

David Glover Tree Care Health & Safety Policy

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999

This is the Health and Safety Policy Statement of David Glover Tree Care

1. Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed.....*David Glover*.....

(Employer).....*David Glover*

Date....*1.2.2018*..... Review date.....*01.02.2019*.....

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Introduction

David Glover Tree Care is a small sized company undertaking the full range of arboricultural tree work operations including tree planting, tree pruning and tree felling (including sectional felling). We also offer other services including stump grinding, cable bracing (of weak tree structures) and air spading (to excavate near trees / relieve compaction).

We have been operating since 1997 and specialise in servicing the domestic and commercial sectors of the industry. We are fully committed to health & safety and all our staff and sub-contractors are fully qualified and experienced in the operations they undertake. We undertake refresher / update training on a regular basis to ensure all our staff are kept up-to-date on the latest techniques and technologies.

We wholly embrace the contents of this company health and safety policy and have clearly communicated its contents in detail to all our staff. We review the policy, and associated procedures, on a regular basis to check their effectiveness but please let us know if you have any suggestions on how it could be improved...thank you.

2. Organisation (Roles & Responsibilities)

2.1 Overall and final responsibility for health and safety is that of:

David Glover, Owner

2.2 Day-to-day responsibility to ensure this policy is put into practice is delegated to:

Name & position....David Glover, Owner

Qualifications / experience.....AA Tect Cert

2.3 To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Name...David Glover.....Responsibility.....All.....

Name.....Responsibility.....

Name.....esponsibility.....

2.4 All **employees** have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy).

3. Arrangements

3.1 Health and safety risks arising from our work activities (write down your arrangements for doing your risk assessment here).

Risk assessments will be undertaken by:

Name & position..... David Glover, Owner.....

The findings of the risk assessments will be reported to:

Name & position.....All employees.....

Action required to remove/control risks will be approved by:

Name & position.....David Glover, Owner.....

Responsibility for ensuring the action required is implemented is with:

Name & position.....David Glover ,Owner.....

Checking that the implemented actions have removed / reduced the risks is with:

Name & position.....David Glover, Owner.....

Risk assessments will be reviewed every.....12....months or when the work activity changes, whichever is soonest.

Owing to the nature of the work risk assessments will be undertaken on a site-by-site basis, along with generic risk assessments for repetitive operations i.e. chainsaw use, to establish a safe method of work (where a complex, or new, operation is undertaken a job specific method statement may be produced to assist this.)

3.2 Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

Employee representative(s) are:

Name & position. Richard Adamson.....

Name & position...

Consultation with employees is provided by:

- (i) use of employee appointed safety reps only
- (ii) use of employee reps and direct consultation, as appropriate
- iii) direct consultation without safety reps, i.e. periodic formal H&S meetings

Delete as appropriate.

3.3 Safe plant and equipment

You will need to ensure that all plant and equipment, including portable electrical equipment (if used), that requires maintenance and/or inspection is identified, that the maintenance / inspection is done and that new, or second-hand, plant and equipment is suitable for use and meets health and safety standards before you buy it.

Name & position.....David Glover, Owner.....

will be responsible for identifying all equipment/plant needing maintenance /inspection, inc. LOLER 'thorough examination of arboricultural equipment'.

Name & position.....David Glover, Owner.....
will be responsible for ensuring effective maintenance / inspection procedures are drawn up.

Name & position.....David Glover, Owner.....
will be responsible for ensuring that all identified maintenance / inspection is implemented.

Any problems found with plant/equipment should be reported to:

Name & position.....David Glover, Owner.....

Name & position.....David Glover, Owner.....
will check that new plant and equipment meets health and safety standards before it is purchased.

3.4 Safe handling and use of substances

You must assess the risks from all substances hazardous to health, inc. fuels & oils/lubricants / pesticides (stump 'killers') / wood-dust / leaf hairs / tree saps etc. under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

Name & position..... David Glover, Owner.....
will be responsible for identifying all substances which need a COSHH assessment.

Name & position.....David Glover, Owner.....
will be responsible for undertaking COSHH assessments.

Name & position..... David Glover, Owner.....
will be responsible for ensuring that all actions identified in the assessments are implemented.

Name & position..... David Glover, Owner.....
will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Name & position..... David Glover, Owner.....
will check that new substances can be used safely before they are purchased.

COSHH assessments will be reviewed every 3 months or when the work activity changes, whichever is soonest.

3.5 Asbestos

Where/if anticipated you must assess the specific risks associated with contacting asbestos, particular in the dust form, and introduce strict operational controls to avoid contamination. (Whilst this is an unusual occurrence during treework operations where asbestos is encountered, i.e. old garage roofs, 'expert' advice must be sought and recommendations followed.)

Name & position..... David Glover, Owner
will be responsible for identifying sites where asbestos may be present and contacting the relevant 'experts' / specialist contractors for assistance.

3.6 Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

The Health and Safety Law poster is displayed at :

The Main entrance of the canteen and W.C building.....

Health and safety advice is available from: (a person / external advisor, an area of the workplace, the Arb Association, the HSE website etc.)*

David Glover (David Glover Tree Care)

Our external advisor is Mr John Bradstreet of Just Safety Ltd. 01420 489267 Email- john@justsafety.co.uk. Approved health and safety advisor from IOSH .Also available as an external competence advisor is Mr Paul Smith who is a technical officer and a ARB contractor. paul@trees.org.uk

There are reference leaflets in your personal file from the arboriculture association ,AFAG,HSE,MEWPS along with reference books all located in the office .

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Name & position..... David Glover Owner.....

Name & position.....David Glover Owner.....
is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

*Health and Safety Executive - HSE Infoline 0845 345 0055 - HSE Website www.hse.gov.uk

3.7 Competency for tasks and training / qualifications

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid, fire safety and manual

handling. There should also be job-specific health and safety training and qualifications achieved where appropriate, i.e. NPTC CS units. You also have to provide training if risks change and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be provided for all employees by:

Name & position.....David Glover, Owner

Job-specific training will be provided by:

Name & position.....David Glover, Owner.....

Specific jobs requiring special training / qualifications / experience are (e.g. chainsaw use / tree climbing operations / aerial rescue / use of MEWPs / stump grinders / tree felling / tree dismantling & rigging operations / herbicide application / tractor & Unimog driving etc.):

Training records are kept at/by:

Where? / name & position.....(Office) Bracknell Farm, Leicester Road, Earl Shilton,Leicester,LE9 7TJ .Located in employees personnel file by David Glover, Owner

Training will be identified, arranged and monitored by:

Name & position.....David Glover, Owner.....

3.8 Work at Height

Work undertaken at height presents a major hazard to employee. Falls from height account for a large proportion of fatalities in agriculture and tree work. All work at height must be properly planned, organised and supervised. Each job must be adequately risk assessed and a hierarchical approach to tree access must be adopted, i.e. work from ground level / work from a MEWP / work from rope & harness (work positioning).

All employees undertaking work at height must be adequately trained, experienced and competent. Special control measures must be implemented for trainees undertaking work at height including constant supervision by a competent operative. Comprehensive emergency procedures must be established including adequate arrangements for competent aerial rescue.

Name & position.....All.....
Will be responsible for identifying all work at height requiring a specific risk assessment.

Name & position.....All.....
will be responsible for undertaking work at height risk assessments including the most appropriate means of access, i.e. MEWPs / rope access / work positioning .

Name & position.....All.....
will be responsible for ensuring that all actions identified in the assessments are implemented effectively on site.

Name & position.....David Glover, Owner.....
will be responsible for ensuring that all relevant employees are informed about the work at height risk assessments.

Name & position.....David Glover, Owner

will be responsible for checking work at height and reviewing procedures where necessary and/or periodically.

3.9 Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where/if this specialist health surveillance is needed. Risk assessments for Vibration and Noise will also require that health surveillance is needed. You should also note down your first-aid arrangements here.

Risk assessments carried out prior to each job that is undertaken. All staff advised accordingly.

First aid kits carried by each individual and provided in all vehicles and located main office along with accident book.

Health surveillance will be arranged by:

Name & position.....David Glover, Owner.....

Health surveillance records will be kept by/at:

Where? / name & position....Office at Bracknell Farm by David Glover, Owner

The first-aid box(es) is/are kept at:

Each Vehicle , Office at Bracknell Farm and Canteen block at Bracknell Farm.....

The appointed person(s)/first aider(s) is/are:

Name & where?....Richard Adamson, Kate Murphy and David Glover

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

Name & where? . Canteen block at Bracknell Farm

Name & position ..David Glover, Owner
is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work) as per RIDDOR requirements.

3.10 Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, e.g. by doing spot check visits, or reactively, e.g. by investigating any accidents or ill health.

Record your procedures here.

To check our working conditions, and ensure our safe working practices are being followed, we will:

Carry out a staff meeting the last working Friday of every month.....

A full risk assessment will be carried out upon acceptance of works.....

All accidents etc. will be recorded and investigated with follow-up procedures implemented where necessary.....

Name & position.....David Glover, Owner.....
is responsible for investigating accidents.

Name & position.....David Glover, Owner.....
is responsible for investigating work-related causes of sickness absences.

Name & position.....David Glover, Owner
is responsible for acting on investigation findings to prevent a recurrence.

3.11 Sub-contractors – use of

Main contractors must ensure robust procedures are in place to ensure sub-contractors are experienced and competent to undertake those specific tasks identified prior to appointment. Thereafter adequate monitoring and review of the sub-contractors performance, both in terms of health and safety and quality, must be undertaken and recorded.

Name & position..... David Glover, Owner.....
will be responsible for identifying works where sub-contractors are required.

Name & position..... David Glover, Owner.....
will be responsible for vetting sub-contractors to ensure they are competent to perform the works.

Name & position..... David Glover, Owner.....
will be responsible for checking the performance of sub-contractors for health and safety, quality and environmental compliance.

3.12 Emergency procedures (office & workshop)

Record your emergency procedures for fire and evacuation, how often they are checked and who by.

Name & position..... David Glover, Owner.....
is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every:

Name & position / frequency...David Glover, Owner.....every three months (last working Friday).....

Fire extinguishers are maintained and checked by/every:

Name & position / frequency...David Glover, Owner.....every three months (last working Friday).....

Alarms are tested by/every:

Name & position / frequency...David Glover, Owner.....every three months (last working Friday).....

Emergency evacuation will be tested every...3..... months and will be organised by:

Name & position.....David Glover, Owner.....

3.13 Emergency procedures (on site)

Record your emergency procedures for on-site operations, how they are undertaken and who by.

Name & position.....All.....
is responsible for identifying the necessary emergency procedure requirements and means of recording this on site.

Name & position.....All.....
is responsible for ensuring adequate arrangements for aerial rescue provision at work sites including competent and experience 'rescuers' and suitable equipment.

Name & position.....David Glover, Owner.....
is responsible for ensuring the procedures are in place, recorded and communicated to all staff on site with roles / responsibilities identified.

Name & position.....All.....
is responsible for checking emergency procedures on site to ensure they are adequate and effective.

Name & position.....David Glover, Owner.....
is responsible for reviewing emergency procedures for on-site operations.

3.14 Utility Services (overhead & underground)

Record your arrangements for working in proximity to utility services, i.e. overhead power-lines / underground cables, how they are undertaken and who by.

Name & position..... All.....
is responsible for identifying sites where utility services are present and represent a hazard to work operations.

Name & position..... All.....
is responsible for ensuring adequate arrangements for utility service avoidance or, if not possible, liaison with the service provider to obtain further information.

Name & position..... David Glover, Owner.....
is responsible for ensuring the arrangements / controls are implemented on site, i.e. powerline shut down / underground cable CAT scan.

Name & Position.....All.....
is responsible for checking emergency procedures on site to ensure they are adequate and effective in respect of utilities.

Name & position..... David Glover, Owner.....
is responsible for reviewing emergency procedures for on-site operations where utilities are affected.

N.B David Glover Tree Care are not authorised to carry out overhead power line works ,underground works or railway works.

CONCLUSION:

This concludes the health and safety policy of David Glover Tree Care and we hope you found it to be both adequate and compliant. It is based on the HSEs documents “An Introduction to Health and Safety” (INDG 259), and “Stating Your Business” (INDG 324), and policy templates contained therein with some specific amendments to better reflect the nature of tree work operations. It also takes account of the requirements of the CHAS (Contractors Health And Safety assessment scheme) ‘Stage 1’ assessment but for none construction activities.

This policy acts essentially as a ‘sign post’ document, directing health and safety management within the company, and is to be read in conjunction with

other company procedures / associated documentation. The policy is regularly reviewed, usually annually, alongside the associated documentation but should you have any concerns regarding its content, or suggested improvements please communicate these to us...thank you.