

Health and Safety Policy For AC Landscape and Treeworks

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1 Revisions & Review Log

Review Date: **12/10/11** Next Review: **12/10/12**

Rev	Date	Purpose of Issue	Author	Checked By	Approved By	Approver Role
01	12/10/11	Overall review of the SGS original document. Minor typo and format changes. Minor additions to Working at Height & LOLER sections.	AML	AML	BC	Managing Director
02	12/10/11	Add Enforcement & Disciplinary Procedures 4.1.18	AML	AML	BC	Managing Director
03	12/10/11	Add Expectant Mothers 4.1.19	AML	AML	BC	Managing Director
04	12/10/11	Hyperlinked table of contents, Revisions log.	AML	AML	BC	Managing Director

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1 **Policy Statements**

1.1 Health & Safety Statement of Intent

A C Landscapes & Treeworks Ltd takes its responsibility for the health, safety and welfare of employees seriously. This Safety Policy will be adhered to by all persons conducting activities under this name. The Company will comply with the Health and Safety at Work etc Act 1974, Regulations subsequently laid under it and meet the standards required therein.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout AC Landscape and Treeworks. Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, in particular by:

The provision and maintenance of plant, equipment and systems of work that are safe and without risk to health

Adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risk arising

Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

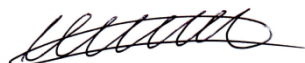
The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company

The maintenance of any workplace under the control of the Company in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without risk

The provision and maintenance of working environments that are without risk to health and adequate as regards facilities and arrangements for the welfare of employees of the Company

The co-operation of employees of the Company to enable statutory obligations under health and safety legislation to be met

A visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Company.



Signature...

Date...10/11/11...

Ben Cockcroft
Managing Director

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1.2 Environmental Policy Statement

AC Landscape and Treeworks recognise that its activities do have environmental implications. These can be either potentially damaging or beneficial. It is, therefore, the policy of the company to:

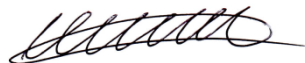
- Understand and comply with legislation and best practice.
- Assess and consider the environmental impact of its activities and take action, as appropriate.
- Promote personal responsibility and effort on the part of employees to prevent environmental damage and to act as good neighbours to those affected by the activities.
- Provide such assistance, training and information as may be necessary to personnel at all levels.
- Audit environmental performance.

During the execution of projects, AC Landscape and Treeworks will promote the protection and care of the environment by advising the client and contractors of the legislation and best practice. It will, so far as is practicable, within its responsibility make every effort to ensure compliance with legislation and minimise:

- Noise, dust and airborne particles.
- Material, water, paper and energy wastage.
- Discharge of ozone depleting gases.
- Pollution of watercourses, soil drainage systems and the atmosphere.

AC Landscape and Treeworks will promote the implementation of:

- Waste management and disposal procedures.
- Good neighbour policies.
- Protective measures for flora and fauna, trees, archaeological and heritage remains.
- Materials recycling.



Signature...

Date...10/11/11...

Ben Cockcroft
Managing Director

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2 Organisation and Responsibilities for Health and Safety

Manager responsible for safety

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Responsible overall for the health, safety and welfare of all employees of AC Landscape and Treeworks, for the environmental impact of the company activities and the fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

Employees are deemed to be those persons in the full time employment of AC Landscape and Treeworks and self-employed persons who undertake work on behalf of AC Landscape and Treeworks.

In recognition of the legal duties imposed upon him the Manager responsible for safety will:

- ensure adequate resources are available to enable legal and moral obligations to be met
- ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Company and on starting at a new site
- ensure all employees and sub-contractors receive suitable information, instruction, training and where appropriate, supervision to ensure their competence for the work they are to undertake
- ensure that all contractors and sub-contractors are competent to conduct the work they undertake
- monitor the performance of Contractors who undertake work on behalf of AC Landscape and Treeworks
- ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used
- ensure that suitable and sufficient risk assessments of the activities of AC Landscape and Treeworks are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity
- ensure that the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity
- ensure that employees are provided with PPE
- ensure that employees are instructed in the use of personal protective equipment as identified by risk assessment
- in respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted
- ensure that accidents and near misses are recorded
- ensure that all injuries, diseases and dangerous occurrences involving AC Landscape and Treeworks employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- maintain effective communication routes throughout the Company and ensure employees are aware of the Company Health and Safety Policy and other health and safety matters as they arise
- take immediate action in respect of:
 - prohibition and improvement notices
 - matters of complaint by HSE Inspectors

- concerns by employees or others, of health, safety and environmental standards
- accidents, incidents and near misses involving employees of AC Landscape and Treeworks
- ensure all registers and records are maintained as required by current legislation
- ensure that the management of health and safety within the Company is periodically audited to ensure that high standards of health and safety performance are being maintained and identify areas where improvements are to be made
- continually review the Health and Safety Policy to ensure it meets the requirements of current legislation and reflects the activities of the Company

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2.1 Site Supervisor

The Site Supervisor will oversee and enforce the implementation of the Company Health and Safety Policy on site.

The Site Supervisor will:

- ensure employees and sub contractors comply with the Company Health and Safety Policy
- ensure and maintain high standards of health and safety performance on site
- ensure a safe working environment with safe access and egress at all times
- ensure that suitable and sufficient risk assessments of the activities of AC Landscape and Treeworks are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity
- ensure that the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity
- ensure safe working practices are observed
- provide an appropriate level of supervision to contractors and subcontractors engaged in company business
- immediately bring to the attention of the Manager responsible for safety matters relating to health and safety standards or performance
- communicate health and safety matters to employees and sub contractors via induction training or tool box talks
- carry out routine inspections of the workplaces under the control of AC Landscape and Treeworks.
- To lead by example and set the highest possible standard

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2.2 All employees of AC Landscape and Treeworks

All employees of AC Landscape and Treeworks have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees of AC Landscape and Treeworks will:

- co-operate with the Manager responsible for safety and the Site
- Supervisor to enable them to comply with their legal duties
- not intentionally or recklessly interfere with or misuse anything
- provided by the Company in the interests of health and safety
- comply with requirements of the AC Landscape and Treeworks
- Health and Safety Policy and actively promote a positive health and
- safety culture throughout the Company
- when on site, follow all site safety rules and procedures
- make themselves aware of all company / site first aid and
- emergency procedures
- only undertake work for which they have been trained and are
- qualified and competent to undertake
- use and maintain in a serviceable condition all plant and equipment
- in accordance with the training provided
- ensure all accidents are entered in the company accident book and
- also in the Client accident book when necessary
- ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure appropriate investigation can be undertaken
- not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person
- use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by their employer
- To set an example of best practice to others.

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2.3 All sub contractors working on behalf of AC Landscape and Treeworks

All sub contractors of AC Landscape and Treeworks have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all sub contractors of AC Landscape and Treeworks will:

- co-operate with the Manager responsible for safety, Site Supervisor and their own Employer to enable them to comply with their legal duties
- not intentionally or recklessly interfere with or misuse anything provided by the Company or their Employer in the interests of health and safety
- comply with requirements of the AC Landscape and Treeworks Health and Safety Policy and actively promote a positive health and safety culture on site
- when on site, follow all site safety rules and procedures
- make themselves aware of all site first aid and emergency procedures
- only undertake work for which they have been trained and are qualified and competent to undertake
- use and maintain in a serviceable condition all plant and equipment
- ensure all accidents are entered in the company accident book and also in the Clients accident book when necessary
- ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure appropriate investigation can be undertaken
- ensure that risk assessments and method statements relating to their work are presented to the Manager responsible for safety prior to commencement of work if they are not following the Safe System of Work provided by AC Landscape and Treeworks
- not undertake an activity until a suitable and sufficient assessment of the activity has been undertaken by a competent person and the results of the assessment have been communicated to them and others who may be affected by the activity
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person
- use and maintain in accordance with instructions and training, and report the loss or defect of personal protective equipment provided by their employer

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3 Arrangements for Health and Safety

3.1 General

The attainment and maintenance of high standards of health and safety within AC Landscape and Treeworks will be achieved by the identification of hazards associated with the activities undertaken by the Company. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1.1 Health and Safety Advice and Guidance

The Health and Safety Adviser to AC Landscape and Treeworks is provided by **A M Lane Ltd** who are available on 01884 840386 or tony@amlane.co.uk upon request.

3.1.2 Communication of Health and Safety Matters

The Company's Health and Safety Policy and performance will be reviewed annually.

Concerns over the standards of health and safety within the Company or issues relating to health and safety are to be brought immediately to the attention of the Manager responsible for safety.

Health and safety information, where it relates to the activities of AC Landscape and Treeworks will be communicated throughout the Company as it becomes available by the quickest possible means.

3.1.3 Training and Competence

All new employees of the Company will receive induction training as soon as reasonably practicable.

When working on a Clients premises all employees and sub-contractors of AC Landscape and Treeworks will attend any specific induction training that is required / given by the Client.

The training requirements of Company employees will be identified and appropriate training provided to ensure that all employees are qualified and competent to undertake the work they are engaged in.

Where issued, certificates and records of training, qualifications and competence will be held in the Main Office.

Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

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3.1.4 Risk Assessments, Method Statements and Safe Systems of Work

The Manager responsible for safety will ensure;

- where significant hazards are evident, an appropriate risk assessment will be undertaken and communicated to all those at risk

- safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments
- that all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity
- that all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued
- that master copies of all assessments, safe systems of work and method statements are held in the Main Office with copies of relevant assessments available on site.

3.1.5 Personal Protective Equipment

The Manager responsible for safety will ensure that Personal Protective Equipment (PPE) is provided to employees of AC Landscape and Treeworks where it is required by current legislation and as identified by risk assessment.

PPE will be provided in circumstances where exposure to hazards cannot be affected by other means or to supplement existing control measures identified by a risk assessment. An assessment will be made to ensure that the PPE is suitable for purpose and is appropriate to the risk involved.

Site Supervisors shall ensure that sub-contractors provide PPE to the required standards.

Safety footwear shall be worn at all times on site without exception.

Safety Helmets, eye protection, ear protection, dust masks or any other protective clothing, high visibility clothing and other PPE shall be worn where identified as a requirement by risk assessment, a requirement of statutory provision or where required by the Client.

Site Supervisors will ensure that suitable facilities for the storage of PPE is provided.

Information, instruction and training will be given to all employees on the safe use and maintenance of PPE.

Employees will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

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3.1.6 Employment of Young Persons

Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Company.

Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity.

Unless as part of their training or where the work is carried out under the direct supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will not be employed where the work:

- is beyond their physical or psychological capability
- involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect

- involves a risk of accidents which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- involves a risk to health from extreme temperatures (hot or cold),
- noise or vibration.

3.1.7 Employment of Persons with Disabilities

The Manager responsible for safety will ensure that risk assessments of the activities undertaken by AC Landscape and Treeworks take into account the needs of employees with disabilities.

Employees are to ensure that AC Landscape and Treeworks, as their employer, are made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

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3.1.8 Health Monitoring and Surveillance

Employees of AC Landscape and Treeworks are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute.

3.1.9 First Aid Provision

The Manager responsible for safety will nominate suitably trained persons as qualified first aiders or Appointed Persons to ensure adequate provision of first aid. These details will be prominently displayed in offices and will be communicated through induction training.

Whilst working on site as sub-contractor, the first aid arrangements of the Principal Contractor or Client will generally be used, after negotiation.

A qualified first aider or appointed person shall be on site at all times whilst routine work is being undertaken.

In the absence of the nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.

Personnel undertaking short term projects will be briefed, with regard to first aid provisions, prior to undertaking work.

While employed on site, sub contractors of AC Landscape and Treeworks are to familiarise themselves with the first aid arrangements on site.

All injuries occurring on site, no matter how trivial, are to be recorded via the Company Accident & Incident Reporting System and pass to the Main Office, and also in the Accident Book of the Client if working as sub-contractor.

First Aid kits shall be held in all company vehicles with the contents checked on a regular basis, and restocked if necessary, by the person in charge of the vehicle.

3.1.10 Injuries, Diseases and Dangerous Occurrences

The Manager responsible for safety will ensure that all accidents, near misses and dangerous occurrences involving employees of AC Landscape and Treeworks are thoroughly investigated.

In the event of major injury or fatality occurring to an employee of AC Landscape and Treeworks, the Manager responsible for safety will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

Reports of accidents involving sub contractors of AC Landscape and Treeworks will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to be met.

All accidents, dangerous occurrences and near misses occurring on site are to be reported to the Site Supervisor and the Manager responsible for safety so that an investigation can be conducted.

3.1.11 Fire Precautions and Prevention

Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of AC Landscape and Treeworks.

All employees of AC Landscape and Treeworks will be instructed on the use of portable fire fighting appliances as found on premises and vehicles under the control of AC Landscape and Treeworks

Emergency procedures and evacuation routes will be communicated to all employees as part of their site induction training.

The Manager responsible for safety will ensure that an adequate fire plan is in place and prominently displayed in the Offices, sites and premises under the direct control of AC Landscape and Treeworks and communicated to all employees, sub contractors and visitors through induction training.

As Sub Contractor, the Manager responsible for safety will ensure that the fire plan of the Client is followed and communicated to all employees, sub contractors and visitors through induction training.

In the event of a fire in the office, premises or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.

Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.

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3.1.12 Smoking Policy

The Company has adopted a No Smoking Policy in company vehicles and on or in all company premises.

3.1.13 Alcohol and Controlled Substances

The Company has adopted a No Alcohol or Controlled Substances Policy. Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs) employees or sub contractors enter a workplace under the control of AC Landscape and Treeworks.

Employees and subcontractors of AC Landscape and Treeworks shall not have alcohol or controlled substances in their possession whilst working on site.

3.1.14 Violence towards Employees

In the event that employees of AC Landscape and Treeworks are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

Where matters of dispute or disagreement giving rise to aggression or threat of violence cannot be resolved locally by peaceful negotiation they are to immediately be referred to the Site Supervisor or the Managers of the Company.

3.1.15 Lone Workers

Wherever practicable, employees of AC Landscape and Treeworks are not to work alone in high-risk activities or areas.

Where it is unavoidable, the lone worker will ensure that Manager responsible for safety or the Site Supervisor are aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact at pre-arranged times throughout, and on completion, of the activity.

3.1.16 Mobile Phones

Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.

No calls are to be made on mobile phones from any vehicle without the use of a hands free kit.

Under no circumstances may text or email messages be sent or read whilst driving.

3.1.17 Waste Policy

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The Manager responsible for Safety shall ensure that routes exist for the legal disposal of waste arising from all materials in use by the company, in accordance with current legislation and best practice.

Where practicable, work will be planned and managed so as to minimise waste production.

All waste shall be disposed of via the authorised disposal route.

Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the Company.

Recycling waste will be encouraged wherever possible.

3.1.18 Enforcement & Disciplinary Procedures

Employees or contractors who contravene company health and safety requirements or procedures will be notified in writing. The company reserves the right to exclude from site, temporarily or permanently, any personnel who breach company health and safety requirements or statutory legislation.

Contravention of health and safety requirements will be dealt with under the scope of the company's Disciplinary Procedure. Breaches of health and safety requirements may be treated as Gross Misconduct resulting in dismissal.

3.1.19 Expectant Mothers

When the need arises, to undertake risk assessments in respect of new or expectant mothers and ensure potential harm to the mother or unborn child is eliminated or controlled to acceptable levels. Reference will be made to the HSE publication 'New and Expectant Mothers at Work - A Guide for Employers' HSG122.

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3.2 Site Safety

The following topics have been identified as significant in terms of hazards on site and detail the Company's policy on how the risk to personnel exposed to them will be reduced or controlled.

3.2.1 Dust and Fumes

All processes conducted by AC Landscape and Treeworks employees and sub contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2005

Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.

Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures.

Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

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3.2.2 Electricity and Portable Electrical Appliances

All work involving potential contact with overhead or underground electrical cables or services will be properly planned and be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.

The Company recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- the use of battery operated tools or 110 volts on site wherever practicable
- wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used
- tools used on site will be in good condition and double insulated
- undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow
- ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance
- ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment
- immediately prohibiting the use of and reporting defective equipment
- only authorised and competent persons will be permitted to repair or alter electrical equipment

3.2.3 Excavations / Unstable Ground / Steep Terrain

Activities to be conducted adjacent to excavations, on unstable ground or on steep terrain are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity.

The site procedures of the Client / Principal Contractor will be followed if AC Landscape and Treeworks is a sub contractor.

3.2.4 Fire

An assessment of the fire risk on sites under the control of AC Landscape and Treeworks will be undertaken prior to commencement of work.

The Manager responsible for safety will ensure that an adequate fire plan is in place and prominently displayed on company premises and communicated to all employees, sub contractors and visitors through induction training.

Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs on site.

Whilst working on sites as sub contractor, the fire arrangements of the Client / Principal Contractor are to be adhered to and communicated to employees of AC Landscape and Treeworks by site specific induction training prior to commencement of any work.

3.2.5 Fuels

All fuels shall be kept in approved containments and stored in accordance with current legislation. The storage areas shall be designated as a 'No Smoking Area'.

Only the required quantity of petrol shall be stored for immediate use on site which shall be stored in an approved stowage and containers.

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3.2.6 Hazardous Plants, Animals and Insects

Hazardous plants, animals and insects identified before or during work activities will be reported immediately and appropriate action taken.

3.2.7 Hazardous Substances

The Manager responsible for safety will ensure that:

- a comprehensive assessment programme of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fume, is carried out.
- where necessary, information relating to new or existing substances is gained from the supplier.
- regular reviews of the assessments of the processes involving the use of or contact with hazardous substances are undertaken.
- appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Material Safety Data Sheets are provided for all hazardous substances used by AC Landscape and Treeworks. Copies are to be available in the Main Office and the site relevant to the project.

As identified by the COSHH Assessment, work involving substances or materials, or generating hazardous by-products that requires specialist personal protection to be used, appropriate information, instruction and training will be given to all employees

3.2.8 Housekeeping

In order to promote a safe working environment and good hygiene standards high standards of housekeeping will be maintained at all times throughout the site.

All materials / equipment will be stored to reduce the risk injury to personnel and to minimise the fire risk.

Combustible materials will not be stored adjacent to heat sources.

Rubbish will not be allowed to accumulate and will be safely disposed of regularly and all spillages will be cleared up immediately.

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3.2.9 Lifting Operations and Lifting Equipment

The Company recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by ensuring:

- Equipment hired is fit for purpose and supplied with operators and banksman when necessary.
- All lifting or lowering operations and equipment conforms to the Lifting Operations and Lifting Equipment Regulations 1998.
- All lifting or lowering gear is fit for the purpose and capable of safely carrying out the work it is employed to do.
- Before any lifting or lowering operation is carried out a risk assessment is carried out to identify the measures required to protect those involved with the lift.
- A Safe System of Work is established and effectively communicated to all personnel involved with the lift which will include:
 - thorough planning of the operation, along with the selection, provision and use of suitable equipment
 - the maintenance, testing and examination of all equipment by a competent person every 12 months in the case of lifting equipment or 6 months in the case of any PPE.
 - supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary
 - the prevention of unauthorised use of equipment by any unauthorised person
 - the safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
 - All lifting equipment is the subject of a thorough test and examination by a competent person at periods as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Records of such tests and examinations will be kept and made available for inspection. Where equipment is hired in, records will be sought from the providing hire company.

3.2.10 Manual Handling Operations

All employees will be trained to make individual assessment based on the TILE principles and to adhere to the following:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a suitable mechanical means.
- Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group handling techniques will be used.

Where the use of vehicles is used to eliminate or reduce manual handling operations, the loads shall be checked secure by the driver prior to moving the vehicle.

3.2.11 Noise

The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by various approved codes of practice and official guidance notes.

Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.

Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use. All employees will use hearing protection provided for their protection.

Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced.

All employees will use hearing protection provided for their protection.

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3.2.12 Plant and Equipment

AC Landscape and Treeworks employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.

When plant and equipment is hired in for use by the Company, suitable instruction and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.

If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the Main Office.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.

Only an authorised and competent person will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

All safety devices and guards will be operable and in use.

Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.

All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment.

3.2.13 Vibration

Personnel will be trained to recognise the symptoms of vibration white finger (VWF) and other illnesses associated with prolonged exposure to vibration.

The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will contain designed in vibration controls / low vibration levels.

Work will be planned to reduce or control personal exposure to high vibration levels.

Vibrating equipment will be regularly inspected and maintained to ensure that all vibration control mechanisms are in place and functioning correctly.

Suitable gloves (warm / waterproof) will be provided where appropriate to all affected personnel, at no cost to them.

3.2.14 Welfare Facilities

Where practicable, the following facilities will be provided for employees and sub contractors of AC Landscape and Treeworks:

- Washing facilities
- Rest facilities
- Sanitary facilities
- Method for heating food and boiling water
- Storage and drying facilities for clothing

Where the company is working as a Sub Contractor, negotiations will be conducted to enable employees and sub contractors of AC Landscape and Treeworks to share the facilities provided by the Client.

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3.2.15 Working at Height

All operations involving working at height will conform to the Working at Height Regulation 2005.

Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions, and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.

Before carrying out any work at height all lines of communication between the workteam will be established and communicated to all involved before work begins.

Before carrying out any work from a rope and harness a suitable anchor point / points will be identified by a competent and experienced person.

All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and be the subject of regular inspection and testing to ensure its continued suitability for the job.

It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented. Rigging techniques will be employed when appropriate.

A safety harness shall be worn whilst working at height and attached to a recognised climbing system.

All safety harnesses and associated climbing equipment shall be tested, certified and checked 'in date' for test prior to use.

All rigging and lowering equipment shall be tested, certified and checked 'in date' for test prior to use.

Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent persons in accordance with manufacturers operating instructions / guidelines. Safety Harnesses / work positioning harnesses will be worn at all times whilst work is being conducted from MEWPs. MEWPS will only be used for personnel access and will not be used for any roping / lowering operations

A suitable and sufficient rescue plan assessment MUST be recorded and in place for all tree work and other high risk work at height activities.

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3.3 Yard, Workshop and Storage Areas Safety

3.3.1 Yard, Workshop and Storage Areas Safety

The following topics have been identified as significant in terms of hazards within the Company Yard, Workshop and Storage Areas and detail the Company's policy on how the risk to personnel exposed to them will be reduced or controlled.

3.3.2 Dust and Fumes

All work conducted in the Yard Workshop and Storage Areas that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2005.

Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust or fumes will be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.

Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment will be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

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3.3.3 Gasses, Fuels and LPG

All fuels shall be kept in approved containments and stored in accordance with current legislation. The storage areas shall be designated as a 'No Smoking Area'.

When petrol has to be stored the quantity will be minimised. A suitable and sufficient risk assessment will be carried out to ensure all adequate control measures are in place.

3.3.4 Hazardous Substances

All hazardous substances shall be kept in approved containments and stored in accordance with current legislation and manufacturers instructions. The storage areas should be secure and shall be designated as a 'No Smoking Area'.

For activities involving the use of, or generating, hazardous substances within the Yard, Workshop and Storage Area, the Manager responsible for safety will ensure that:

- a comprehensive assessment programme of the processes is carried out
- where necessary, information relating to new or existing substances is gained from the supplier
- regular reviews of the assessments of the processes involving the use of or contact with hazardous substances are undertaken
- appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.

As identified by the COSHH Assessment, work involving hazardous substances or materials, or generating hazardous by-products that requires specialist personal protection to be used, appropriate information, instruction and training will be given to all employees.

3.3.5 Housekeeping

In order to promote a safe working environment and good hygiene standards high standards of housekeeping will be maintained at all times within the Yard, Workshop and Storage Area.

All materials will be stored to reduce the risk injury to personnel and to minimise the fire risk combustible materials will not be stored adjacent to heat sources.

Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and externally to buildings. Clear routes are to be maintained for emergency purposes.

Rubbish / tree removal arisings will not be allowed to accumulate and will be safely disposed of regularly and all spillages will be cleared up immediately.

3.3.6 Manual Handling

Wherever possible, the requirement to conduct manual handling operations within the Yard, Workshop and Storage Areas will be avoided by use of other suitable mechanical means.

An assessment of manual-handling operations that cannot be avoided will be conducted to identify control measures required to protect those at risk from the manual handling operation taking into account the task, individual, load and the environment.

Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

3.3.7 Storage (general)

All racking and shelving will be fit for purpose and suitable for the loads with which it is being stacked

Racking and shelving will be inspected at regular intervals to identify damage caused in usage. Damaged shelving will be replaced immediately.

As far as is reasonably practicable all boxes require to be moved manually will be stored below head height.

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3.3.8 Timber / Cordwood Stacks / Brushwood Chippings

Designated areas will be provided for the temporary storage of logs and chippings.

All logs and chippings will be stacked / piled in a stable manner so as to present no danger to people, equipment or buildings.

3.3.9 Work Equipment

Where the use of equipment within the Yard, Workshop and Storage Areas involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use

Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.

An authorised and competent person will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

All safety devices and guards will be operable and in use.

All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment.

Plant and equipment must not be used when unprotected members of the public are present.

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3.4 Office Safety

The following topics have been identified as significant in terms of office related hazards and detail the Company's policy for the health, safety and welfare in the Company Offices.

3.4.1 Chemicals

Hazards exist from small quantities of chemicals in the office such as printing inks, photocopier toners, cleaning chemicals and correction fluids.

Material Safety Data Sheets for such hazardous substances will be obtained from the supplier to enable an assessment of potential exposure to be made and the identification and implementation of suitable precautions to be taken to reduce the risk of harm occurring.

3.4.2 Display Screen Equipment

All workstations under the control of AC Landscape and Treeworks consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the users of such workstations.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.

Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10 –15 minutes per hour.

3.4.3 Electricity

Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.

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All equipment is to be switched off before unplugging or cleaning.

Residual current devices, if fitted, will be tested regularly by operation of the test button.

Equipment operators will regularly carry out a visual inspection of the equipment, its cable and plug for signs of obvious damage.

Damage to appliances and associated leads or plugs is to be reported immediately so that a competent person can effect a repair. Temporary or makeshift repairs are not to be undertaken.

All electrical equipment shall be switched off and unplugged when not required for use.

3.4.4 Environment

Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

Temperature will be maintained not less than 16° C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

Eating facilities with adequate access to boiling water will be provided.

Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

Workstations will be comfortable with safe and suitable chairs and sufficient space.

3.4.5 Fire

An assessment of the fire risk in offices under the control of AC Landscape and Treeworks will be undertaken. The Manager responsible for safety will ensure that an adequate fire plan is in place and prominently displayed and communicated to all employees, sub contractors and visitors through induction training.

Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.

Materials shall not be left in access or egress routes where they may hinder escape in emergency.

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3.4.6 Manual Handling

Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided then mechanical aids are to be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.

Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

An assessment of all manual-handling operations will be conducted to identify control measures required to protect those at risk and communicated to them.

3.4.7 Slips, Trips and Falls

Trailing leads are not permitted unless they are fitted with adequate cable protection to reduce the risk of tripping.

Floor coverings will be sound and in good state of repair. All spillage will be cleared away immediately.

Offices will be kept tidy at all times and all rubbish will be removed at the end of each day.

3.4.8 Work Equipment

Employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Work equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired.

Only an authorised and competent person is to undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

Where required all safety devices and guards will be operable and in use.

Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.

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