

# Health, Safety and Welfare Policy



**DEERNESS**  
*Fencing & Landscaping*

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Unless change in laws

Document Control Sheet

Version	Changes to Policy	Date	Review Date
V001	Creation of Policy	May 2010	May 2011
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V009	Re- Branded	December 2022	March 2023

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Managing Director



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## Section A Health, Safety & Welfare Policy



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## **HEALTH, SAFETY AND WELFARE POLICY**

### **GENERAL STATEMENT OF INTENT**

It is the policy of Deerness Fencing and Landscaping (the Company) that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, subcontractors and site visitors and that its activities will not adversely affect the health and safety of others i.e. members of the public, children and any other interested parties. We believe there is no conflict between our requirement to keep our workforce and members of the public safe and our long term financial success. Nothing that we do is so important that we put people, property or the environment at risk.

The Managing Director will be accountable for health and safety throughout the company's operations.

In the field of health and safety we seek to achieve the highest standards. We do not pursue this aim simply to achieve compliance with current legislation, but because it is in our best interests. The effective management of health and safety, leading to fewer accidents involving injury and time off work is an investment which helps us to achieve our purposes.

We are committed to ensuring that all health and safety legislation and regulations are complied with. All new and proposed legislation, codes of practice and other requirements to which the company may subscribe will be considered and any significant changes will be made to the policy to ensure it continues to reflect legal compliance in all working practices, as a minimum standard.

The Health, Safety and Welfare Policy will be reviewed at least annually and monitored to ensure compliance with current and any future legal requirements are achieved.

We require that high standards of health, safety and welfare shall be achieved and maintained at all our sites and offices. We also recognise the need to have a strong commitment to the protection of the environment and to minimise waste; to this end we have set out our environmental policy statement as part of the Health, Safety and Welfare Policy in order to support this commitment.

This policy and all revisions of it will be brought to the attention of all employees by their line manager in compliance with Company procedures.

We will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If we feel that any part of the policy is not effective, we will take whatever steps are required to rectify the problem.

All matters concerning health and safety will be implemented only after full consultation with the employees. Regular safety meetings are held to ensure compliance with current legal requirements. We also recognise that there is a requirement to consult with employees and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior manager of the Company.

We will ensure that all relevant health and safety training will be undertaken and that all the necessary information required to carry out a task or tasks safely will be forwarded to the appropriate parties. We are committed to arranging and carrying out our works in such a manner so as to prevent as far as reasonably possible the exposure of employees or others to injury or ill health as a result of those works. We will also ensure that sufficient resources are available to meet all reasonable health and safety requirements.

We seek continual improvement in all matters concerning Health, Safety and Welfare and firmly believe that all accidents and instances of ill health are preventable.

It is the function of management to provide all the necessary resources in order to carry out work in a safe manner. We recognise however, that a safety policy cannot function properly without the support and co-operation of all employees. We therefore remind all employees that they have a legal duty not only to work in a safe manner, but also to co-operate with efforts to create safe and healthy working conditions.



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We employ a full time NEBOSH qualified safety advisor who along with our external H&S provider Northern Counties Safety Group Ltd advice and assist the company in the implementation of procedures and controls to meet our statutory obligations and the objectives set out in this policy document.

A handwritten signature in black ink, appearing to read 'Jim Bates', is positioned below the main text block.

Jim Bates  
**Managing Director**

This policy is usually reviewed on an annual basis.  
**Above as correct on January 2022; any changes will be documented and communicated to all personnel.**





## TRAINING AND INFORMATION

Appropriate and adequate training is the key to the effective and efficient operation of Deerness Fencing and Landscaping Ltd. The Company does not regard health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law; nor does it see health and safety training as a “bolt-on extra” to skill or professional training. The Company views health and safety training as an integral part of vocational skill training for the safe and effective undertaking of any work activity.

The Company has therefore set out the following **aims**: -

- **Training that is suitable, sufficient and cost effective.**

The cost of training and the degree of risk to be countered by the training will be considered when deciding if the training is justified.

- **Training will be prioritised to ensure that information, instruction and training for high-risk activities is undertaken before general skill training.**

The Company **objective** is to ensure that all employees are able to carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

- **The more information, instruction and training received by employees the greater their level of competence and therefore the greater the opportunity for them to act as Managers of their own work.**

The Company maintains detailed training records and a regular review of training needs is carried out in order to establish an effective training plan.

All new employees are inducted to the Company at which time the details of this Health, Safety and Welfare Policy are highlighted. Copies are provided at the main office location and are available on the Company servers.

All personnel-attending site, including visitors must report to the Site Manager or his representative when they will be made aware of the specific site rules for the project and any unusual associated risks.



## ENVIRONMENTAL POLICY STATEMENT

Deerness Fencing and Landscaping Ltd operate to an Environmental Management System that includes all operations and activities associated with the supply and erection of timber and metal fencing, hard and soft landscaping.

The organisation recognises its responsibilities for the wider environment and to the local community. It is committed to comply with all relevant environmental legislation and other requirements at local, regional and national level as a minimum performance, and to continually improve environmental performance through appropriate initiatives, controls, provision of resources and training of employees.

It is Deerness Fencing and Landscaping Ltd intent to continually improve the environmental performance, understanding and control into other systems and procedures under the direction of the senior management team with the support of all employees, suppliers and contractors. Customers and interested parties are advised on environmental issues where appropriate.

Management objectives and targets are established and reviewed on a regular basis to implement the Environmental Policy. These are based on a commitment to six environmental principles:

- Prevention of pollution by ensuring adequate resources are available on site prior and during work operations
- Minimisation of energy and material usage and the production of waste.
- Effective and responsible waste management and disposal.

- Promoting reuse and recycling of products.
- Maintaining a high awareness of environmental issues in the workforce.
- Involving suppliers, contractors and customers in environmental initiatives including additional emphasis within the company is procurement of supplies from sustainable sources

The effectiveness of the Environmental Management System is monitored and maintained by regular audit by Management Review.

This Environmental Policy is communicated to all employees and made available to the public on request. An electronic copy of the policy is displayed on the company web site. The involvement of its workforce and external interested and affected parties in its Environmental Policy is encouraged through effective communication procedures, this includes highlighting the company's environmental commitment to all sub – contract operations.

This policy will be reviewed at a minimum of annual review. Ultimate responsibility for formulating and implementing this policy lies with the Managing Director.

Jim Bates  
**Managing Director**

This policy is usually reviewed on an annual basis.  
**Above as correct on January 2022; any changes will be documented and communicated to all personnel.**



## EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT

Deerness Fencing and Landscaping (The Company) is an equal opportunities employer and service provider and believes that diversity improves performance and service delivery in the community and the region where we work. The policy applies equally to the treatment of our employees, the organisation's customers, clients, suppliers, contractors and consultants to which we endeavour to ensure that our services are accessible to everyone.

The Company believes its success is as a result of the dedication, experience and quality of our employees; we are committed to achieving equality of opportunity and valuing diversity.

Through this policy, we are committed to providing a supportive working environment, one which is based on mutual trust and which will ensure employees achieve their full potential.

The Company strives to be an employer of choice and understands that, in order to achieve this, it must act responsibly, provide equality of opportunity and value diversity. We therefore aim to promote an inclusive culture where everyone is treated with respect and dignity, ensuring that opportunities we provide are open to all employees.

The Company is committed to creating an inclusive environment, one where no employee or prospective employee, or service user receives less favourable treatment on any grounds. All recruitment advertisements will declare our Equal Opportunities Statement. The Company aims to ensure that no employee, job applicant, service user or potential user will receive less favourable treatment on the grounds of the following protected characteristics:

- race (including colour, nationality, ethnic or national origin)
- religion and belief
- sex
- sexual orientation
- gender reassignment
- age
- marital and civil partnership status
- disability
- pregnancy and maternity

As a fully inclusive organisation, we also ensure less favourable treatment will not occur in areas such as:

- political beliefs;
- trade union membership;
- HIV status;
- part time or fixed term work

The Company will monitor and review service provision, employment selection decisions, personnel and pay practices, procedures and facilities in order to assess whether equal opportunity and diversity are being achieved and that there is no unlawful discrimination.

This policy will ensure that equality and diversity is embedded into the fabric of the Company

Jim Bates  
**Managing Director**

This policy is usually reviewed on an annual basis.

**Above as correct on January 2022; any changes will be documented and communicated to all personnel.**

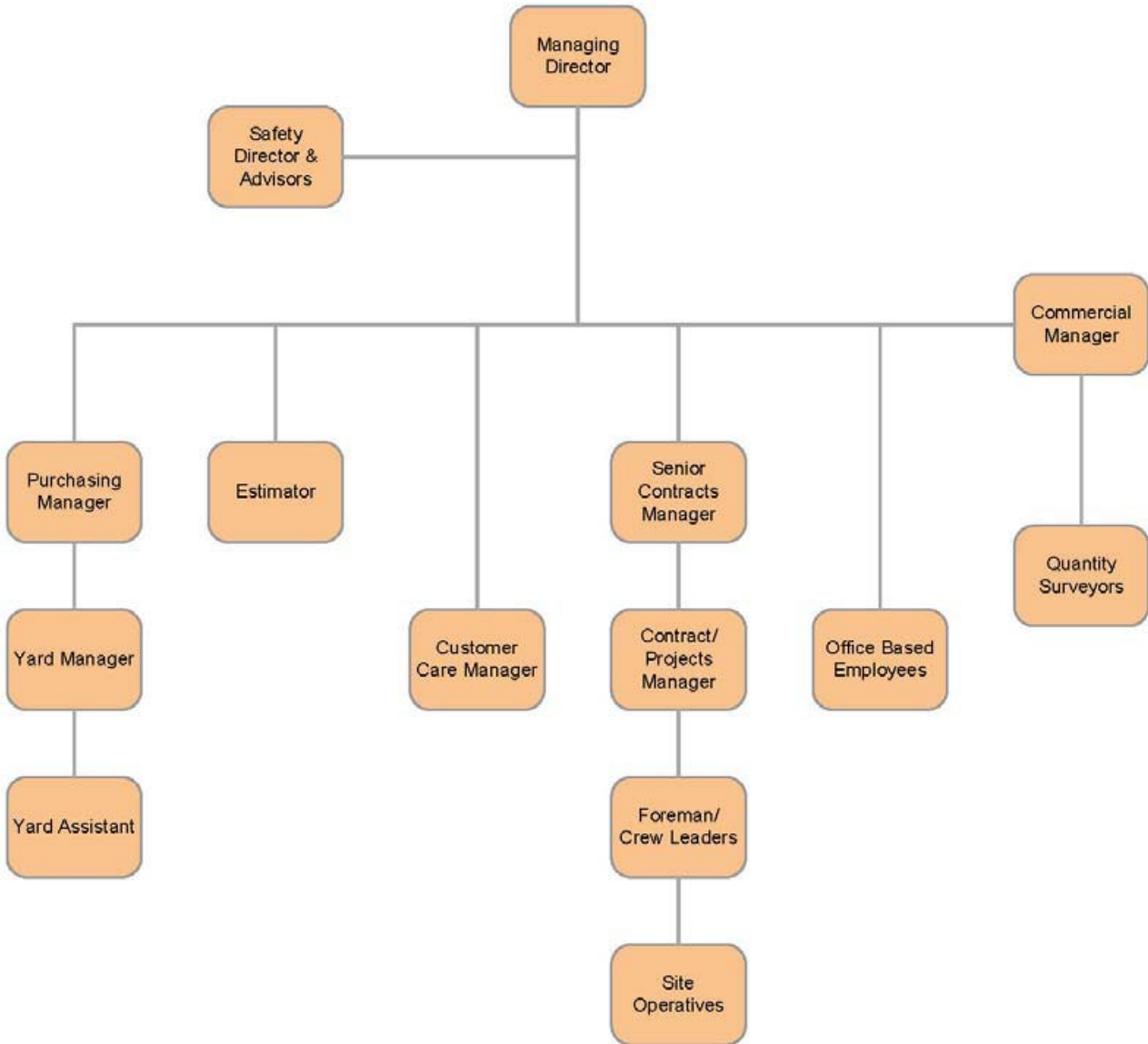


## **CHAIN OF RESPONSIBILITY**

- The Managing Director is ultimately responsible for the safety policy being implemented.
- The Senior Contracts Manager is responsible for ensuring the safety policy is implemented on all sites.
- The Commercial Manager is responsible for ensuring the safety policy is implemented within the offices.
- The Purchasing Manager, Yard Supervisor and assistant are responsible for ensuring the safety policy is implemented within the yard and associated buildings
- The Customer Care Manager is responsible for ensuring the ongoing safety of all our clients during the defects period.
- The Contracts/Projects Managers, Foremen and Crew Leaders are responsible for ensuring all aspects of the safety policy are complied with at the place of work.
- The Deerness Fencing & Landscaping HSEQ Safety Advisor is responsible for providing specialist health and safety advice and support to the Company.
- All employees are responsible for ensuring that every aspect of the safety policy is complied with when undertaking work tasks on behalf of the Company.
- Employees are expected to involve themselves in general safety matters and report any unsafe equipment or dangerous situations to their supervisors.
- Anyone who may be affected by operations undertaken by Deerness Fencing & Landscaping will be kept fully informed and the requisite liaison between the parties will be effectively maintained.
- All employees are issued with a copy of the Company's safety policy statement and an extract of the duties and responsibilities applicable to them, as will all new starters with the Company. All employees will be informed of any changes or up-dates to the safety policy and will receive a copy of the new policy.
- Monitoring compliance with the safety policy is the duty of every member of staff, regardless of their job title (see also "Monitoring and Review Strategy").

**No safety policy can work without the full co-operation of all the employees of the Company and the co-operation of all those working on behalf of the Company. The safety policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the safety policy.**

**In order to achieve an effective safety policy that can work in practice with the full approval of everyone concerned, Deerness Fencing & Landscaping regards employer/employee consultation and co-operation as essential.**





## **MONITORING AND REVIEW STRATEGY**

The Company will ensure that an effective management structure is put in place to effect appropriate control over its activities and to make sure that these controls are sufficient to meet its needs. The controls include policy making, policy implementation and planning; it is also necessary to monitor and review the work activities and procedures to enable the Company to maintain standards and manage risks to the best possible extent. To this end the Company will carry out regular monitoring of its workplaces, measuring its performance against known standards and accepted best practices.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices or anything not complying with legislative requirements or the Company policy. All failings will be rectified immediately.

The Senior Contracts Manager is responsible for the day to day control of safety at the workplace and is given full backing from the Company regarding any actions he feels necessary to enforce this.

The Contracts/Projects Managers will carry out regular visits to the workplace, the frequency being dependent upon the nature and complexity of the job, whereupon any identified problems or failings will be discussed and a formula for rectification agreed.

The Company will from time to time carry out a review of its safety performance to determine areas of weakness and actions required. The findings of the reviews, including changes to policy or Company rules will be disseminated to all relevant employees.



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## **SAFETY ASSISTANCE**

### **Management of Health and Safety at Work Regulations**

The Company recognises its duties under this legislation. A full time Safety Advisor along with Health and safety consultant Northern Counties are employed as a central function by Deerness Fencing & Landscaping, they provide the company with specialist health and safety advice, support and assessment of performance as necessary; the service of external safety assistance is also sought on large or complex projects.



## GENERAL SAFETY ARRANGEMENTS

Deerness Fencing & Landscaping is involved in many activities, a number of which are dealt with on a day to day basis.

A comprehensive list of common and special hazards, which the Company is involved with, is included in the **Deerness Fencing & Landscaping (Arrangements)** section of this policy.

1. To assist in complying with these arrangements, all managers and supervisors are to note that the Company expects the minimum standards set out in the (Company Procedures) Arrangements section to be achieved.
2. In order to ensure safe systems of work, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be addressed and adequate resources will be made available to meet the requirements of the policy objectives.
3. To provide for an emergency evacuation of a workplace an assembly point will be organised by the person in charge prior to the start of the work. All persons under the control of the Company will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that everyone is accounted for. All personnel will then be advised of further action, if required, before being allowed to leave the assembly point.
4. It is essential that a high level of housekeeping be maintained at all work areas and premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Additionally, there is a requirement to maintain safe access and egress to and from the work area or premises. There must be adequate areas to provide safe walkways, away from vehicular traffic, and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.
5. Employees must not operate any plant, machinery or equipment unless he or she has the necessary competence which can be demonstrated by way of knowledge, experience and training and that they are fully conversant with all the safety requirements and have reached the minimum statutory age.
6. The Company will ensure that all employees are fully trained as required and are made aware of all matters regarding health and safety.
7. Safety inspections of workplaces will be undertaken by a number of persons, i.e. :
  - by senior management on visits to the work areas or premises – they will report their findings directly to the person responsible for the site or premises.
  - by the supervisor – this will form a vital part of any work area or premises inspection.
  - by the Deerness Fencing & Landscaping safety department

**Work operations may be suspended where there is serious or imminent danger to Company personnel, members of the public or any property.**





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**Section B**  
**Individual Responsibilities**



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## **MANAGING DIRECTOR**

### **Main Duties and Responsibilities**

1. To help formulate the Deerness Fencing & Landscaping Health, Safety and Welfare Policy and organise all revisions to it.
2. To ensure that the contents of the policy are circulated as appropriate to all employees.
3. To arrange for sufficient funds and resources to meet the requirements of the policy.
4. To monitor the effectiveness of this policy at all levels and to bring into effect changes which are considered necessary.
5. To understand the main principles of the Company safety policy and appreciate the duties and responsibilities given to each employee level.
6. To ensure that all employees receive appropriate and adequate training and each employee has the opportunity to contribute to discussions on health and safety.
7. To ensure that health and safety issues are co-ordinated between the Company and all other relevant parties i.e. clients, subcontractors, etc. to ensure safe working practices are adopted in accordance with the health and safety plan for the project.
8. To ensure that all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
9. To ensure that the risk of injury and the damage to health of all persons affected by the Company's operations is minimised by arranging procedures for risk assessments to be carried out and by effective management of health and safety.
10. To ensure that preventative maintenance of plant, equipment and places of work is provided and that these are safe when in use.
11. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulation of safe working methods; the recording of these assessments and methods and to ensure that relevant employees are made aware of them. Furthermore, to take whatever steps may be necessary to comply with these assessments and methods.
12. To ensure the provision in tenders and other preparatory documents for adequate safe working methods, welfare facilities, storage of materials (including hazardous substances), waste disposal, safe access, etc. and in addition to ensure adequate response to identified hazards issued at tender.
13. To ensure that procedures are implemented which ensure that employees' exposure to harmful substances is reduced or eliminated in line with the **Control of Substances Hazardous to Health Regulations (COSHH)**.
14. To ensure that the storage of pesticides meets the requirements of the **Control of Pesticides Regulations**, with specific regard to providing adequate instruction and guidance to protect the health of humans, creatures and plants and to safeguard the environment.
15. The observance of, and to encourage others to observe, the requirements of the **Personal Protective Equipment at Work Regulations**.
16. **To encourage all employees to work in a safe manner and at all times to set a good personal example.**



## **HSEQ SAFETY ADVISORS**

### **Main responsibilities to Deerness Fencing & Landscaping:**

- 1.** To provide specialist health and safety advice on all aspects of the Company's activities.
- 2.** To advise and assist in the preparation of risk assessments, method statements and the development of preventative and protective measures to combat the risks.
- 3.** To advise the Company of all new legislation and any changes to current legislation and assist in the implementation of the same.
- 4.** To advise and assist in keeping the health, safety and welfare policy under review and to recommend changes that may be required to the policy as and when necessary.
- 5.** To take control, where required, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise or assist the Managing Director and Senior Supervisor/Supervisors in any remedial action required following recommendations to prevent a recurrence.
- 6.** To liaise with the enforcing authority, Client and/or Client's representative on matters of health and safety.
- 7.** To recommend safety training requirements.
- 8.** Prepare reports on the Company's health and safety performance and make available such reports for management review.
- 9.** Liaise with the Managing Director of the Company on all matters concerning health, safety and welfare.
- 10.** **To encourage all employees to work in a safe manner and at all times to set a good personal example.**



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## **ESTIMATOR**

**Responsible to the Managing Director. Main duties: -**

- 1.** To understand the Company policy and appreciate the responsibilities allocated to each grade.
- 2.** Introduce arrangements to ensure health and safety information is issued with tender enquiries.
- 3.** Ensure that adequate allowance for health and safety issues is made within the tender.
- 4.** Ensure that the relevant people are adequately advised of all health and safety issues that have been raised during the tender period.
- 5.** **To encourage all employees to work in a safe manner and at all times to set a good personal example.**



## **CONTRACTS MANAGER**

**Responsible to the Managing Director for implementing the Company safety policy throughout the operational activities Main duties are :-**

1. To be aware and observe the requirements of the Company safety policy, the **Health and Safety at Work etc. Act**, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Managing Director and safety department as deemed necessary.
2. To understand the main principles of the company safety policy and appreciate the duties and responsibilities given to each grade.
3. To ensure the Contracts Managers understand their duties and responsibilities under the Company safety policy and to take all steps to ensure these are carried out.
4. To ensure that all levels of staff receive appropriate and adequate information, instruction and training and each employee has the opportunity to contribute to discussions on health and safety.
5. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
6. To determine, at the planning stage (seeking advice from the safety department where necessary) :-
  - the most appropriate order and method of working
  - allocation of responsibilities
  - consideration of all potential and existing hazards to determine suitable methods to overcome these hazards
  - facilities for welfare and sanitation
  - ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of these assessments and their effectiveness
  - check over work method statements and safety precautions prior to work commencing and monitor the effectiveness
7. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulation of safe working procedures as required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Assist the site supervisor in the preparation and implementation of assessments and safe working procedures.
8. To monitor the work activities against the **policy standards** and bring into effect any changes necessary that are within your immediate control. Liase with clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
9. To ensure that once work has commenced, it is carried out as planned and complies with the requirements of the **Health and Safety at Work etc. Act**; regulations made by virtue of the **Act** and any other relevant legislation, codes of practice etc.
10. Carry out regular inspections of operations under their control with particular reference to safety procedures, ensuring that statutory records and registers etc. are being completed accurately and arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the client or their representatives and to see that action has been, or will be, taken to correct any failings or shortcomings.
11. To ensure that health and safety issues are co-ordinated between the company and all relevant parties including the client, contractors and anyone else who may be affected by the work.



12. To ensure **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” are reported to the safety department as soon as possible after the occurrence. Assist the safety department establish the cause of all such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
13. To ensure that the storage of pesticides meets the requirements of the **Control of Pesticides Regulations**, with specific regard to providing adequate instruction and guidance to protect the health of humans, creatures and plants and to safeguard the environment.
14. The observance of, and to encourage others to observe, the requirements of the **Personal Protective Equipment at Work Regulations**.
15. To encourage all employees to work in a safe manner and at all times to set a good personal example.



## **PURCHASING MANAGER**

**Responsible to the Managing Director. Main duties: -**

- 1.** To be aware and observe the requirements of the Company safety policy, the **Health and Safety at Work etc. Act**, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Managing Director and safety department as deemed necessary.
- 2.** To ensure that arrangements for first-aid, as required by the **Health and Safety (First-Aid) Regulations**, are available and that such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.
- 3.** Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Managing Director and HSEQ Advisor as soon as possible after the occurrence. Assist in establishing the cause of any such incidents and thereafter carry out any recommendations to prevent recurrence.
- 4.** To understand the main principles of the company safety policy and appreciate the duties and responsibilities given to each grade.
- 5.** To ensure the Yard Supervisor and Assistant understand their duties and responsibilities under the Company safety policy and to take all steps to ensure these are carried out.
- 6.** To ensure that all levels of staff receive appropriate and adequate information, instruction and training and each employee has the opportunity to contribute to discussions on health and safety.
- 7.** To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- 8.** To provide to suppliers accurate information regarding product specifications and requirements and ensure all supplies comply with relevant legislation and standards.
- 9.** Ensure all materials and supplies are stored in a safe manner giving due regard to such details as temperature.
- 10.** Provide information as required by the COSHH Regulations to the user of the substance.
- 11.** Ensure suitable personal protective equipment, to the correct standard, is provided to employees and that a log is kept of such equipment.
- 12.** The observance of, and to encourage others to observe, the requirements of the **Personal Protective Equipment at Work Regulations**.
- 13.** To encourage all employees to work in a safe manner and at all times to set a good personal example.





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## **CUSTOMER CARE MANAGER**

**Responsible to the Managing Director. Main duties: -**

- 1.** To be aware and observe the requirements of the Company safety policy, the **Health and Safety at Work etc. Act**, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Managing Director and safety department as deemed necessary.
- 2.** To understand the main principles of the company safety policy and appreciate the duties and responsibilities given to each grade.
- 3.** Deal promptly with instructions and eliminate risks to clients and members of the public as quickly as possible.
- 4.** The observance of, and to encourage others to observe, the requirements of the **Personal Protective Equipment at Work Regulations**.
- 5.** **To encourage all employees to work in a safe manner and at all times to set a good personal example.**



## **YARD SUPERVISOR AND ASSISTANT**

**Responsible to the Purchasing Manager under the Health, Safety and Welfare policy. Main duties :-**

- 1.** To be aware and observe the requirements of the Deerness Fencing & Landscaping health, safety and welfare policy, the **Health and Safety at Work etc. Act**, Regulations, Approved Codes of Practice, Guidance Notes, other statutory requirements and safety procedures appropriate to operations under their control seeking guidance and assistance from senior management and the Company Safety Advisor when necessary.
- 2.** Carry out regular inspections of operations under their control as required by legislation and Company policy with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately. Report any remedial or improvement work to the Purchasing Manager without delay.
- 3.** Ensure all materials and substances are stored in accordance with the manufacturers instructions.
- 4.** Maintain in a proper and orderly state all reference documents issued by the Company to assist in compliance with this policy.
- 5.** Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.
- 6.** Ensure all welfare arrangements are provided and maintained in reasonable order.
- 7. To encourage all employees to work in a safe manner and at all times to set a good personal example.**



## **FOREMEN/CREW LEADERS**

**Responsible to the Contracts Managers. Main duties and responsibilities are:**

- 1.** To establish and organise operations under their control to ensure that work is carried out in a safe manner, by competent persons, and to acceptable standards with minimum risk to all persons, property, equipment and materials.
- 2.** To be aware and observe the requirements of the Deerness Fencing & Landscaping health, safety and welfare policy, the **Health and Safety at Work etc. Act**, Regulations, Approved Codes of Practice, Guidance Notes, other statutory requirements and safety procedures appropriate to operations under their control seeking guidance and assistance from the Supervisor when necessary.
- 3.** Assist in implementing the Company risk assessment procedure. Carry out additional specific risk assessments as necessary and formulate safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps are necessary to comply with them.
- 4.** Carry out regular inspections of operations under their control as required by legislation and Company policy with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.
- 5.** Ensure that personal protective equipment (PPE) and clothing is available and issued where appropriate and that such equipment and clothing is used and maintained in a proper manner and as required by the **Personal Protective Equipment at Work Regulations**.
- 6.** Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Supervisor as soon as possible after the occurrence. Assist in establishing the cause of any such incidents and thereafter carry out any recommendations to prevent recurrence.
- 7. To encourage all employees to work in a safe manner and at all times to set a good personal example.**



## **SITE OPERATIVES**

**Responsible to the Contracts Manager, Foreman/Crew Leaders. All site operatives must:-**

- 1.** Develop a personal concern for the health and safety of themselves and for others, to co-operate with others in the provision of safe working conditions and the observance of the requirements of the health and safety plan, safe working procedures, the **Health and Safety at Work etc. Act** and this policy.
- 2.** Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
- 3.** Use and take care of any personal protective equipment or clothing provided by way of statutory regulations or as detailed in a risk assessment. Report any defect or loss of the equipment or clothing to your immediate supervisor.
- 4.** Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
- 5.** Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to you, other persons or damage to property and equipment. Report to your immediate supervisor any defects in plant or equipment and hazardous situations that you believe may present danger.
- 6.** Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the supervisor or other person in charge.
- 7.** Ensure that reference is made to the Company’s COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill health. Any substance or material not included in the COSHH manual must be referred to your supervisor.
- 8.** Bring to the attention of your supervisor any deficiencies in personal ability e.g. untrained to operate plant and equipment.
- 9.** Refrain from misusing or abusing welfare facilities.
- 10.** Take an active part in promoting the Company safety policy and safe systems of work.
- 11.** Carry out work activities in compliance with risk assessments and safety method statements, including site rules.
- 12. To encourage all employees to work in a safe manner and at all times to set a good personal example.**



## OFFICE BASED EMPLOYEES

### Main duties :-

1. Develop a personal concern for the health, safety and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work etc. Act 1974**, other applicable legislation and this policy.
2. To be familiar with the Fire/Emergency Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
3. To comply with the Company's no smoking policy within the offices.
4. Ensure office furniture, cables, etc do not obstruct access routes, corridors and escape doors.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles.
7. Use equipment only after being instructed by another competent employee. Ensure electrical equipment is switched off and plugs removed when not required, left unattended and on leaving the office.
8. Seek assistance when lifting heavy, awkward items or when items are beyond your own personal ability; ensure that you are aware of the correct methods of lifting.
9. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" as soon as possible after the occurrence.
10. Use workstations as instructed to ensure you are not put at risk of injury or ill health.
11. **Report to the Managing Director any change in your personal situation that will need to be taken into account by the Company when assessing the risks associated with the work activity e.g. illness, allergy, pregnancy, etc.**
12. Any office activity that involves work at height e.g. use of stepladders etc ensure relevant risk assessment RA09 and RA14 are checked prior to work commencing.



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## **Section C**

### **Health & Safety**

#### **Construction (site and Yard) Arrangements**



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## **WORK AT HEIGHT REGULATIONS**

These regulations place legal duties on everyone involved with work at height including a place at, above or below ground level. They place duties on employers, the self-employed and any person who controls the work of others.

These regulations require duty holders to:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

Where work at height cannot be avoided then duty holders must ensure that:

- all work at height is properly planned and supervised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained

Employees or those working under someone else's control must:

- report any safety hazard to them;
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless it would be unsafe, in which case further instructions should be requested before work continues).

In addition to work above ground particular attention must be applied to prevention of falls of materials and persons into excavations.



## LADDERS

The majority of accidents within the construction industry occur as a result of falls from height, particularly when climbing, descending or working from ladders.

Ladders should only be considered where the use of other more suitable work equipment is not appropriate and where they are used as a work place this should be for light work of short duration only.

The measures that can be taken to prevent accidents are basic; before use, ladders must be **inspected** for defects such as:-

- Missing, loose or defective rungs or treads.
- Rungs or treads relying for support solely on nails, spiles or similar fixings.
- An insecure tie rod.
- A defective stile or tie rod.
- A defective rope or fitting.
- Any sign of warping.
- Ladders must not be painted in such a way that defects may be concealed. For protection, only clear varnish or wood preserve should be used.

The ladder must be long enough, and of a suitable type, for the work and in any case must project at least one metre above the landing place or stepping off point. However, it must not be too long as to cause tipping at the upper end when the ladder is climbed. When in use all ladders must be adequately secured by tying around both stiles, or proprietary devices used. The ladder must be adequately footed during climbing and descending until such time as the ladder is adequately tied or released when stripping. The feet of the ladder must be on firm, solid and level ground, capable of withstanding the expected loads to be placed upon it.

Only one person at a time should be on the ladder, and climbing the ladder while carrying tools and equipment is prohibited under company policy unless proper tool pouches or belts are utilised.



## **ACCIDENT REPORTING PROCEDURE**

All accidents, however minor, will be recorded in the **Accident Book**.

If the accident causes DEATH or MAJOR INJURY, the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, the following procedures must be followed:-

1. The Operative, will telephone the Contract Manager /Managing Director giving all relevant details available at the time the call is made.
2. The Manager will contact the HSEQ Advisor who in turn will contact the local office of the Health and Safety Executive and report the incident.
3. In the case of death, amputation or serious fractures, the Manager, or senior employee, must ensure that nothing is touched at the scene of the accident before a full investigation is undertaken. With other accidents causing major injury the Manager, or senior employee, must obtain authority from the Department or Contract Manager before continuing to work at the site of the accident.

If any employee is absent from work for more than **seven** days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the Manager must inform the HSEQ Advisor.

The HSEQ Advisor will forward the appropriate F2508 form to the Health and Safety Executive for any accident causing death, major injury or an accident which results in an employee being absent from work for more than **seven** days. The report is to be sent to the HSE area office where the work is taking place.

The HSEQ Advisor will investigate ANY accident, dangerous occurrence or "near miss" and will provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

**Any dangerous occurrences, as defined in RIDDOR, must be relayed to the HSEQ Advisor who will complete and forward the appropriate F2508 form to the Health and Safety Executive.**

From April 6<sup>th</sup> 2012 Employers must still keep a record of all over-three day-injuries The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.



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## **ACCIDENT REPORTING PROCEDURE – VISITORS AND CONTRACTORS**

Any non-employee, who is involved in an accident or near-miss incident whilst on Company premises, or sites controlled by the Company, must report the incident immediately to the Manager. If the Manager is not available, the visitor or contractor must obtain the assistance of another responsible person from the Company to ensure that the Company's procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. **It will be necessary for the site management to bring to the attention of visitors at the induction, the above requirement.**

## **ACCIDENT REPORTING PROCEDURE - MEMBERS OF THE PUBLIC**

If an injury occurs to a member of the public on company premises, sites or workplaces under the control of the Company, which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) must be sent within 15 days. Ensure the details of the incident are reported to the HSEQ advisor so that the proper notification can be sent to the Enforcing Authority.



## **THE ACCIDENT BOOK**

All accidents resulting in personal injury must be recorded in the Company accident book. This is located at head office (Bowburn) and contains information, which must be recorded by law.

If an accident occurs on site then the Contracts Manager must telephone head office, office manager or their deputy (or report in person) all the details required for the accident book. The records of accidents are maintained by the HSEQ advisor. A copy of the record may be requested by the injured party.

The accident book will be regularly reviewed by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation by the Manager of the circumstances surrounding each incident.

All near misses must also be reported to the Contract Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the Company is informed of these incidents, it will be unable to take remedial action.



## ACCIDENT AND INCIDENT INVESTIGATION PROCEDURE

A factual report, with objective conclusions and practical recommendations, can serve two purposes to the Company:

1. For senior management to re-assess risks in the light of the findings with the view to taking measures to prevent recurrence of a similar accident or incident.
2. For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual reports will not address issues of blame but will include sufficient details for senior management to decide whether or not further investigation by someone other than the Company HSEQ Advisor is justified.

The Company may utilise one or more levels of investigation depending upon the incident and its outcome.

### INVESTIGATION LEVELS

#### **Level 3: Director, or Contract Manager and HSEQ advisor:**

- any incident to be reported to the Enforcement Authority.
- any incident involving the death of, or personal injury to, anyone doing anything with or in relation to any work activity undertaken by the Company.
- any incident which a Department/Contracts Manager believes could have led to the death of, or personal injury to, any person.

#### **Level 2: Department or Contract Manager and HSEQ Advisor:**

- any incident involving the failure of any part of the premises, plant or equipment;
- any incident within the workplace involving damage to Company property;
- any incident which any employee believes could have led to the death of, or injury to, any person
- any incident which any employee believes could have led to the failure or damage of any Company property, or to damage to any personal property.

#### **Level 1: Contract Manager**

- any incident requiring first-aid treatment, or following an entry into the accident report book;
- any incident reported to a Manager by an employee under his or her supervision which the employee believes indicates the presence of any danger to any Company or personal property, or to any employee, contractor, visitor or neighbouring resident.

### **N.B. IMPORTANT**

**The reporting of accidents must be carried out quickly and accurately. It is also important to learn from any mistakes that have been made. If any employee is unsure of any procedures, they MUST seek assistance from the main office.**



## **OCCUPATIONAL HEALTH**

### **Health surveillance**

Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work related ill health among employees exposed to certain health risks and then acting on the results.

The company operates a health care programme, which primarily consists of pre-employment health checks, periodic health screening and sickness absence monitoring. The purpose of the programme is to ensure that the work that employees are required to do does not expose them to unnecessary health risks, and that any employees general state of health does not put their safety, or that of others, at risk.

- 1.** As a condition of employment, all new employees will complete a health questionnaire. Health screening will be provided by virtue of the hazards to which employees are exposed and/or relevant legislation.
- 2.** All existing staff are required to participate in the health surveillance and screening programme to the extent that it is applicable to the hazards within their workplace.
- 3.** Initial screening for new employees will take place within their first three months of employment, with subsequent screening normally annually.
- 4.** Human resources, with the assistance of the HSEQ Advisor, will formally assess the data from sickness absence monitoring and health screening on an annual basis, reviewing control measures where adverse trends are identified.
- 5.** Confidential records are maintained by the human resources department.

Where health surveillance shows that an employee's health is being affected by their work, the following steps will be taken:

- 1.** Reduce or temporarily remove the individual from the hazard to prevent further harm. Where necessary the individual will be referred for further examination and/or treatment by a doctor with expertise in occupational health.
- 2.** Re-examine the risk assessment to decide whether to take action to protect the rest of the workforce or to extend surveillance.
- 3.** Improve control measures.



## HEALTH AND WELFARE

The Company recognises and accepts its responsibilities in relation to health and welfare requirements and in particular the requirement to raise standards of welfare facilities as a result of the **Construction (Design and Management) Regulations**.

Where the Company is the controller of the site there is a duty placed upon it to ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use, including sub-contractors. On every site the Company will provide the following facilities, or arrange for the facilities to be provided:

- **Protection during inclement weather.**
- **Storage of personal clothing where specialist working clothing is necessary.**
- **Storage of protective clothing for specialist work activities.**
- **The accommodation for clothing shall include or allow for facilities for drying clothing.**
- **Taking meals with seating accommodation and means for heating water.**
- **Means of heating food e.g. gas ring, electric ring or microwave oven.**
- **Suitable and sufficient toilets.**
- **Suitable and sufficient washing facilities, to include hot and cold, or warm running water.**

Drinking water will be provided at a convenient point on every site and will be marked "**drinking water**" unless this is obvious. Where appropriate drinking cups will be provided.

When estimating mess room accommodation size and required facilities, account will be taken at the planning stage of the number of personnel likely to use the facilities at any one time, including sub-contractors under a shared welfare agreement.

All accommodation provided will be kept in a clean and orderly condition and must not be used for the deposit or storage of materials or plant. Smoking is not allowed in any accommodation or storage building. **Supervisors are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.**

**The provision of some, or all, of the above facilities may be by way of an agreement with a Client or Principal Contractor working on the site, where the Company is not the Principal Contractor. All facilities, including those provided by the Company must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities will be subject to disciplinary action.**





## **CONSTRUCTION AND CIVIL ENGINEERING OPERATIONS**

The Company, when carrying out construction and/or civil engineering operations, will ensure that all such work is adequately planned in advance of the work commencing.

The Company will ensure that all persons undertaking construction and/or civil engineering operations are competent to do so. Where the scope of the project is such that the complexity of the work is too great for the Company then specialist contractors will be employed. This will be determined by the Contracts Managers.

## **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS**

These regulations place legal obligations on everyone involved in the construction process including Consultants, Contractors and Sub-Contractors to provide for health and safety throughout all stages of the construction project.

**The degree of input by the Company to comply with the CDM Regulations will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.**

Individuals within the Company may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these functions, training of individuals may be required. The Company will arrange training, as necessary, to ensure individuals supporting the functions are competent to perform the duties placed upon them.

The duty holders shall ensure arrangements for compliance with any specific safety requirements are in place, so far as is reasonably practicable.

**The Company's main duties if a Principal Contractor will be to:**

- Develop and implement the Construction Phase Plan.
- Arrange for competent contractors with adequate resources.
- Co-ordinate the activities of all contractors.
- Ensure co-operation between all contractors.
- Obtain the main findings of contractors' risk assessments and details of their intentions of carrying out any potentially high risk operations.
- Ensure all contractors are furnished with information regarding risks on site.
- Ensure that workers and contractors comply with all site rules set out in the Construction Phase Plan.
- Ensure that all workers on site have been provided with adequate health and safety training.
- Take all reasonable steps to ensure no unauthorised persons are allowed onto site or into any premises or part of premises where construction work is being carried out.
- As necessary ensure that all workers are properly informed and consulted with regards the health and safety matters.
- Monitor health and safety performances.
- Display the required notification of the project.
- Provide all necessary information to the Principal Designer for the health and safety file (where relevant)

**It will be a condition of any sub-contract order that the Company, where operating as Principal Contractor, receive full co-operation from any sub-contractor in complying with these regulations.**



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## **MAINTENANCE OPERATIONS**

This work principally involves the maintenance of public areas, playgrounds and play equipment.

Although this work is usually of short duration the same principals apply as to the construction and civil engineering operations i.e.

- The **Health and Safety at Work etc. Act**, employers and employees responsibilities, workforce competence;
- The **Management of Health and Safety at Work Regulations**, suitable and sufficient assessment of the risks associated with the work and the preparation of written safe systems of work;
- The **Construction (Design and Management) Regulations**, safe places of work, provision of welfare, prevention of falls, traffic routes, etc.

Protection of the public (third parties) during these operations is critical and as such the Supervisor will ensure that the risk assessment addresses this.



## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS**

As the Company undertakes operations that involve the use of substances that may be hazardous to health these regulations are of particular relevance.

The Company will do all that it can reasonably do to comply with the above regulations. Any arrangements will include:-

- 1.** Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
- 2.** Adequate control of exposure which must be achieved by means other than the use of personal protective equipment (PPE) so far as is reasonably practicable.
- 3.** Provision of approved respiratory protective equipment (RPE) when necessary.
- 4.** Provision of suitable protective clothing and equipment when necessary.
- 5.** Control measures to be properly used and maintained.
- 6.** Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
- 7.** The provision of the necessary instruction, information and training.
- 8.** Monitoring and health surveillance procedures where necessary for protecting the health of workers.
- 9.** Provision of suitable approved hygiene facilities.
- 10.** Provision of practical means to prevent exposure of the public to hazardous substances.
- 11.** Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European and British Standards, etc.

The Company will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments which will be made available to all employees.

### **Purchasing Personnel**

Purchasing personnel shall be responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material or Product Safety Data Sheet, or Hazard Data Sheet. These information sheets are to be passed on to the senior supervisor, relevant supervisor and, where appropriate the safety department.

### **Contracts/project managers**

To assess the information provided by suppliers and to assist in the production of the COSHH assessments on appropriate forms.

### **Site Supervisors**

To assist with the production of COSHH assessments and ensure their availability and correct use on sites and in workshops etc.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.



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To ensure any PPE being used is of the correct type and being used correctly.

#### **Local Site Purchases**

It is the responsibility of the people who make local purchases to obtain all the necessary safety and health information from the supplier, or check the COSHH assessment manual to ensure sufficient information is available to enable the product to be used safely.

#### **Training**

All employees who are required to use hazardous materials or products will be given appropriate instruction and training to enable them to safely use the material or product. The supervisor will ensure that the person using the product has been given the necessary health and safety information.



## **CONTROL OF PESTICIDE REGULATIONS**

The Company recognises its duties under these regulations with specific regard to the storing of pesticides.

Instruction and guidance has been provided to employees in order to protect the health of humans, creatures and plants and to safeguard the environment.

All employees who work in, or have access to, the pesticide store are suitably trained unless they are working under the direct supervision of a certificate holder.

The following information is kept available :-

- Data sheets relevant to the products stored
- Current issue of pesticides book, listing approved pesticides
- Safety precautions to be observed when handling pesticides
- Telephone numbers of the relevant enforcing authorities
- Accident and emergency procedures
- Current stock list of stored products



## **COMMUNICATION AND CONSULTATION WITH EMPLOYEES**

Employee engagement and communication is recognised within the company as being crucial to managing risks at work and managing these in the most effective way.

Consultation means not only giving information to employees, but also listening and taking account of what employees say before any decisions on health and safety issues are made.

The company communicates and consults with employees in the following ways:

- Informally during visits to workplaces by directors and managers and during inductions, toolbox talks or other briefing talks.
- Regular safety meetings held and attended by directors of the company and a safety advisor. All employees are invited and encouraged to attend.
- The purpose of these meetings is to provide a means of communicating relevant information to employees and receiving comments back. The minutes of these meetings are distributed to all employees by way of tool box talks.
- Comments are received from employees by way of suggestion boxes and actions recorded. Any actions are allocated and timescales set for completion.



## FIRST AID

The Company will make adequate **assessments** of the first aid requirements for each vehicle, workplace, office and permanent location. The assessment will assist the company in deciding the number of first aiders and the amount of first aid equipment required.

At each vehicle, workshop, office and permanent location under company control there will be at least one first aid box, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there. In addition the assessment will determine if first aid kits to BS-8599-1 are required.

Each box will be clearly identifiable and its location made known to all persons. The manager, or foreman, when carrying out safety induction training, shall ensure the location of the box and the person being inducted knows the name of the first-aider.

Every box will be checked frequently and replenished as necessary to ensure that they are fully stocked. The appointed first-aider or emergency first-aider shall be given the responsibility of checking the box contents on a weekly basis, and for arranging the replenishment of the contents.

A competent person will be appointed to take charge of the box and to take the essential steps necessary in the event of a serious incident. Generally the competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

### First Aid Containers

Suggested minimum contents:

- One guidance card
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- Two sterile eye pads, with attachments.
- Six individually wrapped, sterile, unmedicated wound dressings (Medium)
- Two individually wrapped, sterile, unmedicated wound dressings (Large)
- Three individually wrapped, sterile, unmedicated wound dressings (Extra large)
- Six individually wrapped triangular bandages
- Six safety pins
- Disposable Rubber Gloves

### Additional First Aid Material and Equipment

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape, etc. these items may also be kept in the first aid container.

Where tap water is not readily available on sites, for eye irrigation, at least 900 ml of sterile water or normal saline solution in sealed, disposable containers will be provided. **Opened or partially used solution is to be discarded immediately and replaced with sterile sealed units.**

**UNDER NO CIRCUMSTANCES MUST MEDICATION OF ANY DESCRIPTION BE KEPT IN THE FIRST AID CONTAINERS.**





## **VISITORS AND PUBLIC SAFETY**

The Company recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The following arrangements have been developed to enable the company to effectively discharge its duties under the **Health and Safety at Work etc. Act**, and have assigned the Contract/Project Managers the overall responsibility of implementation.

### **Information and Communication**

Any special arrangements required by visitors or public to be ascertained, where practicable, before arrival to the premises or site. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. The Contract Manager must also consider special needs of the visually impaired.

### **Induction**

Visitors are to be given the appropriate safety induction to ensure their safety while on the premises or site. Where it is necessary for the visitor to enter the site, or other risk area, the induction must address the identified hazards and risks that the visitor is likely to be exposed to.

### **Supervision**

Adequate supervision must be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors.

Visitors must also be adequately supervised to ensure they cannot stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers shall be provided as appropriate.

It should be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. The Contract Manager will carry out suitable risk assessments and the precautions necessary to prevent public or visitor exposure to danger must be identified. The Manager in charge of the premises or works must ensure the preventative and protective measures necessary to safeguard the public and visitor are implemented.

### **Personal Protective Equipment**

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.



## NOISE AT WORK REGULATIONS

The company is involved with many operations which are likely to expose employees and others to high noise levels. In recognising its duties under the above legislation the Company will implement the following procedures:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

### Exposure Values

**Lower exposure action values:** daily or weekly exposure of **80dB**; peak sound pressure of **135dB**.

**Upper exposure action values:** daily or weekly exposure of **85dB**; peak sound pressure of **137dB**.

**Exposure limit values:** (these are levels of noise exposure which must not be exceeded) daily or weekly exposure of **87dB**, peak sound pressure of **140dB**. These exposure limit values take account of any reduction in exposure provided by hearing protection i.e. personal protective equipment.

### Noise Risk Assessments

The Regulations require an assessment of the risks to health and safety from work which is liable to expose employees to noise at or above the lower exposure action value.

The following table highlights test that can be applied as a rough estimate of whether a risk assessment is required:

Test	Probable noise level	A risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2 metres away - <i>the 2m rule</i>	85 dB	2 hours
You have to shout to talk to someone 1 metre away	90 dB	45 minutes

Where required a noise meter can be used to monitor site noise levels

### Hearing Protection and Hearing Protection Zones

Hearing protection, a form of personal protective equipment, should not be used as an alternative to controlling noise by technical or organisational means. However, where there is a need to provide additional protection beyond what has been achieved through noise control measures then hearing protection must be:

- made available between the lower and upper exposure action value (80 dB); and



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- must be worn at or above the upper exposure action value (85 dB).



Hearing protection such as earmuffs (which fit over and surround the ears) and earplugs (which fit into or cover the ear canal) come in various forms. Such protection should be made available to employees at 80 dB; and at 85 dB or above it is mandatory, therefore hearing protection must be worn by employees.

Hearing protection zones should be demarcated and signage displayed where:

- work is carried out requiring individuals to wear hearing protection; and,
- where the upper exposure limit is likely to be exceeded if individuals spent a significant portion of the working day therein.

No-one should enter a hearing protection zone unless it is necessary to carry out their work and suitable hearing protection must be put on before entering the zone.

### Information, Instruction and Training

In order for individuals to understand the level of risk they may be exposed to, how it is caused and the possible effects and consequences it is important they are provided with adequate information, instruction and training where they are likely to be exposed to noise levels at or above the lower exposure action value.

### Requirements of the Regulations:

Provision	Regulation Requirements
Reduce risk	Eliminated at source or reduced to a minimum.
Assess and where necessary measure exposure	Where employees are, or are likely to be, exposed to risk.
Assessment period	8 hours or one week
Provide information and training	80 dB(A) and 112 Pa
Workers rights to hearing checks/audiometric testing	85 dB(A) by or under the responsibility of a doctor. To be available at 80 dB(A) and 112 Pa where risk indicated.
Health surveillance	Provisions to ensure appropriate health surveillance where risk indicated.
Make hearing protection available	80 dB(A) and 112 Pa
Hearing protection to be worn	85 dB(A) and 140 Pa selected to eliminate risk or reduce to a minimum.
Limit on exposure	87 dB(A) and 200 Pa at the ear.



## **PRACTICAL SOLUTIONS TO REDUCING NOISE AND EXPOSURE**

- Operate plant with engine covers down.
- Specify quieter plant when hiring or buying, and ask for noise information to be sent with the item.
- Make sure acoustic jackets are fitted to breakers.
- Stop vibration of plant covers and guards.
- Repair leaking airlines.
- Position generators, compressors etc. away from open doorways and from against solid walls so that noise is not transmitted into the building or reflected back into the work area. If possible the plant should be positioned so that a noise barrier, such as a wall, fence, earth mound etc., is between it and the place of work.
- Reduce the number of employees at risk from exposure by pre-planning. Put other employees to work away from the noisy task area until it is complete.
- Where disc cutters are used, ensure cutting is done outside, away from other workers, and if possible within or behind acoustic type enclosures, e.g. rockwool lined plywood.
- Place static plant as far away as possible from the majority of the workforce. If it is 20 metres away it will be less noisy to the ear than if it was only 10 metres away. More importantly the noise levels will have been reduced in intensity by a considerable amount.

**Only when it is not reasonably practicable to engineer the noise reduction is the provision of hearing protection to be considered.**

Employees and the self-employed should be instructed that noise reduction measures will be taken seriously and that they have a part to play in ensuring the success of that policy.



## **CONTROL OF VIBRATION AT WORK REGULATIONS**

Several operations require the use of tools and equipment which may produce an excessive amount of vibration. This vibration can have an adverse effect on the upper limbs and, in particular, the hands and fingers of people operating the equipment. In the long term this may lead to permanent damage and the condition which is commonly known as **Vibration White Finger**.

An assessment of the hazards created by the use of this type of equipment must be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration.

Manufacturer's or supplier's information should be used as guidance and low vibration plant and equipment should be specified and used wherever practicable.

Control measures can, and should, include:

- Identifying, and making use of, alternative tools or equipment which could be used to avoid the person/s being subjected to excessive vibration;
- All personnel must be issued with, and wear, appropriate PPE. This will include gloves that will maintain a good flow of blood to the hands and fingers by keeping them warm.
- Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur;
- Ensure the correct tool is used for the task and that these are correctly balanced, have no worn or defective parts and that all blades and cutters are sharp.
- **Site Managers and crew leaders must ensure the control measures are clearly understood by all relevant personnel and that they are strictly adhered to.**

Vibration monitoring to be recorded on appropriate Deerness Fencing and Landscaping forms



## FIRE PRECAUTIONS

Communities and Local Government (CLG) has policy responsibility for general fire safety in all non-domestic premises while the HSE is mainly concerned with process fire precautions. This section of the Health & Safety Policy deals with process fire precautions i.e. the special fire precautions required in any workplace in connection with the work process that is being carried out there (including the storage of articles, substances and materials relating to that work process). They are to prevent or reduce the likelihood of a fire breaking out and if a fire does occur, to reduce its spread and intensity.

Fire precautions for offices and premises are dealt with in Section D of this Health & Safety Policy – Office Arrangements.

### Fire Prevention Plan

Prior to the commencement of the work, the Contract Manager will examine the project to assess the degree of fire risk. The following issues apply at the Joiners Shop / Storage areas and on sites where hot works are being undertaken e.g. welding of fence panels the following need to be assessed:-

- Responsibilities and organisation regarding fire safety
- Site specific precautions, fire detection methods and warning alarms required
- Hot work requirements, including the issue of permits
- Smoking restrictions
- Site accommodation, construction and location
- Evacuation plan and procedures for summoning the emergency services
- Establishing escape routes and assembly points
- Identifying the type, number and location of fire fighting equipment
- Access for emergency services and facilities
- Testing of the emergency procedures, including fire drills
- Security measures to reduce the risk of arson
- Material storage, waste storage and removal
- Training (induction)

Part of the yard area and fire prevention plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

### Types of Fire Extinguisher:

<b>WATER</b>	Suitable for use on wood, paper, coal and textile fires. <b>NOT to be used on electrical equipment or where the water could come in to contact with such equipment.</b>
<b>FOAM</b>	Suitable for use on flammable liquids, oil, grease, paint, etc. <b>NOT to be used on electrical equipment.</b>
<b>DRY POWDER</b>	Suitable for use on live electrical apparatus or flammable liquids.
<b>CARBON DIOXIDE</b>	Suitable for use on live electrical apparatus.

Fire extinguishers should be regularly checked for serviceability. **ALL** “hot work” must always be protected with fire extinguishers. Additional visual checks must be made at the end of each operation, and at least one hour after hot work has been completed.

### Fire Action and Signs

The Contracts Manager is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Signs and Signals) Regulations**.



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## **SAFE USE OF LIQUID PETROLEUM GAS (LPG)**

The use of LPG is covered by regulations, and all regulations will be adhered to wherever reasonably practicable.

To meet this objective the following precautions should be observed:

- Cylinders must be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance then it may be used within an enclosed accommodation unit (site hut) providing adequate ventilation is provided.
- Adequate room ventilation must be provided. As a minimum, upper wall and floor vents (through to the outside) must be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.
- All appliances must be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.
- Hose connections must be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.
- Properly maintained regulators (and gauges where fitted) must be used.
- A dry powder fire extinguisher must be readily to hand.
- Cylinders must be stored correctly and returned to the cylinder store when not being used.
- When transporting LPG cylinders in enclosed vans, the cylinder must be upright and secured. The driver must understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation and driver and passengers **MUST NOT** smoke. Refer to the LPG safety information sheet appended to this policy document for more detailed guidance on safety and transport requirements. **Passengers must not be carried in the load compartment of the vehicle if LPG is also being carried.**



## **ELECTRICAL SAFETY**

### **Permanent Installations and Temporary Site Installations**

The Company recognises its duties under the **Health and Safety at Work etc. Act**, the **Electricity at Work Regulations** and the **Provision and Use of Work Equipment Regulations** to maintain plant and equipment so that it is safe to use, when used correctly.

Many factors can affect and influence electrical installations and equipment therefore it is vital to ensure they are adequately maintained by inspection and testing as and when necessary.

### **Site Installations and Portable Electrical Apparatus**

Temporary installations into cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. **The Site Manager should request a completion handover certificate once the installation is complete.** Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after this time.

The use of reduced voltage supply operating at 110v is generally accepted throughout the construction industry, to this end the Company will continue to accept the best practices and only use such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available however additional safety precautions will be taken e.g. armoured cables, residual current circuit breakers (RCCB's and RCD's) etc.

All Company owned equipment will be regularly inspected by the appointed person and any repairs necessary will be carried out by a competent person. Where necessary portable equipment will undergo electrical testing to verify continued safe use.

### **Damaged or Defective Electrical Equipment**

Employees must report faulty equipment to their Manager as soon as the fault is noted with the equipment immediately removed from use and repaired accordingly.

**PAT testing** frequency to be determined by risk assessment but generally all site based tools to be checked every three months and office equipment on an bi-annual basis.



## OVERHEAD ELECTRIC CABLES

Overhead electric cables and line conductors may not be insulated and if contact, or near contact, is made with them by a person, item of plant, scaffold pole or other metal object, an electric current will discharge through the person or object with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, senior contract staff must carefully note the position of all-overhead cables and power lines in the working area, and regard every overhead conductor as being electrically charged. They should also check with the Electricity Authority to see whether they can: -

- Re-route the lines.
- Put the lines underground.
- Have the lines made dead.

Prior to commencement of construction work Site Managers must ensure that the following actions are implemented: - Erect adequate and suitably placed barriers to prevent plant from passing beneath overhead lines except at pre-selected points, where wooden "goal posts" should be erected.

1. Fix large notices on the barriers and goal posts reading "**DANGER HIGH VOLTAGE OVERHEAD POWER LINES**".
2. **DO NOT** tip soil or stack material underneath overhead lines.
3. Ensure that scaffold poles, metal-bound ladders and materials, which are wet or damp, are kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.
4. **AS A GUIDE** goal posts must be at least 9.0 metres from the overhead line when the line is carried on wood poles, and 15.0 metres when the line is on pylons. However, always check with the electrical distribution company before carrying out any work.

**Refer to HSE Guidance GS6**



## UNDERGROUND SERVICES

See next section Excavations which includes Deerness Fencing & Landscaping “Breaking of Ground” Procedure.

Many dangers can be avoided by careful planning before work starts. Buried services are widespread and it should be assumed they are present unless it has been shown otherwise.

Before commencing work all the utility service providers must be contacted and plans obtained. It is not sufficient to rely upon plans provided by our client or their representative. Where applicable services such as “Dial Before You Dig” must be used. Plans can give an indication of the location, configuration and number of underground services at a particular site, and should help subsequent tracing by locating devices. The exact position of all underground services must be found and marked on the ground and on all relevant site drawings. Some services may be out of position from where they are shown on existing drawings and therefore all service locations will have to be determined by the aid of **locating devices and hand digging of trial holes** to expose the services.

Account should be taken of any indications that buried services exist, such as the presence of lamp posts, illuminated traffic signs, gas service pipes entering buildings, evidence of reinstated trenches etc.

1. Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to.
2. Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is usually 1 metre, but could be much further if instructed by the utility company.

### Points to be brought to the attention of Plant Operators, Drivers and operatives:

1. Every cable must be regarded as being electrically charged
2. No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should have reduced the risk of making contact with services.
3. If a machine exposes a cable but does not remain in contact with it, the machine will be withdrawn from the area so that proper safeguards can be introduced.
4. Some older cable and gas services do not resemble modern services. Old lead "pipe" could turn out to be electrical cable conduit. So treat all services as high risk.
5. Cables are not to be used as “stepping stones”.
6. Personnel must never prod with pointed implements near known cable routes while searching for other services.

**N.B. Where it is not possible to obtain information e.g. when emergency work has to be undertaken, then the work should be carried out as though there are buried services in the area.**



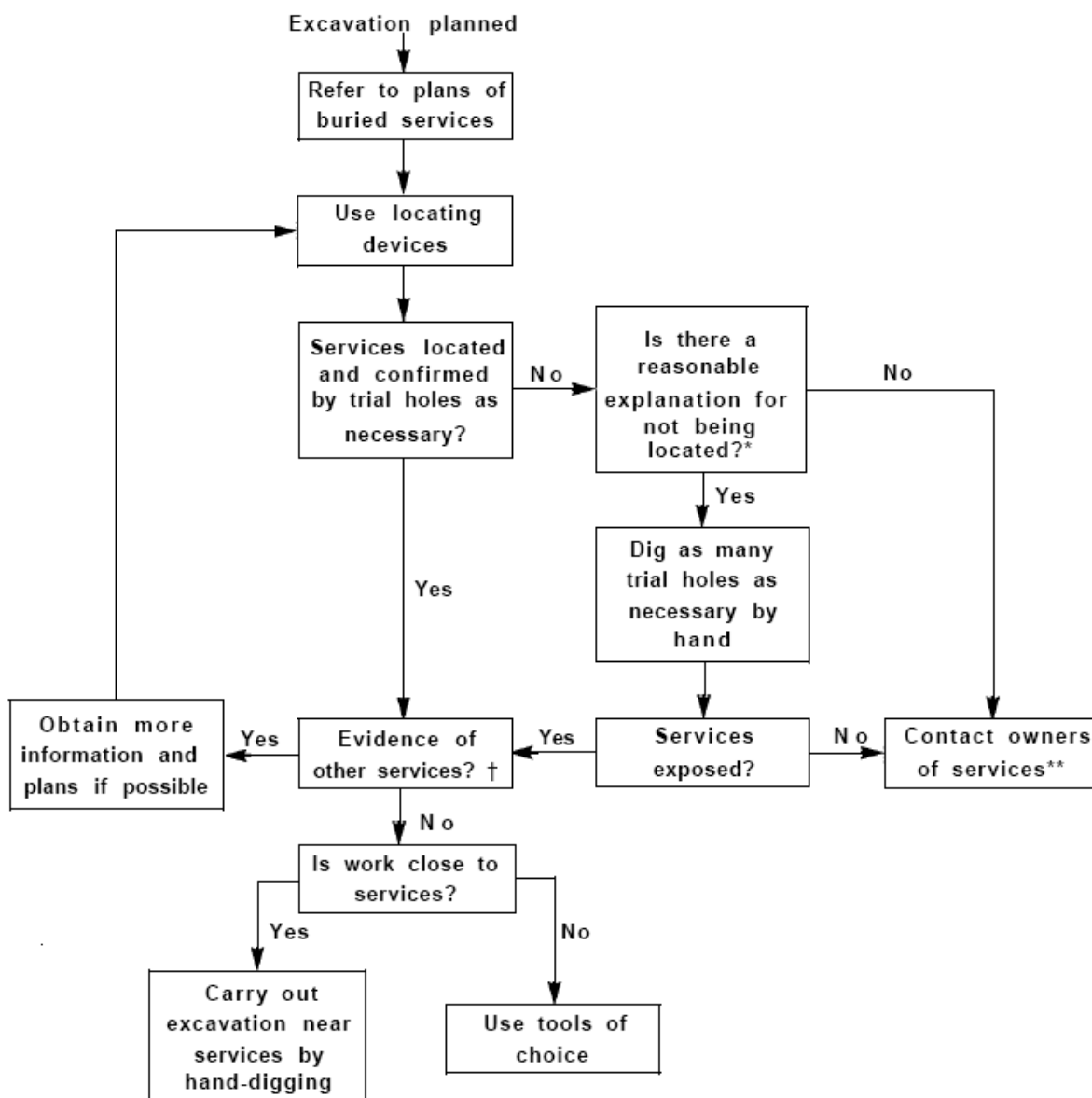
## EXCAVATIONS

No excavation work will commence until a risk assessment has been developed and a safe system of work has been agreed. Throughout the excavation work Site Managers and Foremen will need to monitor the operation to ensure risk assessments and method statement controls are being followed. All excavations must be examined daily and the results of the formal weekly inspection entered on the record of inspection form.

It is important that excavations are properly supported or battered to prevent collapse. All traditional or proprietary support systems must be adequately designed and planned.

The company will not in general operations carry out major excavations. Excavations generally will generally be isolated post holes. All operatives / foremen must ensure that company procedures regarding underground services are followed, all available information is gathered and all electronic scans of work areas are carried out prior to breaking ground.

Permits to excavate must be completed and signed off by a competent person prior to works commencing.





## **PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)**

The Company will provide all employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting any loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment or clothing once it is provided.

### **Head Protection**

Safety helmets will be provided to all employees who work on or visit construction sites. These must be worn in accordance with site rules, displayed notices, or company policy, or when instructed to do so by the Site Occupier, Manager or Manager.

### **Eye Protection**

Eye protection will be provided as necessary or when identified by the risk assessment.

The type provided will largely depend upon the work activity, but should be worn when, breaking out concrete with power tools; grinding, cutting (angle grinders or stihl saw).

### **Hearing Protection**

Ear protection will be provided to employees who are exposed to levels of noise which may cause hearing loss and which cannot be reduced by other means. Special attention must be given to young persons. A detailed risk assessment of noise exposure will be required.

### **Hand Protection**

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves must be worn are during the handling of LPG cylinders and when handling heavy or rough objects.

### **High Visibility Clothing**

High visibility clothing will be provided to all employees who work on or visit construction sites. This must be worn in accordance with site rules, displayed notices, or company policy, or when instructed to do so by the Site Manager.

### **Respiratory Protection**

In all but the simplest of operations requiring general dust protection masks, **Managers should consult with the HSEQ Advisor**, who will advise on the correct type of respirator to be provided and the training that may be required to be given to the employee. However, as a general guide respirators (including disposable type) meeting the requirements of EN149 – FFP3 should be suitable for most activities where protection against dust and metal fume is required.

### **Footwear**

Safety footwear (defined as having toe and mid-sole protection), including wellington boots, will be provided free of charge to the employee where it has clearly been identified as required in the risk assessment. Employees are again reminded that they must take care of the equipment provided. The Company does not have an endless supply of funds



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to continually provide replacement equipment and clothing which has been lost or damaged as a result of the employee's negligence. Where negligence is found, disciplinary action will be taken.

Only safety boots providing ankle protection will be provided. The Company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

### **Wet Weather Clothing**

Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

### **Issue and Recording**

The Company may utilise "**Safety Clothing and Equipment Issue Registers**" to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with the Company to reduce wastage and misuse of such items that are issued. Where the issue registers are being used employees are expected to fully comply with the procedure for their use.



## **SUB-CONTRACTORS**

Where sub-contractors are used by the Company they are expected: -

- 1.** To comply with the provisions of this policy, or their own policy where one is available, and to comply with the conditions of the construction phase health and safety plan developed under requirements of the **CDM Regulations**; and rules made under the plan.
- 2.** To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.
- 3.** To ensure that operatives under their control do not alter, modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the Company Contract Manager or Site Manager.
- 4.** To report accidents and incidents that caused, or had the potential to cause, injury or damage, whether such injury or damage was caused or not, to the Site Manager. Enter the details of all accidents into the site accident record book.
- 5.** To arrange for adequate welfare facilities and first aid provision to be provided for their own employees, unless the arrangements have been provided by the Company under the contract. Ensure such facilities are not misused or abused.
- 6.** To comply with any statutory provision applicable to their work activities.
- 7.** To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning, at least daily, of waste or excess materials as work progresses.
- 8.** To provide and ensure the use of all personal protective equipment and clothing identified under either COSHH or risk assessments.
- 9.** To make available for inspection, certificates of training and completed risk and COSHH assessments.
- 10.** To make themselves familiar with any guidance document issued by the Company and carry out their work in compliance with best industry standards and practices.





## **RISK ASSESSMENTS AND SAFETY METHOD STATEMENTS**

**The Management of Health and Safety at Work Regulations** require all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account.

**Generic risk assessments for sites and workplaces are provided for use by all Managers (including Workshop and Plant Managers).** A more specific assessment, or site-specific assessment may be required and it is intended these be carried out by the Managers, with assistance from the Contract Manager and HSEQ Advisor as necessary.

Specific, separate assessments for particular hazardous operations are drawn up as appropriate, before the operation begins.

**All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures by the Manager in charge of the site or works.**

The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the Managers, assisted by their respective Contract Manager, where the Company is undertaking the work activity; and by the appropriate Sub-Contractor where the work activity is being undertaken by them.

### **Safe System of Work (Safety Method Statement)**

The method statement will form part of the overall safe system of work which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for all concerned to consider the following elements of the system of work: -

- Task Assessment
- Hazard Identification
- Safe Methods of Work Defined
- System Implementation
- System Monitoring

Each element will further sub-divide and expand, e.g. **What?, Who?, Where? and How?**

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, **ASK -**

- Who does this?
- What do they do?
- What hazards exist for them and others?
- Is the risk significant?
- What precautions must be taken?
- Are there checks needed for precautions?
- Who provides these?
- Is training required?



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## MANUAL HANDLING

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

As an employer we have a duty to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

**The following will be adopted across all the company's activities:**

1. Tasks will be identified which involve any lifting, lowering, pushing, pulling or carrying.
2. The Manager will decide if the task can be avoided.
3. Where the task cannot be avoided then the Manager will undertake an assessment of the risk of injury.
4. Wherever possible the risk will be minimised by providing mechanical assistance.
5. Where mechanical assistance cannot be provided then those undertaking the task will be informed of safe lifting techniques (training).

### Risk Assessment

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the Site Manager must carry out an assessment of any risk.
3. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.



## **SAFE USE OF PLANT AND EQUIPMENT**

The Company recognises its duties and responsibilities under the **Provision and Use of Work Equipment Regulations** with special attention being afforded to the training, instruction and information for the user, the inspection of work equipment and the specific requirements for mobile work equipment.

In line with the requirements of this legislation the Company will ensure that the equipment is:-

- suitable for its intended use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and
- inspected (in certain circumstances) to ensure that it is, and continues to be, safe for use.
- Risks created by the use of the work equipment must be eliminated where possible, or controlled by:
- taking appropriate **"hardware" measures**, e.g. suitable guards, protection devices, markings and warning devices, system control devices and personal protective equipment; and
- taking appropriate **"software" measures**, such as following safe systems of work and providing adequate information instruction and training.

Where mobile work equipment is used for carrying people it must be ensured that it is suitable for the purpose and measures should be taken to reduce the risks to the safety of the people being carried, the operator and anyone else, for example from the equipment rolling over.



## LEPTOSPIROSIS AND BACTERIAL INFECTION

### General

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own GP surgery and employees should make their GP aware of the nature of their work.

High-risk operations include work in foul sewers where the risk of contact with infected waste is highly probable, particularly foulds and combined systems from hospitals, nursing homes, etc. where sluice rooms may be involved.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's disease) and the preventative measures to be adopted. At risk personnel will be issued with the Leptospirosis guidance card, which gives further advice and which can be presented to an employees' doctor in the event of symptoms arising.

### Leptospirosis (Weil's Disease)

1. This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals or water contaminated with their urine.
2. The bacteria, **icterohaemorrhagia**, carried by rats, enter the body through contaminated cuts and scratches causing Weil's disease.
3. The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.
4. The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.
5. Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.
6. Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings (sticking plasters), washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.
7. Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned in item 3 above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water in the preceding 14 days, you must consult your own doctor as soon as possible.



## **SAFE WORKING PROCEDURE FOR DEALING WITH HYPODERMIC NEEDLES**

Hypodermic needles have, over recent years, become an increasing hazard to employees in a number of different working environments.

All employees must therefore follow the safe working procedure detailed below.

- Be aware that hypodermic needles could be found almost anywhere.
- If you come across hypodermic needles in your work area **STOP WORK IMMEDIATELY**.
- Assess the situation to see if the needles create a hazard to anyone else, not just other workers but members of the public, visitors, etc. as well and warn them of the potential danger.
- Cover the hypodermic needle with a heavy object e.g. a brick or stone.
- Immediately advise the Site Manager of the presence of needles, giving the precise location and how many have been found.
- The Site Manager should then inform the local authority to arrange disposal.

### **NEVER TOUCH A HYPODERMIC NEEDLE**

#### **What to do if your skin is punctured by a hypodermic needle**

- If your skin is punctured by a hypodermic needle, **STOP WORK IMMEDIATELY**.
- Apply pressure to the area surrounding the wound to encourage bleeding, (this will assist in preventing foreign material being carried around the body in the blood stream).
- Clean the wound with soap and water if possible, if this is not available use antiseptic wipes from the first-aid container. Apply a dressing to keep the wound clean.
- Inform your immediate Manager who should then follow the “Procedure for dealing with hypodermic needles”.
- Immediately attend the nearest hospital accident and emergency department. Give the exact address of where the incident occurred.
- Once treatment has been received ensure the full details are recorded in the accident book as per the accident reporting procedures.



## MANAGEMENT AND CONTROL OF WASTE

Part II of the **Environmental Protection Act (EPA)** provides the main controls for waste management, including the **Duty of Care** on all those who produce or keep waste and seeks to ensure proper transfer and disposal, with accurate transfer notes and records.

The Company will do all that is reasonably practicable to ensure **EPA**, the **Collection and Disposal of Waste Regulations**, the **Controlled Waste Regulations** and the **Waste Management Licensing Regulations** are complied with.

1. The Company not only produces waste, but also acts as a broker of waste. Therefore, it is necessary to control all waste, record it and ensure its correct transfer and disposal in accordance with the Environmental Protection Act and Regulations supporting it.
2. All waste produced will be disposed of in accordance with the Act and Regulations. This may involve separating waste into categories as different waste products may require different waste carriage and disposal. Generally solid inert materials can be treated as general waste and disposed of in a single load. However, liquids, semi-solids, powders etc., must be disposed of separately.
3. It is not permitted to bury or burn any waste **unless authorised by the waste regulatory authority**.
4. On construction sites, food waste must be separated from all other forms of waste. It must not be placed in bags or other containers which can be easily broken into by vermin.
5. Skips should be covered to prevent accidental escape of waste during transport.
6. It may be necessary to obtain written confirmation from Clients, Planning Managers or Principal Contractors, that no contamination exists in ground to be worked on, or in buildings to be demolished, which may be disturbed or released by normal construction operations and which may produce harmful pollutants, unless such materials are clearly identified under the contract specification. **All such waste or contamination should be clearly identified and dealt with in the relevant safety plan**. It is important however, to check that no clause is in existence in a contract which may have the effect of negating the above, imposing additional conditions

Monitoring at all stages is essential. Therefore, the waste controller will:

1. Monitor all waste handling, containment, etc.
2. Notify relevant personnel of site requirements, including separation.
3. Monitor response to waste control.
4. Ensure that any waste collection from site or permanent location is registered and a copy of the registration details is obtained and retained.
5. Check carrier details, including registration with the issuing authority.



## **ALCOHOL AND DRUG ABUSE OR MISUSE**

The Company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

1. Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs.
2. Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
3. Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

**The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.**

### **Employees must not:**

- Report, or attempt to report, to work at any time when under the influence of alcohol or drugs,
- Consume any alcohol or “drug of abuse” whilst at work,
- Be in possession of any “drug of abuse” whilst at work.

### **Employees must:**

- Inform your immediate Manager if you are charged by the police in connection with any alcohol or drug related offence; and
- Attend any medical required by the Company.





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## **EMPLOYMENT OF YOUNG PERSONS**

The Company may from time to time employ "young persons". These are defined as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as:- harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, are of particular relevance and Managers are to ensure a suitable and appropriate risk assessment is compiled before allocating work tasks to employed young persons. A higher standard of supervision will also be required to ensure young persons can not endanger themselves or others.

To meet the requirements of **The Management of Health and Safety at Work Regulations** the Company will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.



## **DISABLED PERSONS**

### **Summary of Duties**

**The Health and Safety at Work Act, etc. Act** requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the workforce generally. The Company will consult with the Employment Medical Advisory Service of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise.

In practice, the Company's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

The Company will therefore give special attention to the integration of a disabled employee within the overall workforce. Although health and safety standards are never compromised by employing disabled people, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and workplace adaptations as necessary which facilitate the work undertaken.

### **Record Keeping**

The Company will keep records of disabled persons in the workforce and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons. Any training provided to disabled persons will also be recorded.



## **WORKING ALONE**

The Company will, so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken, by virtue of the **Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether or not the work can be carried out safely by unaccompanied persons.

### **Consideration will be given to:**

- 1.** The remoteness or isolation of the place of work.
- 2.** Means of communication e.g. two way radio, portable telephone, regular visits by a competent person, other means of summoning assistance or raising the alarm.
- 3.** Violence or criminal activity by third parties and other interference.
- 4.** Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
- 5.** Employee suitability, including training requirements, experience, medical fitness, etc.
- 6.** Suitability and quality of tools, plant and equipment.
- 7.** Availability and quality of personal protective equipment required.
- 8.** Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and level of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and must report any concerns to their Manager immediately.



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## **NEW EMPLOYEE INDUCTION PROCEDURE**

**The Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and The Construction (Design and Management) Regulations** require the company to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure new employees, including those with experience in the industry, are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the new employee arrives at his place of work for the first time, the person in charge of the place of work must ensure the employee is informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken by the employee, i.e. cartridge tools, forklifts, abrasive wheels, etc. should be recorded along with the induction form and details forwarded to head office.

The form is to be signed and dated by both the person carrying out induction and the new employee and sent to the Company Head Office.



## SMOKING

The Health Act 2006 lays down three duties, requiring:

- Smoke free premises to display a no smoking sign;
- Any person in control of the management of smoke-free premises "to cause a person smoking there to stop smoking"; and
- All persons not to smoke on smoke-free premises.

The regulations apply to enclosed 'premises', which are those, that have a ceiling or roof and, except for doors; windows or passageways are wholly enclosed whether on a permanent or temporary basis. Substantially enclosed premises are those that have a ceiling or roof, but there are openings in the walls that are less than half of the total area of the walls.

The regulations also apply to vehicles, when the vehicle is used by one or more person (even if they do not work there at the same time).

No smoking signs will be placed at all public entrances to no smoking premises so that employees, visitors and customers are aware of the ban.

The Company will implement the following smoking policy across all its workplaces and vehicles.

- All offices and workplaces will be designated as no smoking.
- All vehicles used for Company business will be designated as no smoking.

Suitable signs will be displayed in all premises and vehicles owned and operated by the Company. Employees are expected to adhere to this policy in all other premises regardless of whether or not signs are displayed.



## COMPANY VEHICLES

All Company vehicles must be used in compliance with the **Health and Safety at Work etc. Act, Road Traffic Legislation, the Highway Code** and the requirements of this policy.

1. Vehicles must be adequately maintained and serviced in accordance with the manufacturers' recommendations and relevant legal requirements.
2. Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
3. COSHH assessments will be available for any substances to be transported.
4. Transport routes will be established and traffic rules adhered to.
5. Materials and loads will be evenly distributed and adequately secured.
6. Only authorised, suitably insured drivers, holding a current licence for the type of vehicle to be driven, will be permitted to drive the Company vehicles.
7. Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
8. In the case of LPG being transported, the provisions of the relevant sections of this policy will be met and strictly adhered to.
9. All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's Manager.
10. Materials and equipment must not be transported in the rear, passenger carrying section, of a vehicle unless the material or equipment is stowed away in purpose made lockers or boxes.
11. Any fines, penalty points or disqualification of a licence are the responsibility of the driver and these must be reported to the driver's Manager.
12. Smoking is not permitted in company vehicles.



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**Section D**  
**Office Arrangements**

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## THE ACCIDENT BOOK

All accidents resulting in personal injury must be recorded in the company accident book. This is located in the **reception** and contains information, which must be recorded by law. The accident book will be regularly reviewed by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation by the Contracts Manager of the circumstances surrounding each incident.

All near misses must also be reported to the Deerness Fencing & Landscaping Safety Department as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.



## **ACCIDENT REPORTING PROCEDURE**

All accidents, however minor, will be recorded in the **Accident Book**.

If the accident causes DEATH or MAJOR INJURY, the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, the following procedures must be followed: -

- 1.** The Manager, or senior employee, will telephone the Department or Contract Manager giving all relevant details available at the time the call is made.
- 2.** The Manager will contact the Deerness Fencing & Landscaping HSEQ Manager who in turn will contact the local office of the Health and Safety Executive and report the incident.
- 3.** In the case of death, amputation or serious fractures, the Manager, or senior employee, must ensure that nothing is touched at the scene of the accident before a full investigation is undertaken. With other accidents causing major injury the Manager, or senior employee, must obtain authority from the Department or Contract Manager before continuing to work at the site of the accident.

If any employee is absent from work for more than **seven** days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the Manager must inform the HSEQ Advisor.

The HSEQ Advisor will forward the appropriate F2508 form to the Health and Safety Executive for any accident causing death, major injury or an accident which results in an employee being absent from work for more than **seven** days. The report is to be sent to the HSE area office where the work is taking place.

The HSEQ Advisor will investigate ANY accident, dangerous occurrence or "near miss" and will provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

**Any dangerous occurrences, as defined in RIDDOR, must be relayed to the HSEQ Advisor who will complete and forward the appropriate F2508 form to the Health and Safety Executive.**

From April 6<sup>th</sup> 2012 Employers must still keep a record of all over-three day-injuries the deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.



## **FIRST AID**

The company will make adequate assessments of the first aid requirements for the office. The assessment will assist the company in deciding the number of first aiders and the amount of first aid equipment required. In addition the assessment will assess if first aid kits to BS-8599-1 are required

At the office there will be at least one first aid box, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there.

The box will be clearly identifiable and is located in the Reception. The Purchasing Manager, when carrying out safety induction training, shall ensure the location of the box and the person being inducted knows the names of the first-aiders.

Every box will be checked frequently and replenished as necessary to ensure that they are fully stocked. The appointed first-aider or emergency first-aider shall be given the responsibility of checking the box contents on a weekly basis, and for arranging the replenishment of the contents.

## **FIRST AID CONTAINERS**

Suggested minimum contents:

- One guidance card.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- Two sterile eye pads, with attachments.
- Six individually wrapped, sterile, unmedicated wound dressings. (Medium)
- Two individually wrapped, sterile, unmedicated wound dressings. (Large)
- Three individually wrapped, sterile, unmedicated wound dressings. (Extra large)
- Six individually wrapped triangular bandages.
- Six safety pins.
- Disposable Rubber Gloves.

### **Additional First Aid Material and Equipment**

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape, etc. these items may also be kept in the first aid container.

**UNDER NO CIRCUMSTANCES MUST MEDICATION OF ANY DESCRIPTION BE KEPT IN THE FIRST AID CONTAINERS.**



## **FIRE PRECAUTIONS**

Communities and Local Government (CLG) has policy responsibility for general fire safety in all non-domestic premises. This section of the Health & Safety Policy deals with avoiding fire within offices and premises, and how to ensure people's safety if a fire does start, as required by the Regulatory Reform (Fire Safety) Order. The local fire and rescue authority have responsibility for enforcing the Order.

The company will comply with the Order in the following ways:

- Appointment of one or more competent persons (depending on the size and use of the premises) and arrange for a fire risk assessment of the premises to be undertaken and recorded;
- Provide employees with clear and relevant information relating to the findings of the fire risk assessment;
- Consult with employees and seek volunteers to be trained as fire marshalls and wardens;
- Clearly define the duties and responsibilities of the fire marshalls and wardens and provide support and assistance in order they can undertake their duties effectively;
- Provide non-employees (including their employer where there is one) with information relating to the relevant risks they may be subject to, details of the fire marshalls and wardens and the fire safety procedures for the premises;
- Co-operate and co-ordinate with other responsible persons in multi occupancy premises;
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire;
- Establish a means of contacting the emergency services and provide information relating to any dangerous substances;
- Provide appropriate information, instruction and training to employees at initial induction and by way of tool box talk from time to time;
- Establish a maintenance regime for the periodic inspection and testing of equipment provided for firefighting and fire detection. This will include ensuring emergency routes and exits are kept clear and in efficient working order and in good repair.

It should be noted that employees also have a duty to co-operate in ensuring the workplace is kept safe from fire and its effects, and must not do anything that will place themselves or other people at risk.



## DISPLAY SCREEN EQUIPMENT

The company recognises its duties under the **Health and Safety (Display Screen Equipment) Regulations**. The regulations apply to habitual users of display screen equipment, typically those people who make significant use of a screen most days (i.e. more than an hour most days, and occasionally 2 or 3 hours).

Assessments will be made of workstations to ensure adequate provision to obtain the minimum standards required by the legislation i.e.

- Good display
- Separate keyboard
- Adjustable brilliance and contrast
- Desk large enough for the flow of work
- Screen at a comfortable height
- Adjustable chair – height and back
- Foot rests and document holders where appropriate

Users should have activities arranged so as to provide regular breaks from screen and keyboard work, typically 5 minutes every hour.

Users are reminded of the risks of fatigue and of upper limb disorder (for frequent, heavy users) if workstations are not properly set up and rest breaks taken.

The assessments are to be reviewed annually or whenever there is a significant change to the office layout.



## MANUAL HANDLING

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

As an employer we have a duty to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

**The following will be adopted across all the company's activities:**

1. Tasks will be identified which involve any lifting, lowering, pushing, pulling or carrying.
2. The Contracts Manager will decide if the task can be avoided.
3. Where the task cannot be avoided then the Contracts Manager will undertake an assessment of the risk of injury.
4. Wherever possible the risk will be minimised by providing mechanical assistance.
5. Where mechanical assistance cannot be provided then those undertaking the task will be informed of safe lifting techniques (training).

### Risk Assessment

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the responsible Manager must carry out an assessment of any risk.
3. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.



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