

# **Salcey Arborcare and Forestry Ltd**

## **Health and Safety Policy, Organisation and Arrangements**

## Statement of Policy

This policy has been documented in order to clearly show high level commitment to providing and maintaining safe and healthy work conditions, equipment and safe systems of work.

This policy shall apply to the directors, employees and contractors engaged by Salcey Arborcare and Forestry Ltd and shall be applied throughout the range of services undertaken by the organisation:

- i. Domestic tree services
- ii. Commercial tree services
- iii. Highway infrastructure vegetation management services

The directors recognise that it is their responsibility to ensure that all staff are aware of the contents of this statement and that safe systems of work are provided and maintained on all worksites. Additionally, suitable and sufficient financial and physical resources shall be made available to ensure and maintain the health, safety and welfare of themselves, employees and others who may be affected by their undertakings.

The directors wish it to be known and clearly understood that they are fully committed to ensuring and maintaining the health, safety and welfare of themselves, employees and others who may be affected by their undertakings. There shall be a zero tolerance attitude towards unsafe acts with breaches of organisational policy, procedure and guidance being treated as a disciplinary offence.

The directors shall manage Salcey Arborcare and Forestry Ltd in line with current legislation, guidance and accepted best practice in order to ensure and maintain the health, safety and welfare of themselves, employees and others who may be affected by their undertakings.

The directors shall ensure that all foreseeable hazards are identified, arising risk is evaluated and suitable and sufficient controls are put in place to ensure and maintain a healthy and safe working environment.

The directors shall undertake to provide suitable and sufficient information, instruction, training and supervision as is deemed necessary by the regulatory and enforcing authorities to enable the implementation of this policy

The directors shall undertake this commitment on the understanding that every employee is equally committed to complying with and understanding the Salcey Arborcare and Forestry Ltd health and safety policy statement in full and all other relevant issues and items of documentation that may arise.

The directors shall take responsibility for the monitoring of the success and progress of the safety management system and shall appoint a competent person in the role 'Operational Management Advisor' to advise them in the

successful implementation of this policy and to provide expert advice on the effective management of risk and the implementation of safe systems of work.

The directors shall actively seek the involvement and co-operation of all stakeholders in making Salcey Arborcare and Forestry Ltd a safe place to work. Employees shall be encouraged to elect and appoint a Safety Representative in order to show that there shall be no adverse treatment of any person reporting concerns over any aspect of working conditions.

Salcey Arborcare and Forestry Ltd structure chart shall detail the usual reporting lines within the organisation but it is stressed that anybody at any time shall be granted uninterrupted access to the directors for the discussion or reporting of any concerns over health, safety or welfare arrangements.

This policy shall be maintained as the business changes in size and nature and following any other significant change.

Analysis of accident, incident and near miss occurrences and trends shall enable the safety management system to be continuously improved.

### **Objectives:**

The objectives of the above policy shall be:

- To promote acceptable standards of health, safety and welfare within the Salcey Arborcare and Forestry Ltd and to ensure compliance with all relevant statutory provisions
- 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 employees are not adversely affected by our work activity
- To ensure that staff at all levels are provided with adequate instruction, training and supervision
- To develop safety awareness and responsible attitudes at all levels
- To promote a joint consultation approach on health and safety matters
- To provide a framework within which safety performance may be monitored.

### **Organisation and Responsibilities**

ST001 shows the formal structure of the organisation. It must be stressed however that communication is without barriers at all levels.

Reference shall be made to ST001 - Company Structure Chart which shall be displayed in the main office at the Old Woodyard

The directors shall be responsible for ensuring that the Salcey Arborcare and Forestry Ltd Safety Policy is implemented in practice.

The directors shall have day-to-day responsibility for applying safety arrangements, procedures, ensuring that these are applied effectively and that there is adequate training, instruction and supervision.

Staff shall have continuous responsibility for applying safety arrangements and procedures.

All employees regardless of position within Salcey Arborcare and Forestry Ltd have a duty imposed upon them by the Health and Safety at Work etc Act 1974. This duty includes:

- Take responsible care for the health and safety of themselves and other persons who may be affected by their work
- Co-operate with the directors in the measures taken to safeguard health and safety at work
- Report to a person in authority any defects which adversely affect health and safety at work
- Be aware of the Salcey Arborcare and Forestry Ltd safety organisation and arrangements, statutory provisions and the organisations safety procedures.

It should be noted that disciplinary action shall be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and by Salcey Arborcare and Forestry Ltd safety rules.

## Arrangements

All employees, at whatever level, and sub contract labour 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 Salcey Arborcare and Forestry Ltd structure, detailing who is responsible for what, is as follows:

The Directors	Overall Responsibility	Ensuring resources are available to meet the Salcey Arborcare and Forestry Ltd responsibilities
Alistair Farquharson (Director)	Directing organisational policy, compliance and assurance	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 organisation to meet its legal responsibilities.
Skilled Arborists	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 the safe system of work.
Junior Arborists	Day to day health and safety compliance	To work safely following national / organisational guidelines, to report any conditions that could prejudice the safe system of work.

### **Consultation and Communication:**

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

### **Training and Competence:**

All new employees receive induction training relating to Salcey Arborcare and Forestry Ltd procedures, health and safety matters and legal obligations.

All employees shall be competent to carry out their duties and shall hold the necessary certification. No one shall carry out any function for which they are not trained or instructed so as to be able to work safely in relation to themselves and others. When an activity is carried out infrequently the directors shall ensure that the employee is fully competent prior to him / her carrying out that activity.

A competence matrix shall be maintained to record specific competence, skills, abilities, expiry dates and personal physical constraints (contact lense wearing or colour blindness for example). This shall be reviewed on a regular basis to assess on-going training, refresher requirements and deficiencies. The process shall be informed by 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 shall be reassessed and training organised if appropriate.

Training shall be arranged the directors 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 staff and visitors shall be kept informed of fire evacuation procedures and first aid provision arrangements.

#### **Stores:**

The stores shall be secure, ventilated and correctly signed as required by COSHH.

The stores shall be kept in an organised, clean and tidy condition.

### **Work Sites:**

Work site hazards vary from site to site. Relevant site specific risk assessments shall be undertaken, recorded and briefed to all relevant staff and visitors.

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

### **Safety Information:**

Employees shall 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.

A crew file shall be kept in the operational vehicle containing all appropriate paperwork and site information.

### **Work Equipment and Plant:**

This covers all tools, equipment, vehicles and machinery used in the course of Salcey Arborcare and Forestry Ltd business and shall hereafter be simply referred to as 'Equipment'.

Equipment shall only be used for the purpose it was designed for in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications shall be carried out unless under the instructions of the manufacturer. Essential details and warning signs shall be in place at all times.

Equipment shall 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 shall be maintained showing details of history, servicing, repair. All equipment shall be clearly marked to be identifiable.

Daily checks shall be carried out by employees prior to using the equipment. Weekly checks shall be carried out and recorded. Detailed checks shall 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 shall be put in place by the manager to repair or withdraw the equipment.

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

### **Personal Protective Equipment (PPE) and Climbing Equipment:**

All PPE 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 shall be hereinafter referred to as 'PPE'. Employees shall be provided with PPE and safety equipment suitable for their role free of charge.

PPE shall be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions of PUWER 1998 and LOLER 1998. A register of all equipment kept shall be maintained showing details of issue, history, servicing, repair. All equipment shall be clearly marked to be identifiable.

Daily checks shall be carried out by employees prior to using PPE. Weekly checks shall be carried out and recorded. Detailed checks shall be carried out by a competent person every 6 or 12 months, as required by PUWER 1998 and / or LOLER 1998.

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

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

### **Safe Working Practices and Risk Assessment:**

Generic risk assessments shall be available for operations carried out by Salcey Arborcare and Forestry Ltd and these shall be reviewed and updated on a regular basis.

Site specific risk assessments shall be undertaken for each operation / site. These shall be briefed to staff at the start of each working shift and to visitors prior to them being allowed onto the work site. These shall identify potential hazards, assess the level of risk to employees, the public and the environment, specify agreed control measures and so reduce the likelihood of accidents occurring.

Employees shall have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and to inform the directors of any situation that would result in safe working being jeopardised.

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 shall be assessed and less harmful substances shall be used wherever practicable. Assessments and details of their safety precautions shall be made available to employees at the offices and where the substances are stored and used.

Employees shall 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.

### **Notes:**

### **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. Salcey Arborcare and Forestry Ltd shall 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.

Salcey Arborcare and Forestry Ltd shall 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 shall 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. Salcey Arborcare and Forestry Ltd shall abide by the requirements of the regulations.

### **First Aid Arrangements:**

Employees shall be issued with information relating to elementary first aid.

A trained 'First Aider' and / or an 'Appointed Person' shall be present on every work site. That person shall be responsible for taking charge in the event of injury or illness.

Each office, yard and vehicle shall be equipped with suitable first aid kits appropriate to the number of people in place and the tasks they are carrying out. Where risk assessment or industry guidance specifies, individuals shall carry their own first aid kit.

### **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 shall be issued to employees for the equipment that they operate.

Employees shall be advised about vibration risks and all equipment shall be selected to reduce that risk.

All PPE and equipment shall be maintained to ensure that noise and vibration levels are kept as low as possible.

### **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 judgement 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 shall be suspended until such a time that they are fit to work again. Disciplinary action may result.

Reference shall be made to the Drug and Alcohol Policy

### **Incidents and Accidents:**

Salcey Arborcare and Forestry Ltd shall report all incidents and accidents as defined in RIDDOR 1995 to the HSE.

Incidents involving near misses shall be reported to the directors and appropriate action taken to reduce the risk of similar incidents occurring again in the future. All employees shall be encouraged to report near miss incidents as this shall reduce the likelihood of re-occurrence, so improving safety standards.

All accidents resulting in personal injury, however minor, shall be recorded.

Investigation may be undertaken to establish the immediate and root causes.

**Monitoring, Review and Responsibilities:**

The Salcey Arborcare and Forestry Ltd Health and Safety Policy shall be continually monitored for effectiveness. It shall be reviewed in the light of any incident that may have implications for the policy or on the suggestion of any stakeholder.

The Directors shall be ultimately responsible for all aspects of Health and Safety and for reviewing the policy and ensuring that it is complied with.

Employees shall be responsible for day to day compliance and their own personal safety. Any incidents, injuries or suggestions shall be reported to the directors.