certificated and competent to do so. Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel made familiar with them.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained with records of the maintenance kept.

The safe working load (SWL) shall be clearly displayed and must not be exceeded.

The condition of the surface on which equipment is to operate shall be checked for its suitability and stability and equipment shall not be permitted to be operated on excessively uneven or sloping ground in accordance with the manufacturer's recommendations.

Equipment shall be installed, modified and dismantled only by competent persons.

Adequate barriers shall be installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower, or 9m to a cable on a wooden pole, except by arrangement with the electricity company. Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. Due consideration shall be given to the effects of inclement weather, including high winds in siting and using the equipment.

At the end of each day, platforms should be cleared of all tools and materials, isolated from power and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be securely clipped to a suitable part of the platform.

Care must be taken when traveling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform. Only platforms which have been designed to travel whilst elevated shall be used in such a manner.

Mobile access equipment must not be used as a jack, prop, tie or other support, as a crane or lifting appliance, or primarily for the transfer of goods or materials.

# Section 5

## *Risk Assessment Policy*



# **RISK ASSESSMENT POLICY AND ARRANGEMENTS**

## FIVE STEPS TO RISK ASSESSMENT

1. Identify the potential hazards.
2. Determine the Likelihood and Consequence of the risk.
3. Decide on the necessary action, though wherever possible the hazard should be eliminated.

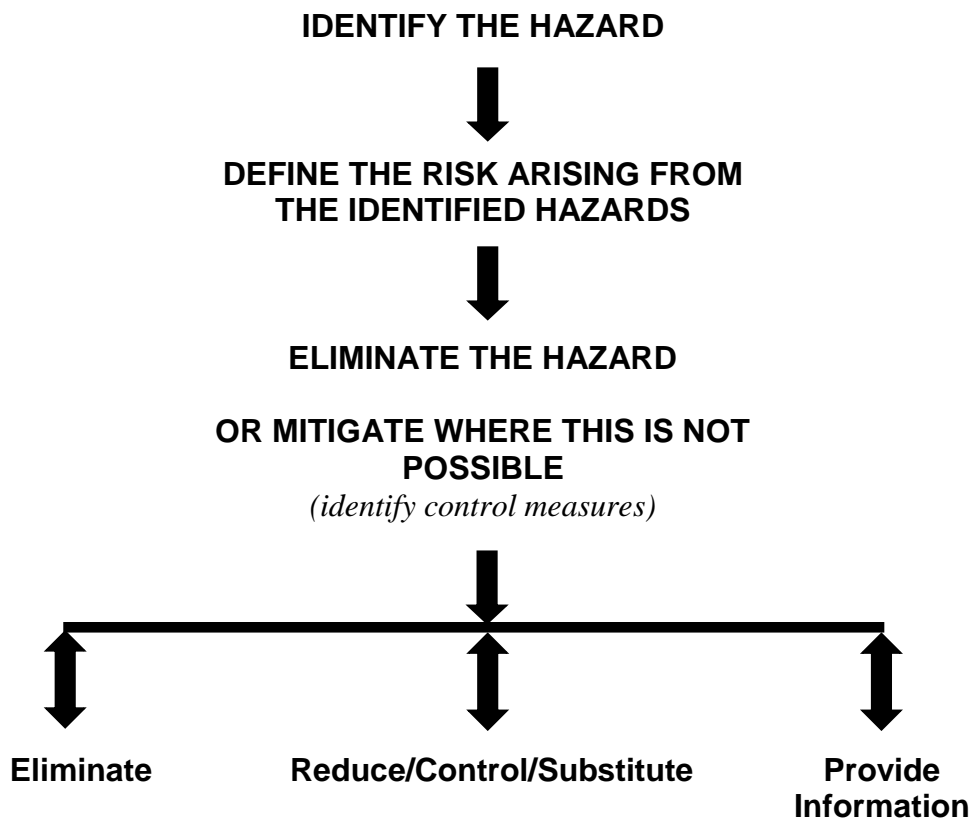
*Can the hazard be removed completely/could the job be done in a different way or with an alternative material? If it can, change the job/process to eliminate the risk.*

*If the risk cannot be eliminated, can it be controlled or the effects reduced? Follow the principles of prevention and protection.*

4. Implement your decisions and record the findings on design risk assessments and drawings.
5. Regularly review your assessment and revise it if necessary, and ensure sufficient information is provided to the contractor and others.

Finally remember to communicate the risks to others in the team.

The process which you consciously or unconsciously undertake is:



Risk assessments are a structured method to identify, control or mitigate the hazards/risks produced by our activities or work. Risk assessments and the decisions made require formal recording. Risk assessments go beyond

hazard identification and must involve analysis to evaluate risk levels, to eliminate these, or to take all reasonable steps to reduce the level of risk.

Risk assessment methods vary in their complexity. Client need or statutory requirements may require more complex methods of risk assessment.

### **Hazard Identification**

The process of risk management starts with an effective means of identifying hazards. Experience and relevant knowledge are important elements in the identification of hazards and competent resources will need to be allocated to this activity.

It may not always be possible to identify every hazard for every activity on every project, however, a structured and systematic approach will help you to identify as many hazards as possible. Try using a combination of the following techniques, though remember that there is no substitute for experience: -

- ) Brainstorming
- ) Hazard identification checklists
- ) Review of similar examples
- ) Worst cases scenarios
- ) Interviews
- ) Peer reviews
- ) Research into past incidents/accidents

You should always document the hazards identified in your risk assessment documentation. This may, where appropriate result in a project risk register.

### **Risk Assessment Table**

There are many methods of assessing health and safety risks in terms of numerical value or ratings. Most are based on the principle:

Likelihood x Severity of consequence = Risk Rating

In order to assess risk, you need first to identify the likelihood of something occurring and the potential consequences.

The table shown below illustrates one method of calculating risk.

LIKELIHOOD			CONSEQUENCE		
Title	Description	Scale	Title	Description	Scale
Probable	Likely to occur several times in the relevant period.	3	Catastrophic	Death or total systems loss	5
			Critical	"Specified" injury or illness. Major damage Environmental impact	4
Occasional	Likely to occur at least once in the relevant period	2	Serious	Loss of time/injury Illness or damage	3
			Marginal	Environmental impact First Aid Accident Routine maintenance repair	2
Remote	Unlikely to occur in the relevant period	1	Negligible	Very minor Little consequence	1

As with hazard identification, it is important that persons with the appropriate level of knowledge and experience identify the likelihood and consequence for each hazard. If you feel unsure about the classification of the likelihood and consequence of a hazard occurring, discuss it with a colleague or other safety advisor.

Having determined the applicable scales for the consequence and likelihood of occurrence for each hazard, the level of risk is determined by simply multiplying out the resultant scales.

The risk is then assessed against the table below in order to determine the action to be taken. The required aim is to eliminate the risk or reduce the risk to "as low as reasonably practicable" before accepting the risk as manageable.

	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1
<b>Score</b>	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)				
<b>5 &amp; 10+</b>	<b>High Risk</b> - Not acceptable. Apply mitigation to eliminate or reduce risk - Seek approval if significant risk remains.				
<b>6-9</b>	<b>Medium Risk</b> - Apply mitigation to eliminate or reduce risk - Seek approval if risk cannot reasonably practicably be reduced below this category.				
<b>1-4</b>	<b>Low Risk</b> - May be accepted if all reasonably practicable control measures are in place.				



Having categorised the health and safety risks, the next thing to do is to record the hazards in your risk assessment and determine the risk and what to do about them. This requires designers to consider the hazards and their effects and where possible they should amend the design to eliminate such hazards.

Where the elimination of hazards is not practical, appropriate control measures should be considered and the design amended to take account of them. It is then necessary to reassess the risk in order to establish the residual risk associated with the hazard. In some cases, the control measure itself may introduce additional hazards that also need to be assessed.

# Section 7

*Contractors (Health, Safety & Welfare) Start-up Procedures*

## Contractors (Health, Safety & Welfare) Start-up Procedures

These procedures deal primarily with the control and management of contractors undertaking work on behalf of the company. The reason for controlling contractors is simple in that many accidents happen to contractors and others when working on other people's sites, sometimes this is due to a lack of information about the premises, what goes on within them or what is required of them while they are on the premises. Alternatively, it may be due to a lack of knowledge, training, skill or resources on behalf of the contractor.

The overriding reason for managing and controlling contractors is therefore to try and eliminate accidents

by ensuring the selection of appropriate and competent contractors and through the exchange of information between the various parties.

The process of controlling contractors therefore aims to:

- ) Provide protection to all employees of the contractor and client, as well as members of the public and others affected by the works.
- ) Safeguard plant, equipment and property.
- ) Provide an exchange of information between the client, contractor and other relevant parties, with regards to the hazards and risks associated with the works.

The requirement for the control process is reinforced by specific statutory legislation, including:

- ) Health and Safety at Work Etc Act 1974 (Section 3)
- ) Management of Health and Safety at Work Regulations 1999
- ) Workplace (Health, Safety and Welfare) Regulations 1992

The company will only appoint contractors to undertake work on their projects who are competent and adequately resourced to take on the particular type of work involved in any project. Most contractors utilised by the company have a satisfactory track record of working directly with us on a selection of similar projects. Their competence and areas of skill/expertise is therefore generally well known to the company and such organisations are selected on the basis of past experience and knowledge of the organisation, though periodic checks must still be made. Where a organisation which is not known to us, their track record in terms of safety competency, accident records, history of completed projects and client references will be obtained and reviewed prior to any decision being made. This review should include a review of the organisations health and safety policy and procedures where more than 5 persons are employed and followed up with an interview where considered appropriate to demonstrate more fully the organisations capabilities and competence.

Once appointed all contractors need to be made aware of the potential hazards and risks associated with the project, as in the same manner Groundforce Landscape Ltd will need to know of any additional hazards likely to be generated as a result of the working methods of the contractor. The following Contractor (Health, Safety & Welfare) Start-up Form and Emergency Procedures Form will therefore be completed as far as possible by Groundforce Landscape Ltd and issued to the contractor for review and completion prior

to the implementation of any works. This provides a simple mechanism to help ensure an exchange of safety related information as required by the above legislation.

Following the appointment of any contractor Groundforce Landscape Ltd will continue to liaise with the contractor, not only on technical matters, but also on any safety and management related issues necessary to facilitate the works in a safe and controlled manner.

## Contractors (Health, Safety & Welfare) Start-up Form

Site: .....

Principal Contractor: ..... Name of Works Supervisor: .....

Information issued by Groundforce Landscape Ltd to ..... Date: .....

The following shared welfare facilities are provided on site:	Hand washing facilities Toilets Hot and cold running water Rest room ..... .....
You are required to provide the welfare facilities for the exclusive use of your employees:	First aid facilities Change of clothing where required Clothes drying facilities where required ..... .....
Please state name of your competent person:	
Are all persons trained, experienced and competent in the type of works to be undertaken:	
Specific site rules as set out by the Principal Contractor and/or client include:	
Permits to Work will be required for the following activities:	
Hazards specific to this project include:	
All tools, plant, materials and equipment required to complete the works are to be provided/procured and maintained your organisation, with the exception of the following:	
It is a requirement of your appointment that our safety policies and where appropriate those of the Principal Contractor and Client, are followed at all times. Please confirm that this is acceptable:	
The following hazardous substances and/or materials may be encountered or used during the work process:	
Please state any additional information you require:	
Please state any specific hazards or safety issues which may be generated by your work activities:	
On behalf of ..... I acknowledge receipt of the above information and will ensure that it is adhered to throughout all stages of the project.	Signed: ..... Date: ..... Name: ..... Position: .....

## Emergency Plan and Procedures

1. The Site Emergency Co-ordinator is:  Tel:

2. The emergency contact list form has been completed and displayed on Site.

3. Contact has been established with the following Emergency Service organisations:

<u>Service</u>	<u>Contact Location</u>	<u>Contact Tel No</u>	<u>Contact Name</u>
Police			
Fire			
Ambulance			
Environment Agency			
The HSE (local office)			
<i>(Insert OTHERS) eg: Gas, Electricity and Water.</i>			

4. The Client operates the following emergency procedures on the Site:  
*(List HERE)*

5. Emergency assembly points are identified with signs and are located at:  
*(List HERE)*

6. The senior person to assist with incident liaison and public relations is:

<b>Name:</b>	<input style="width: 90%; height: 20px;" type="text"/>	<b>Tel No Work:</b>	<input style="width: 90%; height: 20px;" type="text"/>
<b>Position:</b>	<input style="width: 90%; height: 20px;" type="text"/>	<b>Tel No Mobile:</b>	<input style="width: 90%; height: 20px;" type="text"/>

7. The Personnel trained to assist in Emergency Incident Co-ordination are:  
*(List HERE)*

8. The delegated out of hours contacts are:

<b>Name:</b>	<input style="width: 90%; height: 20px;" type="text"/>	<b>Tel No:</b>	<b>Home:</b>	<b>Mobile:</b>
<b>Name:</b>	<input style="width: 90%; height: 20px;" type="text"/>	<b>Tel No:</b>	<b>Home:</b>	<b>Mobile:</b>
<b>Name:</b>	<input style="width: 90%; height: 20px;" type="text"/>	<b>Tel No:</b>	<b>Home:</b>	<b>Mobile:</b>

9. This Emergency Plan is reviewed \*monthly/quarterly by:

(\*Delete as appropriate)

# Section 8

## *Health and Safety Induction Record/Checklist*

**HEALTH AND SAFETY INDUCTION RECORD/CHECKLIST**

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Start date:** \_\_\_\_\_

*Initial induction should be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.*

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the <i>Company's Health and Safety Policy</i> been explained to the new starter and a copy provided? 1.2 Have they been told where their nearest Health and Safety Notice Board is? 1.3 Have they been instructed where to go to obtain health and safety assistance?			
2. Emergencies and Fire Arrangements	Yes	No	Comments
2.1 Has the new starter been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building? 2.2 Have you explained where the fire assembly point is and the role of the Fire Marshals? 2.3 Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?			
3. Welfare Facilities & First Aid	Yes	No	Comments
3.1 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, emergency showers etc (as appropriate)? 3.2 Have you pointed out the location of the nearest first aid box, first aid room (if provided) and told them who the local first-aiders are (and how to contact them)?			
4. Accidents and Hazard Reporting	Yes	No	Comments
4.1 Have you explained the incident / accident reporting procedure and how to report a hazard? 4.2 Have you pointed out the location of the nearest Emergency Telephone and the emergency numbers?			



5. Risk Assessments & Training	Yes	No	Comments
<p>5.1 If the work of the new starter involves a significant amount of DSE use, has their DSE workstation been assessed by the DSE assessor?</p> <p>5.2 Have you discussed the following issues with the new starter, where these are appropriate to their work:</p> <ul style="list-style-type: none"> <li>i. General workplace, workshop or laboratory health &amp; safety (housekeeping, safe storage, local rules etc)?</li> <li>ii. Safe lifting techniques?</li> <li>iii. Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?</li> <li>iv. Safe use &amp; maintenance of machinery and equipment, including pointing out the safety features?</li> <li>v. Electrical safety?</li> <li>vi. Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?</li> </ul> <p>5.3 Have the H&amp;S training needs of the new starter been identified?</p>			
6. Work Outside Hours and Prohibitions	Yes	No	Comments
<p>6.1 Have you explained the policy on work outside normal working hours?</p> <p>6.2 Where appropriate, have you explained which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?</p>			
7. Personal Protective Equipment	Yes	No	Comments
<p>7.1 Have you informed them of any activities for which personal protective equipment or other safety equipment is required and why it must be used?</p> <p>7.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?</p> <p>7.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?</p>			

8. List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new starter:

Declaration

*I certify that the above health and safety induction subjects have been explained:*

Induction conducted by:  
*(please include job title)*

Date

Employee name / signature:

Date

# Appendix A

## Miscellaneous Forms

*Daily Climbing Checklist*

*Daily Arboriculture Checklist*

*DSE Assessment Form*

*PPE Issue Record*

*Employee Safety Training Record*

*Manual Handling Operations Risk Assessment Checklist*

*Health Surveillance Record*

*Accident Report Form*

# Daily Climbing Checklist

## Daily Climbing Checklist & Personal Protective Equipment Formal Visual and Combined Inspection

No	Item	Comments	Ok to use	Signature
1	<b>Safety helmet</b> with a suitable chinstrap when climbing.			
2	<b>Eye protection</b> (a mesh visor).			
3	Hearing protection			
4	<b>Gloves</b> with protective guarding on the back of the left hand for ground use of chainsaws Chainsaw gloves are not essential for chainsaw use in trees.			
5	<b>Leg protection</b> and groin protection (Type C for climbers, Type A or C for ground staff) incorporating chain-clogging material			
6	<b>Protective boots</b> with good grip and protective guarding at front vamp and instep			
7	<b>Non-snag outer clothing.</b> The use of high-visibility clothing may also be appropriate.			
8	<b>first-aid kit</b> including a large wound dressing			
9	<b>Climbing rope and strops</b> suitable for tree climbing must have a minimum diameter of 10 mm,			
10	<b>Karabiners</b> that are used to connect the harness to the lifeline must have a spring-loaded, self-locking gate that requires at least three distinct movements to open it.			
11	<b>climbing irons</b>			
12	<b>friction hitches</b> are subject to high levels of wear and should be replaced regularly			
13	<b>Ladders</b> must be checked for defects before use.			
14	<b>wire-reinforced strop</b>			
15	Lowering kit			

Climbing equipment must be checked every time before use. For example, the climbing rope, climbing rope hitches, climbing irons and rope strops must be given a close visual and tactile inspection along their complete length looking for:

**Cuts, Frays, Glazing, Condition of eye splices, Any other defects.**

# Daily Arboriculture Checklist

	Who is at Risk?	Initial Risk Rating	Normal Control Measures (Brief description and/or reference to source of information).	Are Control Measures Y/N/NA		Additional Control Measures (to take account of local/individual circumstances).	Residual Risk Rating
				In Place	Adequate		
Contact with cutter / Injury may be severe			) Saw blade or machine cutter(s) enclosed by adjustable guards to the greatest degree possible				
Ejection of wood / Impalement			) Splitting (riving) knife in place at all circular saws. Anti-kick-back devices on planer/surfacing machines				
Moving belt drive / Trapping			) Securely fixed guards in place all over drive mechanisms				
Wood dust / Injury by inhalation, flammable atmosphere created			) Local exhaust ventilation removes dust from machine ) Good housekeeping so as to remove dust deposits from surfaces				
Noise / Hearing damage			) The area is designated a hearing protection zone				
Electricity / Electric shock			) Readily accessible emergency stops and other controls. ) Earth leakage circuit breakers for all machinery ) All machines have lockable isolators and are locked off and only used by authorised trained persons				
Sharp hand tools / Injury, Cuts			) Tool storage controlled and tools allocated under supervision				
<b>REVIEWS:</b>							
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>		<b>COMMENTS:</b>				

# DSE ASSESSMENT FORM



## DSE Workstation Assessment Checklist

<b>Workstation location and I.D. number (if applicable)</b>	
<b>User:</b>	
<b>Checklist completed by:</b>	
<b>Assessment checked by:</b>	
<b>Date of assessment:</b>	
<b>Any further action needed? Please summarise details</b>	
<b>Follow-up action completed on:</b>	

This checklist can be used as an aid to complete Display Screen Equipment (DSE) risk assessments and to help comply with the Health and Safety (Display Screen Equipment) Regulations.

The checklist should be given to individual DSE Users to complete, then completed forms should be reviewed by the DSE Assessor to identify any problems that require further attention.

Please work through the checklist, ticking either the 'yes' or 'no' column against each risk factor

- ) 'Yes' answers require no further action
- ) 'No' answers will require investigation and/or remedial action by the DSE assessor. They should record their decisions in the 'Action to take column'. Assessors should check later that the actions taken have resolved the problem.

The diagram in the Appendix provides a guide to setting up DSE workstations correctly. This can be given to DSE users and posted on the company's health and safety notice board.

Risk Factors	Yes	No	Things to consider	Action to take
<p><b>1.Display screens</b></p> <p>Are the characters clear and readable?</p> <p>Is the text size comfortable to read?</p> <p>Is the image stable, free from flicker and jitter?</p> <p>Is the screen’s specification suitable for its intended use?</p> <p>Is the brightness and/or contrast adjustable?</p> <p>Does the screen swivel and tilt?</p> <p>Is the screen free from glare and reflections?</p> <p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Make sure screen is clean. Check that text and background colours work well together.</p> <p>Software settings may need adjusting to change text size.</p> <p>Try using different screen colours to reduce flicker eg darker background and lighter text. If problems still exist consult IT.</p> <p>Intensive graphic work or work requiring fine attention to small details may require large screens.</p> <p>Separate adjustment controls are not essential provided the user can read the screen easily.</p> <p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen/desk and/or shield the screen from source of reflections.</p> <p>Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones. Only consider anti-glare filters as a last resort.</p>	
<p><b>2. Keyboards</b></p> <p>Is the keyboard separate</p>			<p>This is a requirement, unless</p>	

Risk Factors	Yes	No	Things to consider	Action to take
<p>from the screen?</p> <p>Does the keyboard tilt?</p> <p>Is it possible to find a comfortable keying position?</p> <p>Does the user have good keyboard technique?</p> <p>Are the characters on the keys easily readable?</p>			<p>the task makes it impracticable (eg where there is a need to use a portable).</p> <p>Tilt need not be built in.</p> <p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>User may require further training to prevent:</p> <ul style="list-style-type: none"> <li>) hands bent up at wrist;</li> <li>) hitting the keys too hard;</li> <li>) overstretching the fingers.</li> </ul> <p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	
<p><b>3. Mouse, trackball etc</b></p> <p>Is the device suitable for tasks it is used for?</p> <p>Is the device positioned close enough to the user?</p>			<p>If the user is having problems, try a different device. There are a variety of shapes and sizes available. Alternative devices like touch screens may be better for some tasks.</p> <p>Most devices are best placed as close as possible eg right beside the keyboard. Training/reminders may be needed to:</p> <ul style="list-style-type: none"> <li>) prevent arm overreaching;</li> <li>) not to leave hand on the device when it is not being used;</li> <li>) encourage a relaxed arm and straight wrist.</li> </ul>	

Risk Factors	Yes	No	Things to consider	Action to take
<p>Is there support for the device user's wrist and forearm?</p> <p>Does the device work smoothly at a speed that suits the user?</p> <p>Can the user easily adjust software settings for speed and accuracy of pointer?</p> <p><b>4. Furniture</b></p> <p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <p>Can the user comfortably reach all the equipment and papers they need to use?</p> <p>Are surfaces free from glare and reflection? Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p>			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p> <p>Cleaning may be required eg mouse ball and rollers</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p> <p>Users may need training in how to adjust device settings.</p> <p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p> <p>Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p> <p>Consider mats or blotters to reduce reflections and glare.</p> <p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

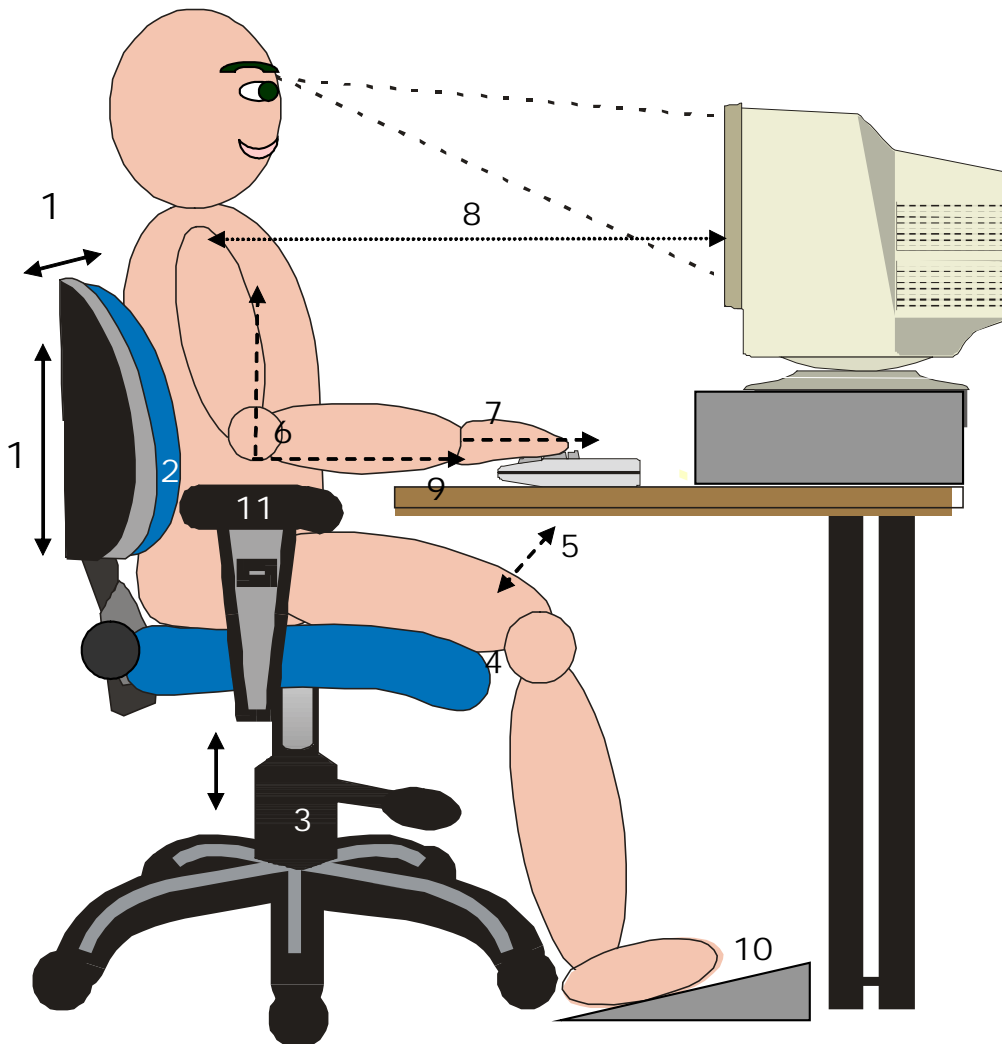
Risk Factors	Yes	No	Things to consider	Action to take
<p> <input type="checkbox"/> seat back height and tilt adjustment?  <input type="checkbox"/> seat height mechanism?  <input type="checkbox"/> swivel mechanism?  <input type="checkbox"/> castors or glides?                       Is the chair adjusted correctly?                               Is the small of the back supported by the chair's backrest?                        Are the forearms horizontal and eyes at roughly the same height as the top of the DSE screen?                        Are the feet flat on the floor, without too much pressure from the seat on the backs of the legs?                 </p>			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of the chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p> <p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p> <p>Adjust the chair height to get the user's arms in the right position, then adjust the DSE height if necessary.</p> <p>If not a foot rest may be needed.</p>	
<p><b>5. Software</b> Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using software.</p> <p>Software should respond quickly and clearly to user input, with adequate</p>	

Risk Factors	Yes	No	Things to consider	Action to take
<p><b>6. Environment</b> Is there enough room to change position and vary movement?</p> <p>Is the lighting suitable, eg, not too bright or too dim to work comfortably?</p> <p>Does the air feel comfortable?</p> <p>Are levels of heat comfortable?</p> <p>Are the levels of noise comfortable?</p> <p><b>7.General</b> Has the checklist covered all</p>			<p>feedback, such as clear help messages</p> <p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p> <p>Users should be able to control the light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (ensure lights do not cause glare by reflecting off walls or other surfaces.</p> <p>DSE and other equipment can dry the air.</p> <p>Circulate fresh air if possible.</p> <p>Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p> <p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can users be moved away from the heat source?</p> <p>Consider moving sources of noise eg printers away from user. If not, consider soundproofing.</p>	

Risk Factors	Yes	No	Things to consider	Action to take
<p>the problems you may have working with DSE?</p> <p>Can you confirm that you do not experience discomfort or other symptoms which you attribute to working with DSE?</p> <p>Have you been advised of your entitlement to eye and eyesight testing?</p> <p>Do you take regular breaks working away from DSE?</p>				
<p><b>Please write details of any problems here:</b></p>				

## Ideal seated position for DSE work

1. The seat back rest should be adjusted so you are sitting upright
2. Good lumbar support should be achieved (i.e. the lower back should be supported)
3. Seat height should be adjusted to achieve 4 – 7 below
4. There should be no excess pressure on the underside of your thighs and back of knees.
5. There should be room under the desk to allow changes in posture (no obstacles)
6. Forearms should be horizontal and elbows approximately at right angles
7. There should be minimal bending of the wrists and hands, they should be horizontal
8. Screen should be at arms length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight
9. Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard
10. A foot support should be provided if your feet do not now touch the ground
11. If seat arm-rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height





## PPE ISSUE RECORD

**PERSONAL PROTECTIVE EQUIPMENT  
ISSUE RECORD**

<b>EMPLOYEE NAME</b>	
<b>WORK LOCATION</b>	
<b>PREMISES/DIVISION/UNIT</b>	

The personal protective equipment (PPE) listed below is issued to you in accordance with the Management of Health and Safety at Work Regulations 1999 and The Personal Protective Equipment (PPE) Regulations 2002.

It is your responsibility to:

1. Wear and use each item of PPE in accordance with the manufacturers instructions and any training given.
2. To clean and store the PPE correctly.
3. To report any defects when discovered and to obtain replacements.

Type of PPE	Date Issued	Signature

## EMPLOYEE SAFETY TRAINING RECORD



# MANUAL HANDLING OPERATIONS RISK ASSESSMENT CHECKLIST

Manual Handling Operations Risk Assessment Checklist

**Section A - Preliminary:**

*\* Circle as appropriate*

Job Description:	Is an assessment needed? (i.e. is there a potential risk for injury and are the factors beyond the limits of the guidelines?)  Yes/No*
------------------	---

If 'Yes' continue. If 'No' the assessment need go no further.

Operations covered by this assessment (detailed description):  Locations:  Personnel involved:  Date of assessment:	Diagrams (other information):
---	-------------------------------

**Section B - See over for detailed analysis**

**Section C - Overall assessment of the risk of injury? Low / Med / High\***

**Section D - Remedial action to be taken:**

Remedial steps that should be taken, in order of priority: 1  2  3  4  5  6	
Date by which action should be taken:	
Date for reassessment:	
Assessor's name:	Signature:

**TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT**

<b>Section B - More detailed assessment, where necessary:</b>					
Questions to consider:	If yes, tick appropriate level of risk.			Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action. (Possible changes to be made to system/task, load, workplace/ space, environment. Communication that is needed)
	Low	Med	High		
<b>The tasks</b> - do they involve: <input type="checkbox"/> holding loads away from trunk? <input type="checkbox"/> twisting? <input type="checkbox"/> stooping? <input type="checkbox"/> reaching upwards? <input type="checkbox"/> large vertical movement (from floor level)? <input type="checkbox"/> long carrying distances (over 10 metres)? <input type="checkbox"/> strenuous pushing or pulling? <input type="checkbox"/> repetitive handling (over 30 times an hour)? <input type="checkbox"/> prolonged physical effort (more than one hour)? <input type="checkbox"/> insufficient rest or recovery? <input type="checkbox"/> insufficient assistance (team handling required)? <input type="checkbox"/> a rate imposed by a process?					
<b>The loads</b> - are they: <input type="checkbox"/> heavy? <input type="checkbox"/> bulky/unwieldy? <input type="checkbox"/> difficult to grasp? <input type="checkbox"/> unstable/unpredictable (inc. contents)? <input type="checkbox"/> intrinsically harmful (e.g. sharp/ hot)? <input type="checkbox"/> lacking adequate handles, etc. or difficult to grip? <input type="checkbox"/> difficult to see round or over? <input type="checkbox"/> needing sealed lids or closures? <input type="checkbox"/> containing dangerous/fragile/caustic materials?					
<b>The working environment</b> - are there: <input type="checkbox"/> constraints on posture? <input type="checkbox"/> poor floors? <input type="checkbox"/> variations in levels? <input type="checkbox"/> hot/cold/humid conditions? <input type="checkbox"/> strong air movements/adverse weather conditions? <input type="checkbox"/> poor lighting conditions? <input type="checkbox"/> difficulties with storage (too high, too low, awkward access)? <input type="checkbox"/> obstructions to movement and handling?					
<b>Individual capability</b> - does the job: <input type="checkbox"/> require unusual capability? <input type="checkbox"/> hazard those with a health problem? <input type="checkbox"/> hazard those who are pregnant? <input type="checkbox"/> call for special information/training?					
<b>Other factors:</b> Is movement or posture hindered by clothing or personal protective equipment?					
<b>No. in each category:</b>  <b>Risk factor multiplier</b>  <b>Column Scores</b>	x 1	x 2	x 3	Total Score = <input style="width: 40px; height: 20px;" type="text"/> Risk Category = <input style="width: 40px; height: 20px;" type="text"/>	LOW = 20 MED = 21-29 HIGH = 30+

# HEALTH SURVEILLANCE RECORD



**PRIVATE & CONFIDENTIAL**

# Health Surveillance Record

<b>Organisation Name:</b>		<b>Employees Name :</b>		<b>Job Title:</b>	
Groundforce Landscape Ltd					
<b>National Insurance No:</b>	<b>Male/Female:</b>	<b>Nationality:</b>	<b>Date of Birth:</b>		
<b>Brief description of work carried out:</b>					
<b>Type of health surveillance used:</b>		<b>Results of the examination/test:</b>		<b>Signature:</b>	<b>Date:</b>
<b>General Comments :</b>					
<b>Signature:</b>				<b>Date:</b>	

# ACCIDENT REPORT FORM



# EQUIPMENT INSPECTION REGISTER

**EQUIPMENT INSPECTION REGISTER**

<b>Equipment Type:</b>	<b>Identification Number:</b>	<b>Storage Location:</b>	<b>Designated Uses:</b>	<b>Designated Users:</b>	<b>Personal Responsible For Inspection:</b>	<b>Inspection Frequency:</b>

<b>INSPECTION DATE</b>	<b>PASS/FAIL</b>	<b>ACTION TAKEN</b>	<b>SIGNATURE</b>

NOTE: Equipment, which fails, must be taken out of use immediately and prominently labelled until it has been repaired or disposed of.  
 Equipment, which cannot be satisfactorily repaired, must be destroyed and the method of disposal must be recorded in the register.

# PORTABLE APPLIANCE TEST REGISTER

### PORTABLE APPLIANCE TEST REGISTER

DATE	EQUIPMENT	ITEM REF.	TEST COMMENTS	SIGNATURE

# Appendix B

*Glossary of Safety Terms  
Key Health and Safety Acts and Regulations*



## GLOSSARY OF SAFETY TERMS

**ABSOLUTE DUTY:** No defence available against non-compliance with statutory requirements.

**ACCIDENT:**

- )] An unplanned unexpected event which may result in loss, injury or damage.
- )] Contact with energy resulting in a loss (injury, damage).
- )] Contact with substances resulting in a loss.
- )] Or any combination of the above.

**ACM:** Asbestos Containing Material.

**ALLERGEN:** An antigen (molecule capable of being recognised by the immune system) that causes an allergic reaction.

**APPOINTED PERSON:** One who is trained in accordance with the appropriate schedule, competent to carry out the duties and appointed in writing.

**APPROVED CODE OF PRACTICE (ACOP):** A Code of Practice (COP) prepared by management, unions and/or the HSE, that has been approved and accepted by The Health and Safety Commission (HSC). ACOP have a special legal status and failure to comply with their recommendations could lead to a prosecution.

**CARCINOGEN:** A substance or physical agent that causes cancer.

**CARCINOGENIC:** Inherent potential of a substance or physical agent to be a carcinogen.

**CODE OF PRACTICE:** A body of rules for Practical Guidance only and not having the force of law although failure to comply may be used in evidence in legal proceedings.

**COMPETENT PERSON:** A practical and reasonable person with sufficient documented training and experience, who knows what to look for, how to recognise it when they see it, and how to deal with it to make it safe. They also know and work within the limits of their competence.

**COSHH:** Control of Substances Hazardous to Health.

**DANGER:** A state or condition in which personal injury and/or asset damage is reasonably foreseeable.

**DERMATITIS:** Inflammation of the skin. When the condition is due to contact with a substance at work it is called 'occupational' or 'industrial' dermatitis.

**DSE REGULATIONS:** Health and Safety (Display Screen Equipment) Regulations 1992.

**ERGONOMICS:** The study of the relationship between workers and their occupation, equipment and environment and particularly, the application of anatomical, physiological and psychological knowledge to the problems arising there from.

**ERROR:** Mistake; error of judgement leading to action resulting in an accident and its subsequent effects.

**ERROR RATE PREDICTION:** A forecast of the possibility of error based on statistical data.

**FIRE PRECAUTIONS:** The measures taken and the fire protection features provided in a building (e.g. design, systems, equipment and procedures) to minimise the risk to the occupants from and outbreak of fire.

**FIRE PREVENTION:** The concept of preventing outbreaks of fire, of reducing the risk of fire spreading and of avoiding danger to persons and property from fire.

**FIRE RISK ASSESSMENT:** A fire risk assessment is an organised look at what, in your work activities and workplace, could cause harm to people. This will allow you to consider whether you have taken enough

precautions or should do more to avoid harm. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is acceptably low.

**FIRST AID:** The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities or materials available at the time.

**FREQUENCY RATE:**

$$\frac{\text{Number of injuries in the period} \times 100,000}{\text{Total hours worked during the period}}$$

**HARM:** Injury or damage.

**HAZARD:** Something with the potential to cause harm.

**HSC:** Health and Safety Commission

**HSE:** Health and Safety Executive

**HSWA:** Health and Safety at Work etc Act 1974.

**INCIDENCE RATE:**

$$\frac{\text{Total number of accidents} \times 1000}{\text{Number of persons employed during the period}}$$

**INCIDENT:** An event where there is no shown damage, injury or loss, but which may cause problems to an organisation.

**LOCK-OFF:** A system whereby controls such as switches or valves can be physically and intrinsically locked in the 'OFF' position as part of a SAFE SYSTEM of work.

**LOLER:** Lifting Operations and Lifting Equipment Regulations 1998.

**LOSS:** Personal injury and/or asset damage.

**MANAGEMENT REGULATIONS (or MHSWR):** Management of Health and Safety at Work Regulations 1999.

**MANUAL HANDLING:** Any means of transporting or supporting a load manually. Lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

**MEAN DURATION RATE:**

$$\frac{\text{Total number of days lost}}{\text{Total number of accidents during the period}}$$

**MEANS OF ESCAPE:** Structural means whereby a safe route is provided for persons to travel unaided from any point in a building to a place of safety.

**MISTAKE:** A human action that produces an unintended result.

**NARCOTIC:** Agent that depresses brain functions ea. organic solvents.

**NEAR MISS:** An incident, which does not show a visible result, but had the potential to do so.

**NEGLIGENCE:** The omission to do something, which a reasonable person, guided upon those considerations which ordinarily regulate the conduct of human affairs would do, or something, which a prudent and reasonable man would not do.

**PERMIT TO WORK:** A formal written or verbal authority to operate a planned procedure, which is designed to protect personnel, working in hazardous areas or activities. Authority for a safe system of work.

**POLICY:** A statement of corporate intent, which will be adopted and pursued as advantageous or expedient.

**PPE:** Personal Protective Equipment (ie: hard hat, gloves, safety goggles, gas monitor etc)

**PRACTICABLE:** Technical feasibility without reference to costs.

**PUWER:** Provision and Use of Work Equipment Regulations 1998.

**QUALIFIED WORKER:** One who is accepted as having the necessary physical attributes, who possesses the required intelligence, training and education, and has acquired the necessary skill and knowledge to carry out the work in hand to satisfactory standards of safety, quantity and quality.

**QUANTIFIED RISK ASSESSMENT:** Resulting from calculations allied to error rate predictions.

**REASONABLY PRACTICABLE:** A computation made in which the quantum of risk is placed on one scale, and the disadvantages involved in the measure necessary for averting the risk is placed upon the other. A balance between: risk and cost, inconvenience, effect on production.

**RIDDOR:** Reporting of Injuries Diseases and Dangerous Occurrences Regulations.

**RISK:** The potential for harm, not actual harm. Risk reflects both the likelihood that harm and/or damage will occur and its severity.

**RISK ASSESSMENT:** A process where hazards are identified and risks evaluated, with the objective of eliminating or reducing the risks as low as is reasonably practicable.

**SAFE SYSTEM OF WORK:** A method of working that eliminates or reduces the risk of injury.

**SAFETY AUDIT:** Monitoring of the implementation of a safety policy by subjecting each area of an activity to a systematic critical examination with the purpose of minimising loss, and providing a quantified assessment of performance.

**SAFETY CASE:** Formal explanation of methods to be adopted to reduce risk of accident often used in high potential risk situations - e.g. Rail, Petro-chemical, Nuclear Installations.

**SAFETY COMMITTEE:** A committee representative of all staff with the objective of promoting co-operation in investigating, developing and carrying out measures to ensure the health, safety and welfare of the employees.

**SAFETY CULTURE:** This term has no widely agreed definition. It may be described as a product of the individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of an organisations health and safety programmes.

**SAFETY INSPECTION:** Systematic assessment of safety standards for plant, place of work, working. Carried out by a manager and not a safety adviser/engineer.

**SAFETY MANAGEMENT SYSTEM (SMS):** Management of Safety in order to promote a strong Safety Culture and achieve high standards of safety performance.

**SAFETY MONITORING:** Periodic checks on observance of corporate safety standards and procedures.

**SAFETY POLICY:** A legal requirement on an employer to prepare, and keep up to date a written statement of their policy regarding the health and safety of their employees. The requirement for a written statement is for 5 or more employees.

**SAFETY REPRESENTATIVE:** A person appointed by a recognised trade union, who is recognised by the employer under the Safety Representatives and Safety Committees Regulations 1977 and who fulfils the function conferred upon them by the Regulations.

**SAFETY SAMPLING:** Systematic sampling of particular dangerous activities, processes or areas.

**SAFETY SURVEYS:** General inspections of the particular dangerous activities, processes or areas.

**SAFETY TOURS:** General Health and Safety inspections.

**SEVERITY RATE:**

$$\frac{\text{Total number of days lost x 1000}}{\text{Total number of man hours worked}}$$

**TOXIC:** Inherent potential of a substance to cause harm.

**TOXIN:** Substance that causes harm.

**WORKPLACE:** The workplace may be described as any place where people are at work.

## Key Health & Safety Acts and Regulations:

The following list of acts and regulations are the key statutory instruments applicable to the management of occupational health and safety in the UK. As new acts and regulations are introduced on a regular basis, those acts listed below may from time to time be supplemented or superseded by newer regulations.

- Building Regulations (Various dates)
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations
- Control of Major Accident Hazards Regulations 2015 (COMAH)
- Control of Pesticides Regulations 1986
- Control of Substances Hazardous to Health Regulations (COSHH)
- Control of Vibration at Work Regulations 2005
- Dangerous Substances (Notification and Marking of Sites) Regulations 1990
- Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)
- Electricity at Work Regulations 1989 (SI 1989 No. 635)
- Hazardous Waste Regulations 2005
- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Information for Employees) Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98)
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005 (NAWR)
- Notification of New Substances Regulations 1993
- Personal Protective Equipment (PPE) Regulations 2002
- Pressure Equipment Regulations 1999
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998 (PUWER 98)
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Safety Representatives and Safety Committees Regulations 1977
- Simple Pressure Vessels (Safety) Regulations 1991
- Supply of Machinery (Safety) Regulations
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992