



HEALTH AND SAFETY POLICY

This company's Health & Safety Policy derives in the first instance from the provision of the Health and Safety at Work Act 1974. JW salmon Ltd is OHSAS 18001 certified and accredited under the Contractors Health & Safety Assessment Scheme (CHAS) so the identification of H&S compliance requirements are intrinsic in the management system. All of the relevant regulations and guidance that underpin this policy are researched and added to our compliance register (*doc ref: Doc ref: EMS - Legal Compliance*) so that we can conduct our undertakings in line with all regulatory requirements and other expectations.

This legislation places duties both on employers and employees and aims to promote both higher standards and a greater awareness for health and safety at work and also for the recipients (the general public) of the goods and services offered.

This document is company policy and sets out how this company intends to adhere to the legislation. It is a most important document and must be read carefully in order that it is understood by every member of staff. It must be pointed out that I, Jason Salmon am required to take disciplinary action against any staff for their failure to comply with company safety policies. My failure to do this may be considered legally to be condoning a violation in safe practices by the courts and I could be liable to personal prosecution by the Health and Safety Executive. In any case, any member of staff who fails to take action over safety matters could well be risking someone else's health or life and, as such, I personally will treat even minor breaches of the Company's safety policy as a very serious breach of discipline.

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.

Organisation & Responsibilities:

As the Director of JW Salmon Ltd, I, Jason Salmon hold overall responsibility for meeting the requirements of the Health and Safety at Work Act (1974) both within the Company and where services are provided by the Company for other agencies. Also for the on-going review of the way these requirements are met. Within this I am responsible for ensuring that Health, Safety and Welfare provisions are met within those places of work and areas of activity under my control. Day-to-day responsibility for ensuring this policy is put into practice is delegated to key staff;

Supervisors have continuous responsibility for applying safety arrangements and procedures. They are responsible for ensuring compliance with safety arrangements and procedures by ensuring employees have proper instructions and training in the company's safety systems.

All employees regardless of position in the company have a duty imposed upon them by the Health and Safety at Work Act. These include:

- Taking responsible care for the health and safety of themselves or other persons who may be affected by their work.
- Co-operating with the company in the measures taken to safeguard health and safety at work.
- Reporting to a person in authority any defects which adversely affect health and safety at work.
- Being aware of the company's safety organisation and arrangements, and those statutory provisions and company Safety procedures relating to their work activity.

It should be noted that disciplinary action can and will 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, 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 Company structure, detailing who is responsible for what, is as follows:

Managing Director	Overall Responsibility	Ensuring that the company's overall responsibilities are met and that the necessary resources are available to do so. Ensuring that all staff are correctly trained and certificated for the tasks they undertake. Undertaking on-site Health & Safety & Environmental audits.
Health and Safety Manager	Directing group policy and compliance	To support the Managing Director as necessary. Monitoring changes in legislation and requirements, reviewing policy and procedures and communicating any changes. Ensuring that all company Health & Safety documents are consistent with CHAS and OHSAS 18001 requirements for future certification. Ensuring all inspection records and necessary documents are up to date.
Site Supervisors	Day to day health and safety compliance	Ensuring risk assessments are in order, that site organisation and work is to the required standard. Reporting any defective systems or equipment that could prejudice safe work by way of daily / weekly inspections
Operatives	Personal and other responsibility	To work safely following national/company guidelines, to report any conditions that prejudice safe working.

Consultation & Communication

At JW Salmon Ltd we wish to promote open systems of communication and actively encourage an ethos of partnership working. Informally, new information is conveyed via staff notices in the restroom, then re-iterated and recorded during our monthly H&S briefings. All staff are encouraged to raise any issues, seek clarifications and discuss any areas of concern, either at these team meetings or as and when the need arises. Without exception we will consult with staff on safety issues, risk assessment procedures, PPE issues and suitability and use of plant and equipment. As standard practice a debriefing session is held at the end of each day with team leaders and our director. This ensures that close communications with staff and management are maintained and that any issues can be promptly raised and either dealt with immediately or highlighted for greater discussion at briefing meetings.

Competency for tasks and training:

All employees will be adequately trained for the work they are to undertake via NPTC units or other appropriate industry standards. A record of training will be maintained and staff so trained will confirm that training has been received. **No one will carry out any function for which they are not trained or instructed.** When an activity is carried out infrequently, the supervisor will ensure that the employee is fully competent prior to carrying out that activity. Any additional necessary training will be given including relevant safety training. The object of all training is to fully equip each employee for their work, and to enable them to undertake it in a fashion that is safe to both themselves and those with whom they have contact. Our 'Toolbox' training sessions, held on a monthly basis, are with the purpose of re-visiting and refreshing knowledge and to highlight any areas of concern or deficits. These training sessions are informed by supervisors and managers, 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 re-assessed and training organised if appropriate. Without exception the following avenues for training will be provided:

- Induction training for all new employees relating to company procedures, health and safety matters and legal obligations.
- Job-specific training & supervision.
- Monthly 'Toolbox' training sessions.
- Regular review of training needs.

As training requirements for individuals will vary, a training needs analysis for each individual will be completed as part of the induction training and reviewed at least annually thereafter. The results of this will be documented on the Training Matrix (specific training policy available)

We operate and maintain a documented competence management procedure which forms part of our ISO14001 and OHSAS18001 certified management system.

This procedure applies to all staff and ensures that all personnel have received suitable and sufficient training to perform safely and efficiently in their job roles. The procedure also ensures that managers and supervisors have an effective system to check that all staff have been subject to up to date and appropriate training.

Training could be internal such as induction training or appropriate training from a competent person or, sourced from an external provider.

The objectives of the procedure are:

- To ensure that all staff have been trained to standards of industrial best practice
- To ensure that where available, all staff have been assessed as being competent in their job roles
- To ensure that the company is following all current legislation regarding the competence of workers
- To ensure all staff are aware of their individual responsibilities to the protection and enhancement of the environment
- To ensure that the company continues to provide a high standard of work to all clients
- To ensure continuous improvement in the collective competence and knowledge asset of the company

All employees receive induction training to a set agenda on the first day of employment. This agenda includes many topics related to H&S and is reviewed annually with the assistance of our competent advisors.

- Company policies
- Company structure
- Fire safety arrangements
- Welfare arrangements in the yard and on site
- Defect reporting
- Manual handling
- Noise
- Vibration
- Risk assessment
- Lifting Operations and Lifting Equipment (LOLER)
- Accident and near miss reporting
- PPE issue arrangements
- Substances and how to read a COSHH assessment
- Vehicle movement

All operators receive appropriate skills training from a competent external or internal instructor/mentor in line with the relevant AFAG/FISA/HSE guidance and using the appropriate NPTC schedule to direct learning towards future assessment.

Skills training typically includes:

- Chainsaw maintenance and use
- Tree felling
- Tree pruning and dismantling
- Work at height - justification of means of access to the crown of the tree
- Hedge trimming
- Trimmer / brush cutter
- Wood chipper
- Stump grinder

All operators subsequently attend an independent assessment at a local assessment centre.

All operators hold certificates of competence for the tasks they are expected to undertake.

Upon successful outcome the certificate of competence are copied and placed in the personal file of the individual operator.

All staff receive update training on a continual basis in the form of attendance at refresher training events, seminars and trade shows, presentations by our advisors and regular team briefings with tool box talks.

All operational staff hold CSCS certification.

All training and assessment is marked on a competence matrix so that the office can take an overview of the spread of skills throughout the workforce. This enables us to plan the team deployed onto a contract, manage ongoing career development and quickly make an assessment of capability when applying for a contract

Information, instruction and supervision

Our Health and Safety Law poster is displayed in the workshop at Lower Farm. Industry guidelines and information for safe and good practice, specific policies risk are available in the office and also contained within the 'vehicle pack' of each company vehicle. Safety Operating Manuals are kept in the workshop.

Health and safety advice is available in the first instance from Jody Draper. Where Jody is unable to offer sound advice, she will approach an additional source for competent guidance, in the first instance this will be the Arboricultural Association.

- Supervision of young workers/trainees will be arranged by Jason Salmon,
- Undertaken by the lead foreman onsite and,
- Monitored by the lead foreman and Jason Salmon.
- Copies of this statement will be given to all new employees on joining the Company and complete sets of all relevant documents including associated legislation, Codes of Practice, Operators Instructions, Manuals of Safe Working Procedures and risk assessments are available for all employees to read, digest and review as necessary in the office at Lower Farm.

Workplace Arrangements.

Office:

- The office at Lower Farm will 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 office manager.

Workshop:

- The workshop shall be secure, ventilated and correctly signed as required by COSHH (see later).
- The workshop will be well organised and equipped and kept in a safe and clean condition with no trip hazards or obstructions that could cause harm or prevent emergency access/egress.

Work Sites:

- Work site hazards vary from site to site. Relevant site specific risk assessments will be undertaken, recorded and be available to employees by way of the Risk Assessment & Method Statement (RAMS) paperwork for each and every job.

All employees on site shall have access to relevant safety information by way of comprehensive vehicle packs and necessary equipment for first aid will also be provided.

Work Equipment.

This covers all tools, 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 must remain in place and be functioning correctly.
- No modifications will be carried out unless under the instructions of the manufacturer.
- 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 with adhere to the Provision and Use of Work Equipment Regulations 1998 and The Lifting Operations and Lowering of Equipment Regulations 1998 (Specific policy available)

- A register of all equipment kept will be maintained showing details of history, servicing and repair.
- All equipment will be clearly marked to be identifiable.
- Pre-use checks will be carried out by employees prior to using the equipment.
- Weekly checks will be carried out and recorded.
- In addition, all lifting and lowering equipment will be assessed under the appropriate LOLER regime (6 monthly inspections for PPE and 12monthly for rigging)

It is the responsibility of the individual using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment. Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

Personal Protective Equipment (PPE)

Employees will be provided with full PPE to include at a minimum:

- Chainsaw Protective Trousers to EN 381-5 Type A (Type C for Climbers)
- Chainsaw Protective Boots
- Chainsaw Protective gloves (for ground working)
- Hard Hats (With 3 point fixing for Climbers)
- Ear defenders
- Visor AND Safety Glasses
- Long Sleeve High Visibility Vest
- Any other safety equipment suitable for their role.

In order to continue safety,

- PPE will be checked, inspected, maintained and serviced in accordance with the manufacturers’ instructions and the provisions of PUWER and LOLER.
- A register of all equipment kept will be maintained showing details of history, servicing, repair.
- All equipment will be clearly marked to be identifiable.
- Daily checks will be carried out by employees prior to using PPE.

It is the responsibility of the individual using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment. Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

Portable Electrical Equipment.

All company electrical equipment will undergo a formal, external test every three years. This has been deemed suitable and appropriate given the relatively low use of such equipment and is in keeping with HSE guidelines and the Electricity at Work Regulations 1989 which do not specify a frequency of formal testing but recommend that it is maintained in a safe condition. In between the 3 yearly formal checks, we will undergo our own visual checks on a monthly basis to ensure that equipment continues to be safe & serviceable. Any equipment noted to be faulty at any time, either during the monthly checks or at any time during use should be marked with the appropriate defect sticker and removed from service until repair or replacement has been made.

Safe Working Practices & Risk Assessments:

In the course of the working day, many common hazards are met and many of the tasks we undertake carry an element of inherent risk or danger. In order to best manage and reduce risk, the following procedure for assessing & managing risk will be undertaken;

- Generic Risk Assessments, pertaining to specific activities e.g. use of machinery, site hazards, site operations etc. are available both in the office and in vehicle packs for on-site reference.
- Risk assessments will be reviewed annually or sooner if there are changes to the work activity.
- As part of the daily work information, all teams are provided with the Risk Assessment & Method Statement document (RAMS) specific to the work and site. This forms the basis of safety information for the work site and the tasks required. This information is further informed by the Site Specific Risk Assessment & Emergency Procedures document which is completed on the day of works by a responsible team member and in collaboration with all team members.
- Any actions required as a result of the Site Specific Risk Assessment to remove/control risks will be approved by Jason Salmon and the site foreman will be responsible for ensuring the action required is implemented.
- During regular risk reviews, Jason Salmon will check that the implemented actions have removed/reduced the risks.

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 (specific policy available)

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. In order to manage the risks presented by such substances, the following will be undertaken:

- Substances considered for use will be fully assessed for risks and less harmful substances will be used wherever practicable.
- Material Safety Data Sheets with details of their safety precautions for all substances will be sought and used to inform the risk assessment.
- Formal records of these risk assessments will be kept both in the office and within vehicle packs for easy reference and will be reviewed annually.
- Hazardous substances will be securely and appropriately stored.
- Employees will be kept informed of the hazards that they are exposed to and to the relevant safety precautions.
- Exposure to hazardous substances will also be considered through our annual staff health surveillance policy.

As well as the above, pesticides, including herbicides, insecticides and preservatives, have specific requirements:

- They shall be securely stored, in their original containers .
- Any usage will be recorded.
- Pesticides shall only be mixed and used by trained and certificated personnel.

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. JW Salmon Ltd 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 is reasonably practicable. We will also 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.

Asbestos Safety.

Asbestos is a naturally occurring fibrous mineral which is known as a 'Class A Carcinogen' which means it has the potential to cause cancer. Asbestos that is in good condition and left undisturbed is safe. It is only a danger when the fibres become airborne and are breathed in.

The use of asbestos has been wide spread, largely within the construction industry and the Control of Asbestos Regulations applies to anyone who may disturb asbestos during their work.

Within arboriculture the likelihood of disturbing asbestos is low however; asbestos may be found and possibly disturbed, on garage roofs and in bitumen products.

Where contact is made with any materials that is suspected to contain asbestos, including hidden materials or dust, work should stop immediately. The area must be vacated and further advice from management sought. If you are unsure whether a material contains asbestos, you should assume that the material does contain it until you are sure that it does not.

Work will only continue if:

- the work has been properly planned and the right precautions are in place, eg you have the right equipment
- the materials are asbestos cement, textured coatings and certain other materials which do not need a licence
- you have had training in asbestos work and know how to work with it safely

Asbestos only becomes a danger when fibres are airborne. Do not break or damage any material that may contain asbestos.

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 and appropriate spill kits are available both in vehicles for on-site use and in the workshop.

Incidents, Accidents, First aid and work-related ill health

In line with our moral and legal duties, we will report all incidents and accidents, as defined in RIDDOR, to the Health & Safety Executive. These include any dangerous occurrence, injury or accident resulting in a seven day or greater absence from duties. Staff must initially report these incidents to the Health & Safety Officer (Jody Draper) via the appropriate document, contained both in the office and in vehicle packs. Appropriate action will be taken to reduce the risk of similar incidents occurring. All employees will be encouraged to report near miss incidents as this will reduce the likelihood of reoccurrence, thus improving safety standards.

Employees are issued with information relating to elementary first aid via FISA guides contained within vehicle packs and a trained First Aider is present on every work site. The first aider is responsible for taking charge in the event of injury or illness and fully stocked first-aid boxes are housed in each vehicle and in the workshop. First aid equipment is provided for use as necessary by the employees concerned or any member of the public who have cause to be at the workplace. First aid equipment must not be used for any purpose other than that intended. All employees who require a personal first aid kit will be issued with one and must carry it at all times.

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

Emergency procedures:

- **On-site:**

On arrival at any new site of work the On-Site Risk Assessment & Emergency Procedures document will be completed. This is to ensure that all emergency contact details are to hand and that the exact location is recorded, complete with grid reference.

For any accident or medical emergency, standard first aid procedures will be followed by the appointed first aider. In the event of a serious accident or medical emergency occurring within the tree, aerial rescue will be carried out, using the dedicated rescue kit and further help will be summoned as necessary from the relevant emergency services. There will always be a minimum of two operatives per team trained in aerial rescue techniques.

- **Workshop:**

In the event of a serious accident or medical emergency occurring at the workshop in Lower Farm, necessary first aid procedures will be followed and in the event of further assistance being required, the nearest Accident & Emergency Unit is located at:

Lister Hospital, Coreys Mill Lane, Stevenage, SG1 4AB

In the event of fire the workshop, the exit is through the large open front of the barn. Fire extinguishers are located on the far and near side walls. All company vehicles also carry fire extinguishers.

Cyndi Draper is responsible for ensuring the fire risk assessment is undertaken and implemented, checking escape routes, fire equipment and electrical safety checks. An emergency drill will be practised every 6 months.

Health Surveillance

On joining the company and annually thereafter, staff will complete a health surveillance questionnaire. This is so that we are able to pro-actively monitor health and any developing conditions. In particular we will be collecting information in relation to vibration and hearing.

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. Wherever equipment is provided to minimise the need for manual handling, this must be used. Information and instruction on safe manual handling is regularly revisited during ‘Toolbox’ training.

Noise and Vibration.

Suitable PPE is issued to employees for the equipment they operate, including hearing protection and all PPE and equipment will be maintained to ensure that noise and vibration levels are kept as low as possible. Employees are informed and advised about vibration risks and all equipment is selected to reduce that risk. Equipment has also been assessed in terms of exposure levels and staff are required to complete our HAVS monitoring sheet in order that exposure levels can be monitored and controlled. Any concerns of employees are to be directed to the Managing Director.

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 will be suspended until such a time that they are fit to work again. Disciplinary action may result.

Mobile Phones

For obvious health and safety reasons, namely concentration to the task, awareness of the situation and attention to the work in hand, the use of mobile phones are not permitted when working.

Mobile phones may be kept with you but we ask that they only be used during designated breaks and in the event of an emergency situation.

Monitoring

This Health and Safety Policy will be continually monitored for effectiveness. It shall be reviewed in light of any incident that may have implications for the policy or on the suggestion of any staff members. The Managing Director is ultimately responsible for all aspects of Health and Safety in the company, for reviewing the policy and ensuring that it is complied with. Supervisors will be responsible for enforcing operational compliance and reporting any breaches to the manager and employees are responsible for day to day compliance and their own personal safety. Any incidents, injuries or suggestions should be reported to the supervisor.

Conclusion:

Each member of staff employed by this company is required to read, understand and be committed to the health and safety objectives as detailed in this policy. To work within the legislative framework as set out in this policy and in accordance with the associated codes of practice. At regular intervals and without prior warning, employees will be assessed in order to ensure their continuing commitment to health and safety procedures and a record of these assessments will be kept. Where it is deemed that an employee requires further training to continue safely, this will be given without delay. However, where an employee is persistently working in a manner that contravenes this health and safety policy, disciplinary action will be taken.

This company recognises it’s duties and responsibilities in terms of health and safety and is wholeheartedly committed to working within the legislative framework of the Health and Safety at Work Act 1974 and the associated legislation as referred to in this document. Indeed, the service that *J.W. Salmon Ltd* sets out to provide, can only be fully achieved by this wholehearted commitment to working in a safe and healthy manner that does not put *anybody* who comes into contact with the company at unnecessary risk.

As Director of this company I seek and expect the co-operation of all employees in trying to achieve Healthy and Safe workplaces for us all. Report anything you believe to be unsafe.
If you are injured get immediate first aid as even small cuts can worsen. Report ALL accidents.

If you cultivate your safety awareness, avoid accidents and injuries - everyone will benefit - particularly YOU!

Signed: *Jason William Salmon* (Director)

Date: 26th January 2016

Revised: May 2004

April 2005

May 2006

Updated re: Mobile Phones - 11th July 2007

Revised: July 2008

Revised January 2010

Full Review: July 2010.

Revised in line with Arboriculture Association requirements: March 2011

Revised and updated 15th March 2012 re: Asbestos.

Reviewed and amended Re: Change of premises - May 2012

Reviewed & Approved May 2013

Revised roles & responsibilities - Sept '13

Revised March 2014 - RIDDOR 7 day update

Revised 15th January 2015 - General Review.

Revised 15th March 2015 - Portable Electrical Equipment expanded.

Revised 26th January 2016- Logo updated.