

THE SOMERSET GARDEN COMPANY

HEALTH AND SAFETY POLICY

86 BATH ROAD, WELLS, SOMERSET BA5 3LJ

DECEMBER 2015

THE SOMERSET GARDEN COMPANY

HEALTH AND SAFETY POLICY

SAFETY POLICY

In compliance with the requirements of section 2(3) of the Health and Safety at Work Act 1974, **THE SOMERSET GARDEN COMPANY** is effectively discharging its statutory duties by preparing a written Safety Policy.

A copy of the Safety Policy is provided for each employee and also any other person or interested party who may be affected by the work activities of the Company.

In order for the Company to discharge its statutory duties employees are required, by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst working.

The policy sets out the arrangements and the organisational structure and contains details of the competent persons appointed by the Proprietor.

Contents.

1. Letter of Intent
2. The Policy's Arrangements
3. Organisation
4. Responsibilities
5. Health Surveillance
6. Rules and Safety Procedures
7. Provision of Safety Training
8. Accident Reporting procedures
9. Accident Investigation procedure
10. The Company's Smoking Policy

11. Fire Procedures
12. Control of Substances Hazardous to Health
13. Repairs and Maintenance
14. Personal Protective Equipment
15. Disciplinary Procedure.

1. LETTER OF INTENT

The Owner/Management of **THE SOMERSET GARDEN COMPANY** look upon the promotion of health and safety measures as a mutual objective for themselves and their employees.

Therefore, it is the Policy of the Owner/Management of **THE SOMERSET GARDEN COMPANY**, to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from the foreseeable hazard and danger, including the public, in so far as they come into contact with the company or its' activities.

In particular the Owner/Management of **THE SOMERSET GARDEN COMPANY** recognises its responsibility:-

1. To provide and maintain safe and healthy working conditions.
2. To provide training and instruction to enable employees to perform their work safely.
3. To maintain a continuing and progressive interest in health and safety.
4. To take into account all statutory requirements for health and safety.
5. To consult and involve employees in health and safety matter wherever possible.
6. The Owner/Management of **THE SOMERSET GARDEN COMPANY** also recognises that its employees have a duty to co-operate in implementation of the Health and Safety Policy by:-

- ~ Working safely
- ~ Meeting their statutory duties
- ~ Reporting incidents that have led or may lead to injury or damage
- ~ Following the health and safety procedures and safe systems of work

Signed

Position

Date

2. ARRANGEMENTS

The following arrangements are intended to ensure, so far as is reasonably practicable, the implementation of **THE SOMERSET GARDEN COMPANY** Health and Safety Policy.

The principal responsibility for the Health, Safety and Welfare of employees and for implementing the arrangements set out in the policy rests with the Owner, who should ensure, so far as is reasonably practicable; that:-

- a) **THE SOMERSET GARDEN COMPANY** policy on health and safety is effectively implemented.
- b) Without exception, all employees of **THE SOMERSET GARDEN COMPANY** receive adequate and relevant induction training.
- c) All employees receive periodic training as and when the need arises.
- c) The Health and Safety Policy is brought to the attention of all the Company's

employees.

- e) A copy of the policy is available to any employee or other interested parties.
- f) Only Contractors who meet the Health and Safety criteria are used.
- g) conditions and terms of the Health and Safety Policy and where legislation demands, they are provided with a copy.
- h) All Contractors appointed by the Company receive adequate and relevant
- i) prior warning of any risks to their health and safety arising from or in connection with the Company's activities.
- j) All Contractors selected will, prior to the start of a contract furnish

THE SOMERSET GARDEN COMPANY with a copy of their written Health and Safety Policy.

- j) The Health and Safety performance of all appointed contractors is monitored during such contracts and that the work is left in a safe condition following such work activity.

3. ORGANISATION

It is the policy of the Company that the Supervisor on site has responsibility for the safety of all employees, trainees, sub contractors and any other person who may be affected by the work activities directly or indirectly under their control.

Supervisors are also responsible for ensuring that in their absence, however brief it may be, suitable arrangements exist to ensure that health, safety and welfare is managed.

4. RESPONSIBILITIES

Whilst the overall responsibility for health and safety rests at the highest management level, all individuals at all levels will accept a degree of responsibility for carrying out the arrangements in the policy.

The day to day responsibility for monitoring the effectiveness of the Health and Safety Policy rests with the Supervisors.

5. HEALTH SURVEILLANCE

It is the Company's policy that in compliance with the COSHH Regulations 1989 all employees working with pesticides, fungicides, insecticides and weedkillers, are required to co-operate with the management for the purpose of health surveillance.

6. RULES AND SAFETY PROCEDURES

The Health and Safety at Work Act 1974, places a duty upon all persons in a work situation to take reasonable practicable steps to ensure the Health, Safety and Welfare of themselves and any persons who may be affected by their acts or omissions. This legal requirement forms part of the company's safe system of work and relies upon employee's commitment in reporting breaches of safety or any other circumstances which could present a possible hazard to themselves or to others.

7. PROVISION OF SAFETY TRAINING

It is the policy of **THE SOMERSET GARDEN COMPANY** that all members of staff receive adequate and relative health and safety training on Induction into the Company and at intervals throughout their employment.

Responsibility for safety rests with **THE SOMERSET GARDEN COMPANY**. A record of Safety Training and Instruction is retained by the Proprietor.

8. ACCIDENT REPORTING PROCEDURES

For compliance with the Social Security Act 1975, all accidents and injuries, however minor, must be reported and an entry recorded in the accident book. The book is retained at the offices of **THE SOMERSET GARDEN COMPANY**

The First Aiders or Appointed Persons, or in their absence the Supervisor, must be notified of all accidents, **however minor these may seem.**

THE SOMERSET GARDEN COMPANY is responsible for notifying, if necessary, the appropriate enforcing authority.

9. ACCIDENT INVESTIGATION PROCEDURE

THE SOMERSET GARDEN COMPANY will be responsible for investigating all accidents or dangerous occurrences.

It is the duty of all members of staff to co-operate fully with **THE SOMERSET GARDEN COMPANY** whilst investigating any accident.

10. SMOKING

Cigarette smoke contains cancer causing agents and is harmful, not only to the health of smokers but also to the health of people who are subjected to the smoke (passive smokers).

Although there is no health and safety legislation restricting people who do smoke, there is no legislation that protects non-smokers from the harmful effects of tobacco smoke.

It is the Company's policy that, in order to discharge its statutory duties of care, smoking will only be allowed in open air.

On no account must cigarette stubs or pipe tobacco be deposited in waste bins. Cigarette ends must not be discarded where they pose a fire risk.

Any person found smoking outside the designated area will be disciplined in accordance with the Company's procedures.

11. FIRE PROCEDURES

The person responsible for fire is responsible for ensuring that the requirements and procedures set out in the policy are effectively monitored and managed according to best practice.

It is the policy of **THE SOMERSET GARDEN COMPANY** that the safety of people is paramount. Therefore no person is expected to place at risk their health, safety or welfare whilst attempting to fight a fire.

- a) As the operating techniques for different types of Fire Extinguishers vary, staff should familiarise themselves with the different methods of operation.
- b) Fire Extinguishers are designed to put out 'small' fires, ie small fires in waste paper bins, and to prevent the fire from spreading.
- c) Fire Extinguishers must not be regarded as a substitute for Fire Service attendance.

IN THE EVENT OF A FIRE

1. Ensure that someone telephones the Fire Service.
2. If it is a SMALL FIRE, try to extinguish it by using the correct type of Extinguisher for the type of Fire.
3. Remember always fight a fire from the side nearest to your safe escape route and if the fire continues to spread or it is producing irritating smoke or fumes, leave the building immediately, closing all fire doors behind you as you leave the building.
4. Proceed straight to the Fire Assembly Point and make your attendance known to the person taking the fire roll
5. Please remain there and avoid moving around until a satisfactory roll-call has been taken. **Never go back into a burning building.**

Remember Fire Extinguishers are discharged in seconds so if in doubt, leave the premises by the nearest safe exit and proceed to the Assembly Point.

12. THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

It is the Company's policy that articles and substances, stored, used and transported on the premises will be assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1989.

The responsibility for implementing the company's COSHH programme and for monitoring its effectiveness rests with the Managing Director.

The COSHH assessments are retained in the Company's Main Policy File and are available for inspection by members of staff and any other authorised interested parties.

The Assessment Sheet(s) may only be removed following a substance related accident or incident.

The assessment information will assist medical staff with first aid treatment information. The assessment sheet must be returned to the file as soon as possible. Staff have a duty to follow COSHH procedures, failure to do so is **dangerous and illegal**.

Employees will be informed of any hazardous substances likely to present a risk to their health.

The day to day monitoring of the company's health and safety systems rests with the Supervisor.

13. REPAIRS AND MAINTENANCE

It is the policy of **THE SOMERSET GARDEN COMPANY** that repairs to plant , equipment and premises are regularly inspected for safe use.

It is the Supervisors responsibility to ensure that such maintenance and testing of plant and equipment is only undertaken by approved contractors who have satisfied the requirements and conditions as set out in Section 1 of this Policy.

Employees must not attempt to repair or maintain any items of plant or equipment unless they have been appointed by the Owner as competent to do so.

14. PERSONAL PROTECTIVE EQUIPMENT

The Supervisors are responsible for ensuring that all items of Personal Protective Equipment, identified as being required by Risk Assessment are:-

- a) Suitable by design for the task being undertaken.
- b) Readily available from stock.
- c) Supplied without charge to the authorised user.
- d) Maintained, (where applicable) monitored for effectiveness and replaced when required.

The Supervisors are responsible for ensuring that:-

- a) Any training required to maintain, clean or wear any item of Personal Protective Equipment is provided for the user.
- b) All items of PPE are worn and that they are worn, used and stored correctly.
- c) All items of PPE are regularly inspected and, where necessary, replaced.
- d) A Record is kept and a signature obtained whenever Personal Protective Equipment is issued.

THE SOMERSET GARDEN COMPANY is responsible for ensuring that all items of PPE are periodically inspected.

15. DISCIPLINARY PROCEDURE

In order to effectively manage health and safety to an acceptable standard, the management will implement the Company's disciplinary procedures for breaches of health and safety.

- a) For an initial minor breach of health and safety the offender will be issued with a verbal warning. This warning will be recorded and will remain on file for a period of two years.
- b) For a further breach of health and safety within the two year period, the offender will be issued with a written warning, again this will be recorded and kept on file for a period of two years.
- c) For a further breach of health and safety, or an initial serious breach of health and safety, the offender will, at the discretion of the Owner, be issued with a final written warning.
- d) For an act of gross misconduct (see list below) or for a further offence following the issue of a second written warning, the Owner may dismiss the offender.

The following constitute Gross Misconduct when related to Health and Safety issues:

- a) In the opinion of the Manager being unfit to work as a result of consuming alcohol.
- b) The taking of illicit drugs or substances.
- c) Conduct amounting to threatening behaviour or assault.

The Owner is responsible for ensuring that the disciplinary procedure is implemented in accordance with the set out procedure