



Health & Safety Policy

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999

This is the Health and Safety Policy Statement of
Absolute Arboriculture

1. Our statement of general policy is:

- ≡ to provide adequate control of the health and safety risks arising from our work activities;
- ≡ to consult with our employees on matters affecting their health and safety;
- ≡ to provide and maintain safe plant and equipment;
- ≡ to ensure safe handling and use of substances;
- ≡ to provide information, instruction and supervision for employees;
- ≡ to ensure all employees are competent to do their tasks, and to give them adequate training;
- ≡ to prevent accidents and cases of work-related ill health;
- ≡ to maintain safe and healthy working conditions; and
- ≡ to review and revise this policy as necessary at regular intervals.

Signed.....

(Employer).....

Date..... Review date.....

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Introduction

Absolute Arboriculture is a small sized company undertaking the full range of arboricultural tree work operations including tree planting, tree pruning and tree felling (including sectional felling). We also offer other services including stump grinding, cable bracing (of weak tree structures) and air spading (to excavate near trees / relieve compaction).

We have been operating since 2004 and specialise in servicing the domestic and commercial sectors of the industry. We are fully committed to health & safety and all our staff and sub-contractors are fully qualified and experienced in the operations they undertake. We undertake refresher / update training on a regular basis to ensure all our staff are kept up-to-date on the latest techniques and technologies.

We wholly embrace the contents of this company health and safety policy and have clearly communicated its contents in detail to all our staff. We review the policy, and associated procedures, on a regular basis to check their effectiveness but please let us know if you have any suggestions on how it could be improved...thank you.

2. Organisation (Roles & Responsibilities)

As the employer you have overall responsibility for health and safety. You can delegate responsibility for day-to-day tasks to someone else, e.g. a manager or supervisor. Make sure they keep you informed about health and safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic. Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

2.1 Overall and final responsibility for health and safety is that of:

Name & position.....

2.2 Day-to-day responsibility to ensure this policy is put into practice is delegated to:

Name & position.....

Qualifications / experience.....

.....
.

2.3 To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Name.....*Responsibility*.....

Name.....*Responsibility*.....

Name.....*Responsibility*.....

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2.4 All **employees** have to:

- ≡ co-operate with supervisors and managers on health and safety matters;
- ≡ not interfere with anything provided to safeguard their health and safety;
- ≡ take reasonable care of their own health and safety; and
- ≡ report all health and safety concerns to an appropriate person (as detailed in this policy).

3. Arrangements

3.1 Health and safety risks arising from our work activities (write down your arrangements for doing your risk assessment here).

Risk assessments will be undertaken by:

Name & position.....

The findings of the risk assessments will be reported to:

Name & position.....

Action required to remove/control risks will be approved by:

Name & position.....

Responsibility for ensuring the action required is implemented is with:

Name & position.....

Checking that the implemented actions have removed / reduced the risks is with:

Name & position.....

Risk assessments will be reviewed every.....months or when the work activity changes, whichever is soonest.

Owing to the nature of the work risk assessments will be undertaken on a site-by-site basis, along with generic risk assessments for repetitive operations i.e. chainsaw use, to establish a safe method of work (where a complex, or new, operation is undertaken a job specific method statement may be produced to assist this.)

3.2 Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

Employee representative(s) are:

Name & position.....

Name & position.....

Consultation with employees is provided by:

- (i) use of employee appointed safety reps only
 - (ii) use of employee reps and direct consultation, as appropriate
 - iii) direct consultation without safety reps, i.e. periodic formal H&S meetings
- Delete as appropriate.*

3.3 Safe plant and equipment

You will need to ensure that all plant and equipment, including portable electrical equipment (if used), that requires maintenance and/or inspection is identified, that the maintenance / inspection is done and that new, or second-hand, plant and equipment is suitable for use and meets health and safety standards before you buy it.

Name & position.....
will be responsible for identifying all equipment/plant needing maintenance /inspection, inc. LOLER 'thorough examination of arboricultural equipment'.

Name & position.....
will be responsible for ensuring effective maintenance / inspection procedures are drawn up.

Name & position.....
will be responsible for ensuring that all identified maintenance / inspection is implemented.

Any problems found with plant/equipment should be reported to:

Name & position.....

Name & position.....
will check that new plant and equipment meets health and safety standards before it is purchased.

3.4 Safe handling and use of substances

You must assess the risks from all substances hazardous to health, inc. fuels & oils/lubricants / pesticides (stump ‘killers’) / wood-dust / leaf hairs / tree saps etc. under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments.

Write down your arrangements for doing your COSHH assessments here.

Name & position.....
will be responsible for identifying all substances which need a COSHH assessment.

Name & position.....
will be responsible for undertaking COSHH assessments.

Name & position.....
will be responsible for ensuring that all actions identified in the assessments are implemented.

Name & position.....
will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Name & position.....
will check that new substances can be used safely before they are purchased.

✂✂✂✂✂ assessments will be reviewed every.....months or when the work activity changes, whichever is soonest.

3.5 Asbestos

Where/if anticipated you must assess the specific risks associated with contacting asbestos, particular in the dust form, and introduce strict operational controls to avoid contamination. (Whilst this is an unusual occurrence during treework operations where asbestos is encountered, i.e. old garage roofs, ‘expert’ advice must be sought and recommendations followed.)

Name & position.....
will be responsible for identifying sites where asbestos may be present and contacting the relevant ‘experts’ / specialist contractors for assistance.

3.6 Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

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The Health and Safety Law poster is displayed at / leaflets are issued by:
(delete as appropriate)

.....
Health and safety advice is available from: (a person / external advisor, an area of the workplace,
the Arb Association, the HSE website etc.*)

.....
Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Name & position.....

Name & position.....

is responsible for ensuring that our employees working at locations under the
control of other employers, are given relevant health and safety information.

***Health and Safety Executive** - HSE Infoline 0845 345 0055 - HSE Website www.hse.gov.uk

3.7 Competency for tasks and training / qualifications

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid, fire safety and manual handling. There should also be job-specific health and safety training and qualifications achieved where appropriate, i.e. NPTC CS units. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be provided for all employees by:

Name & position.....

Job-specific training will be provided by:

Name & position.....

Specific jobs requiring special training / qualifications / experience are (e.g. chainsaw use /
tree climbing operations / aerial rescue / use of MEWPs / stump grinders / tree felling / tree dismantling &
rigging operations / herbicide application / tractor & Unimog driving etc.):

.....
.....
.....
.....
.....

Training records are kept at/by:

Where? / name & position.....

Training will be identified, arranged and monitored by:

Name & position.....

3.8 Work at Height

Work undertaken at height presents a major hazard to employee. Falls from height account for a large proportion of fatalities in agriculture and tree work. All work at height must be properly planned, organised and supervised. Each job must be adequately risk assessed and a hierarchical approach to tree access must be adopted, i.e. work from ground level / work from a MEWP / work from rope & harness (work positioning). All employees undertaking work at height must be adequately trained, experienced and competent. Special control measures must be implemented for trainees undertaking work at height including constant supervision by a competent operative. Comprehensive emergency procedures must be established including adequate arrangements for competent aerial rescue.

Name & position.....
will be responsible for identifying all work at height requiring a specific risk assessment.

Name & position.....
will be responsible for undertaking work at height risk assessments including the most appropriate means of access, i.e. MEWPs / rope access / work positioning .

Name & position.....
will be responsible for ensuring that all actions identified in the assessments are implemented effectively on site.

Name & position.....
will be responsible for ensuring that all relevant employees are informed about the work at height risk assessments.

Name & position.....

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will be responsible for checking work at height and reviewing procedures where necessary and/or periodically.

3.9 Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where/if this specialist health surveillance is needed. Risk assessments for Vibration and Noise will also require that health surveillance is needed. You should also note down your first-aid arrangements here.

Health surveillance is required for employees doing the following jobs:

.....
.....
.....

Health surveillance will be arranged by:

Name & position.....

Health surveillance records will be kept by/at:

Where? / name & position.....

The first-aid box(es) is/are kept at:

Where?.....

The appointed person(s)/first aider(s) is/are:

Name & where?.....

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

Name & where?.....

Name & position.....

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work) as per RIDDOR requirements.

3.10 Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, e.g. by doing spot check visits, or reactively, e.g. by investigating any accidents or ill health. Record your procedures here.

To check our working conditions, and ensure our safe working practices are being followed, we will:

.....
.....
.....
.....

Name & position.....
is responsible for investigating accidents.

Name & position.....
is responsible for investigating work-related causes of sickness absences.

Name & position.....
is responsible for acting on investigation findings to prevent a recurrence.

3.11 Sub-contractors – use of

Main contractors must ensure robust procedures are in place to ensure sub-contractors are experienced and competent to undertake those specific tasks identified prior to appointment. Thereafter adequate monitoring and review of the sub-contractors performance, both in terms of health and safety and quality, must be undertaken and recorded.

Name & position.....
will be responsible for identifying works where sub-contractors are required.

Name & position.....
will be responsible for vetting sub-contractors to ensure they are competent to perform the works.

Name & position.....
will be responsible for checking the performance of sub-contractors for health and safety, quality and environmental compliance.

3.12 Emergency procedures (office & workshop)

Record your emergency procedures for fire and evacuation, how often they are checked and who by.

Name & position.....
is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every:

Name & position / frequency.....

Fire extinguishers are maintained and checked by/every:

Name & position / frequency.....

Alarms are tested by/every:

Name & position / frequency.....

Emergency evacuation will be tested every.....weeks/months and will be organised by:

Name & position.....

3.13 Emergency procedures (on site)

Record your emergency procedures for on-site operations, how they are undertaken and who by.

Name & position.....
is responsible for identifying the necessary emergency procedure requirements and means of recording this on site.

Name & position.....
is responsible for ensuring adequate arrangements for aerial rescue provision at work sites including competent and experience 'rescuers' and suitable equipment.

Name & position.....
is responsible for ensuring the procedures are in place, recorded and communicated to all staff on site with roles / responsibilities identified.

Name & position.....
is responsible for checking emergency procedures on site to ensure they are adequate and effective.

Name & position.....
is responsible for reviewing emergency procedures for on-site operations.

3.14 Utility Services (overhead & underground)

Record your arrangements for working in proximity to utility services, i.e. overhead power-lines / underground cables, how they are undertaken and who by.

Name & position.....
is responsible for identifying sites where utility services are present and represent a hazard to work operations.

Name & position.....
is responsible for ensuring adequate arrangements for utility service avoidance or, if not possible, liaison with the service provider to obtain further information.

Name & position.....
is responsible for ensuring the arrangements / controls are implemented on site, i.e. powerline shut down / underground cable CAT scan.

Name & position.....
is responsible for checking emergency procedures on site to ensure they are adequate and effective in respect of utilities.

Name & position.....
is responsible for reviewing emergency procedures for on-site operations where utilities are affected.

CONCLUSION:

This concludes the health and safety policy of (enter company name here) and we hope you found it to be both adequate and compliant. It is based on the HSEs documents “An Introduction to Health and Safety” (INDG 259), and “Stating Your Business” (INDG 324), and policy templates contained therein with some specific amendments to better reflect the nature of tree work operations. It also takes account of the requirements of the CHAS (Contractors Health And Safety assessment scheme) ‘Stage 1’ assessment but for none construction activities.

This policy acts essentially as a ‘sign post’ document, directing health and safety management within the company, and is to be read in conjunction with other company procedures / associated documentation. The policy is regularly reviewed, usually annually, alongside the associated documentation but should

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**you have any concerns regarding its content, or suggested improvements
please communicate these to us...thank you.**