

WWCS Group Health and Safety Policy

Statement of Intent

Our statement of general policy is:-

- To provide adequate control of the health and safety risks to employees, clients and members of the general public arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To ensure all employees are provided with, and trained to use and maintain their Personal Protective Equipment
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of herbicides;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To ensure all employees are competent in assessing risk prior to carrying out their work;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed

*Karsten Veal BSc (Hons)
Group Operations Director*

*Date 8th January 2010
Review Date no later than 7th January 2011*

Organisation

Responsibilities

Group Operations Director

The Operations Director is responsible for the implementation of this policy. This includes:

- Being ultimately responsible for the safe running of the organisation;
- Ensuring that all staff are competent to carry out their roles safely through appropriate recruitment, on-going training and adequate supervision;
- Ensuring that all staff are aware of their responsibilities and comply with them;
- Ensuring that adequate resources are available to allow the safe operation of the business;
- Monitoring and reviewing the health and safety performance of the organisation and ensuring that any necessary changes or developments to safety management or company procedures are made and that these changes are cascaded to all staff;
- To seek appropriate health and safety or technical advice when necessary.
- Reviewing local work activities with Service and Supervisory Staff and remedying, as far as reasonably practicable, health and safety deficiencies found.
- Any reviews of this policy will be issued staff through review meetings and that signed conformation of this is sought from each member of their department.
- all staff are medically fit for their intended duties before employment and in the case of rail work, before each day of work. This includes ensuring that new staff satisfactorily completes the Pre-employment Medical Assessment before employment starts,
- all service staff go through an induction to the company which includes staff welfare and facilities, location of first aid points in the office and vehicles, first aid arrangements and identification of the trained first aid officer and manual handling arrangements which will include basic training relating to their job role.
- ensuring that Service Managers and Landscape Technicians are issued with the appropriate application and personal and respiratory protective equipment and that this is maintained and tested in accordance with company safety procedures.
- staff are informed about the risks they may encounter at work and receive adequate instruction and training to carry out their work without undue risk to their health, safety and welfare and that of other people who may be affected by their work,

- staff receive appropriate supervision so that safety at work is maintained,
- risks are identified by service staff so that proper precautions can be established before work or activities begin. This includes, but is not limited to ensuring that field staff receive appropriate training in assessing risk and safe working procedures,
- field staff are given the appropriate application and personal and respiratory protective equipment and that this is maintained in accordance with company safety procedures,
- ensuring landscape technicians compliance with safety precautions identified on work instructions,
- safe work places are provided particularly before field work at heights begins, This includes, but is not limited to ensuring that:
- Service Managers have been trained in assessing risk, the specification of access equipment and the completion of a Risk Assessment in conjunction with the site instruction form,
- when a survey has been carried out, that the treatment instructions, risk assessments and where appropriate, method statements are checked by the Service Manager.
- staff are only issued with equipment from approved suppliers and that all hired equipment has been tested prior to use as per industry guidelines by the hire company.
- all electrical equipment owned by the company is PAT tested annually and records kept.
- personal accidents and near-miss incidents are recorded, reported and investigated,
- a copy of the Policy Statement is given to and is read by all staff joining the Company,
- all staff are issued with the appropriate technical and procedure manuals,
- staff undergo any necessary health surveillance,
- arrangements are made for the proper storage, transport, handling and use of herbicides. This includes, but is not limited to ensuring that:
- Landscape Technicians receive information, instruction, training, and supervision on the safe use and transport of herbicides, which forms part of their initial training and on-going training.

- all staff who transport, mix and apply herbicides are trained to PA1/6 level and competent in the completion of COSHH Assessments and aware of the arrangements for dealing with emergencies such as spillages of substances,
- all staff are training on the correct disposal of all types of waste that can be produced during their work and are made aware of the company's waste management procedure.
- a safe work environment is maintained in the offices and stores under their control. This includes, but is not limited to ensuring:
 - safe means of entry and exit,
 - adequate heating, lighting and ventilation,
 - adequate washing, toilet and first aid facilities,
 - adequate maintenance of premises facilities and portable electric appliances,
 - adequate fire precautions including and testing of fire alarms, fire extinguishers and evacuation procedures. In addition to this all staff are made aware of the Head Office Fire Risk Assessment which is available from the office fire marshall and all office based staff are provided with basic fire training.

Area Service Manager

The Area Service Manager is responsible for the day to day health and safety on site. This includes:

- Ensuring that all work carried out on site is done in a safe manner according to risk assessments, method statements, site rules and company procedures;
- Ensuring that all sites are covered by appropriate risk assessments and method statements;
- Ensuring that all accidents and near misses are reported and appropriately investigated;
- Consulting on safety matters with Technicians both to ensure that they are aware of company policy and procedures and to allow them to raise any health and safety concerns;
- Ensuring that the Operations Director is aware of health and safety performance on site, specific accidents and near misses, concerns raised by Technicians and any other information relevant to health and safety.

- Ensuring that all equipment used is “fit for its purpose” and that up to date maintenance records are held for all equipment.

Technicians

Technicians are responsible for their own safety and that of any others that their work may affect. This includes:

- Complying with all risk assessments, COSHH assessments, method statements and company policies and procedures;
- Reporting all accidents and near misses to the Area Service Manager;
- Raising and health and safety concerns and/or possible improvements with the Area Supervisor;
- Not operating any equipment or carrying out any procedure unless happy that they are competent to do so, if in doubt always ask the Area Service Manager.

Health and Safety Advice

Technicians requiring health and safety advice will initially raise such matters with the Area Supervisor. If unable to answer, or if requiring health and safety advice, the Area Service Manager will contact the Operations Director.

Where necessary health and safety advice will be sought from:

Kevin Way, Health and Safety Advisor
147 Lonnen Road
Wimborne
BH21 7AU
Telephone: 01202 888 760 or another reputable health and safety consultant.

The company operates in HSE’s South West Region and our HSE office is:

Inner City House
Mitchell Lane
Victoria Street
Bristol, BS1 6AN
Tel: 01179 886000

There is also a local H.S.E. office which is located at:

14 Newfields
Stinsford Road
Nuffield Industrial Estate
Poole, Dorset
Tel: 01202 667219

Consultation

The Company understands that excellent communication is required to achieve acceptable health and safety standards. However, given the size of the organisation it is not necessary to introduce a formal system of safety representatives and committees. Therefore it is not only everyone's duty to observe safe working practices but also to communicate all health and safety concerns, potential improvements and relevant matters (e.g. new or unforeseen hazards, good practice observed in other organisations, unsafe activities etc.) to the rest of the Company. To that end all supervisors and management are required to keep an "open door policy" with regard to staff raising health and safety matters and to pass on relevant information to the rest of the organisation either through immediate contact or at other meetings depending on level of importance.

Arrangements

Fire Safety

All company offices will have an appropriate fire risk assessment and fire procedure.

Before working on any site employees will ascertain and comply with any fire procedures in place. If there are no such procedures then action in event of fire will be considered as part of the site risk assessment.

First Aid and Accidents

First aid kits will be held at all Company offices and in all vehicles. Due to the nature of the work for much of the time employees will be working alone there is no point in having trained first aiders.

All employees will comply with clients' first aid and accident procedures when working on clients' sites. Employees are expected to carry mobile phones to summon assistance and to consider lone working as part of the site risk assessment if relevant (e.g. if there are higher than normal access risks, the work to be generally of higher risk than normal etc.).

Risk Assessments

In order to maintain a safe system of work the Company will use appropriate risk controls chosen by a process of risk assessment.

The typical risks involved in the work will be assessed generically in addition each site worked on will be assessed to ensure that the generic assessments are valid and to identify any additional hazards and risks created by the location.

All appropriate assessments will be available on site and copies held at company offices.

Safe Systems of Work

Formal safe systems of work will be prepared in writing where the risk is particularly high. The safe system of work will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

Training and Information

Only competent employees will be allowed to work with equipment and herbicides. The Group Operations Director will deem when and whether employees are competent to use specific equipment and pesticides. Where it is required training will be provided.

Appropriate information on all equipment and substances will be available on site and held in company offices.

Personal Protective Equipment (PPE)

The Company will provide all appropriate PPE.

Employees will be trained in the correct use of PPE and it must be worn correctly when required. Any problems, faults and damage to PPE must be reported to the Area Service Manager as soon as possible.

Work Equipment

No-one is to use any work equipment unless deemed competent and authorised by the Group Operations Director.

Equipment is to be used correctly according to instruction and training. Any problems, faults and damage to work equipment must be reported to the Area Service Manager as soon as possible.

The types of equipment, and the relevant arrangements, are as follows

Dangerous items of equipment

Given the nature of the work high risk equipment such as chainsaws, strimmers, sprayers etc. are commonly used. In addition to the instructions and training all operators have ready access to the generic risk assessment and this may well be added to under the site assessment. The Group Operations Director will ensure that all equipment is properly inspected and serviced either through a servicing contract or by monitoring the equipment himself and ensuring proper servicing and inspection.

Petrol driven equipment

Petrol driven equipment will be treated as per other dangerous equipment above. In addition a maximum of 10 litres of fuel will be held in stock and/or carried to work in approved containers only. As this level will change with time and equipment used the Group Operations Director will monitor quantities held and storage facilities to ensure that not only will this policy be complied with but that storage and handling facilities are adequate and appropriate for the quantities held.

Hand tools

All hand tools will be monitored by operators to ensure that they are in safe, working order. If there are any concerns they will be replaced by, or on the instruction of, the Group Operations Director. Operators will only use tools in the correct manner as instructed and according to the generic risk assessment; they will store them properly and maintain them as appropriate.

Use of battery operated tools and equipment

Mains power tools are not used, where a drill or similar is required they will be hired from a reputable company so will be adequately inspected, tested etc. Hire will be cleared and/or arranged by Group Operations Director. Use of such equipment will be assessed ad hoc as part of the site assessment as use is so rare as to not warrant cover under a generic assessment.

Working at Height

In general ladders and stepladders will not be used. Work at height is not common; however there may be specific sites or jobs where such access equipment is required. In such cases this will be addressed as part of the site assessment. This assessment will identify the most appropriate type of access equipment, which will be hired from a reputable company so will be adequately inspected, tested etc. Hire will be cleared and/or arranged by Group Operations Director. Such equipment will only be used by

appropriately trained operators. Such training may be as part of the hire arrangements or arranged separately by the Group Operations Director

Harmful Substances

No-one is to use any substances unless deemed competent by holding a minimum of a valid PA1 card and authorised by the Group Operations Director.

All substances, whether herbicide, cleaner, fuel etc., are to be used only as instructed and trained. Any spillage or problem is to be reported to the Area Supervisor as soon as possible.

Any health problems are to be reported to Area Service Manager. Many substances can cause skin irritation, rashes or respiratory irritation that are easily mistaken for common illnesses so it is important to identify any health problems quickly to prevent them getting worse.

All COSHH and Site Risk Assessments are reviewed at Bi Annual Health and Safety Reviews (July / January or early if required for specific sites.

Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times

Accident and Incidents

An accident is an unplanned and undesired event, which results in injury to people or damage to property or equipment. A near-miss incident is a similar event which has not caused personal injury but had the potential to do so. The following procedures help to ensure that the risks of accidents and incidents are reduced and that all accidents and incidents are recorded and investigated. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

The Group Operations Director arranges appropriate health and safety training for staff.

Accident and near-miss incidents are reported immediately to an immediate Supervisor or Manager by the person sustaining or witnessing the accident or incident and recorded by this person or by the person to whom the accident or incident is reported, by completing the Accident/Incident Report form. A copy is retained at the head office.

Accidents at any customer's premises must also be reported to the customer or Site Manager and recorded in the premises Accident Book.

Major accidents and those likely to lead to more than 3 days absence are reported immediately to the Area Service Manager.

Accident or alleged herbicide poisoning incidents are investigated by the Area Service Manager in the first instance and recorded on the appropriate form, which is sent to the Group Operation Director.

Such incidents which affect people are investigated by a Company Director

All accidents, near-miss incidents and accidental or alleged incidents are to be reviewed by the Area Service Managers and the Group Operations Director to establish the causes and ensure that recurrences are minimised or prevented

Asbestos

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Client's Health and Safety Co-ordinator or Area Service Manager for further instruction.

Due to the nature of our works on site, there could be a risk of exposure to asbestos

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process. All sub contractors have to provide the following documentation prior to commencing work:

- 5m Public and 10m Employer Liability insurance certificate
- Training records pertaining to the task contracted to complete
- Company Health and Safety Policy
- Environmental Policy
- Waste Management Policy
- Site specific safe system of work and risk assessments
- Additional documentation may be required dependant on the work