
HEALTH & SAFETY POLICY



Christopher Hoare Tree Services Ltd

Arboricultural Contracting & Consultancy

BS EN ISO 45001:2018

National Highway Sector Scheme 18

The health and safety management POLICY meets the requirements of ISO 45001:2018 to enhance opportunities, control occupational risk and manage all health and safety requirements.

The quality of amenity, environmental and landscape works under the sector scheme meet the requirements of National Highway Sector Scheme 18 issued by UKAS




Company Proprietary Information

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document number in the field below:

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Approvals

The signatures below certify that this management system manual has been reviewed, accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	T Lane		HSEQ Advisor	21-11-18
Reviewed by	D Green		Facilities Manager	27-11-18
Approved by	C Hoare		Managing Director	27-11-18

Amendment Record

This management system manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
Whole Document	Reviewed and reformatted. H&S Statement held as a separate document. Controlled document reference added.	4	21/11/18

General H&S Policy Statement of Intent

It is the policy of **Christopher Hoare Tree Services** (the business) to take a positive attitude to the health, safety and welfare at work of its employees, contractors and all other persons who may be affected by its operations. Our policy meets the requirements of clause 5.2 of ISO45001:2018 and forms part of our Integrated Management System.

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our business by:

- **Maintaining** the health, safety and welfare at work of all our people and any other people who may be affected by our work activities.
- **Ensuring** that everyone who works for and with us will be adequately protected from foreseeable risks of occupational injury or ill health.
- **Complying** with the requirements of the Health and Safety at Work Act 1974 (HASAW) and all other relevant legislation.
- **Adopting** and working with relevant codes of practice and industry best practice guidance.

This is achieved by:

- The provision of the Health and Safety Policy, procedures and arrangements, which are monitored and reviewed, and by the provision of funds and facilities to meet the requirements of this policy.

The policy is implemented by:

- Open communication and consultation of H&S issues between everyone involved in the business and what we do.
- Assigning clear roles and responsibilities for safe working.
- Ensuring all our people, the sub-contractors and stakeholders are aware of this policy and committed to its effective implementation.
- Providing instruction and training as well as competence checks to ensure our people and sub-contractors are able to safely undertake the work assigned to them.
- Informing and agreeing our people, sub-contractors and stakeholders of any relevant work related hazards and risks as well as the appropriate controls to reduce them to an acceptable level.
- Reviewing accidents and incidents on a regular basis.
- Actively monitoring and checking workplace compliance.
- Promoting a positive health and safety culture.

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary.

Christopher Hoare



Position: **Managing Director**

Organisation and Responsibilities

- 1.** The Director, supported by the HSEQ Consultant, Operations, Contracts, Utilities Team and Facilities Managers, Supervisors and Team Leaders are responsible for ensuring that the company Safety Policy is implemented in practice.
- 2.** The Director, supported by the HSEQ Consultant, Operations, Contracts, Utilities Team Managers have day-to-day responsibility for applying safety arrangements, procedures, ensuring that these are applied effectively and that there is adequate, information, instruction, training and supervision.
- 3.** Team Leaders have continuous responsibility for applying safety arrangements and procedures whilst onsite. They are responsible for ensuring compliance with safety arrangements and procedures onsite.
- 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:
 - 4.1** Take responsible care for the health and safety of themselves or other persons who may be affected by their work (or actions).
 - 4.2** Co-operate with the company in the measures taken to safeguard health and safety at work.
 - 4.3** Report to a person in authority any defects which adversely affect health and safety at work.
 - 4.4** Be aware of the company's own safety policies, organisation and arrangements, and those statutory provisions which are in place.
 - 4.5** Understand and follow Company Safety procedures relating to their work activity.
 - 4.6** Not to interfere or misuse any protective equipment (including guarding or personal PPE) which may result in harm to themselves or others.
- 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.

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 for H&S, Environmental & Quality management.	Ensuring resources are available to meet the company's responsibilities
Operations Manager	Overall responsibility for implementing H&S, Environmental & Quality management. RIDDOR reporting	Ensuring resources are utilised to meet the company's legal and moral responsibilities to its employees and the wider community. Directing policy on training and awareness, ensuring staff are trained or competent in all relevant areas of their roles,
Health, Safety, Quality, Environment Consultant	Directing company policy and compliance with regards to Health & Safety, Environmental & Quality assurance and legal duties.	Keeping The company up to date with legislation and requirements, undertaking Company IMS Audits, record keeping, acting as a conduit between all interested parties so allowing the company to meet its legal responsibilities.
Contracts Managers	Ensuring implementation of company policy and compliance with regards to Health & Safety, Environmental & Quality assurance and legal duties. RIDDOR reporting.	Keeping up to date with industry requirements, ensuring staff are correctly deployed and trained / certificated in all relevant areas, ensuring inspections and records are undertaken so allowing the company to meet its legal responsibilities.
Utilities Team Manager	Ensuring implementation of company policy and compliance with regards to Health & Safety, Environmental & Quality assurance and legal duties. RIDDOR reporting.	Keeping up to date with industry requirements, ensuring staff are correctly deployed and trained / certificated in all relevant areas, ensuring inspections and records are undertaken so allowing the company to meet its legal responsibilities
Facilities Manager	Responsible for IMS compliance/updates and provision of safe equipment and facilities.	To ensure that the buildings, vehicles and work equipment provided is safe to use. Management and recording and rectification of defects received via PUWER and LOLER reporting.

Team Leaders and Supervisors	Day to day health and safety compliance on site	Ensuring onsite risk assessments are undertaken, that site organisation and work is to the required industry standards and reporting any defective systems or equipment that could prevent safe working. Overall responsibility for safety whilst on site.
Operatives and Admin staff	Personal and other responsibility	To work safely following national & company guidelines, reporting any conditions that prejudice safe working.

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. Portable electrical equipment will be inspected periodically for integrity.

Yard and Stores: The stores shall be secure, ventilated (as required by the DSEAR assessment) and correctly signed as required by COSHH. The stores shall be well organized, illuminated for evening and night access, clean and tidy no trip hazards or obstructions that could cause harm or prevent emergency access/egress. No smoking will be allowed in any enclosed space or within 10m of fuel and oil storage areas. The yard will be kept clear of trip hazards and obstructions, waste will not be allowed to collect where it may be a fire hazard. Smoking will only be allowed at specified points.

Work Sites: Work site hazards vary from site to site, sites should be kept clean and tidy as much as possible. Relevant site specific risk assessments will be undertaken before work begins, and identified hazards explained and communicated to all staff on site.

All employees on site shall have access to relevant safety information and first aid and fire fighting provision suitable to the identified risks and client expectations.

A clear structure detailing all staff members' positions and duties are in place and the chart is positioned on the health and safety board in the mess room. This chart ensures that all staff members are clear on their position in the company.

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. We expect employees to report faulty equipment and to report all incidents and near miss

events. Employees will be informed of any changes to practice, or circumstances that may affect their ability to carry out their work in safety.

Safety Information.

HSE safety poster will be displayed to employees, outlining the general requirements of HASAWA 1974.

Employees will have access to all relevant safety guides e.g. AFAG / FISA 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). Regular tool box talks will be conducted to provide updated information on safety relevant to the range of tasks undertaken.

Training and Competency

We understand the importance of providing our staff with up to date training.

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

All employees will be judged to be competent to carry out their duties and will have the necessary expertise and /or 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.

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

The Contract Manager, Utility Team Manager and Supervisor will ensure that employees are competent prior to carrying out an activity. To ensure competency, checks of skills certification will be made prior to employment and details held in personnel records. Competency, skills and abilities will be reviewed on a regular basis (usually annually, but typically more often depending on Company requirements and client expectations) to assess on-going the training refresher requirements and new training requirements identified. The process will be enhanced by Team Leaders, Supervisors and Managers suggestions, 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 update training and/or safety briefings organised if appropriate.

Safe Working Practices/Risk Assessment.

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

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.

Incidents and Accidents.

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

It is the policy of the company that all reported accidents resulting in personal injury, however minor, will be recorded as this information will help direct H&S resources and training that should reduce the likelihood of reoccurrence, so improving safety standards.

It is the policy of the company that all reported 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 information will help direct H&S resources and training that should reduce the likelihood of reoccurrence, so improving safety standards.

First Aid Arrangements.

Employees are issued with information relating to elementary first aid. A trained emergency first-aider 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. An assessment of the first aid needs has been undertaken. The company will aim to transfer all operational staff to +F type enhanced first aid training over the rolling 3-year period from January 2016.

Work Equipment and Plant.

This covers all tools, equipment (including rigging equipment), 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 will be fitted and used as per the manufacturers design and employees will not willfully tamper with any safety or protective device.

When an activity is carried out infrequently the equipment must be checked that it is functioning correctly. No modifications that may result in harm or injury to the operator or other person will be carried out. Modifications may only be undertaken under the instructions of the manufacturer or other suitably authorized or competent person. 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 equipment kept will be maintained,

and where applicable details of history, servicing, repair and any calibration will be maintained. Equipment will be clearly marked to be identifiable.

Company policy is for daily checks to be carried out by employees prior to using the equipment. Weekly checks will be carried out and recorded. Detailed checks of applicable equipment as required under LOLER regulations will be carried out by a competent person every 6 or 12 months, as required by the regulations. The results will be recorded and kept as per the regulations.

It is the responsibility of the employee using any equipment to report any defects in the equipment to their supervisor or management as soon as they become apparent. Arrangements will be put in place by the Facilities, Utility's Team or Contract Manager to replace or withdraw and repair the equipment.

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

Personal Protective Equipment (PPE) and Work Positioning 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 and fall arrest equipment for MEWP use, hereinafter referred to as PPE.

PPE and safety equipment will be assessed as suitable and conforming to the relevant industry standards. It will be provided free and will be appropriate for the task, well fitting (and adjustable if needed), allow free and ergonomic movement.

Employees will be provided with PPE and safety equipment suitable for their role and they must use this in accordance with the manufacturer's instructions. Employees will check and monitor the condition and wear of their PPE. Weekly checks will be carried out and recorded.

PPE will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions of PUWER and LOLER. A register of work at height equipment kept will be maintained showing details of inspection and maintenance if applicable. All equipment will be clearly marked to be identifiable.

Thorough inspections will be carried out by a competent person every 6 or 12 months, as required by PUWER and / or LOLER regulations. The results will be recorded and kept as per the regulations.

It is the responsibility of the employee using any PPE or safety equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the Facilities, Utility's Team or Contract Manager to replace or withdraw and repair the equipment. Employees will be expected to maintain and store and care for their PPE in such a way that does not cause it to degrade or reduce in integrity.

Withdrawn equipment will be clearly marked or quarantined and will not be used until repaired or the equipment disposed of or put beyond use.

Work at Height.

Work at height is almost certain in Arboriculture. It is the policy of the company to ensure that the Work at Height Regulations are followed and that all work at height is assessed. We follow the Work at Height regulations by implementing the hierarchy of control. Where work at height cannot be avoided it will be undertaken in such a way that employees and other persons are not put at unnecessary risk when safer alternative methods or practices are available, so far as is reasonably practicable. We will use the ICoP for Tree Work at Height as a reference for industry best practice to be used by management when planning and implementing tree work at height. Further information is available from the company Work at Height Policy.

Driving.

Driving is recognized as a hazardous part of the work undertaken by employees. It is the intention of the company that this essential part of work operations is carried out in a manner that is safe for the driver, passengers and other road users. All driving should be done by persons who are licensed and entitled to drive the particular vehicle they are using. (vehicle includes, van, truck, lorry, tractor or other self powered transport or machinery). All driving will be carried out in a legal manner, according to the conditions of the road and with due respect for any passengers or other road users. Drivers shall not allow unroadworthy vehicles or trailers and unstable loads to be taken on the public highway. Employees will be required to prove their entitlement by producing their licence at commencement of employment and at the beginning of each new year. The company shall be informed of new and recent endorsements of any kind. More detailed information can be obtained from the Driving Policy.

Lone Working.

Lone working may be expected of some employees dependent on the task and assessed risks, these may include surveying, tractor driving, yard work. Tasks involving work at height and chainsaws will not be allowed for lone workers due to the potential severity of any injury arising from such operations. The lone working procedure and risk assessment will give further information regarding safe lone working procedures.

Night Working.

Night working is not a common occurrence as a planned operation in this company. However in times of client requirement or following extreme weather events night working may be required. This infers that most night work will be of a reactive and emergency nature, often dealing with damaged and dangerous trees. The company is aware that the undertaking of Arboricultural work has inherent hazards and risk which the company aims to reduce, and that these may be increased by the complication of night work. All tasks should be assessed on site and if deemed to have unacceptable risk due to factors that are worsened by darkness the staff and management will cease work until daylight. At all times during night work employees should wear Hi-Viz vests or garments subject to the prevailing conditions. Lighting will be provided in the form of head torches, free standing portable battery lamps and generator powered 110v floodlights. The speed of work should be reduced and greater care taken to account for the reduced lighting. Greater attention will be given to the layout of

the site and tasks undertaken and risks from traffic and overhead utility services. Where night works are undertaken due consideration to breaks and fatigue of employees will be considered and suitable rest periods between shifts or periods of duty as per the HSE recommendations.

Pregnant employees.

The company is involved in an industry that has lower than average levels of female employees. However the company has, and will continue to encourage female employees in all aspects of the industry. In the case of pregnancy, the company will give expectant mothers all protection as required in law to prevent injury or harm in any way whatsoever.

Highways Working

Christopher Hoare Tree Services accept that the level of risk associated with Highway and Roadside work is enhanced by the presence of moving vehicles that are not within our control. All work will be assessed at the time of survey and planning and requirements for traffic management will be put in place by trained operatives. No work will be allowed without the correct protection of employees through risk assessed and planned traffic management. The training of employees in NRSWA chapter 8 / or NHSS 12D and provision of maintained and correct equipment and PPE will be undertaken to ensure the safety of highways workers. All work will follow national guidelines. Where assessed as required CHTS will appoint a specialist provider for planning and layout of traffic management systems.

Electrical Hazards

Some tasks that are carried out by employees will be near to electricity supplies that may be live and un-protected or high voltages. The company and its utility supply clients are very specific on what can and cannot be done near to electricity (above or below ground). At all times the safety of the employee is paramount. No work will be permitted that may cause direct contact between electrical supplies and employees or other persons unless adequate controls are put in place. At all times this work will follow the procedures and guidelines issued and approved by the supply owner and/or distribution network operators and utility industry best practice. Works will be undertaken by employees trained and experienced in the skills to work near electricity supplies. No potentially hazardous work outside that which is allowed by permits or limitations of access is allowed. We will work to industry codes of practice, risk assessments and safe operating procedures applied by the distribution network operators, such as SSEN to whom we contract services to.

Damaged or dangerous trees, storm or wind thrown or fallen trees.

The management, making safe or removal of damaged and wind thrown or fallen trees is recognized as hazardous part of the work that may be encountered by company employees. The need for a detailed plan of action with robust systems for emergency planning is essential. Employees will not be expected to undertake these hazardous tasks unless they have demonstrated that they have extensive skills and experience or that they have completed a recognized training course or have achieved a

recognized level of certification. There are specific RAMS and procedures for this work available to teams for these tasks.

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 substituted and used wherever practicable. Assessments and details of applicable safety precautions (material safety data sheets) will be made available to employees at the offices and where the substances are stored and used. PPE that is applicable to task and exposure levels will be provided.

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

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 Regs.

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 are 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.

CHTS have a bunded oil storage area in the main yard for the storage of and refilling of oils used for work. Diesel for machinery will be stored in bunded tanks. Refilling is to be done on a hard surface to facilitate the cleanup of drips and prevent leakage into the ground.

Spill kit materials will be available at all places fuel and oil are stored.

CDM - Construction Design & Management

Christopher Hoare Tree Services do not specifically undertake projects where they are required to comply with the CDM 2015 regulations. However, we may be required to work on sites where CDM is in place, in which case we will fully adhere to the clients requests and instructions in order to comply with the CDM 2015 regulations.

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. Training and information is provided at the time of company induction and followed up by tool box talks or update training sessions.

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. Employees will complete an annual White Finger Questionnaire and the results will be monitored by the and the facilities Manager. Where required employees will be required to submit to an Occupational Health Professional for monitoring.

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 from working until such a time that they are deemed fit to work again. Disciplinary action may result.

Further information can be obtained from the company alcohol, drug and substance abuse policy.

Monitoring, Review and Responsibilities.

The Company Health and Safety Policy will be regularly 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, Employees or outside agencies.

The Director, supported by the HSEQ Consultant, Operations, Contracts and Utilities Team Managers 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 Supervisors and 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 management.

Document Ends