

**Health & Safety Policy**  
**Tony Bengers Landscaping Ltd.**

**Burrow Farm Gardens  
Dalwood  
Axminster  
EX13 7ET**

**Revision Date: October 2010**

## Revision Status

Revision	Date Issued	Approved by	Signature
1.0	7 <sup>th</sup> October 2010	Director Responsible for Safety	

On receipt of this document / revision, please destroy all previous and now obsolete copies.  
The next review is due: October 2010.

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**Section 1.0**

**Statements of Intent**

### HEALTH & SAFETY POLICY STATEMENT OF INTENT

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Tony Benger Landscaping Ltd.

All persons conducting activities under the name of Tony Benger Landscaping Ltd. will adhere to this Health & Safety Policy.

Tony Benger Landscaping Ltd. will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

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, by:

- Demonstrating 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;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Company activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

**Signed**

**Date**

***Director Responsible for Safety***

### ENVIRONMENTAL POLICY & STATEMENT OF INTENT

Tony Benger Landscaping Ltd. considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such Tony Benger Landscaping Ltd. will work with clients, contractors, suppliers and the workforce towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Tony Benger Landscaping Ltd.

All persons conducting activities under the name of Tony Benger Landscaping Ltd. will adhere to this Environmental Policy.

It is the Policy of the Company to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to personnel at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all its operations;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

**Signed**

**Date**

***Director Responsible for Safety***

## **Section 2.0**

### **Health & Safety Roles & Responsibilities**

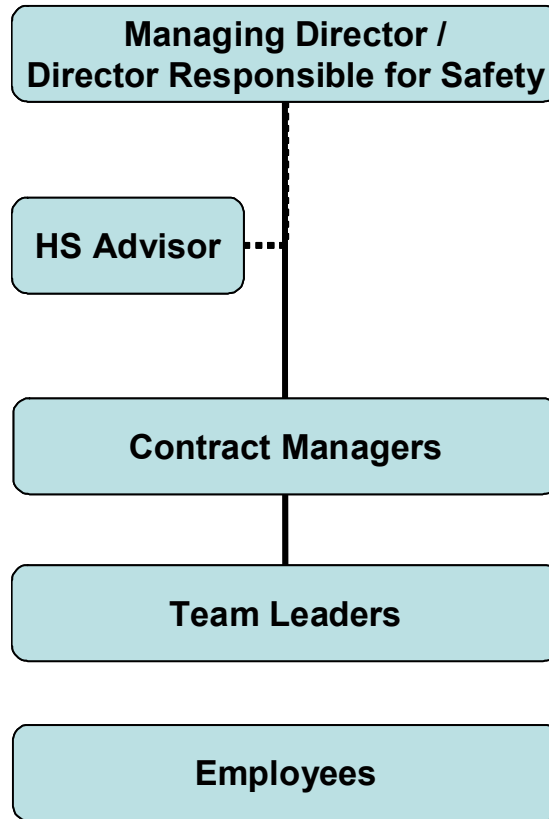
## HEALTH & SAFETY ROLES & RESPONSIBILITIES

### Introduction

Health & safety management is the responsibility of all personnel of Tony Bengel Landscaping Ltd. and is a joint responsibility with contractors. It is the responsibility of Contract Managers to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high health and safety standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Tony Bengel Landscaping Ltd. and those self-employed persons who undertake work on behalf of Tony Bengel Landscaping Ltd..
- Contractors are deemed to be those persons who work for Tony Bengel Landscaping Ltd. but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

Company Organisation Chart



### 2.1 Director Responsible for Safety

The Director Responsible for Safety has overall responsibility for the health, safety and welfare of all Company employees, for the environmental impact of Company activities and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him, the Director Responsible for Safety will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Company Health & Safety Policy, ensuring that it meets current legislative requirements and accurately reflects Company activities.
- Ensure adequate resources are available to implement the Company Health & Safety Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on health and safety issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Company.
- Ensure all employees receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- 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 Company activities 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.
- Provide, maintain and instruct employees 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 Company 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 & 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; and
  - Accidents, incidents and near misses involving Company employees.
- Ensure maintenance of registers and records 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 to identify areas where improvements are to be made.
- Ensure that health, safety and environmental performance is regularly reviewed.

### 2.2 Contract Managers

Contract Managers will be responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Company policies are observed throughout their area of responsibility in the Company.

In particular Contract Managers will:

- Understand the Tony Benger Landscaping Ltd. Health & Safety Policy.
- Ensure that the Tony Benger Landscaping Ltd. Health & Safety Policy is effectively communicated to the personnel under their control.
- Ensure compliance with the Tony Benger Landscaping Ltd. Health & Safety Policy.
- Establish and maintain high standards of health, safety and environmental performance within their area of responsibility.
- Develop, implement, record, communicate and monitor the effectiveness of the arrangements for health and safety specific to their work activities.
- Allocate necessary resources for health and safety management within their area of responsibility.
- Ensure that suitable and sufficient risk assessments have been undertaken for the work activities within their area of responsibility.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Keep relevant health and safety records and documentation.
- Carry out routine documented inspections (minimum monthly) of their area of responsibility to identify shortcomings in health and safety standards and to initiate remedial action, in consultation with the Director Responsible for Safety where necessary.
- Report in writing to the Director Responsible for Safety on a quarterly basis on health and safety management issues. Any accidents / incidents will be reported with their associated recommendations for preventing recurrence.

With specific respect to contractor management, Contract Managers will:

- Assess contractors to determine whether their systems for managing health and safety meet Company standards and requirements, including where appropriate, sub-contractor management.
- Ensure that all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the company.
- Ensure that only contractors on the Approved Contractor List and who are competent to perform the work are selected to undertake work on behalf of the Company and that the use of contractors who are not on the approved list is prohibited.

- Ensure that risk assessments for activities undertaken by the Company include measures to protect contractors.
- Ensure that contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Company employees and other persons on Company premises.
- Ensure that electrical appliances to be used by contractors have been tested and are safe to use.
- Ensure that all contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Ensure all contractors receive suitable information, instruction, training and where appropriate, supervision to ensure their competence for the work they are to undertake.
- Monitor the performance of contractors who undertake work on behalf of Tony Bengier Landscaping Ltd.
- Ensure that all contractors on premises under the control of the Company are accounted for.

### 2.3 Team Leaders

Team Leaders will be responsible to Contract Managers for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Company policies are observed within their area of responsibility.

In particular Team Leaders will:

- Understand the Tony Benger Landscaping Ltd. Health & Safety Policy.
- Ensure compliance with the Tony Benger Landscaping Ltd. Health & Safety Policy.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Assist management in the risk assessment process.
- Communicate health and safety matters to employees and contractors via induction training or on-the-job talks.
- Carry out routine inspections of their area of responsibility to identify shortcomings in health and safety standards and initiate remedial action.
- Immediately bring to the attention of management matters relating to health and safety standards or performance within their area of responsibility.
- Ensure that accidents and near misses are reported to management as soon as practicable.

With specific respect to contractor management, Team Leaders will:

- Provide an appropriate level of supervision to contractors engaged in Company business.
- Monitor the quality of contractors work and ensure that it is being conducted safely.
- Ensure contractors comply with the Company Health & Safety Policy.

### 2.4 Employees

All employees of Tony Benger Landscaping Ltd. have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Director Responsible for Safety, Contract Managers and Team Leaders to enable legal duties to be met.
- Comply with ALL requirements of the Tony Benger Landscaping Ltd. Health & Safety Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Company in the interests of health and safety.
- Actively promote a positive health and safety culture throughout the Company.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- 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.
- Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the Company.
- Make themselves aware of all first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to Managers / Supervisors.
- Ensure all accidents are entered in the Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to Contract Managers / Team Leaders to ensure appropriate investigation can be undertaken.

### 2.5 Contractors

All contractors who undertake work on behalf of Tony Benger Landscaping Ltd. have legal duties under health, safety and welfare legislation while at work to ensure the safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Tony Benger Landscaping Ltd. will:

- Co-operate with the Director Responsible for Safety, Contract Managers and Team Leaders and other Company personnel to enable them to comply with their legal duties.
- Comply with ALL requirements of the Tony Benger Landscaping Ltd. Health & Safety Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Company in the interests of health and safety.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments relating to their work are presented to the Director Responsible for Safety / Contract Manager or Team Leader prior to commencement of their work.
- Use and maintain in a serviceable condition all plant and equipment.
- Use and maintain all personal protective equipment in accordance with instructions and training.
- Raise all matters of concern relating to their health and safety while on premises under the control of Tony Benger Landscaping Ltd. to the appropriate Team Leader / Contract Manager.
- Ensure all accidents are entered in the Tony Benger Landscaping Ltd. Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate Team Leader / Contract Manager to ensure appropriate investigation can be undertaken.

### 2.6 Health & Safety Advisor

Tony Bengel Landscaping Ltd. utilises the services of an external Company to fulfil the role of Health and Safety Advisor.

**SSG Training and Consultancy** are appointed as Competent Persons under the Management of Health & Safety at Work Regulations to advise the Director Responsible for Safety, Contract Managers, Team Leaders and other Company personnel on matters of health and safety policy, management, good practice and legislation.

**SSG Training and Consultancy** are contracted to provide the following services according to requirements:

- Monitor the Tony Bengel Landscaping Ltd. Health & Safety Policy and associated procedures pertaining to health and safety and advise on updates as required by legislation and good practice.
- Provide guidance notes and health and safety briefings to the Director Responsible for Safety, Contract Managers, Team Leaders and other Company personnel.
- Provide appropriate support for health and safety matters to the Director Responsible for Safety, Contract Managers, Team Leaders and other Company personnel.
- Advise on health and safety training needs and assist in identifying appropriate training (in-house or external).
- Attend meetings where health and safety input is required.
- Collate and analyse accident information and advise on trends and action areas.
- Carry out accident investigations and report as required.
- Annually audit and review the management of health and safety at Tony Bengel Landscaping Ltd.
- Provide an annual report to the Director Responsible for Safety on the management of health and safety at Tony Bengel Landscaping Ltd.
- Undertake other such related duties as may be directed.

## **Section 3.0**

# **General Health & Safety Arrangements**

## GENERAL HEALTH & SAFETY ARRANGEMENTS

The attainment and maintenance of high standards of health and safety within Tony Benger Landscaping Ltd. 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 Health and Safety Advice and Guidance

The Health and Safety Advisor to Tony Benger Landscaping Ltd. is **SSG Training and Consultancy** of Plymouth who are available on 08700 434743.

### 3.2 Review and Update

- The Company's Health & Safety Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Company's Health & Safety Policy, including the organisational structure and associated arrangements, without the prior consent of the Director Responsible for Safety in conjunction with other members of the board, as appropriate.

### 3.3 Communication of Health and Safety Matters

- Health and safety information, where it relates to Company activities will be communicated throughout the Company as it becomes available by the quickest possible means.
- 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 Director Responsible for Safety.

### 3.4 Training and Competence

- All new Company employees will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Further training shall be given:
  - For periodic refresher training;
  - When required by current best practice;
  - When being exposed to new or increased risks;
  - When being transferred or given a change in responsibility; and/or
  - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates 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.

### 3.5 Risk Assessments, Method Statements and Safe Systems of Work

- Risk Assessments will follow a standard format.
- The Company will generate Safe Working Method Statements as and when required

The Director 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 distributed as appropriate to specific work locations.

### 3.6 Personal Protective Equipment

The Director Responsible for Safety will ensure:

- Personal Protective Equipment (PPE) is provided to employees of Tony Benger Landscaping Ltd. 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.
- Suitable facilities for the storage of PPE are provided and used.
- Sub-contractors provide and wear PPE to the required standards.
- 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.

### 3.7 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 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 an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
  - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

### 3.8 Employment of New and Expectant Mothers

- The Director Responsible for Safety will ensure that risk assessments of the activities undertaken by Tony Benger Landscaping Ltd. take into account the needs of pregnant employees and new mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

### 3.9 Employment of Persons with Disabilities

- The Director Responsible for Safety will ensure that risk assessments for Company activities take into account the needs of employees with disabilities.
- Employees are to ensure that the Company, as their employer, is 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.

### 3.10 Health Monitoring and Surveillance

- Company employees 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.

### 3.11 First Aid Provision

- The Director 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 throughout the workplace and will be communicated through induction training.
- 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.
- Company employees will familiarise themselves with workplace first aid arrangements and facilities.
- All injuries occurring on work premises, no matter how trivial, are to be recorded in the Company Accident Book held in the main office.
- 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.

### 3.12 Injuries, Diseases and Dangerous Occurrences

- The Director Responsible for Safety will ensure that all accidents, near misses and dangerous occurrences involving Company employees are thoroughly investigated.
- In the event of major injury or fatality occurring to a Company employee, the Director 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 contractors 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 work premises are to be reported to the Supervisor / Manager and the Director Responsible for Safety so that an investigation can be conducted.

### 3.13 Fire Precautions and Prevention

- A Fire Risk Assessment will be performed for the Company premises.
- 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.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of Tony Benger Landscaping Ltd.
- All Company employees will be instructed in the use of portable fire fighting appliances as found on premises and in Company vehicles. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- The Director Responsible for Safety will ensure that an adequate Fire Plan is in place and prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors through induction training.
- In the event of a fire on the premises, 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 maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
- 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.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in emergency.
- 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.

### 3.14 Smoking Policy

- Disciplinary action will be exercised if employees or contractors smoke whilst on Company premises or in Company vehicles.
- Smoking is only permitted in those external areas designated by management.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Whilst working at the premises owned by a Client the smoking policy of that Client will be adopted and, as such, all employees and contractors who undertake work on behalf of Tony Benger Landscaping Ltd. are to adhere to that policy.

### 3.15 Alcohol and Controlled Substances

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter Company premises or drive Company vehicles.
- Company employees and contractors shall not have alcohol or controlled substances in their possession whilst working on Company premises or driving Company vehicles.

### 3.16 Violence towards Employees

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that Company employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

### 3.17 Lone Workers

- Wherever practicable, Company employees are not to work alone in high-risk activities or areas.
- Where it is unavoidable, the lone worker will ensure that a Team Leader or Contract Manager is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with a Team Leader or Contract Manager at pre-arranged times throughout, and on completion of, the activity.

### 3.18 Mobile Phones

- The Company has adopted a procedure for the use of mobile phones when driving.
- 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 or received by the driver of a moving vehicle unless the vehicle is fitted with a working hands freekit and it is considered that it is safe to do so.
- No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.

### 3.19 Waste Policy

- The Company has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.
- The Director 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 an 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 of waste will be encouraged wherever possible.

### 3.20 Welfare

- The Company is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.

## **Section 4.0**

# **Workplace Health & Safety Arrangements**

### WORKPLACE HEALTH & SAFETY ARRANGEMENTS

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

#### 4.1 Abrasive Wheels

- Only trained personnel who have been appointed by the Director Responsible for Safety are permitted to change any class of abrasive wheel.
- The Company will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.

#### 4.2 Air Conditioning Systems

- Air conditioning systems are fit for purpose and maintained in good working order, according to manufacturers guidelines. Filters are regularly cleaned and replaced.
- Records are kept of all inspections, tests and maintenance performed on air conditioning systems.
- Air quality is periodically tested to ensure a sufficient supply of fresh / purified air from air conditioning systems, uncontaminated by injurious or offensive fumes, gas or vapour.

#### 4.3 Cartridge Operated Tools

- Only low velocity, indirect-type, cartridge-operated tools will be used.
- Only trained personnel who have been authorised by the Director Responsible for Safety may operate cartridge-operated tools.
- Suitable ear protection and eye protection to BSEN 166B must be worn when operating these tools.
- Explosive charges shall be stored in a secure stowage separate to the tool.
- Only the required amount of charges to complete the task shall be issued to authorised persons.
- Operators must ensure that the work area is clear of other persons and flammable vapours prior to using these tools.

#### 4.4 Compressed Gases, LPG

- Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.
- If LPG is present on Company premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.
- All work with compressed gases / LPG shall be subject to risk assessment and carried out in accordance with a safe system of work.

### 4.5 Compressors and Compressed Air Tools

- Compressors under contract of hire will have a current Certificate of Thorough Examination.
- Compressors owned by the Company will be subject to regular maintenance in accordance with manufacturers recommendations.
- All safety valves and gauges will be functioning correctly with the safe working pressure clearly marked on the air receiver.
- Compressors and compressed air tools are only to be operated by trained and competent persons.
- Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been effected by a competent person.
- Only trained personnel who have been authorised by the Director Responsible for Safety may operate gas cartridge-operated and portable compressed air tools, i.e. nail guns.
- Operators must ensure that the work area is clear of other persons, all guards are fitted and interlocks checked and in a serviceable condition prior to using these tools.

### 4.6 Demolition

- In the normal course of work Tony Bengel Landscaping Ltd. does not conduct demolition work of a type that is notifiable under the Construction (Design and Management) Regulations 2007.
- In the unusual event that demolition work is notifiable; the HSE will be notified using the F10 Notification of Project.
- All demolition work will be planned prior to commencement on site and the plan will include a thorough survey and inspection of the structure to determine the nature of the original construction, the potential effects on adjoining properties and scaffolding requirements.
- The survey will identify structural problems and the risks associated with any flammable or hazardous substances. The survey will also take into account confined spaces, overhead or underground services, health hazards, access, environmental impact and waste removal.
- All demolition work will only be undertaken by a competent person in accordance with a written Safety Method Statement.

### 4.7 Display Screen Equipment

- All Company workstations 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 operators/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.

### 4.8 Driving Company Vehicles

- Where considered necessary employees will be provided with Company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
- The Company will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user
- Employees provided with a Company vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Company office and remedial action taken at the earliest opportunity.
- Employees driving on Company business will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- All driving activities will be managed in accordance with Company risk assessments and safe systems of work.
- Drivers must sign that they will comply with these procedures and records will be maintained.
- Where fitted, lifting equipment will be subject to inspections and regular maintenance. Records of thorough examinations and tests will be kept at the Company offices and made available.

### 4.9 Dust and Fumes

- All processes conducted by Company employees and 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.

### 4.10 Electricity and Portable Electrical Appliances

All work involving potential contact with overhead or underground electrical cables or services will be properly planned and will 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 within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
- Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.

- Workplace tools will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- 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;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

### a. Hired Electrical Equipment

- Where required, electrical equipment (e.g. generators) will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired electrical equipment is safe to use.
- Employees will be provided with necessary training in the use of hired electrical equipment.

### 4.11 Excavations

- Activities to be conducted within or adjacent to excavations 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 control measures introduced will take into account the depth of the excavation, the nature of the strata and any other factors relevant to the stability of the excavation.
- Excavations shall be inspected by a competent person:
  - Before any person carries out any work;
  - At the start of every shift;
  - After any event likely to have affected the strength and stability of the excavation, or any part of it; and/or
  - After accidental fall of rock, earth or other material.
- Records and reports shall be kept of inspections in accordance with legislative requirements.
- When employed on a site under the control of Tony Benger Landscaping Ltd. or the site of a Principal Contractor, employees and contractors are to follow site procedures when working in or adjacent to excavations.

### 4.12 Fuels

- All fuels shall be kept in approved containments and stored in accordance with current legislation. Each storage area shall be designated as a ~~No~~ Smoking Area.
- Only the required quantity of petrol shall be stored on Company premises for immediate use in approved containers, in an approved stowage.
- The carriage of fuels will satisfy The Carriage of Dangerous Goods by Road Regulations 1996.

### 4.13 Hazardous Substances / Chemicals

All hazardous substances / chemicals used or generated by the Company will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure.

The Director Responsible for Safety will ensure that:

- All hazardous substances / chemicals used by the Company are identified and inventoried including those used in relatively small quantities such as printing inks, photocopier toners, cleaning chemicals and correction fluids.
- Material Safety Data Sheets for all hazardous substances used by the Company will be obtained from suppliers. Copies are to be available in the main office and at the relevant workplace.
- Where necessary, information relating to new or existing substances is obtained from the supplier.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of 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.
- Suitable and sufficient personal protection equipment is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of specialist personal protection equipment.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

#### a. Pesticides

The Director Responsible for Safety will ensure that:

- All pesticides used by the Company are subject to risk / CoSHH assessment.
- Appropriate training is provided to those employees working with pesticides.
- Relevant employees hold a Certificate of Competence where appropriate.
- Suitable PPE is provided to employees, together with storage facilities for the PPE.
- Only those pesticides appropriate for the application are used.
- Pesticides are stored safely in accordance with legal requirements and good practice.
- Pesticides are disposed of in accordance with manufacturers / suppliers recommendations and local Waste Disposal Authority requirements.

### 4.14 Hot Work

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Brazing
- Welding and cutting
- Use of blow lamps

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate fire fighting provisions shall be available;
- All sources of fuel shall be removed prior to work commencing;
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and

- No hot work shall be conducted within 30 minutes of the end of the working day. All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.

### 4.15 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Company premises.
- All materials will be stored to reduce the risk injury to personnel and to minimise 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.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

### 4.16 Lifting Operations and Lifting Equipment

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

- Hiring in suitable equipment, together with operators and banksmen, where necessary;
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring that all wire ropes and chains are fitted to crane hooks correctly; that they are inspected and tested, and that the results are recorded as necessary;
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
  - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
  - The maintenance, testing and examination of all equipment;
  - 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 or movement of equipment by any unauthorised person; and
  - 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.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.

#### a. Fork Lift Trucks

The Company recognises the need to ensure that all operations involving the use of fork lift trucks shall be as safe as reasonably practicable at all times. This will be achieved by adhering to the following:

- Fork lift trucks are only to be operated by suitably competence and authorised personnel.
- A risk assessment and safe working procedure will be established for all fork lift truck operations to protect those at risk.
- The results of the risk assessment and safe working procedure will be communicated to all relevant employees;
- Appropriate PPE as identified by risk assessment will be worn at all times when operating a fork lift truck or when working in areas where fork lift trucks operate.
- In addition to PPE requirements, fork lift truck operators must wear a seat belt at all times when in the truck cab.

- A documented check of each fork lift truck must be conducted prior to use / on a daily basis.
- Operational areas for fork lift trucks are designated and communicated to appropriate staff. Appropriate signage is erected warning of the hazard.
- The maximum capacity for a fork lift truck is clearly signed. Operators do not lift loads that exceed the specified maximum capacity.
- The carriage of passengers on a fork lift truck is strictly prohibited.

### 4.17 Manual Handling Operations

The Company recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times. This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a Fork Lift Truck or other 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.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the Manual Handling Operations Risk Assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- 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.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

### 4.18 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 applicable 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.
- 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 and hearing protection zones identified.
- All employees will use hearing protection provided for their protection.

### 4.19 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- Company employees will only use plant and work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an effective state, in efficient working order and in good repair.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate plant / work equipment safely.
- 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 authorised and competent persons will 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.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.
- Plant and work equipment must not be used when unprotected members of the public are present.

### **4.20 Pressure Cleaners**

- Pressure cleaners will be installed, maintained, tested and repaired by a competent person, and records of maintenance and tests kept.
- Equipment is to be operated by trained, authorised and competent personnel and eye protection is to be worn at all times by operators to protect from flying debris.

### **4.21 Roadworks**

- Where roadworks are being undertaken, or there is a risk that affects other road users a risk assessment will be conducted (by the company contracted to perform the work).
- All roadworks and warnings shall be in accordance with the provisions laid out in the New Roads and Street Works Act 1991, The Highways Act and the accompanying Approved Codes of Practice.
- Where works affect other road users appropriate traffic signs and barriers shall be erected to guide and warn traffic and pedestrians.
- Roadworks shall be suitably lighted and guarded in hours of darkness.
- All traffic signs and barriers shall be removed immediately on completion of their requirement.

### **4.22 Slips, Trips and Falls**

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

### **4.23 Storage Racking**

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Safe working loads will be marked on all racks.
- Company personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- Materials will be stored and stacked to reduce the risk of manual handling injuries.
- All storage racking will be regularly inspected by a competent person to ensure stability and integrity. Inspections will be recorded.

### 4.24 Underground / Overhead Utilities

All work involving potential contact with overhead or underground electrical cables or other utilities / services will be properly planned and will 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.

### 4.25 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools
- Hand guided power equipment
- Powered machines which process hand held materials
- Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
  - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
  - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
  - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the Company

### 4.26 Waste Management

- Waste will be managed in accordance with the Hazardous Waste Regulations.
- For projects in excess of £300 000 a Site Waste Management Plan will be produced and implemented in accordance with the Site Waste Management Plan Regulations.
- Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
- An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
- Waste management procedures will be communicated to all employees during induction training.
- Tanks and drums provided to hold waste oils and other fluids are to be bunded and all spillage immediately cleared away.
- The Company is a licensed waste carrier and disposes of waste in accordance with the Hazardous Waste Regulations 2005.

### 4.27 Weather Conditions

- Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking the work.
- Industry guidance will be consulted when deciding the maximum wind speeds for particular operations (e.g. arboriculture at height).

The decision to continue or suspend work will be based on wind speed, control measures already in place to prevent the fall of personnel or materials and work height.

### 4.28 Welding and Burning

- The hazards associated with welding operations are burns, damage to the eyes from ultra-violet radiation, electric shock, possible explosion, noise, fumes and gases. Welding operations are therefore only to be undertaken by trained and competent personnel.
- Adequate ventilation is to be provided to remove the various gases and fumes emitted during welding processes. Where adequate ventilation cannot be achieved suitable respiratory protection will be provided to protect personnel from the harmful effects of exposure to gas and fumes.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens will be utilised at all times.
- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists.

### 4.29 Welfare Facilities

Where reasonably practicable, the following facilities will be provided for employees and contractors of the Company:

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

Where the company is working as a contractor, negotiations will be conducted to enable employees and contractors of Tony Benger Landscaping Ltd. to share the facilities provided by the Principal Contractor, in which case the Director Responsible for Safety must ensure that a Certificate of Shared Welfare Facilities (F2202) has been received from the Principal Contractor.

### 4.30 Working at Height

- Before carrying out any work at height 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.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.
- When working at height, all employees will wear PPE identified through risk assessment. Appropriate training will be given in its use and maintenance.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working at height, attached to suitable anchor points.
- All safety harnesses/man anchor systems and anchor points shall be tested, certified and checked ~~in date~~ for test prior to use.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
- Lowering materials must be conducted in a controlled manner.

### a. Ladders

- Ladders, including stepladders, used by the Company will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

### b. MEWPs

- Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent persons. Safety Harnesses will be worn at all times whilst work is being conducted from MEWPs / Scissor Lifts.

### 4.31 Working Near or Over Water

Hazardous areas include: docks, locks, canals, wharves, lakes, ponds (natural and artificial), reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers, streams, swimming pools, water-holding tanks and the sea.

- All operatives will have suitable training and instruction before working near or over water.
- Before carrying out any work near or over water 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 and identify the measures required to protect persons working at height, including a safe system of work.
- Appropriate rescue equipment must be provided for the location, taking into account any reasonably foreseeable changes that may occur (e.g. tides or spate rivers).
- Whenever possible, entry into the water shall be prevented by physical barriers.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working near or over water and attached to suitable anchor points. All safety harnesses/man anchor systems shall be tested, certified and checked in date for test prior to use.
- All employees will wear PPE identified through assessment, including high-visibility clothing. Appropriate training will be given in its use and maintenance.
- All life jackets and buoyancy aids provided conform to the appropriate BS EN standard (393, 395, 396 or 399).
- Lifebuoys and or throw lines will be available where there is a possibility of operatives being carried away by the water.
- A rescue boat manned by competent operatives will be available whenever work is undertaken over or adjacent to deep, tidal or fast flowing water and when identified in the risk assessment.
- A means of raising the alarm will be provided.
- Where necessary, the surface of water will be illuminated at night.
- All personnel will be accounted for at all times.