

# HEALTH & SAFETY POLICY & ARRANGEMENTS

12<sup>th</sup> June 2015



Elite Tree Services (East Anglia) Ltd

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## GENERAL STATEMENT OF SAFETY

The Health and Safety Policy of Elite Tree Services (East Anglia) Ltd is based on our conviction that the health & safety of our personnel and all visitors to our premises is of fundamental importance and a primary consideration in all our operations.

Management and staff have a duty and responsibility for implementing this policy in a manner that ensures that health, safety and welfare considerations are always given priority.

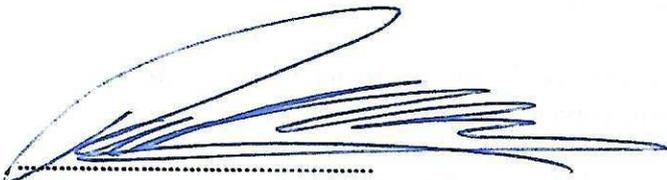
The effectiveness of the company's Health and Safety Policy relies heavily on the co-operation of its employees and the competency of those persons engaged by the company. It will therefore ensure, through its policies, the competence of its employees but recognising that it is also their duty and responsibility to do everything possible to prevent injury to themselves and others.

A good safety record is clear evidence of good management. Operational accidents that result in injury or death and/or loss of property, are usually preventable and so it is our policy to do everything reasonably practicable to maintain our company's exemplary safety record.

The aims of our Health and Safety Policy are as follows:

- To provide a safe working environment including a clean operation, well maintained equipment and safe methods of work.
- To train all personnel to do their work in a safe and a safety conscious way and to recognise their responsibility for their own personal safety and that of their colleagues.
- To comply with all health and safety legislation, Codes of Practice, rules and regulations and to promote the participation of personnel in the safety effort.
- To recognise that it is our duty to be conscious of the environment. To this end we must always be sure that our operations do not endanger the environment or contravene legislation or recognised Codes of Practice.

The company has appointed the Director Mr Paul Thomas as the person with overall responsibility for Health, Safety and Welfare. In order to achieve the objectives of this Policy he will ensure that all employees read and understand this document and are aware of their individual responsibilities.



Director

Dated: 12<sup>th</sup> June 2015

## **RESPONSIBILITIES FOR HEALTH & SAFETY**

In this section, detailed responsibilities are set out in order to ensure that an effective system is set up to communicate health and safety information throughout the company and so that everyone is aware of what is expected of them in the health and safety effort.

### **The Director**

The Director, Mr Paul Thomas, is responsible for all aspects of Health, Safety and Welfare within the company and is also responsible for all employees and sub-contractors working for, or on behalf of the company.

Detailed responsibilities include:

- a. Ensuring that all employees and sub-contractors understand this Policy and to arrange relevant training where necessary
- b. Before any work commences, providing all employees or sub-contractors with the appropriate health and safety information and ensuring that they comply with the contents
- c. Dealing with the investigation of any accidents or incidents and the reporting of such, in the manner and within the timescales prescribed by legislation and taking any action as a result of the findings
- d. Taking any action necessary (including disciplinary action where appropriate) to ensure that the arrangements detailed in this Policy are adhered to by all persons under the control of the company
- e. Obtaining and checking the Health and Safety Policy of all specialist sub-contractors and ensuring that work methods and safety practices are agreed and, if necessary, ensuring that any safety training that may be appropriate for them to comply with these requirements has been delivered
- f. Informing all employees or sub-contractors of any hazards at work that may affect them or safe systems of work
- g. Ensuring compliance with all statutory legislation
- h. Devising and ensuring that all emergency procedures are understood by everyone concerned
- i. Providing equipment and tools necessary to carry out work safely, including suitable and sufficient PPE for employees and ensuring that such equipment is provided to and used by all employees and sub-contractors and that training is given for everyone in its correct use
- j. Undertaking the assessment of hazards present in the workplace, assessing the risks, devising method statements and implementing control measures and good working practices
- k. Monitoring and reviewing assessments as required, and documenting any significant changes to these assessments or safe systems of work
- l. Reviewing this Policy annually
- m. In order to ensure the quality of the company's Health and Safety culture, randomly undertaking safety checks that will entail checking company vehicles, visiting work sites and noting areas of

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safety in which it is felt that the company requires the allocation of resources and establishing the attitudes of the workforce to the company's strategies and standards with regard to Health, Safety and Welfare

- n. Communicating with external Health & Safety Advisors to ensure that details of all new legislation are conveyed to all employees
- o. Monitoring the company's health and safety records, considering new policies or procedures and allocating such resources as are necessary to meet the obligations under this Policy
- p. Monitoring all projects to ensure that they comply with legislation and this Policy

### **Site Supervisors**

The Site Supervisors are responsible for the day-to-day on-site health and safety of contracts.

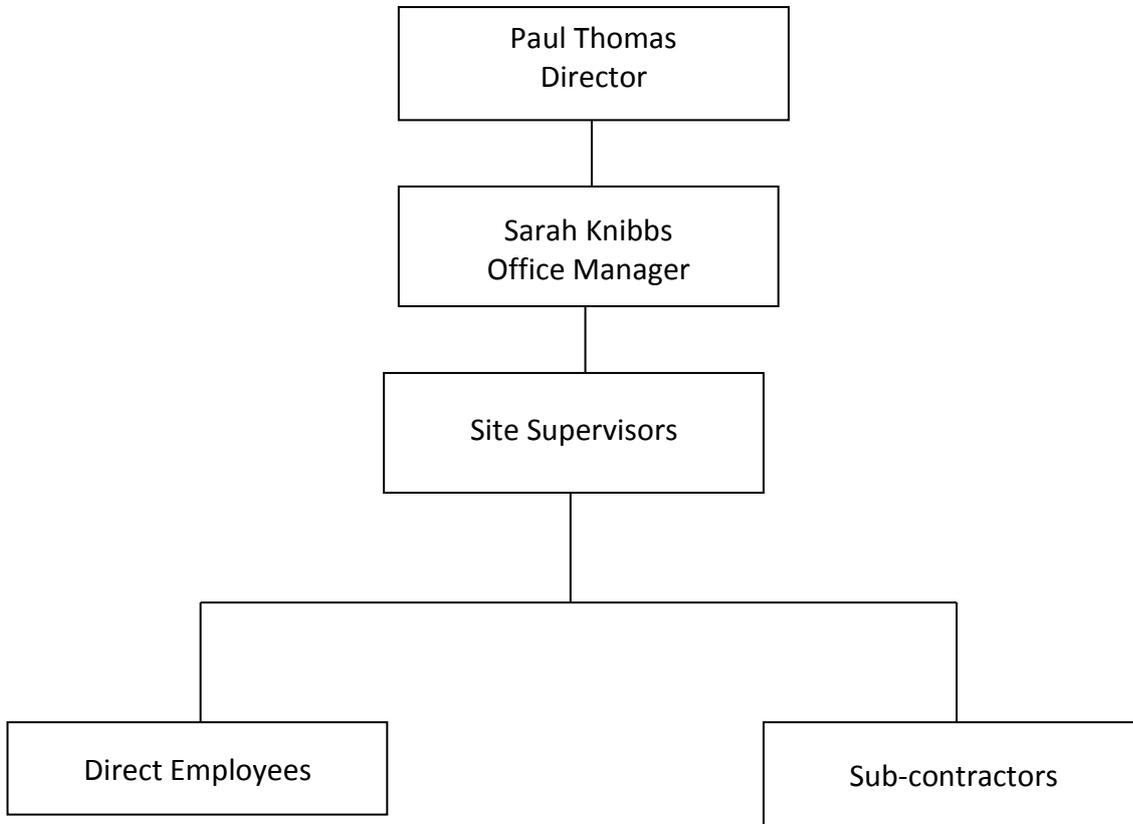
Detailed responsibilities include:

- a. The implementation of this Health and Safety Policy for persons under their control
- b. To ensure that employees and sub-contractors are instructed properly and understand their responsibilities regarding this Health and Safety Policy
- c. To inform employees and sub-contractors of any hazards at work that may affect them and safe systems of work
- d. To ensure compliance with statutory legislation
- e. To ensure that all emergency procedures are understood
- f. To ensure that equipment and tools necessary to carry out work safely are provided and that suitable Personal Protective Equipment (PPE) is provided and used as appropriate
- g. To take any action necessary to ensure that the arrangements detailed in this Health and Safety Policy are adhered to
- h. Where necessary, assisting the Director to investigate all injuries, dangerous occurrences and reported diseases, in the area of their responsibility
- i. To undertake assessments of hazards present in the work place to assess the risk and to write Method Statements and implement control measures or to request the Director to do so
- j. To monitor and review assessments as required and to document any significant changes to the assessment or safe systems of work
- k. Ensure that all signing and guarding of works are properly in place and, where applicable, that traffic management plans are implemented

## **Other Employees**

- a. All employees have a legal responsibility under Section 7a of the Health and Safety at Work etc. Act 1974, to take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, under Section 7b of the Act, they are to co-operate with the Director in satisfying the safety requirements of any statutory provision
- b. All employees should understand the contents of this Policy and bring to the attention of the Director or Site Supervisor, any accidents, incidents or any requirements that they have for training
- c. PPE will be worn at all relevant times (see following section) and employees must take care of any items issued and should not misuse them. Loss or damage of protective equipment should be reported to the Director or Site Supervisor immediately
- d. Employees are only to carry out those tasks for which they are competent and for which they have been trained and the Director should be informed of any requirement for further training
- e. Any employee should immediately report any unsafe or unhealthy work conditions to the Director or Site Supervisor
- f. If at any time any employee is unsure of the safe or correct procedure to carry out a task, or is not trained to carry out an operation, then he or she must not continue but must report the situation to the Director or Site Supervisor immediately

**ORGANISATION CHART**



## **ALCOHOL, DRUGS AND SOLVENTS**

- 1 The company is concerned that employees and sub-contractors do not expose themselves or other persons to risks to their health or safety by acts or omissions at work. It is, therefore, the policy of the company that employees are, so far as is reasonably practicable, fit and well for work at all times.
- 2 No person will be allowed to be at work if they are under the influence of alcohol, drugs or solvents.
- 3 Any employee or sub-contractor who is aware of any person who is at work and under such influence must report the matter immediately to the Director or Site Supervisor or in the event of it being such a person, to the Director.
- 4 Where an employee is, or has been dependent upon alcohol, drugs or solvents, the company will not treat this, in itself, as a disciplinary offence provided that the employee has recognised the problem as an illness and has sought medical advice. The employee must accept any medical treatment that his or her doctor recommends.
- 5 If any employee shows signs of alcohol, drug or solvent dependence and subsequently fails to seek medical advice or to accept treatment, it will be open to the company, if any health and safety risk, loss of performance or breaches of discipline occur, to take action in the normal way under its Disciplinary Procedure.
- 6 Where a person's employment depends upon his or her ability to drive a vehicle, behaviour that contravenes the above and which may lead to the loss of his or her driving licence, will leave him or her no longer qualified for that employment.

## **COMMUNICATION AND REVIEW OF POLICY**

- 1 The company will seek to ensure that this Policy and any other guidance, information, instruction or training allied hereto, is fully understood by all employees and sub-contractors and any others, as appropriate.
- 2 In view of the short duration of the company's contracts where even temporary site facilities are not required, copies of this Policy will be kept at the company's office and a précis of this document will be provided to all employees and sub-contractors.
- 3 The 'General Statement of Safety' will be displayed in the office.
- 4 The contents and detail of this Policy will be covered on the induction of all new employees and sub-contractors.
- 5 Particular employees will be trained in elements of the Policy where appropriate and will be required to demonstrate their understanding of the procedures from time to time.
- 6 Important arrangement sections of the policy will be displayed in conspicuous places and will be brought to the attention of all employees and sub-contractors through Toolbox Talks and briefings.
- 7 All employees and sub-contractors who can contribute to making any improvements to this Policy are encouraged to do so by the Director.
- 8 This Policy is a working document and will change constantly as employees, materials, equipment, best practice and systems change. This Policy will however be formally reviewed annually by the Director. A re-signed copy of the General Statement of Safety will be displayed as above.
- 9 All employees and sub-contractors will be made aware of any changes of significance which have been required as a result of the review process.
- 10 Consideration in any review will be given to recommendations of any Designated Health & Safety Advisors, the HSE, Fire Authority and other recognised agencies.
- 11 To aid communication and co-operation:
  - a. The Director will, on all contracts, ensure that any potential hazards and details of any serious or imminently dangerous procedures being carried out by the company, are advised to those people carrying out the work.
  - b. Where on any site there are health and safety briefings or Toolbox Talks, the Director will ensure that all employees or sub-contractors, attend such a meeting.
  - c. Any and all changes to Risk Assessments or Method Statements and any new hazards or difficulties arising during the day must be immediately reported to the Director.
  - d. If at any time an employee, sub-contractor or visitor is unsure of the safe or the correct procedure to follow, then they must immediately inform the Director or Site Supervisor.

## 12 Supervision & Monitoring of Specialist Sub-Contractors

The provision of information provides an essential contribution to the reduction of health and safety risk. Clients, employees and sub-contractors are all responsible in law for informing each other of risks and hazards arising from their activities. Although the Company rarely uses specialist sub-contracting firms, when it does, it will ensure that the following is carried out.

- a. Information to be shared:
  - Risks and hazards identified by Risk Assessments
  - Measures for prevention and precautionary measures to be taken
  - Serious or imminently dangerous procedures
  - Details of risks notified to them by others
  - Any other site safety matters not covered above
- b. Prior to the commencement of any work on site, if they are used, specialist sub-contractors will provide to the Director all Risk Assessments and Method Statements for all of their activities.
- c. All specialist sub-contractors will report to the Director or Site Supervisor before starting work on site.
- d. The Director will undertake spot-checks of all specialist sub-contractors to ensure that they are:
  - Working within their prescribed Risk Assessments and Method Statements
  - Following all site health and safety rules
  - Using all equipment and PPE in a correct and safe manner
- e. Employees and sub-contractors are responsible for the reporting of any breaches in site health and safety rules, hazardous situations or defective equipment or PPE, to the Director or Site Supervisor, immediately.
- f. The Director will be responsible for the upkeep of all documentation required for the Health & Safety file which will be kept at office and be open for inspection at any time.
- g. Prior to the commencement of any work by a specialist sub-contractor, the Director will have them complete a Sub-Contractor Safety Check List and will satisfy himself as to the safety arrangements for that specialist sub-contractor.

## **CONTROL OF POLICY**

- 1 It is the legal responsibility of the company to provide and maintain this Health and Safety Policy and Arrangements.
- 2 It is the responsibility of the Site Supervisors and sub-contractors on site for the day-to-day operation of this Policy and the local arrangements which form part of the policies and procedures at operational level.
- 3 The Director will maintain this Policy and make copies accessible to all staff who will also have access to other health and safety information contained in the health and safety file maintained in the office.
- 4 The Director will monitor this Policy in conjunction with any Designated Health & Safety Advisors retained by the company and make any amendments and alterations as are seen fit, bearing in mind always the health, safety and welfare of employees and sub-contractors.
- 5 The Director will arrange for periodic audits of the company against this Policy and Arrangements and will ensure that the law, guidance, Codes of Practice and the duty of care are being fulfilled.
- 6 All employees and sub-contractors have a responsibility to report possible defects or failings in this Policy and Arrangements and to be involved in health and safety matters. Employees and sub-contractors should report any defects in these arrangements or any health and safety matter, to the Director.
- 7 In all cases this Policy will be reviewed annually considering risk assessments and feedback from employees and sub-contractors and from any Designated Health and Safety Advisers.
- 8 Regard shall also be had to Environmental Health or Health & Safety Executive Officers and other Governmental Inspectors, Fire Officers, Insurance Advisors and other officials and their advice will be considered and amendments made to this Policy, as appropriate.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Ref - Control of Substances Hazardous to Health Regulations 2005

- 1 The company recognises that certain substances used at work can be dangerous or hazardous depending on the use, storage, environment, exposure and other factors including the chemical make up of the substances.
- 2 The company will comply with all legislation in relation to hazardous substances in particular the COSHH regulations, Codes of Practice and guidance issued by the HSE and manufacturers.
- 3 It is important that all employees and sub-contractors understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent and reduce any risks to health and safety. The company will identify all hazardous substances and assess the risks associated with their use to identify preventative measures that which will be brought to the attention of all employees.
- 4 The procedures for dealing with hazardous substances will be as follows:
  - a) All potentially hazardous substances will be identified.
  - b) All substances identified will be suitably marked with their respective warning label. Substances will also be stored in a safe manner and use restricted to designated personnel.
  - c) To identify hazardous substances the company will:
    - use information supplied with the product
    - use product data sheets
    - observe warning notices
    - have regard to HSE guidance and other guidance from manufacturers, consultants or other competent persons
    - use information gathered from experience in a substance's use
    - refer to technical publications
  - d) All hazardous substances identified will be subject to a risk assessment as required under Regulation 6 COSHH 2005. All employees and sub-contractors need to be aware that substances include not just liquids but also dusts, fumes, solids and any composition which can be hazardous to health.
  - e) Assessments will only be carried out by those persons deemed competent and trained to do so and will be suitable and sufficient for the purpose and will include:
    - an assessment of the risks to health
    - the steps which need to be taken to achieve adequate control to the exposure (in accordance with regulation 7)
    - identifying other actions that may be required (by virtue of Regs 8-12)

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- f) Assessments will be carried out using the company's form and will consider the following:-
- to which substances employees are exposed
  - what effects the substances may have, including the sources and entries including absorption, injection, inhalation and ingestion
  - where the substances are present and in what form
  - the ways in which, and the extent to which, any employee or sub-contractor or group of them are at risk, taking into account the nature of the work, processes, environment and any other factors
  - an estimate of exposure
  - where valid standards exist representing adequate control, comparison of the estimate with these standards
- g) If comparison shows that control is likely to be, or become, inadequate then the assessment will go on to determine the steps or further steps that need to be taken to obtain and sustain adequate control.
- h) The assessment may require the carrying out of sampling or other measurements to determine the exposure. In certain cases 8 hour personal sampling will be undertaken.
- i) All COSHH Assessments will be kept with the health and safety documentation to be carried by the Director and Site Supervisors from job to job and in the health and safety file in the office. They should also be made available alongside the product where it is stored.
- j) All employees and sub-contractors will be required to read the Assessments and, where applicable, the Director will organise training in the use of any substances in accordance with the Assessment. All such training will be recorded and documented.
- k) Assessments will be reviewed whenever there is evidence to suspect that an assessment is no longer valid or circumstances have changed substantially.
- 5 The company will ensure that, as a result of the assessment, the exposure is adequately controlled.
- 6 The company will ensure that control measures, PPE and other measures are properly used or applied and every employee and sub-contractor must make full and proper use of any control measure or items of PPE and report any defect in the measures or PPE.
- 7 All necessary control measures, as identified, will be implemented without delay.
- 8 Detailed compliance with COSHH Assessments will be the responsibility of the Director and Site Supervisors. In addition all employees and sub-contractors should be accountable for their own actions in relation to the substance they are using during the course of their work.
- 9 It is the company's policy that employees and sub-contractors will only use hazardous substances in accordance with the information and instruction that they have been given and in accordance with this Policy

## **DISPLAY SCREEN EQUIPMENT (D.S.E.)**

- 1 The company will make every effort to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE.
- 2 There are a number of potential risks from using DSE but these are preventable if they are used correctly.
- 3 All employees who are classed as users will receive advice and/or training in the health and safety aspects of using their work stations and the best postural positions to adopt. All employees will then complete a self-assessment using the company's prescribed form for the purpose. The results will be kept with the employee's Personnel File.
- 4 Where a problem arises in the use of DSE e.g. eye strain, upper limb pains, or headaches, employees must inform the Director and the company will:-
  - take all necessary steps to investigate the circumstances
  - put into place corrective measures where appropriate
  - advise the employee of the action taken and to be taken by them
- 5 The company will consider, where practicable, changes of task within the working day to prevent intensive periods of on-screen activity.
- 6 Where a visual problem is experienced in relation to the use of DSE, an employee may request an appropriate eyesight test and this will be paid for by the company.
- 7 All eyesight tests will be arranged by the employee. The cost of any eyesight test will only be met by the company provided that the correct procedure has been followed. Where an employee obtains a test independently and without the prior knowledge and consent of the company, then the employee alone will be responsible for all costs.

## **DRESS CODE**

- 1 All employees and sub-contractors must dress in such a manner as is appropriate for their job, having regard to both the image of the company and all health and safety issues.
- 2 Employees and sub-contractors will wear such corporate clothing as the company shall, from time to time, provide.
- 3 Employees and sub-contractors must not wear excessive jewellery (particularly dangling chains and/or bracelets) that may cause danger or increase the risk of injury.
- 4 Employees and sub-contractors should not wear loose, baggy or hanging clothing which may become trapped or entangled and thereby increase the risk of injury.
- 5 Long hair must be tied back to avoid potential entanglement.
- 6 Correct PPE must be worn when carrying out work for the company.
- 7 In sunshine, employees and sub-contractors will ensure that they are protected by way of sunscreen or other products so that they do not suffer from sunburn

## **ELECTRICAL SAFETY**

- 1 The company aims to comply with current legislation and guidance from HSE contained in HS (R) 25 “Memorandum of Guidance on the Electricity at Work Regulations 1989”. In addition the company will also comply with other codes of practice and the current edition of IEE Regulations.
- 2 Electrical work and installation will only be carried out by those persons deemed to be competent to do so and who are properly registered to do such work.
- 3 Employees or sub-contractors who need to use electrical equipment must report any fault or defect immediately to the Director or Site Supervisor and deal with it as below. Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.
- 5 As soon as an employee or sub-contractor becomes aware of any defect they should stop the equipment by removing the power source and report it as indicated above. The item should then be put in a secure place labelled ‘Do Not Use’ until attended to and the fault rectified.
- 6 The Director will organise for a suitably qualified person to carry out Portable Appliance Testing (PAT testing) on all mains apparatus (whether used in the office or on site) and this will be recorded in a register. The register will indicate how often each item should be recalled for routine inspection and maintenance. The frequency of the recall will depend on the type and use of the apparatus based on an assessment of risk.
- 7 In relation to portable electrical appliances, guidance contained in HSE Guidance Note PM32 “The Safe Use of Portable Electrical Appliances” will be followed.

## **EMERGENCY PROCEDURES**

- 1 The company, by virtue of the nature of its work, hardly ever works within buildings and most of its contracts are short-term and take place in the open air - but there is still a risk of fire or other incident happening. Through training, or as part of the on-site induction, the procedures set out in this section will be communicated to all employees and sub- contractors.
- 2 In the event of a fire occurring, the Fire Action Plan will be:
  - a. The person discovering the fire will call the emergency services and give them details of the occurrence and location
  - b. If the site where the incident happens is a Client's occupied site, the person discovering the fire will immediately report to the Client or their representative who will invoke their own procedures
  - c. Where there is no representative of the Client present, the person discovering the fire will clear the area, moving all personnel and members of the public to a point of safety, well away from the seat of the fire and company vehicles and equipment moved away from the site of the incident
  - d. The person discovering the fire will then ensure that everyone is accounted for and will telephone the Director with details
  - e. If it can be done with absolutely no risk of injury, a fire extinguisher may be used to attempt to put out the fire
- 3 Once the above has been carried out and when the Fire & Rescue Service arrive the person discovering the fire will liaise with them, providing relevant information on fire location, hazards and any missing personnel.
- 4 Before work commences the following shall be noted by every operative:-
  - a. The full postal address of the work site
  - b. If applicable, the location of the nearest house
  - c. The location of the nearest telephone (if mobile phones are to be used, ETS employees will ensure that the battery is fully charged and a reception is available from the work site)
  - d. The grid reference is known to aid the emergency services
  - e. The nearest hospital Accident & Emergency department
  - f. Access routes for the emergency services are established and kept clear.
  - g. If access is difficult, operatives will ensure that there is some means of transport available on site that will allow a casualty to be transported to the nearest rendezvous point with the emergency services.
  - h. A First aid kit is to be available at all times. The location of the first aid kit is to be known by all operatives
- 5 All operatives must also ensure that a large wound dressing of some sort is kept on their person at all times and a personal first aid kit is attached permanently to all climbing harnesses

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- 6 Whilst working in close proximity to overhead power cables, every operative must be aware that, in the event of an emergency, if a casualty is being actively electrocuted, consideration may be given to using an object made of an insulating material, to separate the casualty from the conductor. No attempt at rescue should be made until the electricity has been isolated and the power shut off.
- 7 All operatives must adopt the following procedure for informing the emergency services and must also have a prior knowledge of what information they will be required to give, including:-
  - a. The name of the caller
  - b. The telephone number from where the call is being made
  - c. The name of the casualty
  - d. The nature of the accident
  - e. How long ago the accident happened
  - f. The location of the accident/casualty
  - g. A telephone number to call back if need be
  - h. Any special hazards that they should be aware of
  - i. Any other information that might be relevant (e.g. where to meet with a responsible person who can show them where the casualty is)

## **ENVIRONMENTAL**

- 1 The Company is acutely aware of its legal and moral responsibilities towards the environment and it recognises that all operations have an impact on carbon emissions, global warming etc. It also recognises that everyone has a part to play in making the planet greener and cleaner.
- 2 On every contract the environment shall be a major consideration and through carefully managed procedures the company will ensure that pollution does not occur. The following arrangements will ensure the conservation of natural resources whilst minimising any adverse environmental impact from the company's operations.
- 3 Disposal of all waste must be done in a manner that will not cause pollution in any form and, having first decided whether any item can be re-used, all waste will then be separated for disposal, to allow the best chance of re-cycling. If necessary and where any doubt occurs, specialist contractors will be consulted.
- 4 All site waste will be dealt with by disposal that will be carried out in accordance with legislation and in a way that maximises re-cycling and ensures safe disposal of all items. Green waste will be chipped and re-cycled as required.
- 5 Where possible, on the disposal of any electrical equipment (especially computer equipment), it will be donated to a charity whose purpose is to refurbish it and donate it to disadvantaged people. Where this is not possible, it will be taken to a licensed waste disposal facility and not mixed in with other non-recyclable waste.
- 6 Every site will be kept tidy and clean - good housekeeping is essential in accident prevention as well as good environmental practice.
- 7 No tap will be left on for longer than reasonably required or left dripping and any unused water will be re-used usefully, where possible.
- 8 Where water has been used for cleaning equipment and where it might contain noxious substances, it will not be allowed to run into public sewers or on the ground but shall be collected and disposed of safely.
- 9 If more than one employee or sub-contractor is going to (or going near to) a place where others wish to go, use should be made of vehicle sharing. Where practicable (and particularly on longer journeys), public transport will be used in preference to cars, both for environmental and personal safety considerations.
- 10 Products purchased will, where possible, be environmentally friendly, re-usable, re-cyclable and designed not to damage the environment. In the case of all timber purchased it will be taken from Forest Stewardship Council (FSC) certified forests. For staff refreshment purposes, 'Freetrade' consumables will be used.
- 11 All employees and sub-contractors will be made aware of this policy and their responsibilities for environmental issues and will be given suitable training on these aspects.

## **FIRST AID**

- 1 The company, in making adequate arrangements for first aid, will comply with all relevant legislation and the HSE Approved Code of Practice L74 "First Aid at Work".
- 2 The company will maintain an adequate number of qualified first-aiders in order to provide first aid when required. The names of all first -aiders will be kept at the office. Due to the nature of the work carried out by the company, being short in duration and with only two or three people usually present and the fact that much of the work is on sites that may be managed or occupied by Clients, full use will be taken of such First Aid cover as is already provided by them.
- 3 The Director will be responsible for arranging First Aid training and arranging refresher courses.
- 4 Training of first-aiders will be in accordance with HSE guidelines.
- 5 First aid should only be applied by a trained first-aider, the purpose being to sustain life and the condition of the injured person until professional assistance arrives.
- 6 The company will provide a first aid kit with every company vehicle and in the office and it is the responsibility of the Site Supervisors to maintain the first aid kits and their materials but the drivers of the vehicles will have the ultimate responsibility to check their content.
- 7 At all times, a first aid kit must be kept near to any work that is being carried out.
- 8 Under no circumstances must any form of loose medicinal tablet be given to an employee or sub-contractor or any member of the general public (even at their own request) as this could have serious medical implications for that person.
- 9 Adequate training and information will be provided to employees and sub-contractors so that they are aware of the above arrangements including the location of equipment, materials and personnel.

## **GAS SAFETY**

- 1 Although the work undertaken by the company does not come into contact with gas appliances, there is always a risk of finding underground pipework. There are a number of risks associated with the use of any gas depending on the circumstances, including carbon monoxide poisoning, fire, explosion and asphyxiation.
- 2 Initially to reduce any risks it is the intention of the company to comply with all current legislation. The main purpose of the Regulations is to secure safety in relation to gas installation, servicing and use of fittings and appliances.
- 3 Any gas related work will only be carried out by a competent person or persons. Normally these will be someone approved by HSE under the Gas Safe Register.
- 4 Employees and sub-contractors, unless competent and authorised to do so, must not interfere in any way with any gas appliance, supply or fitting.
- 5 Any employee or sub-contractor who smells gas, or is concerned that they may have damaged any form of gas supply, should report the matter immediately to the Site Supervisor or, if on a Client's site then to the responsible person thereon. If the site is not occupied then evacuation procedures (as for fire) must be followed.

## **HAND ARM VIBRATION SYNDROME**

1. The company is aware that there may be persons employed in jobs requiring regular and frequent use of vibrating tools and equipment.
2. Hand Arm Vibration Syndrome is a disorder that affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. It can become severely disabling if ignored and its best-known form is Vibration White Finger (VWF), which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.
3. The Director will ensure that he has sufficient information to recognise activities giving rise to significant risks and Site Supervisors will identify all situations where activities are undertaken by employees or sub-contractors requiring the use of vibrating tools and equipment.
4. The Director will, where necessary produce Risk Assessments and Method Statements where the risk is seen as warranting it and will ensure that all employees or sub-contractors receive relevant training.
5. The Director will, where practicably possible, introduce such measures to reduce risks from vibration exposure which may include:-
  - replacing tools and equipment with alternatives which produce lower magnitudes of vibration
  - ensuring work activities are designed to take into account ergonomic principles
  - encouraging good posture
  - ensuring all equipment is properly maintained
6. All employees and sub-contractors will take steps to reduce risk when using such equipment including:-
  - reducing the time exposed to vibration e.g. by taking regular breaks or job rotation
  - wearing suitable clothing to protect themselves from cold and damp
  - changing their working practices to reduce vibration exposure;
  - selecting and using the correct equipment for the job
  - using correct techniques for the equipment used e.g. how to reduce grip force
  - maintaining a good blood circulation by keeping warm and massaging fingers regularly
  - cutting down on cigarette smoking

## **HAND TOOLS**

- 1 Hand tools are classed as work equipment and, as such, also need to be considered in line with the section entitled Machinery and Equipment.
- 2 Through the Director or Site Supervisor, all employees or sub-contractors should request the supply of hand tools where there are none and these will be provided, as long as they are deemed to be suitable for the job.
- 3 All hand tools will be taken from the container store and returned to the store after use. They must be used in a proper manner and in line with any manufacturer's instruction and training given in their use, if required.
- 4 Hand tools must be maintained in an efficient working condition and inspected before use to ensure that there are no defects. If there are any they must be reported to the Director or Site Supervisor and repairs will be organised.
- 5 Electrically powered hand tools will comply with BS2769:1964 and, where possible, be of 110 voltage.
- 6 All hand tools must be stored properly and not be exposed to misuse, or substances or articles which will affect their performance.
- 7 Employees and sub-contractors should take proper care when using hand tools so that they do not expose themselves or others to undue risk.
- 8 Any employee or sub-contractor who is unsure of the correct use or method of work should ask the Director or Site Supervisor to request instruction and/or training.

## **HOUSEKEEPING ON SITE**

1. The general tidiness and cleanliness of a site is a reflection of the professionalism of the company. In addition good housekeeping is a reflection on the standards set by the company regarding health, safety and welfare and can contribute greatly to reduced risks and reduced accidents.
2. All employees and sub-contractors are responsible for the general state of the areas in which they operate with regard to work equipment, rubbish and debris. They must dispose of any waste material, vegetable or otherwise, in the containers provided and must not allow accumulations of rubbish of any description.
3. All employees and sub-contractors must keep their own areas of responsibility clean and tidy.
4. Areas accessible by the public need to be kept free from any hazard including solid objects and also from any liquid spills and where necessary sectioned off and suitable signage displayed.
5. Any spillages must be cleaned up immediately using appropriate materials and observing the proper warning signs during and after the operation (and see section on COSHH).
6. No combustible materials must be allowed to accumulate anywhere on site and all means of access and egress must be kept free from any object which is likely to affect the safe use.
7. Employees and sub-contractors will be responsible for clearing away any rubbish or surplus material and placing them in the relevant containers (see section on Environmental).
8. Any accumulation of dirt or waste whether vegetable or otherwise that has not been cleared, should be reported to the Director but it is stressed that the general cleanliness and hygiene is the responsibility of all employees and sub-contractors.
9. Every day, the person who is responsible for any company vehicle will ensure that it is clean and that there is no accumulation of waste or personal litter such as food wrappers, plastic bags or other debris.

## **INCIDENT & ACCIDENT REPORTING AND INVESTIGATION**

- 1 All accidents, injuries, near misses, diseases and dangerous occurrences involving employees, sub-contractors or any other person on site (hereafter all called by the term 'accident') must be reported and where applicable, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 as amended.
- 2 Employees and sub-contractors must report all such accidents immediately to the Director or Site Supervisor and, in any case, within 24 hours. All such reports will be recorded in the company's Accident Books which will detail the name and contact details of the person affected and give details of the accident including dates, times, location and description of the events of the accident. The Accident Book is kept in the office. All completed accident records will be removed from the Accident Book and filed in accordance with the Data Protection Act 1998.
- 3 All fatalities or incidents resulting in a specified injury (see below for list) or where there are multiple persons affected, must be reported to the enforcing authority (unless otherwise stated, this will be the Health & Safety Executive) immediately by telephone on 0845 300 9923.
  - a fracture, other than to fingers, thumbs and toes
  - amputation of an arm, hand, finger, thumb, leg, foot or toe
  - permanent loss of sight or reduction of sight
  - crush injuries leading to internal organ damage
  - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
  - scalpings (separation of skin from the head) which require hospital treatment
  - unconsciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 4 For all accidents involving any employee, as a result of which, he or she is absent from or incapable of carrying out, his or her normal work, for more than 7 days following the accident (not including the day of the accident), the official report form F2508 should be completed on-line via the HSE website ([www.hse.gov.uk/riddor/online](http://www.hse.gov.uk/riddor/online)). Photocopies will be taken and retained on file as a record. This report must be completed within 15 days of the accident.
- 5 Where any member of the public is involved in an accident that necessitates them being taken to hospital for treatment (but not simply for a 'check-up') a report must be completed on-line as per 4 unless it constitutes a specific injury when it must be reported as per 3 above.
- 6 Any dangerous occurrence should be reported on-line as above. The main incidents to be reported are:-
  - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
  - plant or equipment coming into contact with overhead power lines
  - the accidental release of any substance which could cause injury to any person

However, there are 43 other types of incident that are reportable that can be found at:-  
<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

- 7 All employees will report all diagnosed reportable diseases (see list below) which are linked with occupational exposure to specified hazards or any other occupational ill health, as soon as they are aware, or suspect, that they are suffering ill effects therefrom, whether or not it affects their work. Such diseases etc. will be recorded in the same manner as accidents and those that are diagnosed as one of the diseases etc. below will be reported on-line on the official form F2508 :-
- carpal tunnel syndrome
  - severe cramp of the hand or forearm
  - occupational dermatitis
  - hand-arm vibration syndrome
  - occupational asthma
  - tendonitis or tenosynovitis of the hand or forearm
  - any occupational cancer
  - any disease attributed to an occupational exposure to a biological agent
- 8 All employees will report all diseases or occupational ill health to the Director as soon as they are aware, or suspect that, they are suffering ill effects as a result, or in connection with, work. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508. All forms will be completed by the member of staff involved in conjunction with the Director.
- 9 Accidents and cases of ill health will be investigated by the Director to endeavour to identify the cause of the accident or ill health. Measures for prevention will also be devised in all cases where applicable, to ensure that similar accidents do not re-occur.
- 10 Full co-operation is required from all employees or sub-contractors during any investigation by the company, its insurers or any enforcing authority Inspectors. All employees and sub-contractors will be asked to sign an acknowledgement as acceptance of their clear understanding of the procedures to be followed in the reporting of accidents.
- 11 All entries in the Accident Book will be checked monthly by the Director to identify any common accidents or trends, so that preventative measures can be taken.
- 12 Any electric shock received will be entered into the Accident Book and reported as above

## **MACHINERY & EQUIPMENT**

- 1 The company's aim is to provide equipment for the use of employees and sub-contractors which is, so far as is reasonably practicable, safe and without risks to health. To comply with this requirement the company will satisfy the requirements of all legislation in relation to equipment and in particular the above and guidance on them produced by HSE and the Machinery Directive (19) and associated Regulations and information.
- 2 The company will endeavour to ensure that the right equipment is purchased and prior to its use, equipment will be checked and any instructions or information in manuals will be read and considered. Information, instruction and training will be given to employees and sub-contractors who will use the equipment. Such training will include an outline of the risks and the preventative and protective measures to be adopted, the correct use of guards, safe systems of work and any personal protective clothing that is required to be worn.
- 3 Employees and/or sub-contractors must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 4 Employees or sub-contractors must report any damage, malfunction or unsafe equipment to the Director or Site Supervisor and they must not interfere with or repair any equipment unless authorised to do so.
- 5 All equipment will be maintained by the company in efficient working order and, where applicable, particular equipment will have a routine and planned maintenance programme.
- 6 Proper and safe procedures will be adopted for maintenance of equipment and this includes the proper isolation of sources of energy.
- 7 The following general principles will be applied in line with B.S. 5304:1988 "Code of Practice for Safety of Machinery" and the above Regulations.
  - a) Identifying the hazard - the main risks associated with equipment are: contact, entanglement, being struck by ejected particles, trapping, burns through friction contact and from being struck by materials being machined
  - b) Eliminating or reducing the hazard - such as using enclosed areas, by guarding, using recognised manufacturers, filling in any gaps etc.
  - c) Using safeguards: trip devices, electro sensitive systems, two-hand control devices and mechanical devices using interlocks.
  - d) Using safe working practices: using physical safeguards to reduce risk, including having safe systems of work that must be adopted and will include planning, setting, use, adjustment and maintenance of the equipment.
- 8 Particular requirements and regulations apply to certain machinery and will be complied with appropriately e.g. MEWPS ( tracked and mounted 'cherry pickers').

- 9 When hiring equipment, the company undertakes to hire any items only from a reputable supplier and to ensure that they are in safe working order.
- 10 When any equipment is brought on to site by third parties, the Director or Site Supervisor shall visually inspect such equipment and he or she shall have the right to prohibit the use of the equipment if there is any doubt as to its fitness. In the event of any dispute, a qualified person will be called in to arbitrate.
- 11 No employee will use any item of specialist sub-contractor's equipment as, by doing so, in the event of an accident, that person may invalidate the company's insurance cover.

## **MANUAL & MATERIALS HANDLING**

- 1 The company accepts that there is a risk of injury to employees or sub-contractors from manual handling operations. To reduce and/or prevent those risks, the company will comply with all current legislation and guidance given by HSE.
- 2 As a starting point, no person will be expected to, and must not, move any load which they think may cause them injury. Everyone should have regard to good manual handling techniques and follow the systems of work devised, including the use of any aids provided.
- 3 Employees or sub-contractors who have to carry out manual handling operations will be provided with information on safe manual handling techniques and, if required, trained in the process and in the best way to move loads in order to reduce the risk of injury. The company will verify that all specialist sub-contractors have been so trained.
- 4 However, firstly, if the task can be avoided - then it should be. Secondly, if the task can be automated or mechanised, it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 5 Through Risk Assessment, the company will identify all manual handling operations which may involve any risk of injury, including pushing, pulling, lifting, carrying and supporting a load.
- 6 Assessments will be undertaken by the Director, or a health and safety professional engaged by him, and will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk.
- 7 Risk assessments and the preventative and protective measures arising therefrom will be made available to all relevant employees and sub-contractors who will be required to read them and abide by them. The originals will be kept in the health and safety file in the office.
8. Employee or sub-contractor will have been supplied with the booklet on good manual handling and they must be aware of the contents when undertaking manual handling tasks.

## **NOISE**

- 1 The company recognises the hazard to health of noisy operations, therefore all operations involving excessive noise will be subject to a "Noise Assessment".
- 2 All employees and sub-contractors will be given ear protection where required, together with full instruction on the wearing and maintenance of such protection. Failure to wear the supplied PPE when required will result in removal from site.
- 3 Employees and sub-contractors should be aware that noise does not have to be uncomfortably loud to cause damage. Ears become used to noise but what is probably happening is that hearing loss has already begun. As a guide, when a person feels the need to shout to be heard three feet away, the noise levels are such that ear protectors are recommended.
- 4 All operations will be carried out with regard to existing legislation which provides that in any activity where the noise levels exceed 85dBA, the operator must wear ear protection when the noise cannot be contained. In any activity where the noise level is below this, the operator is not legally required to wear ear protection but the company will provide it, if it is requested.
- 5 A Risk Assessment will be carried out on any operation where there may be a threat of excessive noise. Where this assessment indicates a risk to health and safety to anyone who is, or is liable to be exposed to noise, then they will be put under suitable health surveillance. Where the company has identified that employees or sub-contractors are constantly exposed to noisy operations, then the company will provide health surveillance.
- 6 Whenever possible, noise will be reduced or eliminated by modifying machinery. Employees and sub-contractors can play their part by maintaining equipment in good operation and reporting noisy equipment to the Director or Site Supervisor.
- 7 Ear protectors can be very effective but only if they fit properly and are worn correctly. The equipment may initially feel uncomfortable but a person should give them time to get used to them.
- 8 The company will, if requested, provide ear 'plugs' of expandable slow recovery foam that can be compressed into shape prior to insertion. One size will fit almost everyone and once in the ear foam plugs expand to provide a snug and secure fit.

## **NON-STATUTORY INSPECTIONS**

- 1 Due to the short duration of the work undertaken by the company it is not possible to make inspections on every job. However the Director will, where circumstances allow, make inspections of sites. Some of these inspections are not required by law but are part of the company's commitment to maintaining the highest standards of health and safety.
- 2 All employees or sub-contractors will be responsible for examining any equipment or machinery before its use, to ensure that it is in good working order and safe to use.
- 3 The Director will organise the inspection, by a competent person, of fire fighting equipment, means of escape, signage etc. required by legislation, or as per this Policy. The Director will also arrange for an annual Fire Risk Assessment to be carried out on all relevant premises and services such as electricity and gas will be inspected regularly by a competent person.
- 4 The Accident Book will be examined monthly by the Director.
- 5 Lighting, heating, ventilation and welfare facilities will be inspected regularly to ensure their continued adequacy.
6. The Director will make periodic inspections of all ladders and step-ladders to ensure that there are no defects and that they are fit for purpose.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 1 The company will ensure that Personal Protective Equipment (PPE) is supplied by, or to, all employees and sub-contractors. Such equipment will include hi-viz clothing, safety helmets, safety boots or shoes, chain-saw trousers, eye and ear protection, safety gloves and arm protection.
- 2 If employees or sub-contractors have their own equipment, then the Director will inspect the items to ensure that they are in good condition and suitable for the work to be undertaken.
- 3 All PPE will be to a standard identified by the risk assessment to give adequate protection from the hazards identified.
- 2 All employees and sub-contractors will receive training in the correct use of the PPE, why PPE is required and its limitations.
- 3 PPE issued to employees and sub-contractors will be signed for it and it must be worn correctly by employees and sub-contractors at all relevant times. Employees and sub-contractors are responsible for the PPE and should ensure that it is kept clean and in good condition. Lost or damaged PPE should be reported to the Director or the Director or a Site Supervisor immediately.
- 4 Site PPE requirements will be included in the site induction for all employees and sub-contractors. The Director or Site Supervisor will carry out spot checks on PPE use. Incorrect or no use of PPE where required, is a breach of Health & Safety rules and may lead to an employee or sub-contractor being removed from site.
- 5 The company will provide such additional PPE as the risk assessment for a job so requires and this must be worn whenever the work so requires.
- 6 The Director will check that all specialist sub-contractors are so equipped and comply with these arrangements.

## **RISK ASSESSMENTS**

- 1 Risk management is the basis of the Company's objective of achieving safe places of work. The risk management procedures that the Company adopts are as follows: -
  - a. Identification of the risks
  - b. Assessment of the risks
  - c. Identification of methods and practices of working to reduce the risks
  - d. Implementation of controls to reduce the risks
  - e. Assessment of the reduced risk levels
  - f. Monitoring and control of risks and risk reduction procedures
- 2 The Director will carry out, or cause to be carried out, Risk Assessments for all operations in accordance with current legislation. Where generic risk assessments are used, they will be checked to ensure their complete relevance at each work site. Should it be considered that, on a Risk Assessment having been carried out, that there may be hazardous activities, or multiple hazardous activities to be undertaken, a Method Statement will be completed.
- 3 Method Statements will highlight the sequence of steps to be taken to ensure a safe system of work and they will highlight the hazards and controls to be employed to limit those risks. The risks and controls to be implemented will be communicated to all employees and sub-contractors.
- 4 All employees and sub-contractors will ensure that they are familiar with Risk Assessments and Method Statements before commencing their activities and that, if they are attempting to assess risk themselves, they are competent in the production of such assessments.
- 5 This procedure will be continuous and assessments will be updated as required by situations or statutory requirements. All employees and sub-contractors will be supervised to ensure that the above systems are being adhered to and that assessments are a true reflection of the risks.
- 6 Supervision will always be present in situations where a new Method Statement is being followed to ensure the safe system of work is not deviated from.
- 7 As previously set out, all specialist sub-contractors will, prior to commencement of any works, submit their Risk Assessments and Method Statements for approval by the Director.

## **TRAINING**

- 1 The company recognises the importance and value of health and safety training and is committed to providing adequate information, instruction and training to its employees and sub-contractors. Training will be given in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 and in accordance with good practice.
- 2 The company will ensure that all new employees receive effective Induction Training upon commencing employment with the company. This will be done by the Director and details kept on the personnel file. All staff will be asked to sign that they have:
  - a. undertaken this training
  - b. received, read and understood this Policy
- 3 Specific training will be provided relevant to the employee's or sub-contractor's particular tasks or job.
- 4 All staff training will be recorded and copies of relevant certificates, retained in the office.
- 5 The company will ensure that the Director receive adequate professional assistance, training, instruction and information to ensure that he can adequately manage his health and safety responsibility.

## **VEHICLES**

The company provides vehicles for various uses and some employees or sub-contractors use their own vehicles to get to and from jobs. The company is conscious of the health and safety and environmental considerations regarding this and so all those who use a company vehicle, or who use their own vehicle on company business must:-

1. Make an inspection prior to use, to ensure that any defect in the vehicle is identified and reported immediately to the Director
2. Make regular inspections of the vehicle's oil, water cooling, brake, steering, and windscreen washer system fluid levels, lights and tyre pressures
3. Always drive in a safe manner according to the Highway Code, taking into consideration the conditions present at the time of driving
4. Always wear a seat belt and ensure that any passengers do also and never carry unauthorised passengers, particularly hitch-hikers
5. Not use any form of hand-held mobile device such as a telephone whilst driving as it is both dangerous and a criminal offence. Hands-free equipment such as a 'Bluetooth' earpiece should be used at all times when driving on company business
6. Plan work to avoid routinely driving for more than three hours and ensure that enough rest has been had before setting off. Take regular breaks on any long journey and pull over and rest if tiredness appears
7. Not make unnecessary journeys and if the weather is bad (such as thick snow)
8. Not drive when under the influence of drink or drugs
9. Before using any vehicle on behalf of the company, the Director will inspect and take copies of both parts of the employee's or sub-contractor's driving licence and where they are using their own vehicle, the insurance certificate and MOT for that vehicle. This will be repeated annually.
10. Ensure that there is a fully charged mobile telephone in the vehicle in case of a breakdown or an accident occurring
11. Not drive unless the appropriate licence for that particular vehicle is held, or if the person has been disqualified from driving or they do not hold valid insurance to drive the vehicle in question.
12. Report to the Director, all road traffic accidents occurring whilst driving a company vehicle and whilst driving a private vehicle on company business
13. Report to the Director, any driving convictions received by an employee or sub-contractor whilst employed by or working with the company, whether incurred during work or elsewhere, as this could affect the validity of the company's insurances.

## **VISITORS AND SUB-CONTRACTORS**

- 1 Because of the very nature of the company's type of work, there is rarely a 'site' but more a work area, either within a Client's site, or in an unoccupied area. In the former case visitors will report to the relevant access point and follow the Client's procedures. In the latter case anyone 'visiting' the job, will not be on a site but usually in an open area. However, in the case of the company working in an area that can be designated a 'site' then the following shall apply.
- 2 All visitors, specialist sub-contractors and their employees must report to the Site Supervisor on any job.
- 3 In the case of specialist sub-contractors, the responsibility for co-ordinating them rests with the Director or Site Supervisor.
- 4 Every person on site, including employees, sub-contractors, visitors or specialist sub-contractors and their employees will be required to wear such PPE as this Policy and Arrangements requires or, in special circumstances, that the Director or Site Supervisor deems necessary. All such persons will also be given general information regarding the health and safety arrangements on the site.
- 5 On sites which are managed by a Client, all employees, sub-contractors and visitors will abide by the Rules set by that Client. In the event that these Rules appear to be inadequate then employees or sub-contractors must report the matter to the Director or Site Supervisor who will seek to resolve the matter.

## **WELFARE FACILITIES**

- 1 Because of the very nature of the company's type of work which is usually short term and not on a 'site' as previously set out, there are many instances where the provision of the usual welfare facilities is not practicable. However, in the case of the company working in an area within a Client's site then there should be facilities available.
- 2 The Director or Site Supervisor will ensure that, where practicable, welfare arrangements consist of the provision of:
  - a. Clean drinking water
  - b. Toilet and washing facilities
  - c. A rest area
- 3 The Director or the Site Supervisor will ensure that these facilities are easily accessible, adequately lit and kept in a clean condition at all times.
- 4 The arrangements for this provision will be included in the site induction for all employees, sub-contractors and visitors.

## **WORKING AT HEIGHT & EQUIPMENT**

### **1 Working at Height - Code of Practice**

- a. The Work at Heights Regulations 2005 cover all working at height. Working at Height is defined as working in any place from which a person could fall and suffer injury – there is no lower limit (e.g. 2 metres) to this.
- b. All working at height must be properly planned and supervised and all employees and sub-contractors must report to the Director or Site Supervisor before working at height commences.
- c. All employees and sub-contractors must follow any existing Risk Assessment and Method Statement for any working at height activities carried out on site.
- d. Working at height should only take place if there are no adverse conditions which could affect the safety of the work such as bad weather, other trades working in the area or any other unsafe or unsecured work areas.
- e. When working at height, safe access and egress must be provided, all high level access must be adequate for the load it will carry, stable and where necessary the access must be secured to prevent unauthorised access.
- f. Areas of increased hazard, such as fragile surfaces and loose roofing should be clearly signed and all employees and sub-contractors informed of any hazard before work commences.
- g. Defects to any working at height equipment must be reported to the Director or Site Supervisor immediately, so that an inspection can be made before work commences.
- h. The Director will carry out regular maintenance checks on all ladders and fall-arrest equipment used on sites and will also arrange training for all employees in the safe use of ladders and working at height.

### **3 Ladders and Step-Ladders**

- a. Always follow the HSE safety leaflet as a guidance on best practice for Working at Height, copies of which will be given to all employees and sub-contractors.
- b. Secure ladders against slipping, by tying at the top or alternatively, secure at the sides or at the foot.
- c. Ladders should extend at least 1m above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support.
- d. Arrange ways of carrying tools and materials up and down so that both hands are free to grip the ladder.
- e. Always have 3 points of contact (mainly hands and feet) with the ladder and usage should be in short intervals.

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- f. Never place ladders where there is a danger from moving vehicles, overhead cranes or electricity lines.
- g. Make sure ladders have level and firm footings. Never use unsteady bases such as oil drums, boxes or planks. Do not support ladders on their rungs.
- h. Extending ladders should have an overlap of at least three rungs.
- i. Set ladders at the most stable angle - a slope of four units up to one out from the base, is ideal.
- j. Regularly check ladders for defects. Never use damaged or "home made" ladders. If there is any defect, the ladder should not be used and it should be reported to the Director or the Director or a Site Supervisor who will decide whether to destroy or have it repaired.

### 4 Mobile Elevated Work Platforms (MEWPS)

- a. Use of a MEWP comes under the above regulations and as such, all work should be properly planned and supervised. MEWPS include cherry pickers, scissor lifts and vehicle mounted booms.
- b. Whether it is the company's employees or sub-contractors, or a specialist sub-contractor wishing to use this type of equipment, prior to the start of operations, a risk assessment and method statement for the work to be carried out must be provided.
- c. Each task must be considered before the choice of MEWP is made. Areas to be considered are: is the MEWP appropriate for the job, the height and type of the work to be carried out and ground conditions and any obstruction on the ground and at height.
- d. Any employee or sub-contractor who wishes to use a MEWP on site must obtain permission from the Director or Site Supervisor.
- e. Only trained persons may operate the MEWP and the operator must be involved in the planning of any work carried out with the equipment.
- f. PPE including harnesses and restraints must be provided and used for each operation carried out with the MEWP and worn at all times by those involved in the work.
- g. The Director or Site Supervisor will be responsible for spot checking correct use of all MEWPs and use of PPE.
- h. All equipment used must comply with appropriate regulations and must have been regularly inspected by a competent person.
- i. Extra care should always be taken when working close to power cables.
- j. Any defects with the MEWP or equipment must be reported to the Director or Site Supervisor immediately and work stopped until defects have been fixed.

- 5 The company reserve the right to inspect any scaffolding, towers, ladders or trestles brought on to any premises and used by specialist contractors and, if necessary, to have them removed from site, if they are in any way defective.

## **WORKING NEAR OR OVER WATER**

1. Hazardous areas around which we may work can include lakes, natural and artificial ponds, reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers or streams.
2. All operatives will wear appropriate PPE, particularly high-visibility clothing and they shall have suitable training and instruction before working near or over water
3. Before carrying out any work near or over water a risk assessment of the work to be undertaken will be conducted by the Director. The risk assessment will also take into account weather, ground conditions and other aspects of the environment, to ensure the safety of employees and sub-contractors and will identify the measures required to protect those persons, including a safe system of work.
4. Whenever possible, entry into the water shall be prevented by physical barriers.
5. Where practicable and necessary, safety harnesses or anchor systems shall be worn whilst working near or over water and attached to suitable anchor points.
6. Where practicable and required by risk assessment, appropriate rescue equipment shall be provided for the location including life jackets or buoyancy aids and life buoys or throw lines conforming to the appropriate BS EN standard.
7. Where necessary, the surface of water will be illuminated at night.
8. The Director or Site Supervisor shall ensure that all personnel are accounted for at all times.