



TOWN&COUNTRY
grounds maintenance contractors

Health and Safety Policy Statement

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
- To review and revise this policy as necessary at regular intervals.

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

Jonathan Muirhead (Partner)

Who will also ensure that day-to-day responsibility for ensuring this policy is put into practice.

1. 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 statement.

2. Risks assessments

Risk assessments will be undertaken prior to commencement of any works.

The findings of which will then be recorded and any actions required to remove / control the risk will be implemented immediately. This implementation will then be assessed to ensure appropriate actions have been made to remove / reduce the risks identified.

Assessments will be reviewed every quarter (three months) or when the work activity changes, whichever is soonest.

3. Safe Plant and Equipment

TACG will identify all equipment and plant that requires maintenance, ensuring effective maintenance procedures are in place for each item of equipment in use. Any problems identified with equipment or plant will be reported immediately to: Jonathan Muirhead (Partner)

TACG will be responsible for ensuring all equipment and plant is checked and meets current health and safety standards. New equipment will be CE marked and will be checked to ensure it meets health and safety standards before purchase.

Equipment noise shall be kept to a minimum at all times and within current environmental guidelines.

TACG will ensure responsibility for identifying all substances, which need a COSHH assessment. All identified actions from assessment will be implemented and recorded. All relevant employees will also be informed of the COSHH assessment, its findings and subsequent actions to be taken.

TACG will ensure that where possible new substances are environmentally friendly and can be used safely prior to purchase.

Assessments will be reviewed every Quarter (three months) or when the work activity changes, whichever is the soonest.

Employees carrying out pesticide treatment will comply with and be competent in pesticide use in accordance with PA1 / PA6 training.

All hazardous substances are stored in a safe manner according to COSHH regulations.

Disposal of hazardous substances is carried out in accordance with COSHH and Hazardous Waste Regulations.

5. Information, Instruction and Supervision

All employees of TACG receive a full induction prior to commencing employment, this contains our health and safety policy, a copy of the Health & Safety at Work Act (1974) leaflet.

TACG Employees receive full training on the use of all equipment and materials concerned with their work tasks.

All TACG staff shall wear hi-visibility waistcoats, uniforms and carry identification badges. Safety clothing and personal protective equipment shall be used at all times.

Training of all employees is identified, arranged and monitored and job specific training will be put in place where required.

TACG actively promote training of young workers / trainees and apprenticeships and therefore these are arranged and monitored at all times to comply with the Management of Health and Safety at Work Act 1999.

A supervisor will be present on site at all times, to monitor, maintain works and assist employees where required.

All employees are provided with PPE (personal protective equipment) and must ensure this is worn at all times during work activities.

6. Accidents, First Aid and work-related ill health

Health surveillance is carried out on a regular basis by the supervising officer. This is recorded, monitored and maintained at all times.

Senior staff at TACG are first aid trained and the vehicles are equipped with a first aid kit. All accidents and cases of work related ill health are to be recorded in the accident book.

Accidents and cases of work related ill health will be thoroughly investigated and any findings will be reported immediately. Risk assessments will then be arranged to prevent / reduce incidents of this nature occurring again.

TACG will ensure responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority, (RIDDOR).

7. Monitoring

TACG will ensure all health and safety policies are monitored effectively and routinely by means of:

- Regular on site spot checks
- Induction training and ongoing employee supervision
- Training implementation on equipment
- Training implementation on work activities
- Risk assessments to be carried out routinely at each site
- Investigation of all accidents and ill health and implementation of action points.
- Liaison with contract on site supervisor / foreman.
- Work sheets at each site visit

8. Emergency Procedures

All employees will be familiarised with site emergency procedures via site induction of each work place.

All emergency procedures shall be adhered to according to individual site policies and all employees will be informed of such actions to take in an emergency according to site safety precautions.

Reviewed:..... Reviewed by:.....