



Christopher Hoare Tree Services Ltd

Health and Safety Policy Statement

January 2010

Christopher Hoare Tree Services Ltd. (**CHTS**) recognises its responsibilities under the Health and Safety at Work etc Act to ensure, so far as it is reasonably practicable, the health, safety and welfare of its employees.

The company attaches the greatest importance to health and safety at work and have put in place the following management systems and procedures to reflect this.

CHTS will take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences. The company will also try to create working conditions that safeguard employees. The company will allocate the necessary resources and enlist the active support of all employees in order to achieve this.

The company regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved and will Endeavour to improve upon these standards where reasonably practicable.

This policy and the organisation, arrangements and safety procedures will be reviewed regularly, modified and updated as necessary.

Objectives

The objectives of the above policy are:

1. To promote acceptable standards of health, safety and welfare within the company and to ensure compliance with all relevant statutory provisions.
- 2 To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activity.
3. To ensure that staff at all levels are provided with adequate instruction, training and supervision.
4. To develop safety awareness and responsible attitudes at all levels.
5. To promote a joint consultation approach on health and safety matters.
6. To provide a framework within which our safety performance may be monitored.

Signed:

Director: Christopher Hoare

Date: 20 January 2010

Organisation and Responsibilities

1. The Director, Contracts Manager & Team Leaders are responsible for ensuring that the company Safety Policy is implemented in practice.

2. The Director, Contracts Manager & Team Leaders has day-to-day responsibility for applying safety arrangements, procedures, ensuring that these are applied effectively and that there is adequate training, instruction and supervision.

3 Team Leaders have continuous responsibility for applying safety arrangements and procedures. They are responsible for ensuring compliance with safety arrangements and procedures by ensuring employees have proper instructions and training in the company's safety systems.

4. All employees regardless of position in the company have a duty imposed upon them by the Health and Safety at Work etc Act. This includes:

- a. Take responsible care for the health and safety of themselves or other persons who may be affected by their work.
- b. Co-operate with the company in the measures taken to safeguard health and safety at work.
- c. Report to a person in authority any defects which adversely affect health and safety at work.
- d. Be aware of the company's safety organisation and arrangements, and those statutory provisions and
- e. Company Safety procedures relating to their work activity.

5. It should be noted that disciplinary action can be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and company Safety Rules.

Arrangements

Company Structure & Responsible People.

All employees, at whatever level, are required to take reasonable care for their own health and safety and the health and safety of any others who may be affected by anything that they do, or fail to do, in the course of their employment.

The Company structure, detailing who is responsible for what, is as follows:

Managing Director Christopher Hoare	Overall Responsibility	Ensuring resources are available to meet the company's responsibilities
Contracts Manager Mark Hines	Directing Group policy and compliance with regards to Health & Safety	Keeping up to date with legislation and requirements, ensuring staff are correctly trained and certificated in all relevant areas, ensuring inspections and records are up to date, acting as a conduit between all interested parties so allowing the company to meet its legal responsibilities.
Office Manager Jayne Green	Overall management of office procedures.	Ensuring that records are up to date and financial data is accurate. Wages/ Payroll management. Implementing management systems for data collection as necessary.
Team Leaders Mike Eslick Oliver Lower Rhod Dunphy	Day to day health and safety compliance	Ensuring risk assessments are in order, that site organisation and work is to the required standard and reporting any defective systems/equipment that could prejudice safe work. Overall responsibility whilst on site.
Operatives	Personal and other responsibility	To work safely following national & company guidelines, to report any conditions that prejudice safe working.

Consultation and Communication

All employees have an active part to play in maintaining and improving safety standards. They are consulted on safety issues, risk assessment procedures, PPE issues and suitability and use of plant and equipment.

Training and Competency

All new employees receive induction training relating to company procedures, health and safety matters and legal obligations.

All employees will be competent to carry out their duties and will have the necessary, certification. No one will carry out any function for which they are not trained or instructed in so as to be able to work safely in relation to themselves and others.

When an activity is carried out infrequently the equipment must be functioning correctly. No modifications will be carried out unless under the instructions of the manufacturer. Essential details and warning signs will be in place at all times.

Equipment will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions on PUWER and LOLER. A register of all equipment kept will be maintained showing details of history, servicing, repair. All equipment will be clearly marked to be identifiable.

Daily checks will be carried out by employees prior to using the equipment. Weekly checks will be carried out and recorded. Detailed checks will be carried out by a competent person every 6 or 12 months, as required by PUWER and/or LOLER.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment.

Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

Personal Protective Equipment (PPE) and Climbing Equipment.

This covers all PPE and equipment used in the access of trees from rope and harness used to support, guide and protect the climber, as well as that PPE to protect any ground workers, hereinafter referred to as PPE. Employees will be provided with PPE and safety equipment suitable for their role.

PPE will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions of PUWER and LOLER. A register of all equipment kept will be maintained showing details of history, servicing, repair. All equipment will be clearly marked to be identifiable.

Daily checks will be carried out by employees prior to using PPE. Weekly checks will be carried out and recorded. Detailed checks will be carried out by a competent person every 6 or 12 months, as required by PUWER and/or LOLER.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment.

Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

The Team Leader will ensure that the employee is fully competent prior to carrying out that activity, to ensure competency, personnel records will be kept to record areas of competency, skills and abilities. This will be reviewed on a regular basis to assess on-going training, refresher requirements and deficiencies. The process will be informed by Team Leaders and managers, employee reviews, safety checks and inspections, feedback from employees and incident/accident histories.

In the event of an employee being involved in a serious near miss or reportable incident, that employee will be reassessed and training organised if appropriate.

Training will be arranged by managers through appropriate bodies and training providers.

Workplace Arrangements

Office: The office shall be kept in a safe and clean condition with no trip hazards or obstructions that could cause harm or prevent emergency access/egress

All employees are kept informed of fire evacuation procedures and First Aid provision. Visitors to the office will be informed of this and will be the responsibility of the manager.

Stores: The stores shall be secure, ventilated and correctly signed as required by COSHH (see later). The stores shall be well organised, clean and tidy.

Work Sites: Work site hazards vary from site to site. Relevant site specific risk assessments will be undertaken, recorded and passed on to employees.

All employees on site shall have access to relevant safety information and first aid provision.

Provisions for out of service equipment are in place.

A clear structure detailing all staff members positions and duties are in place and the chart is positioned on the health and safety wall outside the Directors office. This chart ensures that all staff members are clear on their position in the company.

Safety Information.

Employees will have access to all relevant safety guides e.g. AFAG guides, Data Sheets, Generic Risk Assessments, Site Specific Risk Assessments and operating manuals either on site or in the office or stores as appropriate. (In some cases it may be that duplicate copies are kept in more than one place).

Work Equipment and Plant.

This covers all tools, equipment (including rigging), vehicles and machinery used in the course of company business, hereafter called "Equipment".

Equipment will only be used for the purpose it is intended for in accordance with the manufacturer's instructions. All guards

Safe Working Practices/Risk Assessment.

Generic risk assessments are available for operations carried out by the company. These are reviewed and updated on a regular basis.

Site specific risk assessments are available for each operation/site. These are made available to employees at the start of each working day to assess and record. These will identify (and remove) potential hazards, assess the level of risk to employees, the public and the environment so reducing the likelihood of accidents occurring.

Employees have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and to inform supervisors of any situation that would result in safe working being jeopardised. Should there be no supervisor on site, employees should take all reasonable actions to maintain safety, including stopping work if necessary. Unsafe individuals may be suspended from the work site until further notice.

Control of Substances Hazardous to Health.

Hazardous substances include any substance that could cause harm or irritation to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, preservatives or similar.

Substances considered for use will be assessed and less harmful substances will be used wherever practicable. Assessments and details of their safety precautions (material safety data sheets) will be made available to employees at the offices and where the substances are stored and used.

Employees will be kept informed of the hazards that they are exposed to and to the relevant safety precautions.

As well as the above, pesticides, including herbicides, insecticides and preservatives, have specific requirements. They shall be securely stored, in their original containers, and their usage recorded. Pesticides shall only be mixed and used by trained and certificated personnel.

Dangerous Substances and Explosive Atmospheres Regulations 2002

The DSEAR protects against risks from fire, explosion or similar events arising from dangerous substances used or present in the workplace. The company will abide by the requirements of DSEAR and carry out appropriate Risk Assessments in relation to any qualifying substances and

provide measures to eliminate or reduce the risks as far as is reasonably practicable. The company will provide the necessary equipment and procedures to deal with accidents and emergencies and provide information and training to staff. Where an explosive atmosphere may occur these areas will be zoned and suitable warnings put in place.

Oil Storage Regulations.

The Oil Storage Regulations require that oils are stored in such a way as to avoid damage to the environment in the case of a spill etc. The company will abide by the requirements of the regulations.

First Aid Arrangements.

Employees are issued with information relating to elementary first aid. A trained “First Aider” and/or an “Appointed Person” will be present on every work site. That person is responsible for taking charge in the event of injury or illness.

Each office, yard and vehicle will be equipped with suitable first aid kits appropriate to the number of people in place and the tasks they are carrying out. Employees who require a personal first aid kit will be issued with one and must carry it at all times.

Manual Handling.

Information on good working techniques are issued to employees to ensure the risk of injury is minimised. Individuals should consider the load, the environment, individual capability and the task to hand when undertaking manual operations.

Noise and Vibration.

Suitable PPE is issued to employees for the equipment they operate, including hearing protection. Employees are advised about vibration risks and all equipment is selected to reduce that risk. All PPE and equipment will be maintained to ensure that noise and vibration levels are kept as low as possible. Any concerns of employees are to be directed to the supervisor.

Alcohol and Substance Abuse.

Substance abuse, the use of illegal drugs, the misuse of prescribed drugs, the abuse of alcohol, solvents or similar, that can impair a user’s judgment and ability to work safely can lead to unacceptable levels of risk to themselves, others and the environment.

Employees reporting for work in an unfit state due to any of the above will be suspended until such a time that they are fit to work again. Disciplinary action may result.

Incidents and Accidents.

The company will report all incidents and accidents as defined in RIDDOR to the HSE.

Incidents involving near misses will be reported to the manager and appropriate action taken to reduce the risk of similar incidents occurring. All employees will be encouraged to report near miss incidents as this will reduce the likelihood of reoccurrence, so improving safety standards. All accidents resulting in personal injury, however minor, will be recorded.

Monitoring, Review and Responsibilities.

The Company Health and Safety Policy will be continually monitored for effectiveness. It shall be reviewed in light of any incident that may have implications for the policy or on the suggestion of managers, Team Leaders or employees.

The Director and Contracts Manager are ultimately responsible for all aspects of Health and Safety in the company, including reviewing the policy and ensuring that it is

complied with. The Team Leaders have a responsibility whilst on site, to ensure that the company Health and Safety procedures are adhered to by all employees present.

Team Leaders will be responsible for enforcing operational compliance and reporting any breaches to the manager. Employees are responsible for day to day compliance and their own personal safety. Any incidents, injuries or suggestions should be reported to the supervisor.

Signed:

A handwritten signature in blue ink, appearing to read 'Hoare', is written on a light blue horizontal line.

Director: Christopher Hoare

Date: 20 January 2010