



Health and Safety Policy

Revised on 12/12/2019

All operatives are experienced and trained in the Work Methods, Usage of Plant and Machinery, and all tree work operations before commencement of works on site.

While the works are being carried out operatives are required to wear Full Personal Protective Equipment (P.P.E), (Personal Protective Equipment at Work Regulations 1992).

Responsibilities of the management are; under regulation 5 of the MHSWR 1999

- Carry out a Risk Assessment – written if 5 or more are employed.
- Provide full Personal Protective Equipment (PPE) to employees
- Provide a First Aid Kit (to Health and Safety Standard Regulations CSI 1981, No.917)

Responsibilities of the supervisor include:

- Complete Site Specific Risk Assessment prior to commencement of works. Signed and dated by him or her and by all operatives on site.
- Communicate and Identify risks and hazards to operatives on site.
- Ensure all operatives wear PPE on site.
- Ensure there is a First Aid Kit on site.
- Communicate Emergency procedure

Responsibilities of employees include:

- To sign the communicated risk assessment and work accordingly to it.
- To wear full PPE

- To know emergency procedure & location of First Aid Kit.
- To work/operate in a safe and healthy manner.

First Aid

All operatives have received First Aid training and regularly attend refresher courses. A first aid kit is available at all times. A full charged mobile phone is available to contact Emergency services if required.

Safety Plans

Accident – In the event of an accident, the Emergency Services will be called. Meanwhile, First Aid will be administered by a trained First Aider or another trained staff on site.

Training

All employees receive training appropriate to the task that they will undertake. The training requirements and objectives are detailed in the employee manual and are guided by AFAG 805. All employees are supervised to ensure the correct methods of working are used during site operations and regular Site Safety Audits are undertaken to monitor the use of systems. Staff qualifications are recorded on staff profile sheets.

Standard staff training includes:

NPTC (National Proficiency Test Council)

- CS 30 (chainsaw maintenance)
- CS 31 (felling of small trees and cross cutting)
- CS 38 (climb a tree and perform aerial rescue)
- CS 39 (use of a chainsaw from a rope and harness)
- NPTC Certificate of Competence in Manually Fed Woodchipper Operations

The above operations are to be carried out as defined within the Health and Safety Code of Practice and in line with the following HSE AFAG (Arboriculture and Forestry Advisory Group) Safety Guides:

Tree Climbing and Pruning – Safety Guide No.401

Petrol Driven Chainsaws - Safety Guide No.301

Aerial Rescue - Safety Guide No.402

All tree work operations will be carried out in line with British Standard BS3998, 1989:Recommendations for Tree Work.

Tools and Personal Protective Equipment

All tools and personal equipment in use by field operatives are regularly inspected by the supervisor and during on site use. If equipment is found to be faulty it is discharged from use until it is suitably repaired to meet safety requirements. All climbing and lowering equipment is inspected and kept with accordant to 'Lifting operations and Lowering Equipment Regulations' 1998 (LOLER).

Control of substances hazardous to health (COSHH) 2002

A substance is said to be hazardous if it is capable of causing adverse health effects or disease arising from work activities. (This could be almost any substance or preparation dependent on the circumstances of use.)

Materials can be natural or artificial and in solid, liquid, gas, vapour, dust or aerosol form. The term also covers biological agents.

Certain substances are allocated "exposure limits", published by the HSE and revised annually, (EH40 - HSE Guidance Note).

Excluded from the Regulations are exposure to lead and asbestos which are governed by specific regulations.

1.0 Employers' Duties

1.1 Employers must not expose their employees, or those not in their employ, to risks to health arising from the use of substances.

1.2 To establish the risk, an assessment must be carried out. The assessment must be "suitable and sufficient" for the substance and work activity.

1.3 Assessments must be carried out before a product is taken into use, and must be conducted by a competent person.

1.4 Manufacturers are required to supply Health and Safety Data Sheets for all products, and to review and update those sheets regularly.

1.5 Management must ensure that a product is not taken into use unless an assessment has been carried out using the manufacturer's Data Sheet.

1.6 Control measures must be put in place where this is shown to be necessary - the best control measure is to use a less harmful substance.

1.7 Where control measures are in use, regular monitoring and inspection of all measures must be put in place.

1.8 The use of some products/substances require health surveillance to be carried out. If

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necessary, special arrangements must be taken into use and records kept for 40 years.

1.9 All employees required to use hazardous substances or processes must receive suitable training, information and supervision.

1.10 All substances must be recorded on the Council's master index system.

2.0 Employees' Duties

2.1 Employees must take care of themselves and other persons who may be affected by their work.

2.2 Take into use any safe system of work put into place by the employer.

2.3 Must not use any product or substance that has not been properly taken into use.

2.4 Must use all protective equipment provided, either personal or mechanical.

2.5 Report any defect, if necessary stopping the work or process, without delay.

3.0 Action by Employers

3.1 Management must ensure that any substance purchased, or created by a process (e.g. welding or woodworking dusts) are assessed and where necessary protective measures put into place.

3.2 Ensure that all products are recorded and approved before being taken into use.

3.3 Provide training, information and supervision for all employees exposed to risk.

3.4 Ensure that where necessary, health surveillance is carried out and the records properly maintained and secured.

3.5 Assessment must be recorded and reviewed regularly, particularly if revised Data Sheets are provided by the manufacturer, if there is a change in the work or if there is any reason to suspect the original assessment is no longer valid.

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

These revised Regulations impose a duty to report a series of injuries not only to staff but, in some circumstances, to persons who are not employees. A list of reportable injuries and diseases and dangerous occurrences are given at Appendices A and B.

1. Employers' Duties

1.1 Appoint a "responsible" person, to report incidents to the enforcing authority using the prescribed procedure.

1.2 Line management must report immediately incidents/accidents resulting in the injuries or damage listed at Appendices A and B, in order that the enforcing authority is notified within 24 hours or the next working day as required by the Regulations.

1.3 Ensure that all employees are aware that all accidents, whether or not resulting injury or damage, must be reported.

1.4 Ensure that a suitable entry is made in their accident book (BI 510) and a Guildford Borough Council accident or dangerous occurrence report completed.

1.5 Report diseases as listed at Appendix C.

1.6 Report death of an employee, if as a result of a reportable accident death takes place within one year.

1.7 Report accidents which result in an absence from work of more than three days (please note that this includes Saturday and Sunday if the employee was not able to work).

2.0 Employees

2.1 Employees must report to their employer all accident, dangerous occurrences or work-related diseases.

3.0 Action by Employers

3.1 Managers must ensure that employees properly report all accidents and dangerous occurrences.

D02 Reporting of Injuries Diseases Dangerous Occurrences Regulations 1995 Appendix A B C.doc