



INDOOR GARDEN DESIGN HEALTH AND SAFETY POLICY STATEMENT

Introduction

This document sets out the Health & Safety arrangements we have established. We have adopted this to represent our organisation.

The Health and Safety at Work etc, Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

The following is a description of the work that our Company undertakes:

Description of work: Interior and exterior planting maintenance, rental, sales and design. This involves installing and planting up planting display units, watering, cleaning, feeding and pruning where necessary, along with a full replacement service.

Industry sector: Interior landscaping, exterior landscaping

This document sets out a base level of health & safety awareness, along with membership of ELAS, SAFEcontractor, the British Safety Council and our organisation will develop and improve health and safety knowledge, standards and performance.

PART 1 – General Statement of Policy

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing health, safety and welfare of all its employees and subcontractors working on its behalf and all others affected by their activities.
- 1.2 The Company recognises and accepts the general duties imposed upon the Company as an employer under the Health & Safety at Work Act and subsequent health and safety regulations appertaining to its operation.
- 1.3 The Company will do all that is reasonably practicable to provide and maintain:
 - Safe places of work
 - Safe methods and systems of work
 - Safe plant and equipment relevant to working tasks
 - A safe and healthy working environment
- 1.4 The company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

Signed:

Date: 8th January 2009

Name: DAVID GRACE

Position: DIRECTOR
Responsible for Health & Safety

PART 2 – Organisation and Responsibilities

2.1 Head of Company

The Directors of the Company have an overall responsibility for health and safety in the Company and will:

- Ensure suitable financial provision is made for health and safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health and safety issues
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Actively promote at all levels the company's commitment to effective health and safety management

2.2 Health & Safety Co-ordinator / Representative

Named person responsible for H&S:David Grace, Director.....

Experience / qualifications of above person:Knowledge source – ELAS, Safe Contractor, British Safety Council, Safe Contractor

The Health & Safety Co-ordinator / Representative will undertake and the responsible for:

- Monitoring the implementation of the Health & Safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health & safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, subcontractors and specialists as and when appropriate
- Collating and reporting and accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995.

2.3 Employees

Section 7 of the Health & Safety at Work Act 1974 states the following: 'It shall be the duty of every employee while at work –

(A) to take reasonable care for the health and safety of himself and of other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

(B) as regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's Health & safety Policy and to carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the relevant Manager
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site/appropriate Manager
- Using the correct tools and equipment for the job in hand and in accordance with training instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

PART 3 – Arrangements

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health & Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- Planning of Health & Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via induction, regular safety meeting, tool-box talks, e-mails and memos posted on the staff notice board.

3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health & Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health & Safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity responsibility

Training will also be specifically provided for work with any hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

3.3 Risk Assessments

The Health & Safety Co-ordinator/Representative will carry out (or delegate to responsible Managers) and record formal risk assessments. In addition feedback reports and risk assessments are carried out by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, they will take further advice from the H&S Co-ordinator/Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 Method Statements

Formal Method Statements (safe working procedures) will be prepared in writing and provide site specific information on the task to be undertaken, including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely

3.5 Co-operation with Clients

Employees will always familiarise themselves with Client procedures when first attending site, in particular general site access, emergency procedures and any permit to work systems if applicable. Client site procedures and specific instructions will be followed at all times.

3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 Work Equipment

All work equipment (including any Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER).

Before new equipment is introduced into the working environment, an assessment will be made by Managers and Directors in order to ascertain that the equipment is suitable for its intended use.

No employee will use power work equipment for which they have not received training.

No employee will use work equipment or remove any guards that are in place to minimise a specific risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to the appropriate Manager

3.8 Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Plant Room or Zone Manager

3.9 Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health & Safety Co-ordinator / Representative in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at the office.

3.10 First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Office and Plant Room: The First Aid box is located by the Kitchen entrance

Fleet: All company vans are equipped with First Aid boxes.

Qualified First Aiders:	David Grace	(Director)
	Patrick Miaron	(Plant Room Manager)
	David Marriott	(East Zone Manager)
	Lynne Robinson	(East Zone Senior Technician)
	Lorraine Barker	(West Zone Manager)
	Wayne Jarvis	(Central Zone, Senior Technician)
	Jim Fawcett	(Installations, Senior Technician)
	Bora Bilginer	(Exterior, Senior Technician)
	Sally Longley	(Office Manager)

Client sites: Wherever possible arrangements are made with Clients to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for the first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Manager and the details recorded in the Accident Book (Plant Room, the Managers' desk). Serious accidents where hospital treatment is required must be reported to the Health & Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health & Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to
 - unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to: hypothermia, heat-induced illness or unconsciousness or requiring resuscitation admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior Management and any action taken as a result of an investigation will be formally recorded.

3.11 Asbestos

Due to the nature of works in recently refurbished older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released, eg minimise air movement
- evacuate the immediate area and prevent access by others, eg public, employees at site
- inform those responsible for the premises and the Health & Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

3.11 Manual Handling

Manual handling risks are considered prior to each work activity. Methods of work are adapted to minimise manual handling risks whenever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.12 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person(s) with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is/are Patrick Miaron (Plant Room Manager) and/or Sally Longley (Office Manager)

