

# Health & Safety Policy

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**W J Wilkinson & Sons (Landscaping) Ltd  
Lane Ends Farm  
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## 1. POLICY STATEMENT

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### 1.1 Health and Safety Policy Statement

As a responsible employer, **W J Wilkinson & Sons (Landscaping) Ltd** seeks through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy, and bring this to the notice of all our employees. This general policy statement of health & safety is the commitment of this Company to comply with current health & safety legislation.

It is the responsibility of John Wilkinson, Managing Director, together with management, to ensure that the working environment is safe and without significant risks to health & safety and meets the appropriate statutory requirements. It is recognised that all levels of employees have a vital role to play in the implementation and maintenance of the health & safety programme, for the premises and other locations where employees are at work.

#### ***Our Statement of General Policy is to:***

- take the necessary actions to enable good standards of health and safety in this organisation;
- maintain safe and healthy working conditions;
- promote safe systems of working and safe work equipment;
- prevent accidents and cases of work-related ill health, and provide adequate control of health and safety risks arising from work activities;
- ensure all employees are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all employees and trainees;
- ensure the safe storage, handling, use and control of hazardous / dangerous substances;
- provide and maintain safe plant and work equipment;
- engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health issues;
- implement emergency procedures – evacuation in case of fire or other significant incident;
- ensure sufficient financial resources for health, safety and welfare requirements, and contingencies are available. This will not come in the form of a formal annual H&S Budget; however the Company will simply ensure resources are available in the event of emergencies or set aside appropriately when safety initiatives and measures are being planned.

This Policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees.

Signed by:   
JOHN WILKINSON, MANAGING DIRECTOR

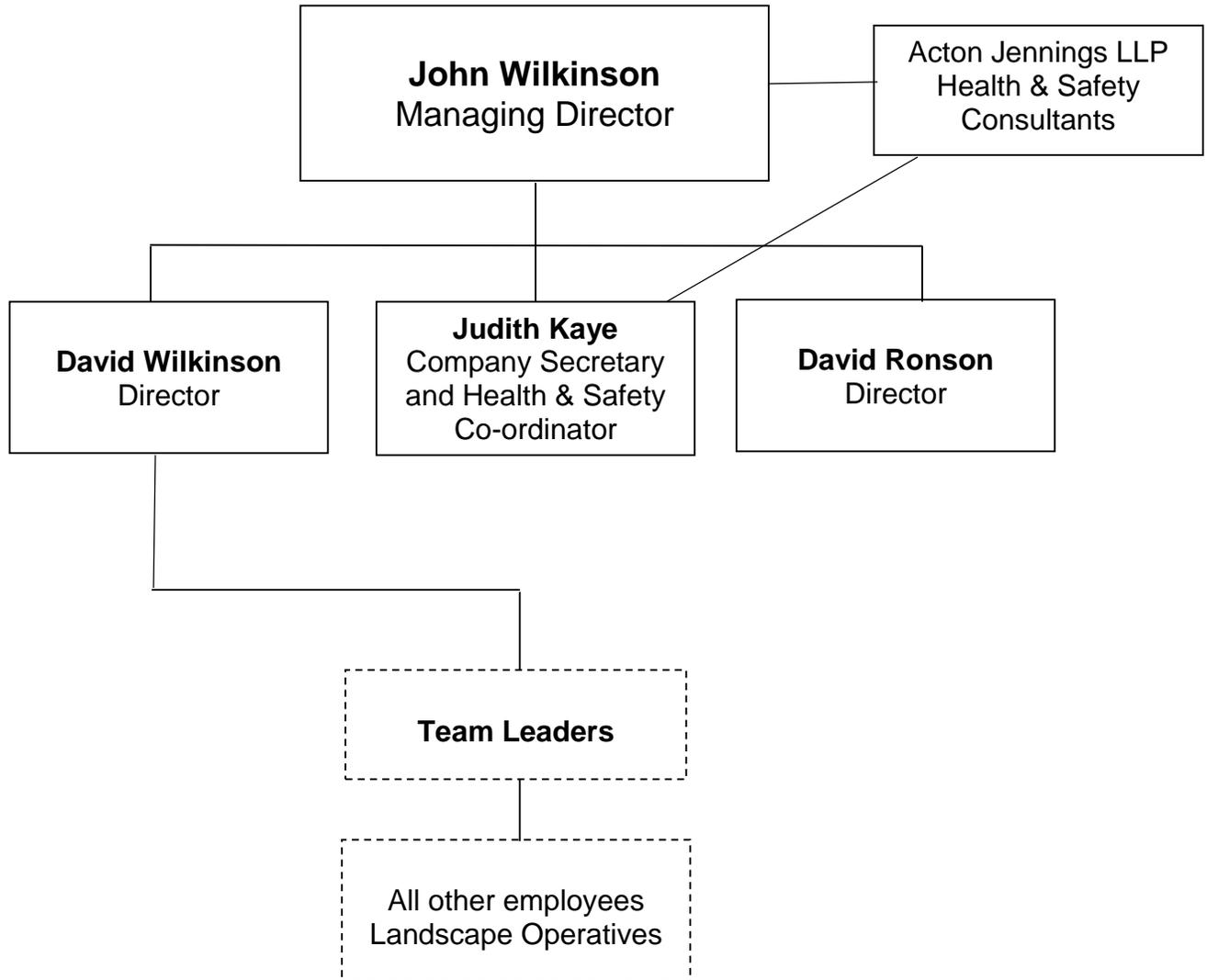
Date: 21st Jan. 2016

For and on behalf of:  
**W J Wilkinson & Sons (Landscaping) Ltd**

## 2. ORGANISATION

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### 2.1 Chain of Command for Health and Safety Management



## 2.2 Responsibilities of the Board of Directors

### **Action Points**

The Board recognises that it needs to accept formally and publicly its collective role in providing health & safety leadership in this organisation.

Each member of the Board has to accept their individual role in providing health & safety leadership for this organisation.

The Board shall ensure that all decisions reflect its health & safety intentions, as articulated in this Health & Safety Policy statement.

The Board recognises its role in engaging the active participation of employees in improving health & safety.

The Board shall ensure that it is kept informed of and alert to, relevant health & safety risk management issues.

The Board shall:

- formally review health & safety performance (at least annually);
- ensure that the Health & Safety Policy statement reflects current Board priorities;
- ensure that our management systems provide for effective monitoring and reporting of health & safety performance;
- be kept informed about any significant health and safety failures, and of the outcome of the investigations into the causes;
- ensure that the Board address the health & safety implications of all its decisions; and
- ensure that health & safety risk management systems are in place and remain effective.

### **2.3 Responsibilities of Management, Supervisors & Employees**

Overall and final responsibility for health & safety at work in this Company is that of John Wilkinson, Managing Director. However, in practice, the performance of certain strategic duties has to be jointly held and / or delegated. Therefore, day-to-day duties for ensuring that the Health & Safety Policy / safe working practices / safe systems of work, are implemented in the workplace premises, is that of / commonly held with Judith Kaye, Health & Safety Co-ordinator and David Wilkinson, Director.

The Company is responsible for consideration of health, safety and welfare issues in relation to the following workplaces premises / locations / areas of activity:

#### ***Landscape Contractors***

Most of the work is for construction companies, e.g. Eric Wright Group Ltd; Marcus Worthington & Sons Ltd; John Turner & Sons Ltd; Pochin (Construction) Ltd; Vinci Construction UK Ltd; Conlon Construction Ltd; and Seddon Construction Ltd. Also, directly for some organisations such as Aldi; Lancaster University; Blackpool & Fylde College.

All employees of W J Wilkinson & Sons (Landscaping) Ltd have a legal responsibility to co-operate with the Company's Directors and managers to achieve a safe workplace without risks to health.

The indicated person(s) / organisations hold specific duties in relation to the following matters:

Health & safety training:

- Experienced employees using an Induction Checklist.

Those involved with the carrying out health & safety examinations and inspections are:

- H. M. Inspector of Factories from the Health & Safety Executive (HSE)
- Officers from the Environmental Health Department of the local authority
- the Local Fire Officer
- the Employers' Liability Insurance Engineer Surveyor
- Advisors from the Employment Medical Advisory Service (part of the HSE), and
- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

The employee involved with investigating any accidents to employees is Judith Kaye, Health & Safety Co-ordinator.

There might be other employees involved with the basic maintenance of plant and equipment which they are familiar with and use on a regular basis.

Technical information relating to machinery and work equipment is kept in the office. In vehicles, there are small Company handbooks, with 'RAMS' and a site pack.

Health, safety and fire safety documentation is kept in the office.

All employees must also take reasonable care of themselves and others who might be affected by their activities.

Whenever an employee observes a health and safety problem, or other defect which they are unable / not authorised to correct, then they must immediately inform their Team Leader, in the first instance, and then onto David Wilkinson or David Ronson as appropriate.

## **Duties of Employees**

All employees have responsibilities and duties under health and safety laws.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

*'It shall be the duty of every employee while at work-*

- (a) *to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- (b) *as regards 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 is necessary to enable that duty or requirement to be performed or complied with'.*

Section 8 states:

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions'.*

## **2.4 Duties of Employees**

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

*'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him ....'*

Regulation 14 (2) states:

*'Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees –*

- (a) *of any work situation which a person with ... training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
- (b) *of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety...'*

## **2.5 Unsatisfactory Health & Safety Conduct and Gross Misconduct**

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee, and an attitude of non-co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major injury will be classified as gross misconduct making the employee liable to dismissal.

### **Gross Misconduct**

Note. An employee will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective / protection device;
- unauthorised operation of any item of plant or work equipment;
- unauthorised entry into confined spaces;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning sign, notice or other signage provided by their employer in the interest of health and safety at work;
- the misuse of chemicals, inflammables or toxic substances;
- the misuse of any item of safety equipment, fittings, fixtures, components, or mechanical plant;
- the use of any type of fork lift truck, other mobile plant, or mobile elevated working platform, without training and authorisation.

***This list is not exhaustive***

## 2.6 Health and Safety Rules: All Employees

### ***Accidents and Occupational Health***

#### ***All employees must:***

- Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- Report to their supervisor any medical condition that could affect their well-being as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

#### ***Controls for Hazardous Substances***

Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees.

### ***Electrical Safety***

#### ***All employees must:***

- Keep electrical equipment, plugs and leads in a good state of repair.
- Report all faults without delay to their immediate supervisor.
- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

### ***Fire Precautions and Emergency Situations***

#### ***All employees must:***

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- Obey smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way, which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

## ***Lifting Equipment***

### ***Employees must:***

- Ensure that you are authorised and competent to use the lifting equipment safely.
- Always make sure that lifting accessories are in a safe condition and properly stored when not in use.
- Always ensure that lifting operations are planned before attempting them and ensure that the area is clear of personnel and obstructions.
- Always leave lifting equipment in a safe condition and properly parked to avoid injury risks.

## ***Manual Handling***

### ***All employees must:***

- Always adopt and carry out the best possible means of lifting.
- Receive assistance if they have doubt as to whether they are able to move the article or substance safely.
- Take extra care when moving objects up and down stairs or through doorways.
- Make sure they have clear vision when carrying bulky / large objects.
- Use mechanical lifting aids and devices provided.
- Report any defective handling equipment, and ensure equipment is not used until repaired.
- Wear protective clothing when carrying dangerous substances.
- Never sit or climb on any mobile equipment.

## ***Personal Protective Equipment and Clothing***

### ***Employees must:***

- Use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment.
- Store and maintain the PPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE provided.
- Always wear safety footwear at work and eye protection when required.

## ***Signs and Notices***

### ***Employees must***

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Eye Protection'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

## **Systems of Safe Working**

### **Employees must:**

- Report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided, and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.
- Keep long hair tied back when using machinery.
- Ensure that loose clothing is kept fastened and away from machinery.

### **Employees must not:**

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment, which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept in the office. In vehicles, there are small Company handbooks, with RAMS and a site pack.

## **Transport**

### **Employees must not:**

- Drive or operate vehicles whilst unfit or unwell.
- Convey waste materials without proper 'Duty of Care' notification.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.
- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.
- Operate a forklift truck, or similar moving mechanical plant, unless properly trained and authorised to do so.

### **Employees must:**

- Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.
- Use reversing hazard warning horns where fitted.
- Be aware of, understand and always follow the current requirements of the Highway Code.

## **Stock**

### **Employees must:**

- Stack goods evenly with heavier items at the bottom and lighter goods on top.
- Use proper ladder access to reach higher storage levels in safety.

## **Working Practices**

### *Access.*

- Clear access ways must be maintained at all times.
- No designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

### *Storage.*

- Stock should not be stacked in such a manner that it will necessitate persons to over - stretch.

### *Waste Disposal.*

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.
- Bins should not be over - filled.
- Bins should be emptied into the skip provided.
- Any waste that is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.
- Waste materials e.g. paper /rag wipes, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

## **Work Environment**

### **Employees must:**

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and watercourses.
- Maintain high standards of housekeeping throughout the premises.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- Notify their immediate supervisor of any hazardous situation, without delay.

## 2.7 Site Working and Visits to Customer Premises

As part of their work activities on behalf of W J Wilkinson & Sons (Landscaping) Ltd our employees may have to either visit or carry out work activities at client / customer premises / site locations.

Clearly, therefore, there are health & safety implications relating to our employees on workplace premises controlled by another employer/s.

### ***Employees on Sites: The Management of Health and Safety at Work Regulations 1999. The Conduct of Employees of W J Wilkinson & Sons (Landscaping) Ltd on Premises Controlled by Another Employer***

Note. All employees of W J Wilkinson & Sons (Landscaping) Ltd are expected to comply with the following, i.e. to:

- follow all health & safety / site rules (including fire safety arrangements) laid down by the Occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a factory environment and when in relatively close proximity to hazardous machinery and work equipment;
- act upon all reasonable instructions issued and information provided by the host employer;
- provide the host employer with information / risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his employees at all times when on the premises;
- behave in a responsible manner at all times;
- to report all accidents, dangerous occurrences, near misses on site, or any case of ill health.

### 3. GENERAL ARRANGEMENTS

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#### 3.1 Accidents, First-Aid Arrangements and Work-Related Ill Health

The Company recognises the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First-aid box/es. These boxes are kept in the following places: Office, garage and in every vehicle (checked twice per year).

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510 / accident records are kept in the office.

The first-aiders / appointed persons for these premises are;

- Guy Machin, Ben Whiteside, Robin Stother, Lucas Perlega, Kryzstof Perlega, John Galea, and Michael Isherwood

#### 3.2 Reporting Procedures: Notification

##### New Steps for Incident Reporting

Essentially, the internet now plays a more significant role in the way you should report incidents, i.e. from the autumn of 2011. From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ('RIDDOR'), transferred to a predominantly online system, via: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Revised online forms will make the reporting process quick and easy (see also below). Employers no longer report incidents by email, post or fax. The only exception is for fatal and 'specified injuries', which can still be reported to the incident Contact Centre, if preferred, on: **0345 300 99 23**

'Specified injuries' and fatal events can then still be reported by telephone. The HSE recognise that these incidents are traumatic and feel it is important to retain a telephone service for persons having to make these reports.

##### Incident Reporting

The Incident Contact Centre will still take reports of all fatal and major incidents by telephone (see above), but people reporting all other incidents must submit an online form, available on HSE's website (see above).

##### Online Forms

The online forms are:

- **F2508** Report of an injury
- **F2508** Report of a Dangerous Occurrence
- **F2508A** Report of a Case of Disease
- **OIR9B** Report of an Injury Offshore
- **OIR9B** Report of a Dangerous Occurrence Offshore
- **F2508G1** Report of a Flammable Gas Incident
- **F2508G2** Report of a Dangerous Gas Fitting

From 6 April 2012, the over-**three**-day reporting requirements for people injured at work changed to more than **seven** days.

From this date you only have to report injuries that lead to a worker being incapacitated for more than **seven consecutive** days. The report must be made within **15 days** of the accident.

Although an employer does not have to report over-three-day injuries, there must still be a record of the event. A record in the accident book will be sufficient.

The '*Responsible Person*' (under 'RIDDOR'), for reporting 'major injury' accidents, cases of incapacity, near miss events, occupationally based diseases and specific 'dangerous occurrences' is Judith Kaye, Health & Safety Co-ordinator.

We are aware of the facility to report all cases of work related accidents and ill health to a single point, i.e. the Incident Contact Centre (ICC), based at Caerphilly.

### **3.3 Contacts with External Services**

- Local Police Division: Longridge Police Station, Longridge, Lancashire, 01772 782625
- Local Fire Station: Longridge Fire Station, Fire Station, Whittingham Road, Longridge, Preston, Lancashire PR3 2AB, 01772 783223
- Accident & Emergency Department: Royal Preston Hospital, Sharoe Green Lane North, Preston, Lancashire PR2 9HT, 01772 716565
- First-Aid Training Provider: Specialist Training (Burnley)

### **3.4 Health Surveillance**

As an employer, employees will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety whilst at work.

#### ***Arrangements***

Health surveillance will be arranged where appropriate by: N/A.

### **3.5 Asbestos-Containing Materials / Contact with Asbestos**

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a new duty of which we are aware, i.e. the duty to manage asbestos in the workplace.

#### ***Employees who might come into contact with ACMs***

Our employees are not involved with the controlled removal of ACMs. However, it is possible that asbestos, or suspected asbestos might pose a threat to some employees in their work activities.

Note. Employees potentially at risk have been instructed that if asbestos is seen or suspected then they must not proceed any further with the job task. Employees are required to immediately report the situation to their immediate supervisor or manager.

### **3.6 Consultation with Employees**

W J Wilkinson & Sons (Landscaping) Ltd is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The Company shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

#### ***The Duty of an Employer to Consult***

In accordance with the demands of this legislation, employees who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for nominating / appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided, and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

#### ***Persons to be Consulted***

This Company shall consult with its employees via Directly.

It is, however, for the Company to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters.

#### ***The Provision of Information***

The Company is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

#### ***Health and Safety Concerns***

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with their Team Leader and then onto David Wilkinson or David Ronson as appropriate.

### **3.7 Contractors and Visitors**

#### ***Use of Contractors***

When appointing contractors W J Wilkinson & Sons (Landscaping) Ltd will identify all aspects of the work that the Company wants the contractor to do and consider all health and safety implications of the job they want done. This will involve:

- Assessing the risks
- Deciding what information, instruction and training is required
- How co-operation and co-ordination will be achieved
- How all parties will be consulted
- The level of supervision and monitoring required.

Selection of contractors is fundamental and the Company will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. The following factors will be included within the Company's selection policy:

- What experience they have
- Evidence of health and safety policies and procedures
- Information about their health and safety performance
- The qualifications and skills that they have
- Evidence of their safety method statement
- What health and safety training they provide
- Their arrangements for consulting
- Any membership of relevant trade or professional body
- Evidence of any references.

#### ***Co-operation and co-ordination***

W J Wilkinson & Sons (Landscaping) Ltd will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of regular meetings / briefings or a liaison person may be appointed by the Company

#### ***House Rules***

The Company shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, the Company will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks. The Company will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

#### ***Rules for Visitors***

- All visitors are required to report to reception upon their arrival to the premises.
- Visitors are expected to comply with the Company's Health and Safety Policy and with good safety practices at all appropriate times.

### 3.8 Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

***'... arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances ...'.***

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually
- control the person by job design, management or (as a 'last resort'), personal protective equipment.

Adequate control of exposure to a substance hazardous to health means:

- applying the eight principles of good practice set out in within the schedule to the Regulations;
- not exceeding the workplace exposure limit (WEL) for the substances (if there is one); and
- reducing exposure for substances that can cause cancer, heritable genetic damage, or asthma, to as low as is reasonable practicable.

The eight principles of good practice, which apply to a substance regardless if it has been assigned a Workplace Exposure Limit, are:

- design and operate processes and activities to minimize emissions, release and spread of substances hazardous to health;
- take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures;
- control exposure by measures that are proportionate to the health risk;
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health;
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personnel protective equipment;
- check and review regularly all elements of control measures for their continuing effectiveness;
- inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimize the risks;
- ensure that the introduction of control measures does not increase the overall risk to health and safety.

No hazardous substance is to be used without an assessment being carried out.

COSHH Materials Safety Data sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities.

These are made available to employees for their information and protection.

All employees have been instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

The person responsible for identifying all substances that require a COSHH assessment is David Wilkinson for on-site risk assessments.

The person responsible for ensuring the conducting of adequate COSHH assessments is David Wilkinson - for on-site risk assessments and Judith Kaye - for some sites.

The person responsible for ensuring that relevant persons are informed about these COSHH assessments is David Wilkinson - for on-site risk assessments.

Substances must be checked to ensure that they can be used safely. This is the responsibility of David Wilkinson - for on-site risk assessments.

Assessments will be reviewed every two years, or when the work activity changes in a significant manner, whichever is the soonest.

The following collection of substances are used by the Company , being substances which can be classified as falling within the scope of current COSHH Regulations:

- cement, herbicides (low risk), Derv and petrol (plant), 2-stroke fuel (chain saw); welding fumes.

### **3.9 Dangerous Substances and Explosive Atmospheres ('DSEAR')**

DSEAR came into force on 09 December 2002. These Regulations apply to any substance or preparation (mixtures) with the potential to create a risk to persons from energetic (energy-releasing) events such as fires, explosions, thermal runaway from exothermic reactions etc. Such substances are known in DSEAR as 'dangerous substances' and include: petrol, LPG, paints, varnishes and certain types of combustible and explosive dusts produced in (for example) machining and sanding operations.

Note. DSEAR does not address health risks: these are dealt with by the Control of Substances Hazardous to Health Regulations ('COSHH'), see previous pages.

#### ***The main requirements of DSEAR are as follows***

Employers and the self-employed must:

- carry out a risk assessment of any work activities involving dangerous substances;
- provide technical and organisational measures to eliminate or reduce, to as far as is reasonably practicable the identified risks;
- provide equipment and procedures to deal with accidents and emergencies;
- provide information and training to employees.

#### ***The scope of DSEAR***

Other than for certain maritime activities, DSEAR applies whenever the following conditions have been satisfied:

- there is work being carried out by an employer or self-employed person;
- a dangerous substance is present or is liable to be present at the workplace;
- the dangerous substance presents a risk to the safety of employees who may be affected by the work carried out.

Certain parts of DSEAR relating to zoning and shared workplaces have a narrower scope as defined in regulation 3 and do not, for example, apply to the offshore sector.

Overall, DSEAR can be seen to be an expansion of the general duty to manage risks under the Management of Health and Safety at Work Regulations 1999; making explicit good practices for reducing the risks to persons from fires, explosions and similar energetic events.

The person holding immediate responsibility within the Company for the identification, assessment and appropriate control measures relating to DSEAR substances is David Ronson - for on-site risk assessments and Judith Kaye - for some sites.

The following collection of substances are used by the Company, being substances which can be classified as falling within the scope of current DSEAR Regulations:

- Derv and petrol (plant), 2-stroke fuel (chain saw), possibly LPG and some flammable products / hot work.

### **3.10 Display Screen Equipment (DSE) Workstations**

W J Wilkinson & Sons (Landscaping) Ltd employs 3 'users' of Display Screen Equipment (DSE) workstations.

Arrangements are in place for workers to have breaks / changes of activity and for eye tests / the provision of special spectacles.

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

#### ***DSE: Review of Assessment***

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

- a major change to the software used
- a major change to the hardware (screen, keyboard, input devices etc.)
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using DSE
- a substantial change in other task requirements (e.g. more speed or accuracy)
- the workstation is relocated
- the lighting is significantly modified.

Assessments would also need to be reviewed if research findings indicated a significant new risk, or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations and the provision of special spectacles if required.

### **3.11 Electrical Equipment / Systems: Inspections, Maintenance & Testing**

Arrangements are in place for the on-going visual inspections of electrical equipment and electrical testing by Longridge Electrical.

In this way, the Company believes it will be fulfilling its legal obligation to 'maintain' electrical equipment / systems as required by law.

#### ***Routine Inspections of Plugs, Cables, Leads and Portable Electrical Equipment***

This is a defined responsibility of Judith Kaye, Health & Safety Co-ordinator.

However, all employees are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects / faults or electrical uncertainties, must be brought to the immediate attention of: employees back in the office, or any other employee in the office for either type without delay. All repairs shall be attended to by a competent person.

Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

### **3.12 Fire Policy and Workplace Safety**

W J Wilkinson & Sons (Landscaping) Ltd will strive to achieve a fire safe working environment for the protection of employees, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the **Regulatory Reform (Fire Safety) Order 2006**, which came into force on 01 October 2006.

W J Wilkinson & Sons (Landscaping) Ltd shall aim to:

- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform employees and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

#### ***Employees***

Employees are required under Article 23 of the Order to take reasonable care of their own, and the safety of other persons, who may be affected by their actions. Employees are required to co-operate with their employer, or other manager appointed, in order for the Company to fulfil its legal duties under this legislation.

W J Wilkinson & Sons (Landscaping) Ltd believes in the achievement of a fire safe workplace through the co-operations of the management and employees, and encourages the active involvement of its workforce to achieve a safe workplace.

Senior management have the ultimate responsibilities for fire safety planning / risk assessments, and for fire precautions in the event of a fire emergency.

***Responsibilities***

Judith Kaye, Health & Safety Co-ordinator has overall responsibility for fire safety standards and safe arrangements.

The fire assembly point has been established as being in the car park, or as designated on site.

Working areas must be kept tidy and all escape routes / fire exits un-obstructed.

This above matter will be the responsibility of all employees.

A competent person examines fire-fighting equipment on an annual basis.

The Company attending to this matter is A B Fire Protection (Preston).

Fire risk assessments shall be carried out and implemented by: Judith Kaye, Health & Safety Co-ordinator for both office and the garage.

All fire related documentation is kept in the office.

Highly flammable / flammable liquids and substances. These products / substances are kept: on-site and in the garage for blowtorches and welding gases also present in the garage

Note. Fire hazards must be reported without any delay. In the first instance, an employee should report to a Director.

### **3.13 'Health and Safety Law: What Employees Should Know'**

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Law protects health, safety and welfare at work. As an employer, this Company has a duty to protect employees and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of employees. We are also clear about our obligations to provide employees with all relevant information concerning these important matters.

Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate supervisor in the first instance.

#### ***In General, These Duties Include-***

- making the workplace safe and without risks to health.
- ensuring that plant / machinery are safe and those safe systems are set and followed.
- ensuring that articles and substances are moved, stored and used safely.
- providing adequate welfare facilities.
- providing sufficient information, instruction, training and supervision necessary for health and safety.

#### ***In Particular, as an Employer, the Company must also-***

- assess the risks to their employees' health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- if there are 5 or more employees, record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- if there are 5 or more employees, draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first-aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free protective clothing / equipment, where risks are not controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;

- consult employees about matters affecting their health and safety.

**As an Employer the Company has Duties to-**

- take precautions against fire.
- provide adequate means of escape and
- suitable means for fighting fire.

**All Employees Have Legal Duties. These Include-**

taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;

- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with Judith Kaye, Health & Safety Co-ordinator and David Wilkinson, Director.

If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact John Wilkinson, Managing Director without delay.

The 'Health and Safety Law What You Should Know' posters are displayed:

1 near the rear door, 1 in the site cabin, 1 in the garage and 1 in the locker room.

Health and safety advice is available from:

- John Wilkinson, Managing Director
- H M Inspector of Factories (HSE)
- the local authority Environmental Health Officer
- Advisors from the Employment Medical Advisory Service
- the local Fire Officer
- appointed contractors
- Employers' Liability Insurance Engineer Surveyor; and
- Acton Jennings LLP as the external competent person, using the 24 hours advice line.

The effective training and supervision of young workers / school children / trainees will be arranged, undertaken and monitored by: N/A.

### **3.14 Health & Safety: Professional Services**

#### ***Why Health and Safety at Work is Important to W J Wilkinson & Sons (Landscaping) Ltd.***

No one wants to suffer injury or ill health, or be responsible for causing it. As an employer and controller of workplace premises, the Company has to comply with the law and there are sound reasons for paying thorough attention to workplace health / safety, and for making sure that there is the appropriate expertise.

Workplace injury and ill-health are expensive, for these reasons:

- employees - a most valuable resource - are incapacitated or work below par;
- accidents can cause damage and disrupt plant and equipment;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted and valuable time is lost;
- conviction for a criminal offence results in fines and bad publicity;
- civil liabilities can be substantial and the trend is towards larger settlements - even if awards are covered by insurance, premiums go up and up.

#### ***Health & Safety: Professional Services***

Good consultants can be effective in helping to achieve compliance with health and safety legislation. In this respect, W J Wilkinson & Sons (Landscaping) Ltd have appointed Acton Jennings LLP as external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws.

The main contacts are:

- Mr Peter W. Jennings MSc; CMIOSH
- Mr Aidan Green Grad IOSH
- Mr Elliot Gierula BSc (Hons) Tech IOSH

### 3.15 Health and Safety Risks Arising From Work Activities

#### ***Risk Assessments***

The Company is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections / assessments will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee, who discovers a hazardous / defective condition relating to their workplace / a work activity, should report to John Wilkinson, Managing Director, so that the appropriate action can be taken.

#### ***Information and Training***

Where necessary, employees at any level will be provided with:

- specific and / or general health and safety training
- training in the risk assessment procedure; and
- training in any new work activity controls.

#### ***Inspections of Workplaces, the Identification of Hazards and the Control of Workplace Risks***

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

Risk assessments will be undertaken by: David Ronson, Director and David Wilkinson, Director.

The findings of the risk assessments will be reported to: all employees

Action required to remove / control risks will be approved by: David Ronson, Director and David Wilkinson, Director.

The persons responsible for ensuring that the required action is implemented will be: David Wilkinson, Director.

The person responsible for checking that the implemented actions have removed / reduced the risks will be: David Wilkinson, Director and David Ronson, Director.

Assessments will be reviewed yearly, or when the work activity changes in a significant manner, whichever is the soonest.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions / control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.

### 3.16 Workplace Risks: The General Principles

W J Wilkinson & Sons (Landscaping) Ltd is mindful of the principles of risk assessment, namely:

#### ***Principles of Prevention to be Applied***

##### **A) *Avoiding Risks:***

- if possible avoid a risk altogether, e.g. does the work in a different way, taking care not to introduce new hazards.

##### **B) *Evaluating The Risks Which Cannot be Avoided:***

- by carrying out a suitable and sufficient risk assessment.

##### **C) *Combating the Risk at Source:***

- rather than taking palliative measures. e.g. the steps are slippery - treat or replace - rather than displaying a warning sign.

##### **D) *Adapting the Work to the Individual:***

- Adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production).
- Aim to alleviate monotonous work and paced working at a predetermined rate, and increase the controls individuals have over the work they are responsible for.

##### **E) *Adapting to Technical Progress:***

- take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.

##### **F) *Replacing the Dangerous by the Non - Dangerous, or the Less Dangerous.***

##### **G) *Develop a Coherent Overall Prevention Policy:***

- implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the:
  - way work is organised
  - working conditions
  - environment
  - and any relevant social factors.

##### **H) *Giving Collective Protective Measures Priority over Individual Protective Measures:***

- give priority to those measures that protect the whole workplace and everyone who works there, and so give the greatest benefit.

##### **I) *Giving Appropriate Instructions to Employees:***

- ensure that workers, whether employees or self - employed, understand what they must do.

***The Approach & Attitude of This Organisation to all its Activities will be the:***

***Avoidance of Risks  
Prevention of Risks  
Reduction of Risks at Work***

### **3.17 Health & Safety Training Policy**

It is our policy to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees and any others who may be affected by work activities. The Company will continuously assess the health and safety training needs of employees and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

#### ***Induction Training***

Induction training will be provided for all employees by Judith Kaye, Health & Safety Co-ordinator and David Wilkinson, Director, and selected employees.

#### ***Job Specific Training***

Job specific training will be provided by Judith Kaye, Health & Safety Co-ordinator and David Wilkinson, Director, and selected employees.

#### ***Special Training***

Specific jobs / activities that require special training are use of various items of plant e.g. excavators, dumpers, road roller, tele-handler & CAT & Genny - NPORS, Site staff - CSCS, excavators /dumpers - CPCS, Herbicidal spraying and Use of Chainsaws - NPTC

Training will be identified and arranged by Judith Kaye, Health & Safety Co-ordinator, David Wilkinson, Director, and David Ronson, Director.

### **3.18 Lone Working**

When staff are working alone on sites where there are no main contractor's staff and therefore no signing in/out facility the following procedure will apply:-

- 1) Any staff working alone must phone into their office base on arriving on site and just before leaving site. These calls are to be recorded. At least three times during the working day a representative from the office will contact the staff member's mobile phone. If the call is not answered then the home telephone number will be called and if there is no answer then the site where the staff member last reported from will be visited to trace the person.
- 2) All staff are normally checked in at the yard at (5.30pm). If a member of staff is expecting to be later, or will be going straight home, they will phone the yard with the anticipated time of arrival or alternative destination.
- 3) If any member of staff does not arrive back at the anticipated time then they will be called on their mobile phone when either:-
  1. A new arrival time will be agreed. Or
  2. If the call is not answered then the home telephone number will be called and if there is no answer, then the site where the staff member last reported from will be visited to trace the person.

- 4) A senior member of staff will be present at the office base (yard) until all staff have checked in at the end of the working day.

### **3.19 Manual Handling**

#### ***Duties of an Employer***

W J Wilkinson & Sons (Landscaping) Ltd is aware of the duties an employer has by virtue of the Manual Handling Operations Regulations 1992.

The key duties placed upon an employer are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonable practicable.

#### ***Duties of our Employees***

We are aware that our employees have duties too. Essentially these are to:

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to ensure that their activities do not put others at risk of injury.

#### ***Avoiding Manual Handling***

- Checks will be made to determine if manual handling needs to be carried out at all.
- We shall also consider automation, particularly for new processes;
- think about mechanisation;
- beware of new hazards arising from automation or mechanisation.

#### ***Making the Assessment***

- The assessment is the employer's responsibility.
- Selected employees can help to carry out these assessments.

#### ***Reducing the Risk of Injury***

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

#### ***Training Requirements***

We recognise the importance of training in relation to manual handling operations at work.

#### ***Training will need to cover:***

- how to recognise harmful manual handling;
- appropriate systems of work;
- the use of mechanical aids;
- good handling technique (see below)

### ***Good Handling Technique***

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk;
- putting down the load and then adjusting its position.

### **3.20 Monitoring Health and Safety**

To be confident that safe working practices are being followed and to check the working conditions within the business premises, we will undertake an analysis of relevant matters listed below.

***Matters for Consideration are:***

- Policy and Responsibilities
- Policy and Communications
- Monitoring Arrangements
- Insurances
- Meetings / Committees
- Specific Risk Assessments
- Safe Working Practices
- Supervision
- Safety Rules
- Welfare
- Temperature
- Lighting
- Ventilation
- Overcrowding
- Cleanliness
- Work Related Illness
- Access and Egress
- Accident Prevention and Reporting
- First Aid
- Fire
- Purchasing Policy
- Plant, Tools and General Equipment Maintenance
- Statutory Inspections
- Documentation
- Training and Competence
- Machinery Guarding
- Storage Arrangements and Housekeeping
- Controls for Hazardous / Dangerous Substances ('COSHH' / 'DSEAR')
- Personal Protective Equipment (PPE)
- Health Surveillance
- External Assistance
- Co-operation with Other Employers
- Contracts / Contractors
- Transport Safety
- Noise
- Electrical Systems / Portable Electrical Equipment
- Manual Handling Operations
- Display Screen Equipment (DSE)
- Year Plan / Priorities.

The persons responsible for carrying out health & safety monitoring are Judith Kaye, Health & Safety Co-ordinator and David Wilkinson, Director.

Monitoring reports will be submitted to all employees.

### 3.21 Noise at Work

The Control of Noise at Work Regulations 2005 applies where noise exposure is likely to be at or above two defined 'Action Levels' and one defined 'Action Limits'. The action levels are values of 'daily personal exposure to noise', shortened to  $LEP_d$ . These depend on the noise level in the working areas and how long people spend in them during the course of the working day. The lower exposure value is a  $LEP_d$  of 80 dB (A) and the upper exposure value is a  $LEP_d$  of 85 dB (A). There are also levels of noise exposure that must not be exceeded as follows (exposure limit value) – daily or weekly exposure of 87 dB (A). These exposure limit values take into account of any reduction in exposure provided by hearing protection.

There are also a 'peak exposure levels', which depends on the maximum pressure reached by the sound wave. These values are:

- Lower Exposure Action Value – 135 dB
- Upper Exposure Action Value – 137 dB
- Exposure Limit Value – 140 dB

The Regulations place responsibilities on employers, employees and people who make and supply noisy machinery. At the workplace, primary responsibility lies with the employer. Nevertheless, both management and workers need to be involved if action is to be effective.

At these noise levels, it is imperative that ear protectors are:

- provided to all those exposed
- maintained and repaired
- always used by all those exposed.

A noise survey will be carried out at each location where exposure to high noise levels is likely to exceed the action or limit values and the results will be recorded.

Training is given to all employees regarding noise induced hearing loss and affective methods of reducing the risk. The details of the surveys are made available and mandatory instructions to use hearing protection are issued.

In view of the nature of the work, the Company's policy is that protection be worn whenever the potential to exceed the upper exposure action value 85 dB (A)

### **3.22 Personal Protective Equipment ('PPE')**

PPE is defined in the **1992** Regulations as:

*'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'.*

#### ***Provision and Use of PPE***

The main requirement of the PPE at Work Regulations 1992 is that suitable personal protective equipment is to be supplied and used at work, wherever there are risks to health & safety that cannot be adequately controlled in other ways.

Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the 'last resort', and used only where precautions cannot adequately reduce the risk of injury. However, where PPE is the only effective means of controlling the risks of injury, or ill health, then an employer must ensure that it is available for use at work - free of charge.

#### ***The following factors will be considered when assessing the suitability of PPE***

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur? For example, eye protection designed for providing protection against agricultural pesticides will not offer adequate face protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of employees who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

#### ***Training***

We shall ensure that users of items of PPE are aware of why this is needed, when it needs to be used, repaired or replaced and its inherent limitations.

Instructions, training and supervision in its use shall be implemented.

#### ***Maintenance***

Items of PPE provided to employees will be properly looked after and accommodated when not in service. PPE will be kept clean and in a state of good repair. Any trained wearer can carry out simple maintenance but a specialist will only carry out intricate repairs.

#### ***New PPE***

Since 01 July 1995, new PPE needs to have been 'CE' marked. This mark signifies that the PPE satisfies certain basic safety requirements, and in most cases will have been tested and certified by an independent body.

### **Other Regulations**

The PPE at Work Regulations 1992 do not apply where PPE is provided under other sets of existing Regulations. These are the:

- Control of Lead at Work Regulations 2002
- Ionising Radiations Regulations 1999
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005.

PPE provided by W J Wilkinson & Sons (Landscaping) Ltd, includes:

- Hard hats
- goggles/specs
- ear protection
- dust masks
- hi-viz vests/jackets
- waterproofs, gloves
- wellington boots & boots

For chainsaw use –

- over-trousers
- boots
- visor
- gloves,
- helmets
- first aid kit.

The Company does not make any charges in relation to the above provision (replacement of items lost or damaged by negligence will be charged for.)

### **Key Points**

A fundamental question. Are there ways (other than the provision and use of PPE), that the risk can be adequately controlled, e.g. engineering controls at source?

If not we shall check that:

- suitable PPE is provided for use
- it offers adequate protection for its intended use
- those employees using it are adequately trained in its safe use
- it is properly maintained and defects are reported to management
- it is returned to its proper accommodation place after use.

### **3.23 Safe Plant and Work Equipment**

When intending to purchase new or second-hand plant and work equipment, we will ensure that it meets health and safety standards prior to buying it.

The Site Management Team within this Company is responsible for identifying all work equipment / plant that requires maintenance.

The Site Management Team within this Company are responsible for checking that new plant and work equipment meets current health & safety standards prior to purchase.

Any problems / defects found in relation to plant and work equipment should be reported to David Ronson for rectification by internal mechanics (garage).

### **3.24 Vehicles Policy - Driving**

- Employees must not drive any vehicle unless he / she have the relevant licence for that vehicle.
- Driving offences must be immediately reported to the Directors.
- A visual check must be made daily prior to use.
- Under no circumstances should the vehicle be left unlocked when unattended.
- Speed limitations must be adhered to.
- Due care and attention must be taken at all times to prevent damage to the vehicle, employees and the public.
- Seatbelts must be worn when the vehicle is in motion.
- Oil and water levels are to be checked regularly
- A copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform management of any changes to their license details.
- Drivers must not use their mobile phone whilst in transit unless the vehicle is equipped with hands free technology.
- When the vehicle is left unattended care must be taken to ensure no valuables are left on view.
- The Company will ensure that all vehicles have current tax and MOT certificates and are regularly serviced.
- Any defects must be reported immediately.

### **3.25 Vibration at Work: Controlling the Risks**

Hand-arm vibration (HAV) is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawn mowers, or by holding materials being processed by machines, such as pedestal grinders. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. Occasional exposure, however, is unlikely to cause ill health.

#### ***Legal Duties***

We are aware of the legal duties placed upon this Company under the Health and Safety at Work etc. Act 1974 and more specifically, the Control of Vibration at Work Regulations 2005. The above specific Regulations require us to:

- assess the vibration risk to our employees;
- decide if employees are likely to be exposed above the DAILY EXPOSURE ACTION VALUE (EAV) and if they are:
  - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
  - provide health surveillance to those employees who continue to be regularly exposed above the action value, or otherwise continue to be at risk;
- decide if our employees are likely to be exposed above the DAILY EXPOSURE LIMIT VALUE (ELV) and if they are:
  - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions we are taking to control those risks;
- consult trade union representatives / employee representatives on our proposals to control risk and to provide health surveillance;
- keep a record of the risk assessments and control actions;
- keep health records for employees under health surveillance;
- review and update our risk assessments on a regular basis.

#### ***Further Information (selective)***

- INDG175 (rev.2) Control the risks from hand-arm vibration at work
- Hard to handle: hand-arm vibration – managing the risk (video HSE Books).

### **3.26 Work at Height**

W J Wilkinson & Sons (Landscaping) Ltd recognise that falls from height account for a significant number of workplace fatalities and major injuries.

The Work at Height Regulations 2005 adopts a goal-based approach to assessing all work at height of which the Company intends to implement.

W J Wilkinson & Sons (Landscaping) Ltd are aware of the hierarchy of control for managing and selecting equipment for work at height. These are:

- Avoid work at height – i.e. do the work from the ground
- Use work equipment or other measures to prevent falls where work at height cannot be avoided – i.e. use existing place of work or scaffolding etc.
- Where the Company cannot eliminate the risk of a fall, use of work equipment or other measures to minimize the distances and consequences of a fall should one occur i.e. nets / harnesses.

The risk assessment required under these regulations will require the Company to ensure:

- All work at height is properly planned and organised;
- Weather conditions are taken into account;
- All personnel are trained and competent;
- The place of work is safe;
- All equipment for work at height is appropriately inspected;
- The risk from fragile surfaces is controlled;
- The risk from falling objects is controlled.

#### ***Trestles, Ladders and Step Ladders***

All trestles, ladders and stepladders must be checked before use to ensure their acceptable physical condition.

Wherever possible, step ladders (fully opened) should be used as opposed to freestanding ladders.

Freestanding ladders must be erected to an angle of 4: 1 (a ratio of 1 horizontal unit to 4 vertical units) and preferably be secured at /near the top. If not securely fastened, a colleague must always foot the ladder at its base to prevent it from slipping.

Some other safety measures include:

- ensuring the equipments adequate type, strength and size,
- using it only for its designed purpose,
- not overstretching /reaching from ladders,
- not standing upon the uppermost rungs,
- not carrying tools or equipment by hand when “climbing” a ladder,
- ensuring suitable handholds or physical restraint protection if working at extensive height or from an elevated platform.

### **3.27 Workshop Machinery**

W J Wilkinson & Sons (Landscaping) Ltd is aware of the duties an employer has by virtue of the Provision and Use of Work Equipment Regulations 1998.

Significant health and safety matters include:

***Machinery:***

Suitability, stability, location, guarding of dangerous parts, other safety devices and measures, stop controls, markings and maintenance.

***Environment:***

Lighting, housekeeping, access, under-foot conditions, noise control, wood dust exposure control and formal examination etc. of certain control devices.

***Operatives:***

Training, instruction, information, supervision, use of safety devices and adherence to safe operating procedures.

***Operating Procedures:***

Establishment, application, monitoring and review of appropriate safe working practices / operating procedures.

All reasonable and suitable measures will be taken by the Company to prevent, protect or otherwise control significant health and safety matters associated with the provision and use of its printing machinery and associated plant.

In accordance with coverage elsewhere within this Policy, the Company expects employees to co-operate fully with the effective application of these measures at all appropriate times.

### **3.28 Construction (Design & Management) Regulations 2015**

The Company will ensure, when commissioning construction / building works for which it will take the role of Client, that we will be aware of duties under these Regulations. This will include the provision of information to all parties, specification of a mobilisation period and ensuring welfare facilities are provided before the works commence.

The Company will ensure that its designers will discharge their duties in a manner that reflects the general standard of skill and care exhibited by designers as a whole, and that its designers give adequate regard to the need to avoid foreseeable risks to the health and safety of any person acting out the construction work.

The Company will co-operate with Principal Designers and Principal Contractors to provide such information, assessments etc. that they may reasonably request in accordance with these Regulations.

It is not often the Company acts as Principal Contractor, however if this were to occur in the future a suitable and sufficient Construction Phase H&S Plan would be produced to show how the Company is to carry out the job in a safe and controlled manner. The HSE template H&S Plan will be utilised.

## 4. APPENDICES

### 4.1 Appendix 1 – Fire Procedures

#### **W J Wilkinson & Sons (Landscaping) Ltd**

#### **FIRE SAFETY MANAGEMENT PLAN**

#### **FIRE SAFETY PLAN**

PERSON WITH OVERALL RESPONSIBILITY  
FOR FIRE SAFETY

**Judith Kaye**, Health & Safety Co-ordinator

#### **FIRE SAFETY RISK ASSESSMENT**

PERSON RESPONSIBLE FOR CARRYING  
OUT & REVIEW

**Judith Kaye**, Health & Safety Co-ordinator for both office and the garage

#### **MAINTENANCE PROGRAMME**

PERSON RESPONSIBLE FOR:  
MAINTENANCE OF FIRE SAFETY PROVISION

- FIRE ALARM;
- EMERGENCY LIGHTING;
- FIRE FIGHTING EQUIPMENT;
  - ESCAPE ROUTES;
- FIRE SAFETY SIGNS/NOTICES

**Judith Kaye**, Health & Safety Co-ordinator

#### **EMERGENCY ACTION PLAN**

PERSON RESPONSIBLE FOR:  
PRODUCTION AND REVIEW

**Judith Kaye**, Health & Safety Co-ordinator

#### **STAFF TRAINING**

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILL

**Judith Kaye**, Health & Safety Co-ordinator

**W J Wilkinson & Sons (Landscaping) Ltd**

**EMERGENCY ACTION PLAN**

**ASSEMBLY POINT –**

Car park

**ACTION ON DISCOVERY OF FIRE**

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- RECEPTION TO CALL THE FIRE BRIGADE
- ONLY ATTEMPT TO TACKLE FIRES IF COMPETENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

**ACTION ON HEARING ALARM**

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- MAKE YOURSELF KNOWN TO THE DEDICATED FIRE WARDEN

**VISITORS**

- FIRE WARDENS WILL ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST WITH DISABLED PERSONS WITH THEIR EVACUATION IF NECESSARY

**FIRE WARDENS**

THE FIRE WARDENS FOR EACH DEPARTMENT ARE AS FOLLOWS:

**Judith Kaye**, Health & Safety Co-ordinator

**PERSONS RESPONSIBLE FOR NOTIFYING THE EMERGENCY SERVICES IN THE EVENT OF  
A FIRE**

<b>NAME</b>	<b>HOURS OF WORK</b>
<b>Judith Kaye</b>	<b>09.00 &gt; 17.00</b>
<b>David Wilkinson</b>	<b>07.00 &gt; 17.30</b>
<b>David Ronson</b>	<b>07.00 &gt; 17.30</b>

**NOTIFICATION OF FIRE PROCEDURE**

**‘Phone the emergency services by dialing 999**

**When the operator answers – ask for “FIRE SERVICES” and give Company telephone number.**

**When talking to the Fire Service, speak slowly and state:**

**This is xxxxxxxxxxxx @**

**W J Wilkinson & Sons (Landscaping) Ltd**

**Lane Ends Farm**

**Hothersall Lane**

**Hothersall**

**Preston**

**PR3 2XB**

**Then state: “We have a fire”**

**Do not replace the receiver until details have been correctly acknowledged.**

**Evacuate the building by the nearest available exit and proceed to designated muster point.  
Do not re-enter the building until authorised to do so by the Senior Fire Officer in charge.**

#### **4.2 Appendix 2 – Environmental Policy Statement**

We are committed to minimising the environmental impact of our operations.

In particular we aim to achieve this through our commitment to:

- complying with all relevant environmental legislation;
- reviewing environmental aspects of all our activities and aim to reduce our overall environmental impact and the prevention of pollution;
- involving our employees in any environmental-based programmes;
- providing adequate training to enable them to perform their responsibilities;
- putting in place (and review) a programme of improvement with regards to our environmental performance;
- improving our energy and resource efficiency and reduce waste.

This policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **2016**

For and on behalf of:

**W J Wilkinson & Sons (Landscaping) Ltd**

## 4.3 Appendix 3 – Use of Vehicles and Driving in Severe Weather Conditions

### Winter Journey Checklist

Pay extra attention to planning your journey in severe weather conditions.

#### Ask these questions

- Is the journey really necessary? Can the journey wait until the weather improves?
- Should an alternative route for the journey be considered?
- Has the chosen route been checked for delays?
- Have the weather conditions along the chosen route been checked out?
- Are there any special considerations, e.g. extensive roadworks with restricted lanes?
- Are the vehicle / car ready for poor / adverse weather conditions?
- Have an **emergency kit** and provisions been provided?

#### An Emergency Kit / Provisions Should Include

- Ice scraper and de-icer
- Torch
- Warm clothes, a blanket, a pair of boots
- A first aid kit
- Battery jump leads
- A snow shovel
- Food and a warm drink (in a flask)
- Sunglasses for low winter sun
- A fully charged up mobile 'phone

#### Remember that

- in severe weather, the style of driving has to be adapted to suit the prevailing conditions;
- if you have to brake hard in an emergency, consider if you could stop safely within the distance ahead?

#### Some Examples of Changing Road and Weather Conditions

- Changes in road elevations or exposure
- Roads passing under or over bridges
- Objects such as bridges, trees or structures at the side of the carriageway
- Where there is less traffic, e.g. slip roads
- Bends in the road

#### The Vehicle and Winter Weather

- Has the vehicle been serviced by a reputable mechanic?
- Has the anti-freeze in the radiator been replaced?
- Is the battery reliable: most batteries last between 2 and 4 years?
- Are the lights clean enough and are all of the bulbs working?
- Are tyres correctly inflated to the required pressures and are all treads of the legal depth of tread?
- Is the windscreen kept clean, including the driving mirrors?

- Are the wiper blades in good condition or do these need replacing?

### **Remember that**

- before driving off, ensure that the windows are clear of mist, ice and snow – inside and out;
- take a map for any unplanned diversions – even if your vehicle has been fitted with a ‘sat-nav’.

### **Poor Weather: Safe Driving**

#### **Fog**

- Use dipped headlights so other drivers can see your vehicle.
- Use fog lights + rear high intensity lights (visibility < than 100 metres).
- Try not to speed up when the fog ‘clears’ – very often there are fog patches further along the road.

#### **Ice and Snow**

- Clear all snow upon the vehicle roof before driving off as this can often slip / slide down and obscure the view (rear and front).
- Look for clues that the roads could be icy, e.g. ice on the pavements, the windscreen, no / reduced road surface noise etc.
- Avoid braking as this will lock the wheels and give rise to further skidding.
- Stay well back from service vehicles spreading grit / salt or using snow ploughs – don’t overtake unless safe to do so.

#### **Rain**

- When the road is wet, slow down and maintain a safe distance from the vehicle ahead.
- If the vehicle loses its road surface grip, slow down – avoid braking or steering suddenly.

#### **Windy Weather**

- Take extra care and plan the journey, checking out weather conditions.
- Be aware of strong cross winds: windy weather and strong gusts can affect high-sided vehicles, motorcycles, bicycles and even horses on the road.
- Be vigilant when driving in wooded locations as windy conditions can fell and topple trees.

#### **Floods**

- Avoid driving through surface water as the engine can become flooded.
- If driving through a flooded area is unavoidable, use a low gear and keep the engine revving at a high rate; keep moving forward.
- Test brakes after driving through water to ensure an effective operation.

#### **Motorway Break Down**

- Pull onto the hard shoulder, park as far over to the left as possible, away from traffic – turn on the hazard warning lights.
- All persons must get out of the vehicle immediately using the doors on the left side.
- Whilst waiting for roadside assistance, keep well away from the carriageway and hard shoulder – stand over the fixed barrier if it is safe to do so,
- Never attempt even the simplest of vehicle repairs!

- Use the emergency roadside telephone if possible rather than a mobile 'phone – this will help Traffic Officers know exactly your location on the motorway system.

## **More Information**

### **Road Conditions**

[www.highways.gov.uk](http://www.highways.gov.uk)

### **Traffic Radio**

[www.trafficmusicradio.co.uk](http://www.trafficmusicradio.co.uk)

### **Weather Conditions**

[www.metoffice.gov.uk](http://www.metoffice.gov.uk)

### **Highway Code (driving in bad weather section)**

[www.direct.gov.uk/en/Motoring](http://www.direct.gov.uk/en/Motoring)

#### 4.4 Appendix 4 – Policy Review

<b>Year</b>	<b>Reviewed By</b>	<b>Date</b>	<b>Signature</b>
2015	Peter Jennings CMIOSH – Acton Jennings LLP DRAFT and APPROVED Versions	September / October 2015	
2016	Elliot Gierula BSc (Hons) Tech IOSH of Acton Jennings LLP - Reviewed	January 2016	
2017			
2018			

#### 4.5 Appendix 4 – Appointment of Specific Health and Safety Duties

	<b>Name</b>	<b>Position</b>
Health and Safety Co-ordinator	Judith Kaye	Company Secretary
Risk Assessment and Management of Health & Safety at Work Co-ordinator	David Ronson	Director/Quantity Surveyor
Consultation with Employees Co-ordinator	David Wilkinson	Director/Project Manager
Safety Training Co-ordinator	David Ronson	Director/Quantity Surveyor
Fire & Emergency Evacuation Co-ordinator	Judith Kaye	Company Secretary
Display Screen Equipment Co-ordinator	Judith Kaye	Company Secretary
Control of Hazardous Substances Co-ordinator	David Wilkinson	Director/Project Manager
Electrical Safety Co-ordinator	Judith Kaye	Company Secretary
Control of Smoking at Work Co-ordinator	David Wilkinson	Director/Project Manager
Manual Handling Co-ordinator	David Ronson	Director/Quantity Surveyor
Noise at Work Co-ordinator	David Ronson	Director/Quantity Surveyor
Control of Vibration at Work Co-ordinator	David Wilkinson	Director/Project Manager
Occupational Health Co-ordinator	Judith Kaye	Company Secretary
Gas Safety Co-ordinator	Judith Kaye	Company Secretary
Legionella Co-ordinator	Judith Kaye	Company Secretary
Transport Co-ordinator	David Wilkinson	Director/Project Manager
Personal Protective Equipment Co-ordinator	Judith Kaye	Company Secretary
Pressure Systems Co-ordinator	Jeff Ayrton	Mechanic
Work Equipment Co-ordinator	David Wilkinson	Director/Project Manager
Work Related Stress Co-ordinator	Judith Kaye	Company Secretary
Violence, Aggression & Challenging Behaviour at Work Co-ordinator	David Wilkinson	Director/Project Manager
Control of Contractors Co-ordinator	David Ronson	Director/Quantity Surveyor
First Aid and Accident Investigation Co-ordinator	Judith Kaye	Company Secretary

Working at Height Co-ordinator	David Ronson	Director/Quantity Surveyor
Hired in Work Co-ordinator	David Wilkinson	Director/Project Manager
Asbestos Co-ordinator	David Wilkinson	Director/Project Manager
Construction Work Co-ordinator (CDM)	David Ronson	Director/Project Manager