



Health & Safety Policy Statement

Greenscape Services Ltd
Scots Smith Farmyard
Dauntsey
Chippenham
SN15 4JA

Issue Date: September 2018

Next Review: September 2019

Contents

Policy Statement	4
General Arrangements	5
Responsibility Summary.....	5
Part A	7
Responsibilities of Directors	7
Responsibilities of employees	7
Responsibilities of the Health & Safety Officer	7
Responsibilities of Contracts Manager	9
Health & Safety Consultant Responsibilities	9
Communication	10
Co-operation & Care	10
Safety Training	10
Inspections in the Workplace	10
Fire Safety Regulations	10
Reducing Fire Risk	10
Fire Safety Officer	11
General Fire Procedures	11
Fire Fighting Equipment	12
Evacuation of Visitors.....	12
Smoking	12
Smoke Free Policy	13
Substances Hazardous to Health.....	13
COSHH Precautions	14
Environmental Policy.....	14
Waste Disposal	15
Dirty Waste Procedure	15
Equipment Regulations	15
Maintenance.....	16
Workstation and Use of Display Screens	16
Office Equipment.....	16
Accident Investigation & Reporting	17
First-Aid.....	17
Accident Procedure	18
General Office Safety.....	18
Housekeeping	19
Hygiene & Health Conditions	19
Walkways and Passageways	19
Stress Policy	19
New or Expectant Mothers	20
Sharp Objects	20
Legionnaires' Disease	20
Driving	20
Use of mobile phones while Driving	21
Company Vans.....	21
Lone Working	22

Part B	23
General Arrangements	23
On Site Working	23
Risk Assessments	23
Welfare	24
Reducing Fire Risk on Client's Sites	24
Vehicles, Plant & Machinery in General	24
Electrical Appliances	25
Asbestos	25
Working at Height	26
Security	26
General Procedures	26
Tools Equipment and Machinery	27
Manual handling Operations	27
Personal Protective Equipment Regulations	28
Ladders	29
Delivery Vehicles	29
Working near Vehicles & Plant	30
Noise	30
Hand/Arm Vibration	30
Pesticides	31
Leptospirosis (Weil's Disease)	31
Visitors and Contractors	31



Health and Safety Policy Statement Greenscape Services Ltd

Important: All employees must read this statement and be familiar with the Company's policies.


It is the policy of Greenscape Services Ltd to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. At all times the Company will endeavour to provide and maintain a healthy and safe working environment for its employees as well as to take steps to protect the health and safety of all visitors to the company, including contractors from other firms and temporary workers, as well as any customers and members of the public who might be affected by our operations.

The overall objective of the Company's health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. The Company will endeavour to do all that is reasonably practicable to ensure the health and safety of its employees, however, health and safety at work is the responsibility of each and every individual associated with the company. All employees are required to be constantly vigilant and concerned for the welfare of others.

It is also the duty of each employee to take reasonable care of his or her own welfare and to report any situation, which may pose a threat to the well being to himself or herself or any other person. Such hazards in the workplace such as frayed electrical cables, dangerously defective equipment, unsafe structures, possible fire risks, loose floor tiles etc should be reported as a matter of routine and no member of staff will be penalized for complaining if such hazards are not rectified by the management or designated Safety Officer. It is therefore every worker's responsibility to report immediately any situation that could endanger the well being of themselves or others and that the reporting of injuries, however small, sustained by a person at work must never go unrecorded. Accident records are crucial to the effective monitoring and revision of the Company policy and must therefore be accurate and detailed.

The Company believes that the success of its Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must have due regard for inexperienced employees by not allowing those inexperienced workers, especially young workers, to unknowingly put their health and safety at risk. On the other hand, an inexperienced worker (despite prior training) or untrained worker should not attempt to do hazardous work if they do not feel competent or have not been trained for such work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out hazardous work they must immediately cease to do such work and inform their immediate supervisor or Safety Officer. Employees will be provided with the required equipment, information, training and supervision as is necessary to implement and comply with the Company's health and safety policy.

The Company's health and safety policy will be continually monitored and improvements to the policy will from time to time be implemented. The Company invites all employees to put forward any suggestions for improvements, or any complaints, regarding the health and safety policy either informally or in writing directly to the designated Health & Safety Officer.

Signed: 	Greenscape Services Ltd
Job Title: Managing Director	Date: 20 th September 2018

HEALTH AND SAFETY POLICY

Greenscape Services Ltd

(Important: All employees must make themselves familiar with this policy)

The person responsible for the overall health and safety policy of the Company is:

Name:	Bruce Wade
Title:	Managing Director
Address to write to:	Greenscape Services Ltd, Scots Smith Farmyard Dauntsey, Chippenham, SN15 4JA
Tel:	07980 012961 / 01249 892872

The designated Health & Safety Officer and Fire Officer of the Company is:

Name:	Bruce Wade
Title:	Managing Director
Address to write to:	As above

The appointed Health & Safety Advisor is:

Name:	Gavin Hopkins
Title:	Director
Address to write to:	GH Safety Ltd, Block F, Unit 31A, Shrivenham Hundred Business Park, Majors Road, Watchfield, Oxfordshire, SN6 8TY
Tel:	: 01793 784334

First aid kits are available as follows:

SITE	LOCATION
Dauntsey Site	Main Office
Bishop Stortford Site	Portacabin

Personnel trained in First Aid are as follows:

SITE	EMPLOYEE
Dauntsey Site	Bruce Wade
Bishop Stortford Site	Bruce Wade

All company vehicles will carry a travelling first aid kit. First Aiders or Appointed Persons will be present on all sites to deal with accidents where this is a Greenscape Services Ltd responsibility.

The Fire Assembly Point on the Premises is:

SITE	LOCATION
Dauntsey Site	By main gate in car park
Bishop Stortford Site	Under oak tree in yard

The Contracts Manager will consult with the client and agree the fire assembly point for site based contracts.

Scope of this Policy

This policy covers the general Health and Safety arrangements for Greenscape Services Ltd for ease of use it is divided into two parts.

Part 1 General employee and office Health & Safety arrangements

Part 2 Arrangements specific to site based contracts

In agreeing to comply with the companies Health and Safety Policy you must read and understand the part of the policy, specific to you in addition to being aware of the safe practices of colleagues and contactors working on behalf of the company.

Part A

Responsibilities of Directors

The Health & Safety Commission says that directors must recognise their personal responsibilities and liabilities under health and safety law.

- Directors must accept formally and publicly its collective role in providing health and safety leadership in its organisation.
- Directors must accept their individual role in providing health and safety leadership for their organisation.
- Directors must ensure that all board decisions reflect its health and safety intentions, as articulated in the health and safety policy statement.
- Directors need to recognise its role in engaging the active participation of its workers in improving health and safety.
- Directors need to ensure that it is kept informed of, and alert to, relevant health and safety risk management issues.

Responsibilities of employees

All employees, irrespective of status, have a personal responsibility with regard to Health & Safety as follows:

- To be familiar with the Company's Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work. Some rules have a general application, like those pertaining to fire risks and emergencies. Other rules pertain to specific jobs and equipment; for example, those relating to driving fork lift trucks, correct use of lifting equipment and the safe means of access/egress etc.
- To work with due care and attention at all times. Whilst it is the management's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employee's responsibility to use that equipment properly, and in many cases there is a legal obligation to do so.
- Not to operate plant, tools or equipment unless the employee is trained and authorised to do so.
- To wear or use personal protective equipment as instructed or when circumstances dictate its use.
- To report any hazards seen and, if appropriate, make suggestions for their elimination and control.
- To report any defects in plant, tools or equipment.
- To ensure their work area is kept clean and tidy.
- To develop a personal concern for the safety of themselves and others.
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- To raise any safety matter with the appropriate person.

Responsibilities of the Health & Safety Officer

The Company Health and Safety Officer has overall responsibility for all health, safety and welfare matters within the organisation. He will ensure that there is an effective policy for health and safety, the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

He will ensure:

- That responsibility for safety is properly assigned and accepted at all levels.

- That arrangements are made for the provision of suitable and sufficient safety training for all employees.
- That personnel are informed of any relevant changes to health and safety documents are up-dated as necessary.
- That health and safety monitoring is regularly undertaken at all sites where the company is operating.
- That information is obtained from suppliers on the safe use of plant, equipment and materials and that all relevant health and safety information and guidance are provided to employees as required.
- That records of statutory inspections and other appropriate records are kept.
- That records of injuries and work-related diseases are maintained and that appropriate reporting action is undertaken.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- That contractors tenders include adequate provision for safe working.
- The provision of suitable plant and equipment necessary to ensure safe access, safe working or ease of handling including the requirements for any specialised safety and storage equipment.
- The provision of all necessary items of personal protective equipment, safety signs and relevant health and safety documentation.
- The provision of any training including specialised training if required.
- The provision of adequate welfare and first aid
- The action to be taken in the event of fire or other emergency and the provision of suitable fire fighting equipment.
- The protection of the public.
- To carry out risk assessments of any hazards, which could arise and determine the most appropriate order and method of working and record such assessments. To this end he will liaise with employees, clients and building occupiers over health and safety arrangements.
- To ensure all relevant health and safety matters are discussed with prospective clients and to liaise with clients and building occupiers over health and safety arrangements.
- To implement health and safety arrangements made with clients or building occupiers and ensure personnel within their control comply with these arrangements.
- To co-ordinate work of sub-contractors and liaise with main contractors where applicable.
- To ensure that employees are only allocated work according to their ability, and that they have been given the appropriate instructions and/or training to enable them to carry out their work in a safe manner.
- To monitor health and safety procedures to ensure that all directly employed and sub-contractors employees operate in accordance with any legal requirements and Company policy.
- To acquire, hold and make available where required, information on the potential hazards of articles and substances used by personnel within their control, and to ensure that all necessary COSHH assessments are carried out.
- To ensure that safety equipment and all personal protective equipment needed for each operation is provided and is readily available, and that such personal protective equipment is used or worn as appropriate.
- To ensure that materials are stored safely and that, where appropriate, fire fighting equipment is readily available.
- To ensure only trained, competent and authorised personnel use plant, tools and equipment and those young or inexperienced workers are properly supervised.
- To take prompt corrective action whenever unsafe acts are noticed or reported to them.
- To ensure that cleanliness, tidiness and all that contributes to 'good housekeeping' is of an acceptable standard.
- To ensure that all accidents are reported and recorded, and that attention given by medical or first aid staff is appropriate.

- To investigate, report, and find the cause of, all incidents/accidents on the site, including those, which result in only minor injuries, or cause loss or damage to plant or materials with no injury and to take appropriate remedial action to prevent re-occurrence.

Responsibilities of Contracts Manager

- To ensure that you are familiar with the Company Safety Policy.
- To ensure that everyone working on site is aware of their responsibilities and understands site procedures and rules in every respect.
- Incorporate safety instruction in routine orders. Establish “Tool box talks”.
- Do not allow operatives to take undue risks or engage in horseplay.
- Ensure that new employees are shown safe methods of working.
- Ensure that all company personnel are familiar with site procedures and rules. Maintain a routine safety induction agenda and “tool box” talks
- Be certain that welfare facilities are in place and satisfactory. Make regular inspections and discipline anyone who abuses them.
- Make sure that all accidents are recorded in the accident book and reported to clients and the enforcing agency (HSE), if necessary. Responsible partner to action through safety consultant.
- Ensure that a first aider or appointed person and first aid box are on site at all times. A responsibility to instruct all personnel working on site about first aid procedures.
- Set an example by wearing personal protective equipment at all times during the presence of the hazard. Make sure that all persons on site do the same.
- Adopt a ‘good housekeeping policy’ and make this a site directive. Ensure safe and tidy storage and stacking of materials. Monitor waste disposal.
- Maintain and monitor fire prevention procedures. Make certain that all on site know the location of fire extinguishers and any alarm systems that may be present.
- Ensure the presence of hazardous substances assessments.
- Maintain site record details of specific Risk Assessments and Method Statements.
- Liaise with the company safety consultant, where appropriate and cooperate with Health and Safety Executive inspectors.
- Check that machinery and plant are satisfactory and only used by trained persons.

Health & Safety Consultant Responsibilities

It will be the Health & Safety Consultant’s responsibility to make arrangements for monitoring the application of the Policy and report the findings to the Management Team. The Health & Safety Consultant is required to:

1. Support the implementation of the Company’s policy as it affects all employees by assisting the overall organisation to implement systems for ensuring compliance.
2. Monitor and audit the implementation of the policy and procedures on the site. Provide advice to ensure that the Company establishes and complies with relevant regulations on safety representation and review matters appertaining to health and safety.
3. Ensure the incident investigation procedures are implemented correctly and effectively and there is a positive management reaction to dealing with the elimination of hazards/control of residual risks across the organisation.
4. Produce and publish documentation giving information and guidance on matters of Health and Safety including information on approved codes of practice, government and Company statistics and indices and the review of performance, where applicable.
5. Encourage regular site safety inspections to be completed, hazard/risks are assessed and prioritised for corrective action and elimination/control on a timely basis.

Communication

The Company will endeavour to ensure that employees are familiar with the contents of the Company health and safety policy and will communicate with employees orally, through Supervisors and in writing, in the form of directives and this policy. Employees are encouraged to put forward suggestions on way of creating a safer working environment.

Co-operation & Care

Employees are expected to co-operate with the Health & Safety Officer and Contracts Manager and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Safety Training

Safety training is essential for all effective health and safety procedures. All workers will be trained in safe working practices and procedures relevant to their duties to ensure that they are competent and properly qualified to perform their workplace tasks safely and discharge their responsibilities properly. Training will also include advice on the use and maintenance of personal protective equipment, if applicable.

Training sessions will be held as often as is deemed necessary. Despite training sessions, employees can raise concerns regarding health and safety at any time with their immediate supervisor or directly to the Health and Safety Officer.

Inspections in the Workplace

The Company will endeavour to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended).

This Act requires regular inspections of the workplace from time to time. Inspections will be of a routine nature or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary.

Fire Safety Regulations

Fire risk assessments will be undertaken as required under the Regulatory Reform Fire Order October 2005. However, employees must bring to the attention of the Health & Safety Officer or Fire Officer any potential fire risks that they may become aware of.

Reducing Fire Risk

Prevention is better than cure when it comes to fire safety and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Highly flammable liquids such as oils, fuels and paints or other inflammable material, must be removed from the business premises if not normally required for business operations and securely stored in the storage facility. If flammable liquids/materials are used for business operations on site such liquids/materials must be kept to a minimum and securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition.
- Gas leaks are another possible source of fire or explosion and the detection of such a gas leak must be reported to the Health & Safety Officer or Fire Officer or the on-site management immediately. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.

- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- The Company operates a no smoking policy in its workplace. Smokers must only smoke in external designated areas and discarded cigarette butts must be properly extinguished in appropriate containers. In outsourced workplaces operatives must comply with clients' policies and procedures.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Health & Safety Officer/Fire Safety Officer.

Fire Safety Officer

The Fire Safety Officer has the overall responsibility for the Company's fire and emergency policy and training. All supervisors are responsible for implementing such a policy and all employees are responsible for carrying out the instructions of the policy.

General Fire Procedures

Employees must conduct their operations in such a way as to minimise the risk of fire, and in particular, employees must not smoke near combustible materials and only smoke in external areas designated by the Company or Site Officer as smoking areas. All combustible materials must be separated from sources of ignition.

All personnel associated with the Company must familiarise themselves with this fire and emergency policy.

Procedure when alerted to a fire

- Turn off all machinery and plant if it is safe to do so
- Leave the work area by the nearest fire exit and proceed to the assembly point located at:

Dauntsey: By main gate in car park
Bishop Stortford: Under oak tree in yard

- Do not stop to collect personal belongings.
- Do not return to the affected area until 'The ALL CLEAR' is given

Procedure if you discover a fire

- Sound the alarm immediately
- In the case of all but the most minor fire, the fire brigade should be summoned as soon as possible via the '999' service giving precise details of where to come to.
- In the event of a minor fire trained employees may attempt to put it out as long as this can be done without risk or injury. Do not fight any fires involving hazardous materials.
- If this can not be done without taking risks or the fire is still burning after discharging one extinguisher do not continue to fight the fire but proceed to the assembly area indicated above.

It will be established by the Contracts Manager that suitable and sufficient fire extinguishers are on site where this is a Greenscape Services Ltd's responsibility.

Site management will ensure that such fire extinguishers are properly maintained and available at all times.

Escape routes and assembly points will be established by the Contracts Manager and Client where these are not already in place.

Clients' operational and emergency evacuation procedures must be observed, It is expected that such information and detail will be provided by Clients in order that all our staff and others on site are aware of specific arrangements.

It is the duty of ALL personnel to familiarise themselves with the fire/evacuation procedure in operation at any work site. Make sure you know the following:

- Uses of different fire extinguishers and their locations
- Emergency escape routes
- Location of Assembly Points

If you are not informed – ASK.

Discovery of Explosives, Bombs, Suspicious Packets

- DO NOT touch anything suspicious
- Warn the Health & Safety Officer/Site Safety Officer
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.
- Practice fire and emergency drills will be conducted from time to time.

Fire Fighting Equipment

If you are working on client premises and your work creates an increased risk of fire, you are required to have a portable fire-fighting appliance appropriate to the potential type of fire in the close vicinity of your work.

Evacuation of Visitors

Clients will have total responsibility for their visitors' safety and will ensure their well being in the event of an emergency situation, escorting them to the respective Assembly Point.

It is the responsibility of employees who are receiving a visitor to ensure that they are safely evacuated from the premises/site. In situations where visitors are left unattended, they should be advised of the fire evacuation arrangements.

Smoking

Greenscape Services Ltd operates a 'No Smoking Policy' and smoking is not permitted on the premises. Smokers must only smoke in external designated areas and discarded cigarette butts must be properly extinguished and disposed of safely in appropriate containers. In outsourced workplaces operatives must comply with Clients' policies and procedures.

Smokers must not extinguish or throw cigarette butts into waste bins or onto the ground.

Combustible materials must never be stored or allowed to accumulate in designated smoking areas.

Smoke Free Policy

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Greenscape Services Ltd that our workplace is smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with Bruce Wade however, all staff are obliged to adhere to, and support the implementation of the policy.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within office premises, and in all smoke free vehicles.

Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Staff should report to the Manager any visitors who fails to comply with the new law.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Substances Hazardous to Health

The Company will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). The Company will ensure that exposure of workers and others in the vicinity to hazardous substances is minimised and controlled.

Risk assessments will be undertaken of all work involving exposure to hazardous substances.

Employees working with hazardous substances must follow Company procedures relating to the use of such substances as determined under the assessment, including Personal Protective Equipment, training and information. Copies of COSHH Data sheets and Assessments specific to the risks within our Company are available for inspection at our head office.

Employees must assume that all substances are hazardous unless proved otherwise. Before using hazardous substances, read the label and ensure that you are familiar with the Safety

Data Sheet and C.O.S.H.H. assessment (where applicable) which should both be present. In particular look for orange and black hazard warning pictograms and wear any listed personal protective equipment. Remember your responsibilities to others who may be present. If you are in doubt as to the substance or its method of use ask your Supervisor or the Health & Safety Officer.

Substances hazardous to health are any natural or artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any employees exposed to them.

All hazardous substances will be kept in a secure location. Lpg's and petroleum fuels will be stored in flame proof cabinets.

In the event of contamination, the employee should identify the substance and its source and, if injury occurs he/she should seek immediate medical assistance.

COSHH Precautions

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) the following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances. (Refer to Safety Data Sheets and COSHH Assessments).
- Before eating, drinking and smoking it is very important to ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used.
- All hazardous substances and materials must be kept in a secure and suitable area.
- Store highly flammable substances as per manufacturers/suppliers recommendations.
- Only minimum quantities, required for immediate use, are to be kept in a workplace.
- When you have finished with the substance you have been using, make sure that it is returned safely to its secure storage location. Do NOT leave it lying around.
- Some substances may be harmful or produce hazardous vapours. In such cases make sure that the area in which you are working is suitably clear of other people.
- On no account are substances to be decanted into unmarked containers.

Environmental Policy

The Company and its employees have a duty to act responsibly towards customers, staff, suppliers and the public with regard to the effect that business operations may have on the environment and will endeavour to achieve its responsibilities through the following objectives: -

- To adhere to any current legislation and where possible and to anticipate new requirements and set out new procedures as required.
- Where possible, to purchase from suppliers who share concern for the environment and whenever possible to produce products from sustainable sources.
- To minimise waste from business operations and where possible to re-use or recycle.
- To endeavour to control the level of harmful emissions whenever practicable.
- To promote the use of energy efficient systems in business premises.
- To support organisations that promote environmental protection issues.

The Company will continue to monitor, evaluate and improve its performance whilst promoting environmental awareness to employees.

Waste Disposal

Staff and others engaged by the company will be expected to observe legislation and good environmental practice over the disposal of waste.

There are two types – ‘Controlled’ and ‘Special’. Employees must ensure that controlled and special wastes are kept separately and that a licensed carrier and disposal company is contracted to dispose of these wastes satisfactorily.

Controlled Waste is the usual workplace unwanted rubbish generated, such as packaging and paper – this can be placed in standard disposal bins or skips.

Special waste is more dangerous unwanted material such as hazardous substances and containers which may contain traces of these substances. These require careful and often segregated disposal. Advice must be sought from the waste disposal company that is employed for this purpose and transfer notes and records must be kept by site management for inspection by the enforcing authority. There will be no circumstances in which it is acceptable for Greenscape employees or vehicles to be used to transport this type of waste: specialist contractors will always be used.

All waste must be disposed of in the correct receptacles provided by our licensed carriers or those of the Client, if authorised.

Dirty Waste Procedure

Disposal of dirty waste (human waste, syringes etc.) is not part of Greenscape’s normal contractual duties.

Litterpicking

As part of your normal litter-picking duties you should use correct PPE (a minimum of protective gloves and reinforced footwear) and a 18” litter-picker. If you discover “dirty waste” leave waste in place, notify your team members, Greenscape supervisor and on-site facilities manager/security.

Leaf sweeping

Leaf sweeping is to be conducted using mechanical means (Billy-goat vac) or by use of hand tools. If dirty waste is observed in leaf litter, leave that area alone and notify as per litter-picking.

Equipment Regulations

The Company will comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (as amended) and will try at all times to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

Employees will be provided with adequate information and training to enable them to use relevant equipment safely and such equipment must only be used by such authorised and trained employees.

Employees must only use machinery, plant, tools and equipment for which they have been properly and safely trained. NEVER use equipment for which you do not have authority.

Do not allow unauthorised personnel to use any of these facilities which are under your control.

Any employee found operating machinery for which they are unauthorised will face disciplinary action.

Where applicable employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment and such work equipment will be clearly marked with health and safety warnings as appropriate.

Maintenance

Work equipment must be maintained in good working order and repair.

Employees must report defective work equipment/facilities to their Supervisor or the Contracts Manager. Such equipment/facilities should not be used – Isolate and report.

Maintenance and servicing of machinery is carried out in house wherever possible. Otherwise, machinery repairs will be carried out by specialists.

Workstation and Use of Display Screens

- Display screen users should be provided with equipment that:
 - Is of the low radiation type
 - Has adequate contrast with no glare or distracting reflections
 - Has an adjustable screen with a stable, readable image
 - Has an adjustable, detachable and legible keyboard, with wrist rest if necessary
 - Has appropriate software.
- Employees must receive appropriate safety training before using display screens.
- Employees' workstations should have:
 - Adequate lighting
 - Adequate working space
 - Adjustable seating with foot rest if necessary
 - Adequate leg room and clearance to allow postural changes
 - Distracting noise minimised
 - Window covering to minimise glare and reflections
- Employees' workstations should be risk assessed for compliance with the Approved Code of Practice and appropriate modifications made where necessary.
- Employees who consider that their health is being adversely affected by the use of display screen equipment or the workstation must inform the Health & Safety Officer.
- Employees who require additional information or training regarding how to adjust their equipment, workstation or working practices to minimise risks, should inform the Health & Safety Officer.
- All display screen users are entitled to free eye and eyesight tests on request. Users who require such a test must inform the Health & Safety Officer.
- All display screen users should take periodic breaks during their work.
- All staff must ensure that workstations are kept clean, tidy and free of debris.
- Electrical lights should be put on as soon as natural light begins to fade.

Office Equipment

Operators must ensure that they are familiar with any safety instructions (including manufacturers instructions) relating to any office equipment before use.

Only trained, competent and authorised personnel should use office equipment and young or inexperienced employees should be properly supervised.

Operators must ensure that guards and covers are kept in position unless removed by authorised personnel carrying out essential maintenance.

Any obvious sign of irregular operation of office equipment should be reported at once to the supervisor or the Health & Safety Officer.

Photocopiers

- When using photocopiers employees should be mindful that they operate at high voltages.
 - Never tamper with the equipment.
 - Switch power off where necessary.
 - Always follow the manufacturer's instructions for dealing with faults such as paper jams.
 - Beware of hot surfaces inside the equipment

If photocopiers are receiving light use, they should be positioned as far away from work desks as is reasonably possible with adequate ventilation.

If photocopiers are receiving heavy use they should be located in a well-ventilated area, preferably in a separate room where people do not work.

Where the manufacturer of the equipment has identified specific risks or employees are unsure of the safest location consult the Health & Safety Officer for guidance.

Accident Investigation & Reporting

The Company will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). The Health & Safety Officer is responsible for reporting under the Regulations. This will entail the Health & Safety Officer or other designated personnel making reports, and the cooperation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

The Company will study the completed report and will attempt to discover why the accident or dangerous occurrence or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the Company will take appropriate professional legal advice.

First-Aid

All employees must have ready access to first aid facilities and will be arranged on a site by site basis.

First Aiders or Appointed Persons will be present of all sites to deal with accidents where this is a Greenscape Services Ltd responsibility. These persons are responsible for organising and administering First Aid and summoning emergency services if appropriate.

- First-Aid is only to be carried out by a trained First-Aider.

- Every first aid box will be of the appropriate size and have the correct contents.
- The location of the first aid box shall be clearly identified.
- It is the trained First-Aider's responsibility to ensure that the stock is replaced in the boxes as necessary.
- In cases of more serious injury employees will be sent or taken to the nearest hospital.
- First Aiders are responsible for reporting accidents
- First Aiders must attend refresher courses to maintain their status.

As well as applying first aid if qualified to do so, if there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on the Company's premises, employees must not hesitate to dial 999 and ask for the ambulance service.

All accidents or injuries must be reported to Greenscape Services Ltd's Health & Safety Officer.

In addition all company vehicles must carry a fully stocked travelling first aid kit. Employees must report stock usage to the health & Safety officer in order that it can be replenished

Accident Procedure

All staff will be instructed precisely and clearly of their duties relating to the Company's accident procedure. It is the duty of ALL Personnel to ensure they are familiar with the procedure and comply with it at all times. They must ensure they report, to the appropriate person, any potentially unsafe items of equipment or working situations, as well as all accidents, personal injuries or 'near misses'.

The employee & the Health & Safety Officer must record ALL ACCIDENTS, no matter how trivial, by completing an Accident Form.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – RIDDOR (as amended), employees must report to the Health & Safety Officer any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents).

The Health & Safety Officer will undertake investigation of accidents, initially, and, where practicable, means of preventing a recurrence will be recommended. All serious (reportable) accidents will, additionally, be investigated by the Health & Safety Officer.

General Office Safety

All office personnel have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep desks tidy and ensure that waste paper is disposed of regularly.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open.
- Never open more than one filing cabinet drawer at a time.
- Ensure that cables and connections on all electrical equipment are sound before use.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire fighting equipment and its use.
- Access to fire fighting equipment must never be obstructed.

Housekeeping

Accidents happen more frequently in an uncontrolled or untidy environment. It is necessary to maintain a high standard of cleanliness and the proper and safe storage of all goods and supplies must be ensured. Plant, equipment and materials must be returned to their locations after use. Regular inspections shall be carried out by management to ensure optimum standards at all times.

Hygiene & Health Conditions

- Paying meticulous attention to good habits in relation to personal body hygiene will greatly help to reduce the spread of diseases and viruses in the workplace. The most important of these good habits is the thorough washing and drying of hands after toilet use and the co-operation of all employees in this regard is requested.
- If handling food or drink (including tea/coffee making operations) or handling crockery or utensils that are ready for use by others (kettles or cups for example) employees should wash their hands before such handling.
- Employees should be aware of the danger of the spread of viruses through the use of shared telephone handsets and such handsets should be periodically wiped with a clean damp cloth containing detergent or disinfectant. Where possible use dedicated telephone hand set extensions.
- Employees should ensure that workplaces are adequately lit, well ventilated and adequately heated. Any concerns in this regard must be brought to the attention of the Health & Safety Officer.
- Employees should not undertake work during extreme weather conditions i.e. snow, high winds.
- During hot weather employees should remain well hydrated and wear barrier cream
- Staff health will be monitored where appropriate and records kept.

Walkways and Passageways

- Walkways and passageways must be kept clear from obstructions including trailing wires, ropes and cables wherever possible.
- Walkways or passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or has been removed.
- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Long or sharp edges to objects stored in or around walkways or passageways must be covered to ensure the prevention of injury to persons.
- Warning signs must be placed as appropriate to indicate any hazard that may injure or obstruct the accessing persons.

Stress Policy

At Greenscape Services Ltd we recognise that stress is a growing issue in modern life and acknowledge our part in managing issues in the business so as to minimise any potential for increasing the psychological burden on workers.

Stress is the adverse reaction people may have to being put under excessive pressure, which can in extreme circumstances lead to mental or physical illness, such as depression and heart disease.

The Company will:

- Identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Ensure, as far as is reasonably practical, that appropriate selections are made for jobs at the recruitment stage and that staff are fully trained to discharge their duties.

- Provide training for all managers and supervisory staff in good management practices.
- Ensure clarity of expectations in terms of role, accountabilities and performance standards, e.g. through clear job descriptions, reporting lines, and published service level specifications.
- Ensure effective local supervision and communications to allow employees easy access to advice and support in dealing with excessive or conflicting work demands.
- Provide appropriate and effective staff development activities such as appraisal and training.
- Maintain commitment to effective Equality and Diversity and Harassment policies, including the promotion of a culture, which has a zero-tolerance approach towards bullying and harassment and other unacceptable behaviours.
- Provide adequate resources to enable managers to implement the Company's Stress Management Policy.

We would encourage any employee to approach their Manager should a stress issue arise so that a successful conclusion can be achieved at the earliest opportunity. If the issue is of a nature, which would be more appropriately discussed with an alternative colleague, a Senior Member of staff can be contacted in confidence. In particular, where stress is believed to be work-related, it is important to raise the issue so that the problem can be addressed. Any such information will be treated with the strictest confidentiality.

The Health Information Service can provide information on sources of help. Tel: 0800 665544. Other related help is available from: -

The Samaritans 08457 909090
 STAND (Stress Anxiety and Depression) www.depression.org.uk

New or Expectant Mothers

A risk assessment will be carried out in respect of risks to new or expectant mothers. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made to avoid such risks where possible.

Sharp Objects

- Only trained and competent employees should use blades for packing and unpacking.
- Blades must be correctly fitted and checked prior to use. They should not be used if defective.
- When using blades cut away from the body and position the gripping hand so that it is not at risk.
- Blades must be suitably stored when not in use.
- Exposed staples in packaging must be removed prior to handling.

Legionnaires' Disease

The Company will comply with its duty under health and safety law to consider the risks from legionella that may affect employees or members of the public and will take suitable precautions to control the risks.

Driving

From time to time you may need to drive on Company business. Only staff with a valid driving license and insurance covering business use are allowed to drive on Company business.

Driving is a potentially hazardous activity and you are required to drive in a manner that minimizes the risks to you, your passengers, other road users and the general public. No doubt safety awareness was a major part of the training you received prior to taking your driving test, but various books are available and you are encouraged to study these to refresh

your memory especially if it has been some time since you took your driving test. The company would like to stress the following points:

1. Driving at high speed has been shown to be a contributory factor in accidents. You should allow sufficient time to complete your journey without having to drive too fast. You should never need to exceed speed limits in order to reach your destination on time.
2. It is your responsibility to ensure that you do not drive when you are tired or over the drinking limit.

The company requires you to:

1. Advise your line manager of any accidents either privately or on Company business that you are involved in.
2. To provide a copy of your driving licence on request.
3. To advise the office manager of any driving convictions or fines that you receive (including speeding but excluding parking fines)

Use of mobile phones while Driving

Employees are reminded that driving whilst using a hand-held mobile phone is an offence. The definition of "whilst driving" includes time spent in traffic jams or at a traffic light. If you are involved in an incident, even with a hands free device being used you are at risk of prosecution for careless driving.

When driving on Company business you must not either initiate or answer telephone calls. If you are a Company mobile phone user, then you must follow this policy both during and outside working hours. If you own your own phone then we strongly advise you to follow the same policy when driving privately and stress that if you receive a business call while driving either on business or privately, then you must not answer it. If you wish to make a business call whilst on a journey, then park when it is safe to do so and make the call from the parked vehicle with the engine switched off and the handbrake applied. If you receive a call when driving, then park when it is safe to do so and use the answering service or "missed call" facility on your mobile to find out who called you and then ring them back.

Company Vans

- Only competent and authorised employees are permitted to drive Company vans.
- All drivers must strictly observe Highway Authority Regulations and on site speed limits
- Drivers must follow a safe system of work.
- Vehicles must not be driven if dangerously defective.
- Vehicles must not be kept running whilst unattended and must be secured on completion of the task.
- Drivers must ensure that the route required to reverse a vehicle is clear before beginning the manoeuvre. The driver must ensure that no people or objects are obstructing the route and must make use of rear view mirrors and the guidance of experienced lookouts if required.
- All driving incidents or near misses must be reported to the Companies Health & Safety Officer
- Company vans must be serviced regularly by a qualified engineer
- Employees must ensure good housekeeping in company vans.
- Flammables must be stored in suitable containers and lids/caps firmly replaced.
- Let machinery cool down before loading.
- Each site vehicle has a dry powder extinguisher, first aid kit and eye wash station.

Lone Working

- Employees must never work alone in a high risk environment. Where this is unavoidable a safe system of work must be followed.
- All employees must have a means of communication with them when working alone
- When working alone on Company Business employees must always let a colleague know where they are working, what they are doing and when they expect to finish, agree to confirm when the task is safely completed
- Never allow strangers or unplanned visitors into the premises, ensure doors and windows are secured
- Never tackle any suspicious characters whilst alone.
- Avoid working alone wherever possible
- When leaving the premises, make sure your route to your vehicle or way home is free from high risk areas, i.e. dark alley way
- Have your car keys to hand when approaching your vehicle.
- Avoid any confrontation when working alone.

Part B

General Arrangements

Where work is carried out at a Clients' sites; it is the responsibility of each employee and/or contractor to ensure:

- That the client is advised where you are working and arrangements have been made to ensure that your work poses no risk to client employees
- That you define and create a safe working area
- That you only carry out work that you competent and trained to do
- That you do not put yourself at risk whilst carrying out your duties
- That you fully comply with the clients Health & Safety arrangements and site rules including signing in and out
- In advance of carrying out any activity you carry out a visual risk assessment and think of practical working arrangements to reduce hazards in the work place
- That you keep your working area clean and tidy and that you tidy up and remove waste at the end of each working day
- That you park safely in a designated area and in a manner that does not restrict access to the emergency services
- That work is planned in co-ordination with others working in the vicinity.
- That waste is disposed of safely in defined areas

On Site Working

If work is carried out on behalf of the Company off-site on Clients' premises, employees must be aware that when working on client premises the client has the overall legal responsibility for the health and safety of all personnel whether such personnel are client's employees, sub-contractors or members of the public. Therefore, employees of the Company must make themselves aware of the health and safety procedures of our clients when working on their premises and employees are instructed to fully comply with the health and safety procedures of any clients as well as complying with safe working practices contained in this policy and/or any instructions given by any On-Site Health and Safety Officer or Contracts Manager/Health & Safety Officer appointed by the Company.

Employees should address any immediate concerns with regard to health and safety to the respective clients when working on their premises and/or to the On-Site Safety Officer or Health & Safety Officer of the Company if those concerns are not addressed.

Regardless of where employees work, employees of the Company are responsible for safe working practices at all times and this document sets out the Company's policy and principles as to health and safety procedures.

Risk Assessments

Under statutory regulations the Company manages and maintains its Risk Assessment programme through competent Assessors.

The Company's risk assessments cover hazards most commonly associated with the industry and the precautions and measures that Greenspace Services Ltd has developed to help minimise these risks.

Risk assessments are in everyone's interests and you must co-operate in these exercises. You will be expected to contribute to the successful conclusion of the Risk Assessment programme wherever possible and particularly if you are involved in the Assessment.

When special techniques or more varied work is being carried out the Company will provide risk assessments specific to a particular project detailing manpower and plant involved, as well as any special techniques that will be used and how this work will be carried out safely.

Welfare

The Company recognises the need and its obligations with regard to employees' welfare and suitable and sufficient arrangements will be provided.

On site suitable welfare facilities shall be provided, or shared with other workers on site.

Reducing Fire Risk on Client's Sites

Prevention is better than cure when it comes to fire safety on Client Sites and one of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- The Company operates a no smoking policy in its workplace. Smokers must only smoke in external designated areas and discarded cigarette butts must be properly extinguished in appropriate containers. In outsourced workplaces operatives must comply with clients' policies and procedures.
- Adequate means of escape and access for emergency vehicles must be allowed during all stages of construction.
- Temporary electrical systems must comply with legal standards.
- Inflammable liquids/materials used on site must be kept to a minimum and securely stored in appropriate closed containers well away from sources of ignition.
- The detection of a gas leak must be reported immediately. All equipment with gas taps including gas bottles not in use should be constantly checked to ascertain that the gas taps are turned off and not leaking.
- Any waste such as paper waste and other waste such as oily rags must not be allowed to accumulate and must be disposed of in appropriate containers.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Client, Health & Safety Officer or Fire Safety Officer.
- Each company vehicle is supplied with a small hand held fire extinguisher.
- Hot working procedures must be strictly adhered to.

Vehicles, Plant & Machinery in General

- Only authorised and, if applicable, certificated, drivers and operators may use any vehicles, plant or machinery.
- Users of any vehicles, plant and machinery must ensure that such equipment is in good working order and well maintained. (Defects must be brought to the attention of the Contracts Manager/Health & Safety Officer immediately).
- Regular inspections appropriate to each vehicle, plant or machine must be made and any defects brought to the attention of the Contracts Manager/Health & Safety Officer.
- Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be immobilised until made safe.
- Official notices or instructions on vehicles, plant and machinery must be obeyed.
- Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition.
- All guards must be kept in position at all times whilst machinery is being operated. Defects must be brought to the attention of the Contracts Manager/Health & Safety Officer immediately.
- No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.

- On the completion of work for the day all practical steps must be taken to secure all vehicles, plant and machinery.
- It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- Anything carried in/on a dumper must be contained within its skip.
- The driver of any Company vehicle must ensure that clear access required to reverse a vehicle is given by ensuring that no people are obstructing that access before reversal and by making use of rear view mirrors and by using the guidance of experienced lookouts if required.
- Loading and unloading should be undertaken in pairs. Only unload plant & equipment onto level ground and away from moving vehicles.
- Follow a safe system of work when towing plant and machinery.

Electrical Appliances

- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept.
- Employees should ensure that the equipment which they are using is tagged or logged within regulation time to confirm its safety.
- The correct voltage for tools and equipment must always be used.
- Waterproof fittings must be used for external work.
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately.
- Operators must ensure that they are familiar with any safety instructions (including manufacturers instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, and plugs of any electrical equipment before bringing into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the supervision.
- If any electrical appliance, is found to be faulty whilst in use it must be reported immediately to the Contracts Manager/Health & Safety Officer and taken out of use.
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.
- Employees should not bring electrical appliances into work unless they have been approved by the Company's Health & Safety Officer
- Hired equipment must be checked before use and be fit for the work environment in which it will be used.
- Prior to carrying out an excavation appropriate precautions must be taken to avoid risk of damage to underground services and a safe system of work followed
- Follow a safe system of work when working in the vicinity of overhead cables.

Asbestos

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years. There is no cure.

Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

Greenscape Services Ltd will check whether or not asbestos is present on Clients' sites by reviewing the Clients asbestos management plan.

Employees must strictly adhere to recognised safe systems of work when working in an environment where there is a risk of asbestos containing material.

If you discover or encounter Asbestos

If you suspect asbestos or think you have disturbed an asbestos based material, STOP WORK, inform the Contracts Manager/Health & Safety Officer immediately and do not recommence this work until further instructions. Make sure your work colleagues are made aware of the hazard of the asbestos.

Working at Height

Working at height is one of the highest causes of serious workplace accidents and is the subject of recent regulations. The definition of working at height is carrying out any task where there is a risk of falling.

- Where practical to do so avoid working at height.
- If you are working at height always ensure that the access equipment is suitable for the intended task.
- When working at height ensure that a colleague is available to assist in an emergency.
- Never work at height if there is a medical reason why you should not.
- A suitable ladder should be used for safe access to excavations.

As well as safe access equipment, consider the use of fall arrest systems and appropriate personal protective equipment

Security

A properly managed site specific security system will be instigated and maintained on site.

Client procedures will be observed at all times. It is expected that such information and detail will be provided by Clients in order that all staff and others on site are aware of specific arrangements.

The Company incorporates all relevant information in Site Induction Procedures.

Sites must be made secure at the end of the working day. All ladders must be removed, or boarded over, and tools and equipment removed or locked away.

General Procedures

All personnel must follow the rules and procedures contained in this policy.

- All personnel must immediately report any unsafe practices or conditions in the workplace to the Contracts Manager/Health & Safety Officer.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless instructed by a senior member of the Company.

- Waste materials, particularly combustible materials and oily rags must be disposed of carefully, and in such a way that they do not constitute a fire hazard or other hazards.
- Employees should not undertake a task, which appears to be unsafe to him or her or other personnel.
- Employees should not undertake tasks that require safety training without receiving such training.
- All injuries must be reported to the Contracts Manager and the Health & Safety Officer.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in such guards and safety devices must be reported to the Contracts Manager/Health & Safety Officer.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

Tools Equipment and Machinery

- Tools equipment and machinery are only to be used if in good working order and by qualified and authorised personnel. Defective tools equipment and machinery must be reported to the Contracts Manager/Health & Safety Officer.
- Protective guards and safety devices must be properly fitted and used where appropriate when using tools equipment and machinery. Clothing, jewellery or long hair that might pose a risk to safety when using tools equipment and machinery must not be worn.
- Employees must not use any tools equipment and machinery for any purpose other than what the tools equipment and machinery are designed for.
- Hand tools should be safely stored when not in use.

Manual handling Operations

The Company will comply with the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

- Using mechanical devices rather than manual handling where such devices are provided, and the devices should be appropriate for the task should do the lifting of objects.
- The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches, and appropriate steps taken to remove or reduce such hazards.
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage or other hazard.
- Employees must not attempt to lift or move an object which is too heavy and which might damage their health.
- Employees should assume a squatting position, by keeping the back straight and allowing the knees to take the weight of an object rather than the back, when lifting a heavy object off the ground.
- When lifting from above head height employees should use a step ladder or appropriate item.

NEVER **TWIST the SPINE**
Become COMPLACENT
Carry objects on ONE SIDE of the BODY
KNEEL
Indulge in HORSEPLAY

Team Lift

- Where an item is too heavy for one person to lift employees should ask for help from one or more colleagues. This is known as a team lift.
- Individuals should be about the same height and stature. One person should be designated as the supervisor of the operation, so as to coordinate the lifting or moving. Remember to follow the safe lifting procedures.

Personal Protective Equipment Regulations

The Company will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all employees who may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable, and effective personal protective equipment or clothing. Directives are issued to employees which specify which items are to be worn in the presence of a particular hazard.

All personal protective equipment or clothing provided by the Company will be maintained in good working order and all employees provided with such protective equipment or clothing must wear or use such protective equipment properly. Employees must report defective personal protective equipment or clothing to their immediate supervisor or Health & Safety Officer as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment and have responsibilities as follows:

- To be certain that you are wearing the correct items under company directives.
- To look after any equipment supplied to you.
- To store it properly when it is not in use.
- To report any faults or mal functions.

Site supervisors are responsible for ensuring as far as reasonably practicable that operatives wear appropriate items as directed. PPE should carry a CE mark.

Safety Helmets

If applicable safety helmets will be provided.

Safety Footwear

If applicable, safety boots or shoes must be worn by employees working under the Company's control. These should be worn at all times.

Eye Protection

If applicable, suitable eye protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

Ear Protection

If applicable, suitable ear protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk. Ear protectors are compulsory when using trimmers/noisy machinery.

Hand Protection

If applicable suitable industrial gloves will be provided that must be worn when handling abrasive materials or chemicals, which could harm the skin.

Body Protection

Protective clothing will be provided as necessary.

Respiratory Protection

Dust is a health hazard and suitable masks will be provided. These must be worn when conditions dictate.

Harnesses

To be worn when working at height.

Using a Chain saw

Protective boots, class one clothing, hard hat, visor, gloves and ear defenders must be used when using a chain saw.

Outsourced Staff

Outsourced staff must abide by the Clients' company's procedures at all times.

Ladders

Suitable precautions must be taken when using ladders.

- No ladder may be used unless it is of sound construction, of the correct length, and either secured or footed.
- Ladders must be Class 1 or 2 (EN131) Commercial Ladders
- Defective ladders must be reported immediately to the Site Foreman/Health & Safety Officer.
- Only light work, of short duration, is to be carried out from a ladder.
- Please check the specific policy on ladders when working on Clients' sites.

Delivery Vehicles

- Employees should make arrangements on the delivery procedure having considered the type of vehicle making the delivery.
- No delivery should be made without an employee being present.
- Employees should assist with the safe reversing of large commercial vehicles.
- All employees should ensure that delivery vehicles strictly observe any speeding restrictions for the site.
- Delivery vehicles should never be parked or left unattended where they can cause an access problem to fire engines.

Working near Vehicles & Plant

- Working near vehicles and plant should be avoided where possible.
- Where it cannot be avoided appropriate signage should be used.
- Where possible curb-side work should be undertaken when traffic movement is light.
- Always wear high vis jackets.
- Cease operations if public approach to within safe working distance.

Noise

Exposure to excessive noise levels can damage your hearing. Employees must protect your hearing by law, at work, if the second action level of 90 dB (A) is exceeded. Employees are entitled to ear protections when levels exceed the first action level of 85 dB (A).

If you are having difficulty in conducting a normal conversation at a distance of some two metres due to a noise source there is likely to be an acoustic problem. At 1m apart it is mandatory to wear hearing protection.

The most common noise pollution problems arise from the use of power tools and machinery. The company supplies personal protective equipment in the form of ear defenders in these situations.

Noise assessments will be commissioned by the company where appropriate.

All Operatives should:

- take regular task breaks
- Be aware of other risks when using ear defenders i.e. moving vehicles
- Report any health concerns

Hand/Arm Vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, hand-guided equipment or by holding materials being processed by machines. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects.

Compliance with The Control of Vibration at Work Regulations must be observed – details of these regulations are available from the Office.

All Operatives should:

- Try to keep hands and body warm when using vibrating equipment – wear gloves and warm clothing
- Ensure vibrating equipment is regularly maintained
- Take regular breaks
- Reduce exposure time where a risk assessment has identified the requirement to do so
- Report any early symptoms such as tingling and numbness in the fingers, loss of strength or feeling in the hands and fingers, the fingers going white and becoming red and painful on recovery

Where significant risk is identified a suitable programme of occupational health surveillance will be introduced

Pesticides

Only qualified employees are permitted to use pesticides and a safe system of work must be followed.

- Use correct PPE
- Ensure that pesticides are locked away when not in use.
- Never apply pesticides in strong winds.

Leptospirosis (Weil's Disease)

Weil's disease is contracted from 'rats' urine either from direct contact or through contact with contaminated water/sewage.

Strict precautions should be taken with regard to personal protective equipment when working in areas where contamination is likely. Impervious rubber gloves should be used along with waterproof footwear and overalls.

Persons at risk include those who are undertaking work in ditches, excavations or manholes.

Reducing the risk of Weil's disease:

- Ensure that all reasonable precautions are taken to prevent rats entering the work area
- Report the presence of rats to the Contracts Manager
- Never touch a live or dead rat with unprotected hands
- Cover all cuts and broken skin with waterproof plasters before and during work
- Always wear appropriate P.P.E.
- Wash your hands after working in an area where rats may be present
- Always wash your hands before eating, drinking or smoking.
- Report any health concerns

Visitors and Contractors

We have a duty not to expose customers, visitors and other contractors on site to any risk, and any information about workplace hazards must be provided to these people, where appropriate. They must understand our rules and procedures.

Other contractors have a reciprocal duty not to expose us to risk. If you see any unsafe contractor work practices report them to your supervisor.

Clients will have total responsibility for their visitors' safety and will ensure their well being in the event of an emergency evacuation situation, escorting them to the respective Assembly Point.

YOU ARE RESPONSIBLE FOR YOUR VISITOR'S SAFETY.

Induction And Confirmation Of Receipt Check List

Thank you for taking the time to read this policy and for contributing towards our goal of creating a safer environment. I would like you to sign a short declaration and return this page to the Health and Safety Officer.

Bruce Wade
Managing Director

I confirm that I have received, read and understood a copy of Greenscape Services Ltd's Health & Safety Policy and I agree to comply with the safe working practices.

Your name (Please print).....

Your signature.....

Today's date.....

To be completed by the Health and Safety Officer.

I confirm that I have discussed the following arrangements with
.....as part of their induction.

Activity	Health and Safety Officer's signature
The location of the First Aid box	
First Aid arrangements in an emergency	
Accident reporting arrangements	
Fire assembly point, location of fire appliances and emergency evacuation procedure	
Key points in the safety guide specific to the employee	

Site Health and Safety Officer's Name.....

Today's Date.....