



# HFN

## LANDSCAPES

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### **COMPANY HEALTH & SAFETY POLICY**

Issue No	Two
Issue Date	1 <sup>st</sup> November 2009
Expiry Date	31 <sup>st</sup> October 2010

Amendment No  
Issue Date  
Pages

**Introduction**

**Introductory Statement**

Author:- Steve Phillips

This document sets out the policy organisation and arrangements for the health and safety throughout HFN Landscapes Ltd as required by section 2(3) of The Health and Safety at Work etc Act 1974

It describes the framework of the Health and Safety Management system (SMS) used by HFN Landscapes Ltd.

Over the years the system has evolved and takes account of the statutory obligations and the need for continuous improvement.

The policy document is standard throughout the company the SMS procedures manual and templates will be used to implement the safety management system and ensure compliance with the requirements of current legislation and health and safety management.

The overall aim is to ensure the control of risks to health and safety arising from the work undertaken by HFN Landscapes Ltd.

The Managing Director Mr Tony Lockwood and the Health & Safety Manager Mr Rob Wickens fully accept their collective and individual roles in providing health and safety leadership for the organisation.

Health and Safety is a shared responsibility. Everyone has a duty to take reasonable care of themselves and those around them, we must therefore all work together to prevent accidents and ill health and the effects that follow.

### **Statement of Intent**

This statement recognises our obligation under the Health and Safety at Work, etc. Act 1974.

HFN Landscapes Ltd is fully committed to achieving and maintaining the highest standards of health and safety for all its employees, the company further recognises that the effective control of health and safety is an integral and essential part of successful management and that the vigilance, teamwork cooperation and involvement of all employees is vital in monitoring and achieving continuous health and safety improvements.

### **Key Responsibilities**

Author:- Steve Phillips

- The company recognises its responsibility for all health and safety matters and requires all directors and managers to be responsible for safety performance within their areas
- All employees and subcontractors are reminded that they have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

### **Objectives**

- To identify and minimise the risk of injury and health hazards to all persons who are affected by the company's activities
- To reduce by practical means the number of accidents and dangerous incidents at the workplace
- To ensure that the legal obligations of the company and its employees are fully observed

### **Policy**

Author:- Steve Phillips

In order to achieve these objectives HFN Landscapes Ltd will ensure that:

- A annual review and update of the health and safety policy and safety management system is carried out and that a copy of the policy is displayed on sites and workplaces
- Provide, develop and maintain the safety management system as a framework and guide for safe working practices and procedures.
- A copy of the health and safety policy and the safety management system is issued to all appropriate staff and that it is properly maintained and readily accessible
- All staff are aware of their safety responsibilities and comply with the arrangements of the safety management system
- They provide safety advice to all managers and employees to undertake their work in a safe and responsible manner
- Provide adequate health and safety training for all employees at all levels
- Provide staff with the necessary authority to implement the policy throughout their operations.
- Encourage liaison with the external health and safety consultant on all matters concerning health and safety .

In order to fulfil its obligations, the Company retains the services of External Health & Safety Consultant, Steve Phillips. The Company is furnished with safety services such as advice, training, accident investigation, documentation etc. and is kept fully abreast of changing legislation, developments and best practice.

Signed.....*Lockwood*.....Position Company.....*MANAGING DIRECTOR*

Print Name.....*TONY LOCKWOOD*..... For HFN Landscapes Ltd

Dated.....*2nd November 2009*..... Expiry Date October 2010

**Hazard Identification, risk assessment and Control**

Author:- Steve Phillips

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risk to the health and safety of their employees and others who may be affected by their undertaking. The assessment of risk is a process that identifies hazards and details the controls to be implemented. Managers at all levels will identify the hazards and record their findings prior to the development of a specific risk assessment.

In all parts of the company this will start at the earliest possible stage and continue throughout the work process.

- Where applicable design stage assessments will be carried out and continue throughout the works process
- Tender stage assessments will identify major risks so that provision can be made for suitable controls in the tender
- Where relevant pre construction information will be used in developing the health and safety plan
- Task specific assessments will then be carried out where all the hazards will be identified and the detailed control measures specified.

Although not a legal requirement, method statements are the most common way of describing how specific tasks are to be carried out, therefore HFN Landscapes Ltd require that method statements be carried out for all high risk operations, the content of the method statement will vary according to the complexity of the job and the level of risk involved.

### **Legal and Other requirements**

To ensure that the regulations are identified, assessed and updated, HFN Landscapes Ltd will obtain information from:

- The external Consultant
- The HSE web site
- Trade bodies and organisations

Author:- Steve Phillips

## **Structure and responsibility**

Within HFN Landscapes Ltd ultimate responsibility for health and safety rests with Mr. Tony Lockwood, the Managing Director of the Company

However, to assist Mr Lockwood in this undertaking, HFN Landscapes Ltd have nominated a Health & Safety Manager from within its ranks, Mr Rob Wickens, who has particular responsibility for the management of health & safety throughout the company

In addition and to aid compliance with its duties under the Management of Health & Safety at Work Regulations 1999, the Company retains the services of Health & Safety Consultant, Steve Phillips, to advise and assist with all aspects of health and safety management.

### **Directors**

Main responsibilities:

Overall responsibility for health and safety throughout the company.

Ensure that the implementation of the company's health and safety policy and safety management system is carried out.

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The environmental Protection Act 1990 and Construction (Design and Management) Regulations 2007 and any other appropriate regulations or codes of practice.

Develop and maintain a culture that achieves a high standard of health and safety throughout the company.

Ensure that adequate resources are made available to meet the requirements of the company health and safety policy

Ensure that health and safety implications receive consideration at tender stage

Ensure that employees receive initial training and refresher training and ensure that it is adequate to enable them to carry out their responsibilities under the health and safety policy.

Apply the same standards of health, safety and welfare to contractors and others working in areas under your control.

Ensure that the health and safety policy is current and brought to the attention of all employees

Author:- Steve Phillips

Reprimand any person failing to discharge their health and safety responsibilities

Lead by personal example

Author:- Steve Phillips

## **Health and Safety Manager**

Main responsibilities:

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The environmental Protection Act 1990 and Construction (Design and Management) Regulations 2007 and any other appropriate regulations or codes of practice.

Promote a positive approach to health and safety of all employees at work and well as other persons who may be affected by the company's activities

Ensure that the health and safety policy is current and brought to the attention of all employees

Ensure that an annual audit of the companies activities is carried out and that the objectives of the policy are being achieved, with advise being sought on recommended revisions, assistance of the external consultant Steve Phillips will be used to achieve this.

Ensure that inspections of premises and site is carried out to determine that the law is being complied with and that health and safety standards that are practical to obtain are being achieved

Ensure that employees receive initial training and refresher training and ensure that it is adequate to enable them to carry out their responsibilities under the health and safety policy.

Liaise with the managing director with respect to monitoring assessments and recommendations which may affect the companies activities

Reprimand any person failing to discharge their health and safety responsibilities

Ensure that suitable provision is made for welfare facilities on site

Ensure proper reporting investigation and costing of injury, damage and loss  
Ensure adequate first aid facilities and first aid trained persons are present in all areas under the company's control

Ensuring that workstation assessments have been carried out

Ensure fire procedures are in place at the company's premises and on site

Ensure that a satisfactory procedure is in place for evacuating office and site in the event of a fire or other emergency, that it is implemented and periodically tested.

Author:- Steve Phillips

Advise directors when a review of the policy is necessary.

Compile the health and safety file

Lead by personal example

Author:- Steve Phillips

## **Contracts Managers**

### Main responsibilities:

Has an awareness of the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The environmental Protection Act 1990 and Construction (Design and Management) Regulations 2007 and any other appropriate regulations or codes of practice.

Ensure that work is carried out within the terms of the health and safety policy

Pre plan and organise site so that operations are carried out with minimum of risk to persons employed

Ensure that other contractors on site work competently and comply with the procedures set out in the health and safety plan

Carry out or arrange to have carried out all statutory inspections and examinations of excavations and lifting appliances etc.

Record and report all accidents and dangerous occurrences as required

Ensure that first aid arrangements are adequate and that first aid boxes are fully stocked

Ensure that the safety management system is implemented on all sites

Stop any dangerous activity observed when visiting a site and drawing the attention of the site manager or foreman to any breach of legal requirements

Ensure that risk assessments and method statements provided by subcontractors are satisfactory, before any work is carried out.

Lead by personal example

## **Foremen**

Main responsibilities:

Has an awareness of the requirements of the Construction (Design and Management) Regulations 2007 and any other appropriate regulations or codes of practice.

Ensure that work is carried out within the terms of the health and safety policy

Organise sites so that work is carried out with the minimum of risk of either injury to employees or damage to equipment and materials.

Ensure that all regulatory requirements are observed on site, that all registers, records and reports are up to date and that the competent person appointed has sufficient knowledge of plant and machinery to evaluate its safe operation.

Ensure that procedures in risk assessments are followed in respect to the operation being carried out

Take necessary steps to ensure that all plant and equipment supplied to site is in a safe condition whether hired or owned by the company

Ensure that all plant defects are reported

Ensure that suitable PPE is available and being used as appropriate

Ensure that all first aid provision is available and the location made known to employees

Ensure that all persons know where to obtain first aid assistance

Report all accidents and dangerous occurrences

Co-operate with external safety consultants on visits to site and act on recommendations

Reprimand any person failing to discharge their health and safety responsibilities

Lead by personal example

Author:- Steve Phillips

## **Operatives**

Main responsibilities:

Ensure that work is carried out within the terms of the health and safety policy

Use the correct tools and equipment for the job, ensuring that they are in a good condition and safe and suitable for use

Wear the appropriate PPE for all tasks being undertaken

Report to the supervisor or foreman any defects in plant or equipment

Develop a personal concern for the safety of yourself and others, particularly newcomers and young persons

Warn newcomers of known hazards

Avoid improvisation that entails any risk

Refrain from horseplay and abuse of facilities

Suggest ways of improving safety

Do not interfere with or misuse any equipment or PPE provided for securing health and safety

Co-operate with the site management on all matters relating to health safety and welfare

Do not use or attempt to use any plant or equipment unless trained to do so

Author:- Steve Phillips

## **Office Staff**

Main responsibilities:

Ensure that work is carried out within the terms of the health and safety policy

Develop a personal concern for the safety of yourself and others,

Use the correct equipment for the job

Report any defects in equipment

Avoid improvisation that entails any risk

Refrain from horseplay and abuse of facilities

Suggest ways of improving safety

Be familiar with the procedure for summoning the emergency services in the event of a fire or other emergency

Be familiar with the procedure to be followed in the event of a fire or emergency

Be familiar with the location and operation of fire fighting equipment and fire alarm control points

Be familiar with the arrangements of first aid treatment

Maintain your workplace in a tidy and safe manner

Carry out an assessment of your work station

Author:- Steve Phillips

## **External Consultants**

The function of the external consultant is performed by Mr Steve Phillips who is directly responsible to the Managing Director and the Health and Safety Manager for all matters relating to health and safety, both at the head office and on site. The external consultant will regularly visit site to inspect and report on all matters affecting the health safety and welfare of all employees, self employed and other persons who may be affected by the company's undertakings. He will monitor the application of the policy at site level and will review its contents as often as is necessary. The consultant should be given every assistance and co-operation during his visits and his observations noted and complied with.

The consultant will also give assistance in the preparation of the assessments for risk, control of hazardous substances, noise and manual handling. He will comment on method statements and will undertake the inspection of VDU workstations when requested to do so.

In the event of any problems arising in connection with health, safety and welfare or of any legal requirements, his advice should be sought.

The services of our Consultant are available at all times and his address and telephone numbers are as follows:

**Steve Phillips  
59, New Street  
St, Georges  
Telford  
TF2 9AQ**

**Telephone (01952) 273448  
Mobile 07867 788654**

Author:- Steve Phillips

## **Visits by Enforcing Officers**

Should an HSE, Local Authority, Fire Authority or Environment Agency enforcing officer visit a site or premises, it is the responsibility of all personnel to conduct themselves in a courteous manner at all times, and demonstrate to the officer this company's commitment to health and safety.

It is a legal requirement that all personnel fully co-operate with all enforcement inspectors; under no circumstances can any employee (direct or indirect):

- obstruct an officer
- refuse access to the premises, equipment or personnel
- refuse to answer questions (representation may be requested)
- use verbal abuse

Should a disagreement ensue, the matter is to be treated with courtesy at all times and referred immediately to a superior for further discussion

Author:- Steve Phillips

## **Construction (Design & Management) Regulations 2007**

For contracts carried out under the Construction (Design & Management) Regulations, or CDM 2007, the responsibility for the establishment of a safe site, in line with the requirements of CDM 2007 Parts 1, 2 & 4, rests with the Health & Safety Director, Contracts Managers and the Site Supervisor/Foreman.

All employees are under an obligation to assist the Company in its CDM duties by following instruction, reporting any failures in systems, hazardous situations and "near-misses".

The responsibility for the development of the Construction Phase Health & Safety Plans (as required by CDM 2007 Part 3) and other relevant documentation, and compilation of final documentation for Health & Safety File purposes rests with the Health & Safety Manager.

The Health & Safety Manager is fully acquainted with the requirements of the CDM Regulations 2007

The Company will diligently undertake its CDM responsibilities whether acting as Principal Contractor or Contractor.

### **Construction Works at Company Premises**

All construction operations undertaken at Company premises (as defined by CDM 2007) will be undertaken under the auspices of the Company as responsible Client

As Client on any construction project, the Company will diligently undertake its full responsibilities under CDM 2007 to ensure the health, safety and welfare of all relevant contractors, Company employees and all others affected by the works, both during the project and in the future

The Health & Safety Consultant will provide advice and guidance as necessary for individual sites, and monitor performance and compliance on a regular basis

### **Risk Assessment and Information Dissemination**

It is the responsibility of the Health & Safety Manager to ensure that risk and COSHH assessments for hazardous operations or materials (and all others such as noise, vibration and manual handling as they become necessary) are undertaken as appropriate, and to clearly disseminate the information to, and instruct accordingly, all workers on site (both directly and indirectly involved with those operations).

Author:- Steve Phillips

## Control of Sub-Contractors

It is the responsibility of the Company Directors and Contracts Managers to ensure that only those sub-contract companies who can demonstrate competency for the work will be considered for inclusion on the Company Approved List

Currently, entry onto the Approved List is reliant on either:

- 1) Proven health & safety performance on site or
- 2) An assessment initially by questionnaire and supervision on site

The Health & Safety Director is responsible for ensuring that the system is monitored and effective

The Health & Safety Manager is also responsible for ensuring that all sub-contractors are made aware of risks and control measures as detailed within Company and site rules, and relevant contract-specific risk assessments

Site management is responsible for co-ordinating and controlling all sub-contractors on site, site activities and all matters relevant to health and safety on site. Sub-contractors will, effectively, be treated as employees and representatives of the Company; they will be controlled and disciplined accordingly.

## Training

The Company is committed to the principal of fully training its workforce for the types of tasks required.

It is the responsibility of the Health & Safety Manager to ensure that adequate training has been carried out, and the responsibility of the Health & Safety Consultant to advise as necessary on the types and levels of training required.

Specific training takes the form of either:

- the formal course provided by a suitably qualified or accredited instructor, or
- informal instruction given by either Company management or by the Health & Safety Consultant

Training needs are continually assessed according to the current qualifications or experience of the workforce, the introduction of new equipment, and changing company circumstances.

Author:- Steve Phillips

Induction is given by the Health & Safety manager, or delegated manager of suitable competence, at the start of employment

Further induction is given by the Site Supervisor/Foreman at the start of each job to all workers on that site, whether employed by the Company or working under their jurisdiction. This induction is site-specific and defines the site rules, workers' responsibilities, foreseeable risks and control measures. Tool-box talks are given periodically to update the risk and controls information, or to focus on topical issues.

It is the responsibility of all employees to ensure that they do not undertake tasks for which they have received insufficient or no training. Further training or instruction should be requested where necessary.

### **Personal Protective Equipment**

It is the responsibility of the Health & Safety Manager (and thence, site management) to ensure that sufficient and adequate personal protective clothing and equipment (P.P.E.) is supplied according to the nature of the tasks to be undertaken. It is also the responsibility of management to ensure appropriate items of P.P.E. are worn by employees (direct or indirect) under their control.

It is the responsibility of all employees to abide by the rules laid down for that site, and wear the P.P.E. provided in the manner intended.

It is the responsibility of management to set a personal example and wear appropriate P.P.E. on site.

It is the responsibility of all employees to store and care for their P.P.E. in the correct manner, to regularly inspect the items for damage, and to request replacements when necessary.

### **Plant and Equipment**

It is the responsibility of the Health & Safety Manager to ensure that all plant and equipment is kept in good working order and meeting all current health & safety requirements.

All items are checked before use each day; more thorough inspections are recorded regularly by relevant competent individuals (authorised by the Company) in line with current legislation. Damaged or faulty items are withdrawn from use until rectified correctly.

In addition, it is the responsibility of the Health & Safety Manager to ensure that all portable electrical equipment is PAT tested (as a minimum) annually) and full records kept.

Author:- Steve Phillips

No plant or equipment is operated by anyone who is not sufficiently trained to the correct level; it is the responsibility of management to ensure the correct training has been given and that sub-contract operators hold the necessary proof of competence.

### **Control of Substances Hazardous to Health**

COSHH assessments are carried out for all substances or products considered to present a hazard.

Common substances and products have been previously assessed; a COSHH Assessment Manual is held by the Company and contains these findings.

For unfamiliar substances or products, data sheets are sought from the supplier and specific COSHH assessments carried out. Advice is sought from the Health & Safety Consultant as necessary.

Information from all assessments concerning the use, handling and storage of substances and products is disseminated to those on site through induction or tool-box talks.

### **Asbestos**

All employees are under strict instruction not to disturb any existing materials unless their contents have been established; employees are under strict instruction to contact either Head Office or the Health & Safety Consultant for guidance if in doubt.

The Company will only undertake work involving the disturbance or removal of asbestos-containing materials (ACMs) if this can be carried out using the guidance given in HSG210.

Should more extensive or complex disturbance or removal be required, the Company will sub-contract the works to specialist contractors.

The Health & Safety Manager is responsible for ensuring that the above procedures are strictly followed and employees disciplined for non-compliance.

### **Work at height**

The Health & Safety Manager is responsible for ensuring that all work at height (above or below ground, and including access to high cabs on plant) is

Author:- Steve Phillips

assessed and appropriate mitigation and control measures established; due consideration is given to the task, distance from the ground, prevailing environment, duration of the works and materials handled

Employees are informed of the resultant risk and control measures during induction or tool-box talks; sub-contractors are kept informed of Company and site rules regarding work at height

Equipment provided for safe access or risk mitigation is only erected by competent persons (direct or indirect employees)

The Health & Safety Manager is responsible for ensuring that appropriate training is undertaken, that scaffolding is erected to appropriate standards or design, and that mandatory inspections are undertaken

Employees and sub-contact employees are responsible for abiding by Company and site rules regarding work at height in general, and for making full use of any equipment provided for safe access or risk mitigation

All employees (direct and indirect) are responsible for ensuring their own safety by visually checking to the best of their ability that equipment provided for their safety at, or safe access to, work at height has been erected correctly and remains safe for use

### **Electricity at Work**

All work in close proximity to electrical power cables (above or below ground, internal or external) is undertaken in accordance with current legislation and HSE guidance; the Electricity at Work 1989, HSE Guidance Notes 6 & 47.

Risk assessments are carried out for all circumstances considered to present a hazard. Where possible, all local power supplies will be made dead prior to the works; where not possible, appropriate mitigation measures will be instigated (refer to Site Safety Manual).

In line current legislation, all power tools on site will be 110v (refer to procedures Manual for further details).

### **Manual Handling**

Due consideration is given to the weight, size and shape of all items to be handled. Following assessment, mechanical means are used or assistance provided where necessary in line with the Manual Handling Regulations 1992.

Author:- Steve Phillips

However, where manual handling is unavoidable, manual handling instruction is reiterated for all employees and compliance monitored on site. Tasks are matched to the individual's capabilities and the site environment.

### **Accident Prevention and Reporting**

It is the responsibility of management to provide sufficient equipment, manpower, health & safety training, etc. on each site to ensure that the work can be completed without risk to life or limb.

It is the responsibility of all employees to utilise the equipment and manpower in the manner intended and as instructed by management, and to request further when necessary.

All employees are responsible for reporting and recording all accidents and "near-misses" (using the Company documentation).

The Health & Safety Manager is responsible for reporting all serious incidents resulting in fatality, major injury or dangerous occurrence as defined by RIDDOR to the HSE immediately (or as soon as reasonably practicable) through the central reporting telephone number: **0845-300 9923**.

The Health & Safety manager is also responsible for formally investigating all such incidents in order to submit a report to the HSE if necessary and to prevent recurrence in the future. The Health & Safety Consultant may give assistance in such cases if requested, including liaising with the HSE.

### **Provision of First-Aid**

Management is responsible for ensuring there is sufficient first-aid cover on each site as per the Health & Safety (First-Aid) Regulations 1981 and Approved Code of Practice, and that sufficient first-aid supplies are held on site.

Unless alternative and satisfactory arrangements are made, first-aid cover and facilities is provided by the Company.

Author:- Steve Phillips

## **Emergency Procedures**

Management on each site is responsible for setting up clear procedures to be followed in case of emergency. These will include the most practical alarm signal, safe exit routing (taking account of changing circumstances if refurbishing buildings internally), assembly points, and the locations and telephone numbers of emergency services.

There is access to a telephone and vehicle on each site for use in case of emergency.

Lone working is avoided where practicable. If unavoidable, arrangements are made to ensure the safety of the lone worker (e.g. good communication and regular checks).

Suitable fire extinguishers are issued to each site and all workers are familiar with their use. For "hot-works", procedures laid down by the Loss Prevention Council's Joint Code of Practice (6<sup>th</sup> Edition) are followed so far as reasonably practicable

## **Visitors and the General Public**

Visitors to site are not allowed into the working areas unless they are:

- Accompanied at all times, and
- Wearing appropriate P.P.E.

Access to unauthorised persons is restricted by the most appropriate means during both unattended and (where necessary) working periods; sites will be left in a safe, stable and secure state when unattended.

## **Discipline**

It is the responsibility of all employees (direct or indirect) to conduct themselves in an appropriate manner as representatives of the Company and to ensure their own health and safety and that of all others affected by their actions.

It is the responsibility of management at all levels to uphold the discipline on the Company's sites and premises, and to reprimand or dismiss those employees behaving in an irresponsible or dangerous manner.

Author:- Steve Phillips

The use of alcohol and recreational drugs whilst at work is strictly prohibited, as is their use outside working hours when subsequent judgement on site may be hindered. Prescriptive or "over the counter" drugs must be declared to management (in confidence), particularly if causing drowsiness, dizziness or loss of judgement, in order that safe tasks may be found.

### **Employee Co-Operation**

Full co-operation is expected of all employees, and all sub-contractors' employees on the Company's sites, to assist the Company in carrying out its contracts in a safe manner.

All those on site must, under the law, comply with any reasonable instruction or request of a health and safety nature in order to assist the Company in safeguarding its employees and all others affected by its works.

Such instructions include following (and not deviating from) agreed working methods, wearing the correct P.P.E., and using plant and equipment in the manner intended.

Non-compliance is subject to disciplinary measures.

### **Employee Consultation**

In line with the Consultation Regulations 1996, the Directors are responsible for ensuring adequate discussion with employees under their control regarding any changes which may affect their health and safety, and for airing their feelings and grievances in a sympathetic and practical manner without fear of retribution.

The Health & Safety Consultant may also be contacted (in confidence) if necessary on **01952-273448** or **07867 788654**

### **The Environment**

The Company is committed to ensuring so far as reasonably practicable that its operations do not unduly impact on the local environment.

Author:- Steve Phillips

