

**Whiting Landscape Ltd.

Wildmoor Lane

Bromsgrove

Worcestershire

B61 0RJ**







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**INTRODUCTION**

This document is the Health and Safety Policy for Whiting Landscape Ltd.

This Health and Safety Policy Document has been drawn up with advice from Initiative Quality and Safety Limited. Specifically, Mr. A Ellett (Tech IOSH, AIIRSM) and Mr. L. Buckerfield (Tech IOSH), QUENSH Consultants. The document is managed by Lindsey Robinson, Whiting Landscapes QUENSHS Manager.

This document is the property of the Whiting Landscape Ltd. The Managing Director (Wayne Bridges) supported by the management team is responsible for the safe keeping and maintenance of this document.

New sections and replacement sheets will be issued as necessary to keep the information in line with changes in personnel, working practices and material, Health and Safety Law and Codes of Practice.

The responsibilities of Whiting Landscape management and employees for Health and Safety are set down. Particular hazards and risks, which are likely to be experienced, are also set down.

**WHITING LANDSCAPE LTD PROFILE.**

Established in 1977 and privately owned, Whiting Landscape has developed into one of the most experienced and respected companies within the industry, encompassing all aspects of landscape construction and maintenance.

Operating from a purpose-built head office and nursery facility, centrally located and adjacent to the Midlands’ motorway network, Whiting carries out work on a nationwide basis, working for a diverse range of clients on a wide variety of landscape schemes.

Whiting has built a reputation based on quality and reliability with our highly skilled and motivated workforce committed to raising landscaping standards, delivering schemes on time and within budget.

The design and build concept means that we are involved at an early stage of development and allows us to understand, interpret and develop ideas into a concept design. This assists in the planning process and enables a pre-set budget to be established.

Growth has been achieved through fully identifying and interpreting client requirements, ensuring that their expectations are achieved in terms of programme, budget and cost.

Whiting recognises the importance of investing in the future by striving for increased ecological sensitivity and examining the long-term sustainability of new landscaping and its cost to the environment.

Our goal is to provide the highest levels of service and help you realise the full creative possibilities of modern landscaping.

We specialise in the commercial sector as well as major domestic gardens and with our centrally located Head Office and Nursery adjacent to the motorway network, cover virtually every location in the UK.

It’s a complete landscaping service that includes everything from design and mature planting to maintenance, depending on your requirements.

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**LIAISON WITH AUTHORITIES.**

Liaison will be maintained with the Health and Safety Executive, Local Authorities, Environment Agency and other advisory services, by the Chairman, Board of Directors, QUENSHS Manager and Management Team.

Records of all communications with authorities will be maintained to allow prompt submission of documentation requested by the authorities.

The Managing Director and QUENSHS Manager are the prime contact for liaising with authorities on a day to day basis, supported by the Financial Director.

**HEALTH & SAFETY MANAGEMENT SYSTEM**

This process model is based on HSG 65 and this will be followed so that Whiting Landscape Ltd may achieve continual improvements in safety performance by following this Plan, Do, Check & Act cycle.

Top Management will dedicate the necessary resources and infrastructure to accomplish and maintain continual safety improvements within Whiting Landscape Ltd.



Top Management will ensure that all staff are competent to carry out the work that they are assigned. Additional training will be given as and when new working practices are adopted.

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**AMENDMENT RECORD.**

Each change to this Health and Safety Policy manual will be recorded below and the amended pages circulated to holders of controlled copies.

Each holder will be responsible for ensuring that new issues are inserted into the manual and the destruction of the obsolete copy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Sheet** | **Details of change** | **Date** |
| All | All | Review and update of Whiting Landscape Ltd, Health and Safety Policy, arrangements, procedures and supporting risk & COSHH assessments as per current legislation. Manual issue A. | 01/01/2018 |
| All | All | Review and update of Whiting Landscape Ltd, Health and Safety Policy, arrangements, procedures and supporting risk and COSHH assessments as per current legislation. Manual issue B. | 01/01/2019 |
| All | All | Review and update of Whiting Landscape Ltd, Health and Safety Policy, arrangements, procedures and supporting risk and COSHH assessments as per current legislation. Manual issue H. | 11.05.2022 |
| Organisation & ResponsibilityLeadership – Organisation & Responsibilities | Page 11Pages 13 & 14 | Update of organisational chart.
Addition of Lindsey Robinson | 18/01/2019 |
| Quality Policy StatementEnvironmental Policy Statement | Page 9
Page 10 | Updated to reflect review date of the 10th May 2022 Updated to reflect review date of the 11th May 2022 | 11.05.2022 |
| All | All | Updated H&S Policy Manual to reflect Lindsey Robinson as QUENSHS Manager | 11.05.2022 |
| All | Page 6Page 13
Page 35Page 28 Pages 54-57 | Updated H&S Policy to refer to updated H&S support contacts. Addition of reference to DSEAR regulationsUpdate to Members of staff driving on company safe working arrangements.Update to 18th Edition of BS 7671 electrical wiring regulations. Additional safe working arrangements for welding, gas cutting and DSEAR.Manual issue status F. | 06/03/2020 |
| All | Page 2 Page 13 Pages 57 – 64 All | Update to contents pageAddition of Coronavirus Act 2020 to legislation list.Additional Working Policies & Arrangements.Update of information to include QUENSHS Manager. | 15.02.2022 |
| All | All | Document updated throughout. | 09.05.2023 |

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The Health and Safety at Work etc Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.



**HEALTH AND SAFETY POLICY STATEMENT.**

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

We will, so far as is reasonably practicable, ensure that:

* adequate resources are provided to ensure that proper provision can be made for health and safety
* risk assessments are carried out and periodically reviewed
* systems of work are provided and maintained that are safe and without risks to health
* arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
* all employees are provided with such information, instruction training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions
* where appropriate, health surveillance will be provided to employees
* the provision and maintenance of all plant, machinery and equipment is safe and without risk to health
* the working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
* the place of work is safe and that there is safe access to and egress from the workplace
* monitoring activities are undertaken to maintain agreed standards
* the health, safety and welfare of our employees, and others associated with our works will not be compromised for other objectives

It is the duty of all employees at work:

* to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties
* not to interfere with or misuse anything provided in the interest of health and safety

General:

* this Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees
* there are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare
* detailed reference information for employees can be found in the Employee Information Manual

Continual Improvement may be defined as ‘the recurring process of enhancing the Health and Safety Management System in order to achieve improvements in overall Health and Safety performance consistent with the Organisation’s Health and Safety Policy’.

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Accordingly, Whiting Landscape Limited is committed to the Continual Improvement of our Health and Safety Management system with the aim of setting Health and Safety Management Objectives in association with the measurement of Health and Safety Management Performance.

**Signed:**



**Wayne Bridges**

**Managing Director**

**Reviewed 3rd January 2023**

**Issued By: Wayne Bridges**

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**QUALITY POLICY STATEMENT.**

***Whiting Landscape Ltd., are dedicated to the principle of never-ending improvements in innovation and

ground-breaking project design, contract management, reliability and customer service.***

Our vision is to maintain our status as a market leading partner for every aspect of landscape construction and maintenance.

Our principal aim is to always supply to our clients, environmentally enhancing landscape solutions and client service that complies with current standards and legislation and conforms exactly to stated or agreed specifications / order requirements.

The establishment of a QEMS is therefore the foundation to establish a company culture built upon continual improvement.

Our QEMS is based on the requirements of BS EN ISO 9001, BS EN ISO 14001 and the FSC Chain of Custody standard and the company is fully committed to fulfilling these requirements.

The QEMS provides a framework for a risk-based approach to thinking, managing opportunities and mitigation of risks and has been developed to enable full integration of in-house, product, industry best practice and client specific requirements.

This in turn improves the overall efficiency of the organisation and supports top management with complaints/defects prevention, client satisfaction, pursuit of continual improvement, design innovation and the achievement of our QEMS objectives.

The Directors supported by the Management Team will demonstrate leadership and commitment through the implementation of the QEMS, including the formulation, monitoring and measurement of our QEMS objectives.

This policy will be communicated to all staff and any necessary stakeholders and interested parties i.e. sub­contractors that may be working on our behalf, and will be available to the public via Whiting Landscape web site: [http://www.whitinglandscape.co.uk](http://www.whitinglandscape.co.uk/)

The Directors supported by the Management Team will review this policy and formulate QEMS objectives during management reviews to ensure its integrity, effectiveness and compatibility with the context and strategic direction of the organisation.

**Signed:**



**Wayne Bridges**

**Managing Director**

**Reviewed 3rd January 2023**

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**ENVIRONMENTAL & SUSTAINABILITY POLICY STATEMENT**

***Management of WLL regards the promotion and preservation of the environment as a mutual objective

for employees at all levels and therefore we encourage all members of our staff and contractors to

think and act in an environmentally sustainable way.***

Whiting Landscape Ltd (WLL) is a commercial landscaping and maintenance business, operating around the UK. We recognise that our activities, products and services can cause impacts on the environment – to the land, air and water around us. WLL is committed to protecting the environment by minimising the impacts of our operations and improving the quality of our working environment and local environments. We will continually strive to improve our environmental performance, meet our compliance obligations, and achieve our stated objectives.

We are committed to working pro-actively with, and communicating this policy to our employees, clients, contractors and all other external interested parties to achieve a safer, cleaner, healthier and sustainable environment. This will fulfil present and future legislative needs.

The objectives of this policy are to:

* Reduce the production of waste and encourage wherever possible it’s re-use or re-cycling.
* Encourage greater staff involvement through environmental awareness training, the understanding of environmental issues and continual environmental improvements.
* Encourage staff to become more efficient and sustainable in their use and the preservation of energy.
* Evaluate environmental impacts when considering new products, plant, equipment, buildings and processes.
* Prevent pollution and nuisance.
* Control the responsible sourcing of FSC certified materials, in line with Whiting Landscape FSC product group schedule and chain of custody policy and procedures.
* Manage the correct, safe and effective disposal of waste materials and products through approved and qualified waste contractors.
* Maintain the premises/site locations and surrounding areas in a clean and tidy condition to ensure minimum impact on our customers and neighbours.

This Environmental & Sustainability Policy applies to all operations including management, office services, site operations, and procurement. Laurence Upcott (Financial Director) has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental and sustainable objectives and targets.

Lindsey Robinson (QUENSHS Manager) ensures that the policy is disseminated across the business and is responsible for ensuring that the requirements of this policy are being met. She also heads the ‘Green Team’ – an enthusiastic team of individuals from all aspects of the business who are keen to ensure that all WLL employees work together to promote sustainability, by helping to reduce our carbon footprint.

In recent years we have:

* Planted over 200,000 ‘trees’ (financial year of 2021-2022)
* Installed solar panels to our Head Office.
* Replaced old lighting units with LED lighting throughout our offices.
* Prioritise local labour for permanent sites to reduce the distance for travelling.
* Source local materials where practical.
* Keep transport use to a minimum using efficient route planning, using the most appropriate vehicles and regularly servicing vehicles to maintain their efficiency.
* Exchange petrol and diesel cars for Hybrid or electrical vehicles for management.
* Replace vans with a modern fleet to ensure that carbon output is reduced.

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* Installed electrical charging points at our office and yard.
* Removed many two stroke engines in favour of electrical equipment upon renewal, e.g. hedge cutters, trimmers, etc.
* Made efficient use of natural resources by water harvesting and abstraction for our nursery at our Head Office.
* Meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste.
* Increased our reused and recycled waste both on site and within the office.
* Installed beehives, bug hotels and bird houses within our office grounds.
* Use recycled construction materials whenever these can be commercially justified.
* Hold multiple CSR days with clients and communities to help transform grounds by planting trees, plants , flowers, install bug houses, create beehives or install bird boxes.
* Use the most environmentally friendly cleaning products whenever possible.
* Control the responsible sourcing of FSC certified materials, in line with Whiting Landscape FSC product group schedule and chain of custody policy and procedures.
* Maintained the premises/site locations and surrounding areas in a clean and tidy condition to ensure minimum impact on our customers and neighbours.

To achieve our aims, we have set ourselves the following targets:

* Become a carbon neutral company by the year 2030 by making further improvements to our environmentally friendly operation & planting more trees as necessary.
* Encourage meetings to be held virtually to avoid unnecessary trips to sites, thus reducing carbon emissions. If meetings are to be held in person consider car sharing where applicable.
* Employ more local labour to permanent sites.
* Further reduce the generation of general and hazardous wastes by reducing the amount of stock held in stores and ensuring all jobs are accurately scoped and priced to ensure material usage is minimised.
* Recycle as much paper, cardboard, plastic and metal waste generated in the office as possible.
* Recycle medical equipment by providing them to local veterinary practices to reduce items sent to landfill.
* Reduce paper usage by increasing the use of e-mail and electronic documentation and encourage double sided, black, and white printing where required.
* Reduce energy consumption by monitoring energy usage and training staff on basic housekeeping.
* Consider reusing left-over stock for other jobs or donate to local charities.
* Install more bird boxes, bug houses and bee hives at the office to encourage wild life to thrive and pollination to take place.
* Encourage local employees to cycle to work or utilise public transport if available.
* Encourage greater staff involvement through environmental awareness training, the understanding of environmental issues and continual environmental improvements.

Progress against these objectives will be monitored through a number of mediums including:

* Planet Mark yearly certification
* Quarterly Green Team meetings
* Annual management review of this environmental and sustainable policy and any associated environmental procedures.
* Regular internal audits of environmental procedures.
* The monitoring of environmental objectives and associated KPI’s / targets.

Whiting Landscape will comply with all environmental laws, regulations and other requirements relevant to our products and business operations. We will provide resources and closely monitor our administration, nursery, yard, and site installation processes to ensure that the company’s operations and opportunities are effectively managed and risks mitigated in accordance with the requirements of BS EN ISO 9001, BS EN ISO 14001 and the FSC Chain of Custody procedures.

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We are committed to the continual improvement of our QEMS that supports the enhancement of our environmental performance.

This policy will be communicated to all staff, any necessary stakeholders and interested parties i.e. sub­contractors that may be working on our behalf. This policy will be available to the public via Whiting Landscape web site: [http://www.whitinglandscape.co.uk](http://www.whitinglandscape.co.uk/about-us/v)

The Directors supported by the QUENSHS Manager and Management Team will review this policy and formulate QEMS objectives during management reviews to ensure its integrity, effectiveness and compatibility with the context and strategic direction of the organisation.

**Signed:**



**Wayne Bridges**

**Managing Director**

**Reviewed: 3rd January 2023**

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**RESPONSIBILITY FOR IMPLEMENTATION OF THIS SAFETY POLICY.**

The Management of Whiting Landscape Ltd confirms that the policy for Health and Safety as stated in the General Policy Statement is to be implemented by all levels within Whiting Landscape Ltd, and with responsibility vested in the Board of Directors and QUENSHS Manager.

**RESPONSIBILITY FOR HEALTH AND SAFETY AT WORK.**

The overall responsibility for the Health and Safety of all employees and services provided by Whiting Landscape Ltd is vested with the Managing Director – Wayne Bridges and the QUENSHS Manager – Lindsey Robinson.

*\*Those with specific health and safety duties and responsibilities*



**Whiting Landscape Ltd – MANAGEMENT STRUCTURE.**

*Lindsey Robinson - QUENSHS Manager is the quality, environmental, safety, health and sustainability management representative. In her absence both Laurence Upcott – Financial Director, followed by Wayne Bridges - Managing Director will assume responsibility.*

**HEALTH AND SAFETY - ORGANISATION AND RESPONSIBILITIES.**

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Implementation of this Safety Policy is vested in the QUENSHS Manager and senior management in each department, for the safety of all aspects of the work of that department and for the personnel involved.

Individual responsibilities are detailed below: **MANAGING DIRECTOR – Wayne Bridges.**

* He has overall responsibility for the Health and Safety at Work of all employees, contractors, visitors and those persons affected by the Group’s activities.
* He will ensure adequate resources are made available to meet the Health and Safety requirements. Especially for the training and development of health and safety competency within Whiting Landscape.
* He will receive reports and act proactively on all information and recommendations from various parties on all aspects of Health and Safety in accordance with the Health and Safety at Work etc. Act 1974 and other statutory enactments, codes of practices etc. that may be issued from time to time.
* He will instigate disciplinary action against any employee failing to discharge their responsibilities for health and safety.
* He will communicate on Health and Safety matters to all employees and contractors.
* He will ensure adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments, which may affect any or all employees is communicated effectively.
* He will ensure that matters concerning safety raised by any employee are thoroughly investigated, and where necessary, effective action taken.
* He will ensure that regular meetings are held where any matters relating to Health, Safety or Welfare may be discussed.
* He will ensure adequate funds, materials, equipment and human resources are provided to meet all safety requirements.
* He will ensure effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.
* He may undertake any of these duties personally or by direct delegation to appropriate employees.
* He will ensure that there is an effective policy for Health and Safety within the Group as a whole.
* He will make sure that the Group Health and Safety Policy is understood at all levels across all divisions.
* He will ensure that responsibility is properly assigned and accepted at all levels.
* He will periodically appraise the effectiveness of the policy and will ensure that any necessary changes are made.
* To monitor and control all aspects of Production in an efficient and timely manner.
* To manage the planning and execution of specific landscape contracts to ensure maximum return for the company.
* To ensure compliance with Health & Safety, Quality, FSC and Environmental management systems.
* To monitor the activities and performance of all employees.
* To oversee the continued identification and development of specific foremen for positions as Contract Supervisors in future years.
* To hold and control weekly production meetings to review health and safety concerns and progress and plan labour etc for following week.
* To plan and organise production activities effectively, highlighting and health and safety concerns.
* Be aware of opportunities when dealing with clients / contacts to minimise and health and safety issues whilst maximising sales and profitability of the company.
* Allocation of new contracts to appropriate Contract Managers and Supervisors.
* To be responsible for the implementation of disciplinary procedures in respect of all employees.
* To provide advice and information on the health and safety implications of contracts being undertaken or ensure that this is undertaken by an appointed external body. This may include site visits / meetings.

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**FINANCIAL DIRECTOR (QEMR) – Laurence Upcott.**

* To aid in quality and health and safety issues if Wayne Bridges is absent.
* He will ensure adequate resources are made available to meet the Health and Safety requirements.
* Ensure that all employees are adequately trained and have all of the funding available for such matters.
* Conduct employee appraisals.
* Listen to and act on any health and safety related matters.
* To carry out all Company Secretarial duties in a professional manner ensuring confidentiality and compliance with GDPR.
* Completion of relevant documentation for company meetings, resolutions and annual returns including liaising with solicitors as required.
* Attend health and safety meetings and act on any findings.
* Liaising with auditors as necessary.
* To be responsible for the implementation of disciplinary procedures for staff.
* To ensure that safety inspections and audits are undertaken.
* Responsible for overseeing and organising training for all staff personnel and maintaining records.

**Quality, Environmental, Safety, Health and Sustainability (QUENSHS) Manager – Lindsey Robinson**

Reporting to the Director, the QUENSHS Manager will provide active participation at all levels, from site-based duties, such as inspections and audits, through to implementation as well as actively influencing and motivating a variety of people to ensure a sound overall performance always. Conduct maintenance and review of the Integrated Management System (ISO 9001:2015, and 14001:2015).

She will ensure, with the assistance of top management, the effective implementation of;

* The Group Health and Safety Policy Document.
* Risk assessment records as applicable under:
* The Management of Health and Safety at Work Regulations 1999.
* The Manual Handling Operations Regulations 1992.
* The Health & Safety (Display Screen Equipment) Regulations 1992.
* The Electricity at Work Regulations 1989.
* The Provision and Use of Work Equipment Regulations 1998.
* The Lifting Operations and Lifting Equipment Regulations 1998.
* The Personal Protective Equipment at Work Regulations 1992.
* The Construction (Design and Management) Regulations 2015.
* The Workplace (Health, Safety and Welfare) Regulations 1992.
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
* Fire Safety (Regulatory Reform) Regulations 2005.
* The Work at Height Regulations 2005.
* The Control of Asbestos at Work Regulations 2012.
* The Health and Safety (First Aid) Regulations 1981.
* Portable Appliance Testing (PAT) registers/records.
* Control of Substances Hazardous to Health Regulations 2002.
* Dangerous Substances and Explosive Atmospheres Regulations 2002 (as amended 2015)
* The Control of Noise at Work Regulations 2005.
* The Control of Vibration at Work Regulations 2005.
* The Health & Safety (Consultation with Employees Regulations) 1996.
* The Health & Safety (Safety Signs and Signals Regulations) 1996.
* The Smoke-Free (Premises and Enforcement) Regulations 2006.

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 The Coronavirus Act 2020.

She is responsible for the effective maintenance of the QEMS in accordance with BS EN ISO 9001, BS EN ISO 14001. She has the authority, organisational freedom and unrestricted access to the Directors and management team to resolve any matters pertaining to QEMS performance, including liaison with all internal and external interested parties.

She will, supported by the Directors, Management Team and staff ensure that the relevant individuals are fully acquainted with the QEMS which relate to their particular areas of work and to review their implementation. She will, supported by the Directors and management team provide input customer service activities i.e. complaints/liaison etc. to ensure that, wherever possible, suggestions from them for improvement and the prevention of QEMS defects are encouraged.

She will ensure that internal QEMS audits are conducted and that appropriate correction and corrective action has been instigated to eliminate any non-conformance within the system and co-ordinate third party surveillance assessments and report to management on the QEMS performance, and the need for improvements as necessary. She will actively promote the awareness of the QEMS objectives, the company’s significant environmental aspects and risks, legal and other requirements to management and staff at all levels, and any relevant external interested parties.

**Note: -**

Information about health and safety legislation and where to go for further advice is contained on the works and site notice boards ***(Health and Safety Law Poster)***, that is required to be displayed by the Health and Safety Information for Employees Regulations 1989.

**This can be found on display on the Health and Safety Notice Board just off from the Reception Area**

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**MONITORING AND REVIEW.**

To ensure our safe working practices and procedures are being followed we regularly monitor our safe working practices.

The relevant manager, director and QUENSHS Manager will make regular inspection tours of all areas, looking out for any health and safety hazards. During these tours, they will ask employees for any comments on Health and Safety. They will bring to the notice of the QUENSHS Manager any Health or Safety hazards which they find.

Contracts Managers, QUENSHS Manager and any Manager/Director visiting site for any reason are required to observe work behaviour and act to ensure poor working practice and behaviour is addressed and improved.

The results of the tour, plus any action taken or required to reduce the risks from those hazards will be recorded.

Meetings will be convened, involving the management team and Directors to review the Health and Safety Management Systems, and the effectiveness of control measures implemented. The results of these meetings will be recorded.

Our policy and procedures will be reviewed as necessary or at least on a yearly basis. The review will take account of the results from monitoring activities both active and reactive and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards develop, the risk assessment, method statement and, where necessary, the health and safety policy is revised to ensure all necessary controls are in place to safeguard the health and safety of our employees and others affected by our work activities. Our policy will also require immediate revisions when changes to key personnel or change of address.

Where employees are affected, they will be consulted and informed of any amendments to current practices and procedures and the introduction of any work equipment.

**SOURCES OF INFORMATION / ADVICE ARRANGEMENTS.**

Whiting Landscape obtains health and safety information and advice from the following sources:

* QUENSHS Manager
* Initiative Quality and Safety Ltd.
* Health and Safety Executive.
* Health and Safety Officers, Local Authority; Fire and Environmental.

**CONSULTATION WITH EMPLOYEES.**

In complying with the requirements of the Employee (Consultation) Regulations 1996 the Company will consult with staff on these matters through Elected Representatives (ER’s). The Health and Safety (Consultation with Employees) Regulations 1996 impose certain requirements on employers.

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees Whiting Landscape motivates their staff and makes them aware of health and safety issues.

The consultation approach adopted by Whiting Landscape involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions. Whiting Landscape will pro-actively involve its employees in all issues relating to health and safety in the

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workplace. Whiting Landscape will consult on decisions affecting or involving:

* any change which may substantially affect the health and safety at work of staff, for example procedures, equipment or working methods;
* the Company’s arrangements for getting competent people with the necessary knowledge, skills and experience to help them satisfy health and safety laws. information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;
* the planning of health and safety training; and
* the health and safety consequences of introducing new technology.

Through toolbox talks Contract Managers / Site Supervisors will discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors, problems with plant or working practices etc. Any concerns relating to the Main / Principal Contractor should also be raised so that actions can be taken.

If a toolbox talk is to be held on site, then attendance to it by site personnel is to be considered as mandatory, a record of attendance and subject covered is to be kept.

The Company will encourage all employees to discuss any issue relating to health and safety, and if an employee does not want to discuss an issue with their direct line manager, they can contact: any member of the Health and Safety Team.

Staff are expected to fully co-operate with this Policy to ensure successful implementation. They will be made aware of this document, and any changes made to it, through induction training and toolbox talks. Copies will be placed on notice boards, updated on the MAAS360 app on all company mobile phones and provided in a hard copy if employees request it.

**TRAINING**

It is the policy of Whiting Landscape to ensure all employees are adequately trained to work safely always.

The training requirements for staff will depend on their role and their health and safety responsibilities. Whiting Landscape carries out internal training and quality checks to ensure the skills, knowledge, training, and experience of management and operatives in respect to health and safety at work are met.

The QUENSHS Manager will be qualified to NEBOSH General Certificate level, the Directors will be qualified to a minimum of Level 2 in Health and Safety. Site Supervisors will be qualified to a minimum of SMSTS or equivalent.

Any training requirements will be identified by the QUENSHS Manager / directors of contracts managers. Training Records are arranged and kept by the Systems Administrator, which are monitored by the QUENSHS Manager.

Induction

All new employees undergo formal induction training that incorporates health and safety issues relative to the tasks for which they are employed and provided a copy of this health and safety policy. Managers and site supervisors must also brief new employees on health and safety matters relevant to their location.

Where our work is of a subcontract nature, i.e. working for a Principal / Main Contractor, the Site Supervisor must ensure that appropriate induction training is received from the principal contractor which shall include site wide hazards, welfare facilities and site rules etc. Employees must inform the Contracts Manager(s) immediately if they arrive on a site and do not receive appropriate induction training.

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Where a risk assessment / method statement identifies a specific hazard, and additional training is required, personnel shall be given the appropriate internal (tool box talks) or external training prior to performing the relevant task – If this does not happen immediately personnel must inform the Health and Safety team straight away. Safety aspects are built into the company’s in-house training programmes.

Whiting Landscape keeps up to date with legislation through our QUENSHS Manager, and various advisory bodies - i.e. the Health and Safety Executive etc., and then implements the necessary safety training.

**OCCUPATIONAL HEALTH.**

The Directors, QUENSHS and management team are concerned with all issues relating to health and work and will:

* Carry out environmental surveys and risk assessments, and provide advice on issues relating to workplace ergonomics, occupational hygiene and safety; provide advice and training on ergonomics, especially relating to computer technology and manual handling.
* Supervise first aiders, co-ordinate first aid training and provide first aid supplies.
* Offer health education and health promotion advice to encourage the health and fitness of all members of staff.
* Monitor sickness absence and provide sickness absence statistics, counselling and advice to managers and individuals.
* Offer counselling support for staff where appropriate.
* Carry out pre-employment screening by medical questionnaire, interview and medical examination where appropriate.
* Give general medical and health advice and information to all members of staff when requested.
* Advise line managers in the event of illness on the fitness to return to work and/or rehabilitation needs of individuals. Assist those individuals when they return to work to enable them to settle into their work pattern with minimum stress and disruption.
* Provide occupational health testing where is has been highted within the health questionnaire that there is an issue or due to working procedures.

**STRESS.**

Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result, we have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others. This assessment has taken into account the HSE’s stress management standards and / or indicators of stress within the company. As a result, we have implemented an action plan to reduce the impact which excess work pressure can have on our staff.

The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via Director consultations / meetings / observations.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between Managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The company discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

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We offer support through the Director and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the business is intending to implement organisational or procedural changes, we ensure that managers communicate and consult with staff at an early stage.

Poor performance and attendance are actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the company has policies in place in respect of these issues together with a grievance policy and Mental Health Policy. All of these policies have been publicised to employees.

**RISK ASSESSMENTS.**

Management of Whiting Landscape accepts our statutory requirements to arrange for risk assessments of work activities to be carried out and will take all ***reasonable and practicable*** measures to minimise and control all identified significant risks.

The risk assessment process will be ***suitable and sufficient*** for the nature of the work and the company’s activities. The QUENSHS Manager, supported by the Directors and Management Team will organise the risk assessments in consultation with employees, to ensure that a formal effective process is in place.

Formal Risk Assessment is required by the Management of Health and Safety at Work Regulations 1999 (MHSWR).

Detailed Risk Assessments are undertaken for all tasks undertaken within Whiting Landscape. These are kept on the company server, and available via the company mobile phones within the MAAS360 app or hard copy.

The members of the assessment team will, where necessary, be given training to improve their appreciation of the details of the assessment procedure, and the information needed to assist in understanding the work environment.

Sufficient resources will be provided to deal with risk control and systems of work, and work standards will be produced and implemented. All levels of management and staff will be involved in the effective introduction of office procedures and routines.

All employees will be provided with information about the risk assessment and control measures in their areas of work and will be asked for feedback as to their suitability and effectiveness.

Records of risk assessments and actions to be taken to deal with the recognised significant health and safety risks to employees and visitors to Whiting Landscape, will be retained in the risk assessments section of this manual.

When health and safety reviews indicate the need, re-assessments will be arranged.

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**PERSONAL PROTECTIVE EQUIPMENT.**

Whiting Landscape will strive to reduce risks by other means and recognising that personal protective equipment (PPE) is to be a last resort, we recognise the inevitability of the need to issue and wear PPE.

PPE will be issued when it is identified as necessary to minimise a risk of injury and / or ill health and after other control measures have been considered.

All PPE will be assessed in accordance with The Personal Protective Equipment at Work Regulations (2022) for its suitability for protecting against a risk and its compatibility with other PPE.

Before issuing PPE, staff must ensure it is marked in accordance with the British standard – UKCA or the European CE mark and to the appropriate BS/EN standard. PPE will be specified as part of the risk assessment process.

Employees must wear PPE provided in the correct manner, do not make any alterations to the PPE and must ensure it is stored and kept safely. Furthermore, any defects to PPE must be brought to the attention of management who must then ensure the appropriate action is taken.

**SUBSTANCES HAZARDOUS TO HEALTH – C.O.S.H.H.**

Management of the Whiting Landscape recognises its obligations under the Control of Substances Hazardous to Health Regulations, to protect employees and others in the workplace against health and safety risks from hazardous substances.

Safety Data Sheets will be obtained from supply sources and used to ensure that all reasonable actions/control measures that are recommended are observed. The QUESHS Manager will ensure that a suitable COSHH assessment is conducted on the product. This will involve discussion with the workers to find suitable control methods and key information on the process needed for accurate assessment. All COSHH assessments and safety data sheets will be disseminated to all staff as required.

All staff will be given information, instruction and training on the hazards of substances in use, the risks identified, and the control measures required to reduce risks.

This also extends to the provision of suitable personal protective equipment defined by the completion of a COSHH assessment. Assessments will be provided for all site installations.

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**WASTE.**

Management of Whiting Landscape will ensure all production and office and site waste generated within the company is managed safely according to statutory requirements.

Where possible waste shall be segregated and disposed of lawfully in line with environmental legislation applicable to the business.

Where the work carried out on a client’s site the operatives will only use the waste disposal facilities that are provided when authorised to do so.

No waste is to be left onsite or disposed of in an uncontrolled manner.

**THE CONSTRUCTION DESIGN AND MANAGEMENT (CDM) REGULATIONS 2015**

The Construction (Design and Management) Regulations 2005 (CDM 2015) came into force on 6 April 2015, replacing the old CDM 2007 Regulations.

The main changes of CDM 2015 are summarised below:

* **Principal designer.** The replacement of the CDM coordinator role (under CDM 2007) by principal designer. This means that the responsibility for coordination of the pre-construction phase – which is crucial to the management of any successful construction project, will rest with an existing member of the design team.
* **Client**. The new Regulations recognise the influence and importance of the client as the head of the supply chain, and they are best placed to set standards throughout a project.
* **Competence***.* This will be split into its component parts of skills, knowledge, training and experience, and - if it relates to an organisation - organisational capability. This will provide clarity and help the industry to both assess and demonstrate that construction project teams have the right attributes to deliver a healthy and safe project.

The responsibility for setting up and reviewing the Health & Safety arrangements to achieve a safe work environment so far as is reasonably practicable rests with the Contracts Managers and the QUENSHS Manager. The Company, being mindful of day-to-day responsibilities, will endeavor to ensure that persons charged with a management responsibility or affecting or actually controlling others at work do satisfy their responsibilities. The person confirming that measures are satisfied is the Managing Director.

Overall, Whiting Landscape operates as a sub-contractor under a Principal Contractor. However, in the likelihood that we become Principal Contractor, we will ensure that there are reasonable means to confirm competence within our employees and follow our Principal Contractor – Site Management flow chart which details a step-by-step guide on our roles and responsibilities.

**Construction and Maintenance Site Teams**

The Directors, and Contract Managers are responsible for ensuring that the Health and Safety Policy, arrangements, risk assessment and safe working procedures are fully implemented within the operational areas under their management. Any queries, concerns or problems must be raised constructively and promptly with the QUENSHS Manager so they can be addressed.

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**Employees**

All employees across the business are responsible for their own safety and that of others who may be affected by their work and must cooperate by undertaking necessary training, working in accordance with risk assessments and safe working procedures. Any problems or concerns must be raised immediately with the employee’s immediate manager and a member of the Health and Safety Team.

**PART 1 – Introduction of Regulation**

In respect of the CDM Regulations 2015 and established good practice we will achieve co-operation through coordination, site supervision and application of the general principles of prevention.

**PART 2 – Client Duties**

In particular we will ensure that Part 2 of the CDM Regulations is satisfied and in particular the following regulations:-

* Regulation 4 – Client duties in relation to managing projects.
* Regulation 5 – Appointment of the principal designer and the principal contractor (when required).
* Regulation 6 – Notification
* Regulation 7 – Application to domestic clients.

**PART 3 – Health and Safety duties and roles**

The following key duty holders will be considered as: -

Overall and final responsibility for health and safety is that of the Managing Director.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the QUENSHS Manager

who will maintain good liaison with all necessary parties.

Day to day responsibility for ensuring the safe working procedures are fully implemented across the business rests with the Managers and Director.

* Regulation 8 – General duties
* Regulation 9 – Duties of designers
* Regulation 10 – Designs prepared or modified outside Great Britain
* Regulation 11 – Duties of a principal designer in relation to health and safety at pre-construction phase
* Regulation 12 – Construction phase plan and health and safety file
* Regulation 13 – Duties of a principal contractor in relation to health and safety at the construction phase
* Regulation 14 – Principal contractors’ duties to consult and engage with workers
* Regulation 15 – Duties of contractors

All employees will ensure that they work together to fulfil all requirements under CDM Regulations.

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**FIRST AID ARRANGEMENTS**

The QUENSHS Manger is responsible for maintaining suitable first aid facilities for the Office, which includes suitably trained first aiders and first aid equipment which is easily accessible.

Whiting Landscape undertakes to ensure that an adequate number of First Aiders are properly trained, and a valid certificate is maintained.

All First Aiders must undertake refresher training and re-examination within 3 years of their appointment. Failure to do so will result in loss of appointment and the need for complete re-training.

The Company asks all personnel to ensure that First Aid provision is not abused and properly maintained. **It may save a life**

Any accidents / injuries must be reported as soon as possible after the incident to the QUENSHS Manager or Systems Administrator.

The QUENSHS Manger will ensure that adequately trained first aiders are available on all sites; for both maintenance and construction. First aid equipment is kept within all vans and in prominent locations.

**First Aiders**

Are responsible for ensuring that the first aid box(es) are checked on a regular basis and replenished as

necessary.

**Accident Book.**

All accidents no matter how minor to be reported in the Company accident book. The accident book is located

on the Health and Safety system which is accessible to those within the health and safety department.

The QUENSHS Manger will ensure that accidents are investigated appropriately in order to identify the cause and to plan and implement measures to prevent a reoccurrence. Where appropriate a report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 shall be made by the Head of HSQE to register the event and record the unique Incident Report.

Whiting Landscape have a process flow to ensure that all accidents and incidents are managed within the same way;

**ACCIDENT/ INCIDENT REPORTING**



**Injury to persons caused by an accident involving Whiting Landscape, its

products, plant, buildings, emissions, vehicles etc., working on or off site will

be dealt with in accordance with the requirements of the Reporting of

Injuries, Diseases and Dangerous Occurrences Regulations 2013.**





[**http://www.hse.go v.uk/riddor/**](http://www.hse.gov.uk/riddor/)





**Accident Reporting Procedure.**

**The Accident Reporting Policy will be displayed on all key notice

boards where applicable and will be communicated to all new staff

during induction and on-going reviews/audits.**



**Accident Reporting Policy**



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**Emergency

Preparedness &

Arrangements**

**Following admission of the First Aid procedure, all

incidents/accidents/dangerous occurrences, whether or not injury is

sustained must be reported to the QUENSHS Manager or senior

management to ensure that the necessary corrective procedure can

become operational.

See - Emergency Preparedness & Arrangements Process Flow below.**



**Within this process flow the following events are planned for as

required by the RIDDOR Regulations 2013.**

**These events may require investigation. In the case of a death the police will be called and will investigate together with the HSE. The authorities may require that nothing be disturbed until they have visited the scene of the incident.**





**WORK RELATED DEATH**

**SPECIFIED INJURIES**

**(FORMERLY MAJOR INJURIES)**

**WORK RELATED OR

OCCUPATIONAL

DISEASE**

**SPECIFIED

DANGEROUS

OCCURRENCES**

**OVER 7 DAY INJURIES**

**MINOR WORK-RELATED INJURIES**

**Deaths, Major Injury &

Reportable Dangerous

Occurrences**

**F2508**[**https://www.hse.go**](https://www.hse.gov.uk/forms/incident/index.htm)[**v.uk/forms/incident**](https://www.hse.gov.uk/forms/incident/index.htm)[**/index.htm**](https://www.hse.gov.uk/forms/incident/index.htm)

**Injuries in these groups are reported directly to the incident contact centre in either of the following ways:**

* **Internet reports –** [**www.riddor.gov.uk**](http://www.riddor.gov.uk/) **– Copies of internet reports will be printed off at time of entry and retained for future reference.**
* **Telephone reporting – 0345 300 9923 – Followed by Internet Report (F2508) within ten days.**

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**Reportable Dangerous

Occurrences.**

**Examples of Reportable Dangerous Occurrences include but do not limit to:**

* **The collapse, overturning or failure of any load bearing parts/lifting equipment.**
* **Plant or equipment coming into contact with any overhead power lines.**
* **Electrical short-circuits or overload causing fire or explosion.**
* **Collapse of any building or structure under construction, alteration or demolition or a wall or floor in any place of work or false work.**
* **Explosion or fire causing suspension of normal work for over 24 hours.**
* **Sudden uncontrolled release of

flammable liquid inside a building (100kg or more) outside (500kg).**

**Specified Injuries (Formerly Major Injuries).**

**Examples of Specified Injuries include but do not limit to:**

* **Fracture other than to fingers, thumbs or toes.**
* **Amputation.**
* **Dislocation of the shoulder, hip knee, or spine.**
* **Loss of sight (temporary or permanent).**
* **Chemical or hot metal burn to the eye or any penetrating injury to the eye.**
* **Injury resulting an electric shock or**

**electrical burn leading to**

**unconsciousness or requiring

resuscitation or admittance to hospital for more than 24 hours.**

* **Any other injury leading to

hypothermia, heat induced illness or**

**unconsciousness or requiring

resuscitation or admittance to hospital for more than 24 hours.**

***If unsure of classification check the website***[***http://www.hse.gov.uk/riddor/index.htm***](http://or) ***or
contact the QUENSHS Manager.***

**Reportable Diseases.**

**Examples of Reportable Diseases include but do not limit to:**

* **Carpal Tunnel Syndrome: where the person’s work involves regular use of percussive or vibrating tools**
* **Cramp of the hand or forearm: where the person’s work involves prolonged periods of repetitive movement of the fingers, hand or arm.**
* **Occupational dermatitis: where the person’s work involves significant or regular exposure to a known skin**
* **sensitiser or irritant**
* **Hand Arm Vibration Syndrome: where the person’s work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration**
* **Occupational asthma: where the person’s work involves significant or regular exposure to a known respiratory sensitiser**
* **Tendonitis or tenosynovitis: in the hand or forearm, where the person’s work is physically demanding and**

**involves frequent, repetitive

movements.**



**The Reportable Dangerous

Occurrence will need to be reported

to the HSE via the website.

The HSE must be notified as the

soonest possible means i.e. a phone

call.

The report must be completed on the

HSE forms on the web site and

submitted as soon as possible but

within 10 days from the date of the

occurrence.**

[**https://extranet.hse.gov.uk/lfserve**](https://extranet.hse.gov.uk/lfserve) **r/external/F2508DOE**



**Specified Injuries will be reported on

the HSE form F2508.**

**All Reportable Diseases, Dangerous

Occurrences & Major Injuries will be

brought immediately to the attention of

the Systems Administrator or the Finance

Director who will make arrangements to

report to the HSE via the above web link

and investigate the issue internally using

the Accident /Incident Investigation report

form to record their own internal data

relating to the incident to determine root

cause along with corrective and preventive

measures.**



**REPORTABLE DISEASES.**

**If a doctor notifies the company that an

employee is suffering from a work-**
**related disease, the Systems

Administrator or the Finance Director

will send a completed online disease

report form (F2508A) to the incident

contact centre.**



**F2508**

[**https://www.hse.gov.uk/forms/i ncident/index.htm**](https://www.hse.gov.uk/forms/incident/index.htm)



[**https://extranet.hse.gov.uk/lfse rver/external/F2508AE**](https://extranet.hse.gov.uk/lfserver/external/F2508AE)



**Accident/Incident Investigation Report**

**Form**



**Issued By: Wayne Bridges**

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**MINOR INJURIES.**

**Minor Injuries are not reported to the incident contact centre.

Records of minor injuries are maintained in the accident report

book by the systems administrator, investigated by the operations

supervisor. Once Completed and subsequent investigation has taken

place, the First Aid book entries will be forwarded to the Systems

Administrator for review and filing.**



**MINOR INJURIES**



**First Aid Arrangements Notice**

**Accident Book**





**Notice Boards & email circulars.**

**Hazard & Risk

Assessment Review &

Accident Analysis.**

**During the above accident/incident investigation process, all

relevant risk assessments, safe working practices and safe systems

of work will be reviewed for adequacy and will be updated

accordingly to prevent likelihood of re-occurrence.**



**Accident and near-miss statistics will be routinely monitored by the**

**Chairman and senior management to determine any significant trends and will be communicated to Management and staff within the company. The data will be collated and communicated during**

**routine H&S committee meetings.**



**Safety Committee Meetings**



**The minimum stock for First Aid items is: -**

* A leaflet giving general guidance on First Aid.
* 20 individually wrapped sterile adhesive dressings (assorted size) of appropriate type.
* 2 sterile eye pads.
* 4 individually wrapped triangular bandages (preferably sterile).
* 6 safety pins.
* 6 medium sized individually wrapped sterile un-medicated wound dressings.
* 2 large sterile individually wrapped un-medicated wound dressings.
* One pair of disposable gloves.

Where risk assessments identify specific needs for additional equipment, that equipment can be stored in or near to the First Aid box. This will include eyewash stations, saline solution (0.9%), antidotes to specific solutions, scissors, disposable aprons etc.

It is the policy of Whiting Landscape that disposable gloves are always worn to treat any casualty where there is blood or bodily fluids present or if they are aware of a specific risk.



**End of Accident/Incident Investigations and RIDDOR Reporting

Process Flow.**

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**FIRE AND EMERGENCY PROCEDURES**

The QUENSHS Manager will ensure that the fire risk assessment is undertaken, reviewed and implemented at the Office and both yards.

Office fire marshals are to be appropriately trained and are detailed in the Site Fire Routine

The QUENSHS Manager is also responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested every month, which are documented. If there are any issues these are to be rectified immediately.

Access/Egress

* Every effort is to be carried out to help maintain a safe access and egress route/exit in case of an emergency.
* Exit routes are to be clearly signed and unobstructed.
* Alarms should be tested at least monthly, and records kept by the QUENSHS Manager

Raising and hearing the alarm

* All office staff must raise the alarm immediately is a fire is discovered, there is flammable / toxic gas build up is suspected or a major accident / incident occurs
* Upon hearing the alarm, all staff are to evacuate the building immediately, by the nearest fire exit and congregate at the appointed assembly location (green sign).

The Fire Marshalls will take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the office allowed until the fire brigade have given the all clear.

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the firefighting equipment within the buildings and only attempt to use it if they have received training in the use of the equipment and are confident and at no personal risk.

Fire extinguishers should be positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected every month by the The QUENSHS Manager. Any fire extinguisher not in working order must be reported to the Procurement Manager who will replace it with a working fire extinguisher.

**Fire Fighting Equipment.**

Fire extinguishers are provided throughout the premises and are subject to annual maintenance and service by contract to a competent organisation. It is imperative that these are not obscured or access to them impeded in any way.

Whiting Landscape will ensure that all firefighting equipment (FFE) will be available for immediate use if needed. When working on an install, FFE may be provided by the installer as part of the risk assessment requirements.

Training and instruction will be given to the workforce on FFE, fire precautions and best practice risk control.

It is in everyone’s interest to understand the need for using the right type of extinguishers, as this alone presents a significant level of risk.

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**WORKPLACE.**

Whiting Landscape will ensure that all work arrangements are appropriately organised, supervised and monitored. Safe access and egress will be planned for each workplace to ensure the health and safety or staff and visitors during normal work, repair, refurbishment or maintenance operations and in an emergency situation.

Staff will be required to assist the group health and safety effort by complying with all arrangements set up in each workplace and reporting any potential health and safety problem noted in the workplace.

Staff will take a responsible attitude at all times so that through no action of their own will they bring about an unsafe situation for themselves or others.

Management of Whiting Landscape will ensure all visitors and contractors are aware of any potential hazards in the workplace and make suitable arrangements for visitors to be accompanied in areas where there are security or safety concerns.

To enable the workplace to be kept in a safe condition, so far as is reasonably practicable, appropriate housekeeping and cleaning arrangements will be implemented.

The following subjects will be covered in regular workplace inspections - ventilation, temperature, lighting, cleanliness, suitability of workplace locations, and safety of floors, windows, doors and traffic routes etc. Maintenance of the workplace and work equipment will be reviewed and facilities for sanitation, washing, and lunch/rest areas.

**WORKING ALONE.**

Working alone is a risk which should be recognised. It is not itself illegal; however, top management will ensure that reasonable measures are implemented to ensure the health, safety, and welfare of all employees within Whiting Landscape.

In instances where lone working does happen within the office, suitable security and access to phones and mobiles will be available to raise an alarm (if applicable).

For those working alone on sites there are provided with a company mobile phone, which must be always charged and on. The operatives are offered use of a lone working app, which is controlled via a third-party company.

All employees that carry out lone working should refer to Lone Working Policy.

**SMOKE FREE POLICY.**

In line with current legislation, Whiting Landscape operates a **NO SMOKING OR VAPING** policy in all areas within Whiting Landscape Ltd.

It is every employee’s duty to obey “No Smoking” signs and abide by this in the interest of law and health and safety. Failure to do so could lead to disciplinary action.

Smoking or Vaping is only allowed at the designated smoking areas at both sites.

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

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Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

All employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers or members and visitors.

**The Health Act 2006**

**Total Non-Smoking Policy General Statement**

**The Smoke-free (Premises and Enforcement) Regulations 2006**

**Premises**

Second-hand smoke is both a public and workplace health hazard.

This No-Smoking Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke free legislation as well as the Health and Safety commitments of the company.

Smoking is only permitted within designated smoking areas.

Employees are only permitted to smoke during scheduled break times.

Employees that smoke outside of the premises shall not litter driveways, public highways or pedestrian access and walkways and use facilities provided.

**VEHICLES**

To comply with smoke free legislation, smoking is not permitted in company vehicles or vehicles used for company business.

This Policy will be communicated to all staff, and any necessary external interested parties i.e. clients and sub­contractors that may be present on the premises and will be openly displayed.

Employees and Sub-contractors have a duty under the Health and Safety at Work etc. Act 1974 Section 7 to co­operate with their employers to uphold the provisions set for the protection of Health and Safety in the workplace.

Further copies of the policy are available on request from the company Directors.

**ALCOHOL AND DRUGS.**

Under no circumstances should you work under the influence of alcohol, intoxicants, drugs or other illegal substances. If you attempt to work in such conditions, this is a serious breach of our safe working procedures. We do not allow alcohol or drugs for personal consumption on our premises. Please refrain from consuming alcohol and drugs during working hours, including meal breaks etc.

**HOUSEKEEPING.**

All employees are requested to do all that they can to keep the area in which they work a clean, tidy and safe place. Untidiness and poor housekeeping leads to accidents, possible fires and injuries.

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Good housekeeping also denotes efficiency, and in the long term, makes working life easy and more satisfying. Employees are encouraged to make suggestions that will assist management in maintaining a clean, tidy and safe place in which to work. Staff must ensure that spillages creating slip hazards are dealt with immediately. Whiting Landscape seeks to maintain an exemplary standard of housekeeping at all sites as this is key to proactive safety management.

**VISITORS AND CONTRACTORS ARRANGEMENTS.**

Contractors / External services may be required to carry out tasks for Whiting Landscape and these will be generally fall into these categories:

* Maintenance Works to the premises.
* Maintenance and upkeep of company equipment, vehicles and other company assets.
* External Advice and Consultancy.

In all instances these suppliers of services will be managed through the company Health & Safety Management system and, where relevant these suppliers will be asked for safety information such as Risk Assessments and safe methods of work where the activity involves working on our premises.

Also, information on competency levels of these contractors or service providers may be required for example, machinery operation or trade skill.

All contractors will be escorted on and off the premises and they will be informed of the Health & Safety standards that are required on our premises.

Contractors are to inform us of any substances that may be brought onto our premises and give adequate information to us on the risk involved as part of their activities.

Arrangements will be reviewed by the relevant Manager or Director to ensure work is co-ordinated with minimal risk to health & safety.

All visitors and contractors must report to, and formally sign in at reception. The Company representative being visited will ensure the business undertaken on Company premises is carried out in a safe manner. On leaving the premises, the Company representative will escort the visitor(s) back to the reception, where they will be requested to sign out prior to leaving the premises.

They will be informed of the health and safety standards that they will be expected to maintain always, to ensure the safety of Whiting Landscape employees and where applicable, any member of the public working or moving about in the vicinity.

**WORKPLACE TRANSPORT.**

Our premises include limited yard loading areas and carparking for staff and occasionally visitors.

We have undertaken a risk assessment to cover these activities and identified the risk control measures required. E.G., segregation of pedestrian routes, segregated parking bays and the wearing of Hi-visibility clothing in the yard & warehouse areas.

*Whiting Landscape Limited acknowledges workplace transport as a minimal risk to its employees and visitors alike.*

**DRIVING ON COMPANY BUSINESS.**

As outlined in the Company Safe Driving Policy, all drivers must be in a fit physical state before undertaking a journey in a Company vehicle. Ordinary driving licenses are issued by the Driver and Vehicle Licensing Agency. License holders are under a statutory obligation to notify the Licensing Agency as soon as they become aware that they have any condition which could affect safe driving either now or in the near future.

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Certain medical conditions are a potential risk in those who drive as part of their work. If members of staff are required to drive as a part of their job description, confirmation of competence will be sought on appointment and, as with any other pre-employment screening, the offer of employment will be subject to satisfactory medical clearance.

As part of the Whiting Landscapes duty of care, periodic health checks are recommended to confirm the suitability of any member of staff who drives a Company vehicle or other vehicle as part of their job requirements. Health checks will be carried out based on risk, with specific arrangements discussed and agreed with the individual.

Any employee deemed to have any condition which could affect safe driving either now or in the near future must inform Whiting Landscape management at the earliest opportunity.

If any employees drive Company vehicles as an occasional extra task to their normal contractual duties, and are subsequently identified as unfit to drive, this need not affect their employment or role with the Company.

Additional guidance and requirements regarding driving on company business are detailed within the Company Safe Driving Policy

**MANUAL HANDLING AND LIFTING.**

Whiting Landscape recognises that whilst manual handling operations represent a medium risk and part of the workload for our employees, we do recognise our duties and obligations under the Manual Handling Operations Regulations 1992 and fulfil these duties and obligations by: -

* Ensuring that all work activities are assessed with a view to eliminating or minimising the need to manually handle heavy or awkward items.
* Where Whiting Landscape recognise that Manual Handling cannot be avoided, we will provide lifting or carrying aids to minimise the risk of injury wherever practicable.

Where lifting and carrying aids are provided, employees will receive information, instruction and supervision and must use them as trained.

* Whiting Landscape will provide information and instruction in the correct manual handling techniques when mechanical means cannot be used.

Employees are reminded of their duty to report unsafe situations and where an employee is of the opinion they are at risk of injury due to manual handling they must ask for assistance from the Management Team for further assistance in re-approaching the work. Employees must follow the procedures covered within their Manual Handling training and the guidelines over the page within this document.

**IF THE LOAD IS TOO HEAVY FOR YOU - GET HELP.**

**THE FOLLOWING IS THE PROCEDURE FOR SAFE MANUAL HANDLING. ALL EMPLOYEES AND VISITORS MUST

FOLLOW IT AT ALL TIMES. FAILURE TO FOLLOW CAN CAUSE SERIOUS INJURY AND / OR DISIPLINARY ACTION.**

1. The initial movement begins with relaxing the knees allowing the feet to adjust, forming a base into which the body lowers in a balanced fashion.
2. One foot is slightly behind the box and one to its side, both feet pointing forwards.
3. The rest of the body begins to lower in a base fashion; ankle and knee flexing are followed by flexing of the thigh and back.

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1. Finally, the head is allowed to drop, allowing the shoulders to sag and thus the hands and arms to lower, the leading hand can now tilt the box.
2. The leading hand is placed on top of the box on the front edge and pushes it forward. The trailing hand is placed under the box and grips it with the ‘palmer’ grip. The hand on the top of the box can now be re-positioned to grip it at the side.
3. The upward movement begins with lifting the head and breathing in to inflate the diaphragm and therefore, support the lumber region of the spine.
4. The ballistic action of the thighs pushes the body upwards. The arms draw the box close to the centre of gravity of the body and keep a firm hold on it, with the elbows close to the body.
5. Thrust from the rear foot begins the follow through as the subject moves away. There should be no loss of stability of the box or the person during the movement.

**Other Points on Lifting.**

* Use hand, arm or foot protection where necessary.
* Make sure a clear route is available for carrying the load.
* If more than one person is involved in the lifting operation, ensure that only one person is in charge giving clear instructions.
* Where mechanical aids are provided use them.
* Extra care is required when lifting awkward shapes.

**FINALLY: -**

**IF THE LOAD IS BEYOND YOUR CAPACITY – GET HELP.**

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HSE Manual Handling guidelines.



**STORAGE AND RACKING FACILITIES.**

Storage & Racking facilities throughout the company premises shall be strong in construction and suitable for the intended task. Management assisted by employees will periodically review and ensure that the facilities are correctly used and maintained.

Industrial racking shall be bolted to the floor and the legs protected from any potential close vehicle movement and retaining clips will be fitted to prevent dislodging the transoms.

Regular checks will be made by the management to ensure the racking is kept in a good and safe condition.

Routine tidy up and housekeeping exercises will be instigated throughout the offices to ensure that storage facilities are free from unnecessary overcrowding and build-up of combustible materials that could fuel a fire.

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**ELECTRICITY AT WORK & PORTABLE APPLIANCES.**



**Electrical Installation**



**7. Electricity at Work**

**This process has been developed to outline control over the company’s

electrical installation and Portable Appliances.

By controlling electrical risks, we will protect the workforce and

reduce the risk of fire and loss of property.**



**The fixed electrical installations at Whiting Landscape premises are

to be subject to a 5-yearly periodic inspection by an NIC/EIC

qualified organisation, with records being maintained.**



**Adequate levels of competency checks will be conducted by the Top

Management upon engaging suitable Electrical Contractors to

perform Periodic Inspections and on-going system maintenance.**



**Any alterations to the electrical system must be compliant with the

BS7671 wiring standard 18th Edition and top management must

ensure that a minor works certificate is produced by the competent

contractor on completion of the work.**

**Minor Works can be classed as but not limited to:**

* **Additional supply sockets**
* **Fitting of Emergency Lighting**
* **Fire alarm alterations**
* **Work covered during extensions or refurbs.**



**BS7671 Certificate**





**BS7671 Minor Works Certificates**



**Portable Appliances**





**Supply points, fuse boxes, cables, switches, together with all items

of electrical equipment must not at any time be interfered with by

any employee who is not qualified and authorised to do so. Any

damage or excess wear and tear should be reported immediately.

Requests for repair to all items of electrical equipment and

apparatus must be made to a Director. Serious injury may be the

immediate result of unauthorised interference with any type of

form of electrical apparatus.**



**Once the Electrical Installation has been confirmed safe and is to

the required standard, Portable Appliances testing will ensure that

items that are plugged into the installation are safe for the people

that use them.**

**Large items of equipment that require more than 240v supply will

fall part of the Installation rather than be classed as Portable**

**Appliances.**



**The Memorandum of Guidance on the Electricity at Work

Regulations suggests that 'regular inspection of equipment is an

essential part of any preventative maintenance program', but no

attempt is made to specify the intervals of time implied by the word

'regular'. The reason for this omission is obvious; different

situations require different measures in order to meet the

requirement that the danger is prevented.**



**On engaging a competent electrician to perform a Periodic Inspection the company should give a breakdown of equipment that requires three phase power.**

**In some cases, it may be that the Electrician is not competent to test and inspect this equipment and specialist manufacturer guidance may be required.**



**7. Electricity at Work - continued**

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**The factors which affect the frequency of testing must be assessed

by the duty holder who thereby makes the judgement.

In arriving at a judgement as to the frequency of testing, a duty

holder is likely to assess the following factors:-**

* **The environment - equipment installed in a benign environment will suffer less damage than equipment in an arduous environment.**
* **Users - if the users report damage as and when it becomes evident, hazards will be avoided. Conversely, if equipment is likely to receive unreported abuse, more frequent inspection and testing is required.**
* **The equipment construction - the safety of a Class 1 appliance is dependant upon a connection with earth of the electrical installation. If the flexible cable is damaged the connection with earth can be lost. Safety of Class 2 equipment is not dependent upon the fixed electrical installation.**
* **The equipment type - appliances which are hand held are more likely to be damaged than fixed appliances. If they are Class 1 the risk of danger is increased, as the safety is dependent upon the continuity of the protective conductor from the plug to the appliance.**



**All staff using portable electrical equipment are positively

encouraged to visually inspect all equipment prior to use to ensure

safety. In particular checking for damage to the appliance, its label

or plug that may expose electrical conductors. They must report

any damage immediately to a manager or Director and if it appears

unsafe do not use it until the faults have been rectified.**



**Whiting Landscape will ensure a competent individual carries out

PA testing on company appliances and produce suitable records. All

electrical items will be identified individually with a reference

sticker placed on the item showing the following information:**





**Portable Appliances**



**PA testing records.**

* **Item ID or Serial Number**
* **Date Tested**
* **Test Due Date**
* **Pass or fail indication.**



**PA testing records will be retained until superseded. End of Electricity at work process flow**

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**Safe Working Procedures for use of electrical tools and equipment.**

* Generally, if power tools are to be used on site it is preferable to use hand held and battery powered. If such a tool is not available, then the following should apply.
* Ensure that the power tools meet current Noise and HAV Regulations.
* Ensure that they are in good serviceable condition, free from defects or faults.
* Make sure that all cables, plugs and connectors are sound and properly wired up.
* Use tools only on the correct 240v supply.
* The connected supply must be fitted with a circuit breaker.
* Before using a power tool check to see that it is properly earthed unless it is an approved type that does not require earthing.
* Make sure that the power cable is long enough to reach your working place without straining it.
* Keep power cables off the floor where possible. If they need to run across the floor, ensure that they are taped down and highly visible to prevent trips.
* Never stand on a damp or wet surface when using electrical equipment. Keep the equipment clean and dry.
* Portable electric tools should only be used for their designed purpose.
* Ensure that drill bits, saw blades and any other attachments are in good condition and free from wear and tear.
* Disconnect tools when not in use.
* All portable electrical equipment must undergo periodic maintenance in accordance with the manufacturer’s instructions, Electricity at Work Regulations and must have been PAT tested within the last 12 months.
* During transportation of electrical tools ensure that they are kept in a suitable container / case to prevent damage in transit.
* Always wear the appropriate PPE suitable for the tool being used.
* Ensure that safety guards are fitted, working and in place during use. Never use a power tool that may have a faulty guard or if the guard is missing.
* Depending on the location it may be necessary to place barriers around the work area to prevent access to members of the public or other workers, especially whilst using power tools when working at height.
* When tools are not in use, ensure that they are stowed safely so as not to pose a trip hazard to fellow workers and are not at risk from being accidentally dropped.
* Report all faulty / defective equipment to your line Manager before leaving site.
* All serious accidents / incidents must be reported to the relevant line manager (or if they are unavailable, then to a Director) before the end of the working day.

**Procedures for safe use of hand tools and equipment.**

* Hand tools should only be used for their designed purpose.
* Visually check that hand tools are in good serviceable condition, free from defects or faults before starting work.
* Ensure that drill bits, saw blades and any other attachments are in good condition and free from wear and tear.
* All portable hand tools should undergo periodic maintenance in accordance with the manufacturer’s instructions,
* During transportation of hand tools ensure that they are kept in a suitable container / case to prevent damage in transit.
* Always wear the appropriate PPE suitable for the tool being used.
* Ensure that any safety guards are fitted, working and in place during use. Never use a hand tool that may have a faulty guard or if the guard is missing.
* Depending on the location it may be necessary to place barriers around the work area to prevent access to members of the public or other workers, especially whilst using hand tools when working at height.

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* When tools are not in use, ensure that they are stowed safely so as not to pose a trip hazard to fellow workers and are not at risk from being accidentally dropped.
* Report all damaged / faulty / defective equipment to your line Manager before leaving site.
* All serious accidents / incidents must be reported to the management team (or if they are unavailable, then to a Director) before the end of the working day.

**Safe Working Procedures for use of battery-operated tools and equipment**

* Generally, if power tools are to be used they should be hand held and powered by battery.
* Only approved battery-operated power tools are to be used.
* Ensure that the battery-operated hand tool meets current Noise and HAV Regulations.
* Ensure that they are fully charged before going on site. If necessary, have spare back up batteries (also fully charged), to enable the work being carried out to be completed.
* When charging the battery, ensure that the manufacturer’s instructions are followed.
* Ensure that battery operated hand tools are in good serviceable condition, free from defects or faults.
* Ensure that drill bits, saw blades and any other attachments are in good condition and free from wear and tear.
* During transportation of battery operated hand tools ensure that they are kept in a suitable container / case to prevent damage in transit.
* Always wear the appropriate PPE suitable for the tool being used.
* Ensure that safety guards are fitted, working and in place during use. Never use a power tool that may have a faulty guard or if the guard is missing.
* Depending on the location it may be necessary to place barriers around the work area to prevent access to members of the public or other workers, especially whilst using battery operated hand tools when working at height.
* When tools are not in use, ensure that they are stowed safely so as not to pose a trip hazard to fellow workers and are not at risk from being accidentally dropped.
* Report all faulty / defective equipment to your line Manager before leaving site.
* All serious accidents / incidents must be reported to the relevant line manager (or if they are unavailable, then to a Director) before the end of the working day.

**WORK EQUIPMENT.**

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Where we purchase machinery or equipment from outside of the EU, we recognise that we may become the importer and are consequently responsible for ensuring that the equipment meets conformity requirements as set out within Regulation 10 of the Provision and Use of Work Equipment Regulations and relevant CE Marking and EC Directive requirements. *If there is no possibility of this situation occurring, delete this sentence.*

Defects are reported to the Director who ensures that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

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Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely. See item 7 of these Safe Working Arrangements for more information.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the

**WELDING & GAS CUTTING OPERATIONS**

As part of maintenance & repair of machinery & work equipment, welding is occasionally required. Electric / Gas welding & Oxy Acetylene cutting equipment is currently used for these purposes.

It is only authorised, trained, experienced & competent welders and operatives who are allowed to perform these tasks. The following information is included for reference.

**Welding & Gas Cutting General Safety.**

The two main forms of welding are gas welding and electric arc welding. Whilst the hazards particular to each form of welding are considered later, the following hazards are common to both forms in addition to oxy acetylene gas cutting.

**Fire and explosion**

Arcs, flames, sparks and metal spatter are sources of ignition which will readily ignite waste and other flammable materials in close proximity to the welding / cutting operation. Welding on or gas cutting systems or vessels under pressure can result in explosion. Welders / operatives should therefore, ensure that welding arcs and flames do not come into contact with flammable materials. Moreover, care should be taken to ensure that welding or gas cutting does not take place in areas where flammable gases and vapours may be present. This is particularly appropriate in painting and degreasing areas which should always be purged with an inert gas prior to welding commencing.

**Burns**

Engineers are provided with protective clothing to protect them from burns i.e. face shield and helmets, gauntlets and aprons. Any newly welded work should be segregated from the workforce by barriers or screens, along with the display of warning notices.

**Toxic Fumes and Gases**

Inhalation of welding fumes and gases can lead to the condition known as 'welder's lung' or siderosis. Metallic fumes in the form of oxides can be evolved according to the nature of the base metals and electrodes in use. This is also true of fumes and dusts from flux coatings. The action of heat and ultraviolet leads to the evolution of ozone, carbon monoxide and oxides of nitrogen.

Heavy particulate matters in the form of respirable dusts can be created as smoke and metal spatter. Many of the gases, vapours and dusts evolved during the welding process are visible, colourless and odourless, and so considerable care should be taken during welding in confined spaces or unventilated areas. The operation of a permit to work systems will be necessary with such operations.

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**Precautions during welding operations**

* Welding workshops should be provided with effective mechanical ventilation capable of achieving 6 - 10 air changes per hour, together with local exhaust ventilation & RPE in a designated welding area.
* Portable extraction and filtration units should be used where welding is undertaken *in situ* on production machinery and plant.
* Environmental monitoring should be undertaken in welding workshops wherever there is evidence of dust and fume accumulation.
* Welding in confined spaces, particularly, can present a noise hazard. Hearing protection will be provided and worn.

**Gas Welding**

Fuel gases commonly used are acetylene and propane, both of which are flammable and form mixtures with air or oxygen. Any leakage of fuel gas is potentially hazardous, as ignition may lead to rapid or explosive combustion, particularly in confined spaces or unventilated areas. Being heavier than air, propane can accumulate at floor level and will readily ignite. Acetylene, an unstable gas, can decompose explosively when subjected to heat or shock. This can occur in the absence of oxygen and under pressure.

A further hazard associated with gas welding is oxygen enrichment. Most welding and cutting operations use oxygen to support combustion of the fuel gas. Accidental leakage of oxygen has, therefore, considerable hazard potential. Oxygen enrichment will cause a change in ignition characteristics of all combustible material, including those considered non-combustible. Any oxygen should, therefore, never be used to purge or 'sweeten' the atmosphere of a confined space or vessel interior. Accidental leakage should be avoided by frequent inspections of hoses, valves and regulators.

**Electric Arc Welding**

Hazards can arise from poor standards of maintenance and / or repair or equipment, improper use, and use of unsuitable materials, e.g., insulation tape to effect repairs to equipment and connections.

Other dangers arise in the use of portable welding sets as a result of inadequate power supply, absence of isolating switches in the other supply circuit, the need to remake earth connections for each job, and strain or damage to terminals and connections of the welding set. A system for frequent examination, maintenance, and repair of equipment is, therefore, essential. Such a system should ensure that:

* the equipment rating is adequate for the job;
* the equipment is installed in accordance with the latest IEE (18th edition) *Regulations for Electrical Installations;* relevant British Standards and manufacturers' instructions;
* isolation switches are readily accessible;
* the set is frequently examined by a competent electrician;
* all mains and secondary cables, terminals and cable connectors are of adequate size and construction for the maximum welding current;
* terminal and live components are adequately protected;
* there is a separate earthing conductor in addition to the welding current return cable;
* earthing circuits are of adequate capacity;
* any damage to the insulation of cables, electrode holders, torches, etc., is repaired immediately or the item replaced;
* the amount of trailing cable is minimised to avoid impact damage and the danger from tripping.
* there are no exposed metal parts in clothing and protective equipment;

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* accidental arcing is avoided;
* correct equipment is worn so that skin is protected, e.g., visor, gloves, apron, safety boots;
* extra care it taken when working in wet, hot or damp conditions, in confined spaces are areas where access is difficult, and when working at heights;

Another hazard associated with arc welding is that from ultraviolet radiation. This can have an acute effect on the eye, causing burning of the conjunctivae with attendant irritation and a painful feeling of grittiness ('arc eye').

Chronic effects can include permanent vision damage or, in extreme cases, blindness following prolonged exposure. The effect of ultraviolet radiation on degreasing solvents can be phosgene evolution. Phosgene is a highly toxic gas.

Helmets and shield should be kept in good condition and fitted with the correct grade of filter. Non-reflecting welding screens, e.g., matt green canvas, should always be placed around welding areas, and reflected glare should be reduced where possible by the use of non-reflective surfaces for wall finishes in welding workshops.

Notices should be displayed in welding areas giving warning or arc flash, and welders should be instructed to warn other people present prior to striking an arc. Moreover, degreasing solvents should be excluded from welding areas.

**THE WORK AT HEIGHT REGULATIONS 2005 (WAHR).**

**Duties under the Work at Height Regulations**. Whiting Landscape will ensure that:

* Any work at height performed in our undertaking, and the equipment provided for such work, complies with the requirements of the WAHR and does not put others at risk, e.g. employees and members of the public.
* Management will endeavour to make sure that staff are not asked to do tasks where there is inadequate protection.
* Management will consult our employees on matters relating to health and safety with respect to work at height in the development of risk assessments for work at height.
* Circumstances in which work is performed where there may not be a direct ‘employment’ relationship between the person carrying out the work, or using the equipment, and those in control of the work e.g. wherever there are contractors carrying our maintenance and repairs on the buildings, a written formalised way of proceeding should be agreed so it is clear who is responsible for which aspects of the work at height.
* The WAHR require that all the risks of the work be managed by the relevant people to ensure safety. **Employee duties**:

Regulation 14 of the WAHR places specific duties on persons at work. These parallel those on employees in Regulation 14 of the Management of Health and Safety at Work Regulations.

Under the Health and Safety at Work etc. Act 1974 (HSWA) all employees must take reasonable care for the health and safety of themselves and of others who may be affected by what they do or fail to do at work. Anyone who is at work should:

* Co-operate with their employer or others to enable them to carry out their duties.

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* Take positive steps to understand the hazards in the workplace and comply with safety rules and procedures.
* Ensure that their employer is notified of any medical conditions which may affect working at height safety.
* Use the equipment provided by their employer safely, in accordance with any instructions and training given, and not tamper with or modify the equipment.
* Report things which they consider likely to lead to a dangerous occurrence; and not act in a reckless and / or careless way.

**LADDERS / STEPS / ACCESS PLATFORMS.**

Whiting Landscape try to avoid working at height and will often use a subcontractor if height working is required.

Ladders and steps are infrequently used pieces of access equipment but perhaps the most misused. It is essential that safe working practices should be followed if accidents are to be avoided.

Most accidents occur because a ladder has not been secured, and the top or bottom starts slipping. An unsecured ladder is often made unstable by the practices of climbing while carrying loads and of overreaching and over balancing. Ladders which are badly placed or set on an uneven or unstable base are also a common factor in accidents. Where this is a problem it may be necessary to use a proprietary device to assist in securing the ladder.

Whiting Landscape has a duty to provide safe access and a safe system of work. In certain circumstances, especially where work is prolonged, difficult or requires freedom of movement, towers or scaffolding may be the most appropriate means of satisfying this requirement and providing both safe access and a safe workplace. In all instances towers and scaffolds must be fixed by the appropriate methods (i.e. riggers etc.).

Ladders / steps will be examined critically before every use. Care must be taken with metal ladders near power lines, etc. It is safer to use non-conducting ladders in these circumstances.

**Ladders / Steps / Access Platforms Risk Assessment.**

The risks associated with ladders steps are minimised by adherence to the following:

* Ladders / steps shall only be used if in good order. They will be inspected before use and any defects notified, and not used until defects are rectified. Ladders should never be used upside down.
* They shall always be set on the correct angle, (four up to one out).
* They are secured by either lashing to the structure or by a person footing the base.
* The ladder protrudes at least 3' 6", 1.1 metres above any landing place.
* Special care is to be taken if the ladder / steps are sited on unmade ground.
* Care should be exercised when handling, erecting and dismantling and transporting ladders.
* With aluminium ladders special care should be taken to avoid slippage when used against steel

girders.

In instances where access platforms are required, these will be hired from appropriately qualified contractors.

**FALL ARREST EQUIPMENT & HARNESS INSPECTION**

A fall arrest system should only be used when other methods of fall protection are not available or possible, including engineering controls (e.g., elevated platform), guardrails, safety nets, or travel restraint. Most of the

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Whiting Landscape work is conducted at ground level. It is rare that an operative will be required to wear a fall arrest harness, however, training will be required should the opportunity arise.

An energy-absorbing lanyard is a line for connecting a full body harness to an anchorage point with an inbuilt device that reduces the impact of a fall.

There is a wide range of possible causes of degradation of synthetic fibres used in webbing and rope lanyards (including abuse, general wear and tear, edge / surface damage, ultraviolet light, dirt, grit, chemicals).

Defective Lanyards:





Defective Harness webbing & karabiner:

**Examples of defects and damage.**

The following defects and damage have the potential to result in the degradation and / or weakening of the lanyard:

* Cuts of 1mm or more at the edges of webbing lanyards (e.g. where the lanyard may have been choke-hitched around steelwork).
* Surface abrasion across the face of the webbing and at the webbing loops, particularly if localised.
* Abrasion at the edges, particularly if localised.
* Damage to stitching (e.g. cuts or abrasion).
* A knot in the lanyard, other than those intended by the manufacturer.
* Chemical attack which can result in local weakening and softening - often indicated by flaking of the surface.

There may also be a change to:

* The colour of the fibres
* Heat or friction damage indicated by fibres with a glazed appearance which may feel harder than surrounding fibres

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* UV-degradation which is difficult to identify, particularly visually, but there may be some loss of colour (if dyed) and a powdery surface; partially deployed energy absorber (e.g. short pull-out of tear webbing)
* Contamination (e.g. with dirt, grit, sand etc.) which may result in internal or external abrasion

**Pre-use checks and visual checks.**

These checks are essential and should be carried out each time before the lanyard is used.

When the harness is taken from the van the user shall visually inspect the harness for any defects.

The users of the harnesses and lanyards will be competent in the inspection of the equipment and know what signs of damage or defect to look for.

Pre-use checks should be tactile and visual. The whole lanyard should be subject to the check, by passing it slowly through the hands (e.g. to detect small cuts of 1mm in the edges, softening or hardening of fibres, ingress of contaminants). A visual check should be undertaken in good light and will normally take a few minutes NOT a few seconds.

**Remember that you may one day need this equipment to save your life.**

**ANY DEFECTIVE EQUIPMENT WILL NOT BE USED UNDER ANY CIRCUMSTANCES.

THE EQUIPMENT WILL BE DESTROYED AND REPLACEMENT ORGANISED.**

**Detailed inspections.**

These more formal, in-depth inspections should be carried out periodically on a 6-monthly basis. It is the Team Leaders / Supervisors responsibility to ensure these checks are carried out and recorded in the log in the vans.

**Replacement Programme.**

Whiting Landscape will replace all fall arrest equipment irrelevant of the degree of use every 5 years maximum and will immediately replace any defective equipment.

**MOBILE ELEVATED WORK PLATFORMS**

A MEWP is a mobile machine. It is used to move persons to working positions where they are carrying out work from the work platform, with the intention that persons are getting on and off the work platform only at access positions at ground level or on the chassis. The majority of Whiting Landscape work is conducted at ground level, however, on occasions MEWPS maybe used.

MEWPs are widely used across sites as they are a much safer alternative to alloy towers and they have the flexibility to vary in height levels and move across a work face at the push of a button.

All work at height will be properly planned and will be carried out in line with the Work at Height Regulations 2005 (see section 9).

There are a number of different types, but they mainly fall into two categories. They are as follows: -

**SCISSOR LIFT CHERRY PICKER OR BOOM TYPE**

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Whiting Landscape upon selecting this work equipment will ensure that all operators are experienced in the use of this equipment and its correct application. This will be supported by formal training, usually to a widely recognised IPAF standard for both types of access equipment.

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The work platform is provided with guard rails and toe boards or other suitable barriers to prevent falling materials from the platforms.

Refresher training will be provided every 5 years under IPAF and familiarisation training will be carried out when new machinery is selected, or there has been a fundamental change in the working environment.

Familiarisation training can be communicated in the form of:

* Formal Instruction.
* Supervision.
* Provision of information.
* Safety Inductions.

Service manuals will be maintained, and the equipment will be inspected under the PUWER regulations with records being kept.

Thorough examination (6 monthly inspections) of the equipment will be carried out by a competent person in line with the LOLER regulations and records will be kept.

Whiting Landscape will ensure that the working environment is suitable for MEWP operation considering:

* Weather conditions.
* Ground Stability.
* Access and Egress for plant and pedestrians.
* Layout of work area.
* Other contractors working nearby.
* Overhead services and ground works.

Documented risk assessments will be carried out prior to the use of this equipment, and all necessary control measures will be implemented prior to use.

A harness with a short-fixed lanyard will be used by workers operating MEWPs and will be anchored in to designated points within the platform basket.

Arrangements and procedures will be in place for the rescue of fallen operatives from an elevated platform and will be referred to in the risk assessment.

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| **SAFETY SIGNS.**Safety signs fall generally into four categories, with examples provided below:**Safe Condition** - Green/White - Showing the safe way i.e. emergency exit, emergency stop, emergency telephone.**Warning** - Yellow/Black - Warning of a hazard e.g. Caution Mind Your Head.**Prohibition** - Red/White - stating what you must not do e.g. No Smoking.**Mandatory** - Blue/White - stating what you must do e.g. Wear Ear Protection. |  |

***All Signs (wherever practicable) will display a pictogram to convey the message instead of relying solely on text****.*

All employees must take note of these signs and act according to their instruction.

**DISPLAY SCREEN EQUIPMENT – WORKING WITH COMPUTERS.**

Whiting Landscape will, so far as is reasonably practicable, endeavour to ensure the health and safety all staff who use display screen equipment as part of their job activities.

Although the actual use of display screen equipment does not provide health risks, it is the intention of Whiting Landscape to reduce all risks to an absolute minimum. Discussions will be arranged with all employees prior to work with display equipment to provide information regarding all health and safety issues.

Formal training in the form of information, instruction & supervision will be given to staff in the use of computers, ergonomics and work arrangements. Staff will be advised of workstation assessments and their results, the opportunity for free eye and eyesight tests, and necessary variations in their work activity.

Where it can be proven that corrective appliances are required solely for DSE use, Whiting Landscape will also comply with its legal duty and provide suitable and sufficient corrective appliances.

Whiting Landscape will note any concerns raised by employees, investigate all reported instances of adverse health conditions associated with DSE workstations and advise employees of actions to be taken where necessary.

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**Below is the procedure for the management of risks associated with the use

of Display Screen Equipment and to demonstrate compliance with the Display

Screen Equipment Regulations 1992.**



**19. Managing Display Screen Equipment**



**Although the actual use of display screen equipment does not

provide health risks, it is the intention of the company to reduce all

risks to an absolute minimum. Discussions will be arranged with all

employees prior to work with display equipment to provide

information regarding all health and safety issues.**



**Display Screen Equipment (DSE) can be identified as but not limit to:**

* **Computer Screen/Monitors.**
* **Keyboards.**
* **Laptops.**
* **Mouse and other pointing devices.**
* **Work Desk Set Up.**



**To assess a ‘’DSE User’s” workstation, Whiting Landscape will issue

a DSE user assessment form.

The form is structured so that it asks the workstation user a set

format of questions in line with best practice set up.

The forms are completed by the user and returned for assessment

by the relevant manager.**



**On review of the assessment, if there are any indications of non-**
**compliance with best practice, the user will be approached, and the

matter further investigated to determine a suitable method of

correction.**



**For the regulations it is to the company to decide who in the company is to be defined as a ‘’user’ of DSE.**

**Whiting Landscape will class all Computer workers in the company to be a ‘’user’’.**



**During the process the DSE users will be issued with information to help them complete the format and indicate best practice set-up and selection of equipment.**





**DSE User Assessment**

**An action plan will be drawn up and submitted to management for

actions to be completed and improvements made.**



**Workstations will be reviewed every time there is a significant

change to the workstation or person using it. There may be changes

in equipment or location, these will all prompt an action for review

to ensure compliance with best practice.

If there are no significant changes the assessments should show

evidence of review at least annually in case, there have been

changes in legislation or workstation set up.**



**End of DSE assessment & Review process.**

**Many improvements can be simple and may be able to be completed immediately without little management and resource. It may be that the user has requested an eye sight test if they feel that working with DSE is having a detrimental impact on their sight.**

**In this case the employer is liable to pay for such test and can provide a contribution for**

**corrective appliances as

necessary.**





**DSE Review**

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**CONTROL OF ASBESTOS AT WORK.**

**Below is the procedure for identifying and managing Asbestos issues on

Company premises in compliance with the Control of Asbestos at Work (CAW)

Regulations 2012.**



**27. Asbestos Identification.**



**All types of asbestos are dangerous, but blue and brown asbestos

are more hazardous than white. You cannot identify them just by

their colour. Although it is now illegal to use asbestos in the

construction or refurbishment of any premises, many thousands of

tonnes of it were used in the past and much of it is still in place. As

long as it is in good condition and is not being or going to be

disturbed or damaged there is no risk. But if it is disturbed or

damaged, it can become a danger to health, because asbestos fibres

are released into the air and people can breathe them in.

Below are outline procedures of the steps to be taken when facing

any building work or even discovery of suspect materials.**



**Whiting Landscape will ensure all premises have had a management survey and have identified any materials that may contain asbestos.**



**The results of the survey are to be communicated to the workforce,

the suspect areas identified and clearly labelled, with training being

applied to all members of staff that are likely to work around or

come into contact with the materials.**



**An Asbestos management programme will be developed using the Outputs of the survey. This may involve either licensed removal of the materials, protecting them, repairing them or simply monitoring them to prevent disturbance. The actions will be proportionate to**

**the risk of disturbance and exposure to airborne fibres.**



**If any alterations or construction work is done to the premises the

Asbestos register is to be consulted first before work begins.**



**If the work is going to impact on ACM’s then it will be necessary to**

**either:**

* **Remove.**
* **Protect.**
* **Re-design work.**





**Training and records of consultation.**

**Management Plan**

**Asbestos Survey**

**Asbestos Survey**

**Construction Work and alterations.**

**Training is to outline: Locations of the materials,**

* **Background on the legislation,**
* **Health Impacts from exposure to ACM’s,**
* **Any safe working procedures to be implemented and reporting procedures.**



**Management plan will be reviewed every 6 months.**



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**Once the materials have been controlled or the work re-designed,

safe working methods will be produced and once implemented it

will be safe to continue with the job.**

**This will involve consultation with contractors.**

**Risk assessments and method statements will need to be produced

by the contractors for the relevant manager or Director to review.**

**On completion of the works the Asbestos register will be reviewed and updated with all staff informed on the changes to the building. Again, if the materials still exist, they may require monitoring, and this will be confirmed on the updated Asbestos Management Plan.**

**Any contractors working with Asbestos will be licensed and competent. Whiting Landscape will ensure that sufficient checks are carried out on the contractor to honour duty of care with regards to waste management.**

**Competency of contractors will reassure that the materials will be managed safely without risk to health.**



**The asbestos register and management plan will be reviewed as a

minimum of 6 months and updated where necessary.**

**End of Asbestos management process.**

**DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR).**

The primary purpose of DSEAR is to protect the safety of workers and others who may be at risk from dangerous substances that can cause a fire, explosion or similar energy-releasing event, such as a runaway exothermic reaction.

The Regulations apply wherever a dangerous substance is, or is liable to be, present at the workplace. Dangerous substances include substances, preparations and dusts with the potential to give rise to fires, explosions and similar energetic (energy releasing) events (such as runaway exothermic reactions) which can affect the safety of employees and others.

Examples of dangerous substances include: petrol, liquefied petroleum gas (LPG), acetylene, paints, varnishes and certain types of dusts produced in, for example, machining and sanding operations.

In general terms, to determine whether dangerous substances are present in the workplace, the company will need to carry out the following three steps-

**Step 1** - Check whether the substance or preparation has been classified under the Chemicals (Hazard Information and Packaging for Supply) Regulations34 (CHIP) as: explosive, oxidising, extremely flammable, highly flammable or flammable.

**Step 2** - Assess the physical and chemical properties of the substance or preparation and the work processes involved to see whether the work activity creates a potential for fire, explosion or similar energetic (energy releasing) event.

**Step 3** - Check to see if the work activity involves the creation or handling of potentially combustible or explosive dusts.

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The company will need to carry out a risk assessment using information about the physical and chemical properties of the substance or preparation and the characteristics of the work processes to determine whether there is a hazard and risk.

If the assessment of the work activity involving the substance or preparation shows that there is a risk of a fire, explosion or similar energetic event then the substance or preparation is a ‘dangerous substance’.

The dusts of many combustible materials in everyday use such as coal, wood, grain, flour, sugar, certain metals and synthetic organic chemicals, when dispersed in air to form a cloud (i.e., form an explosive atmosphere) can explode if an ignition source is present. Documented records of such explosions go back over 100 years and some incidents have caused large loss of life.

If there is a substance or preparation present that is dangerous, DSEAR applies.

Risk of explosion will be driven down to the minimum likely possibility and personnel working in DSEAR classified zones will be trained & competent.

**WINTER CONDITIONS.**

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise portable heaters where possible and put-on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius for a prolonged period, The Director will review the situation and take appropriate action.

In the event of snowfall within the commuting routes of employees, the Management team will monitor weather conditions and release staff early if necessary, to avoid them being trapped at work. The Director/s / Management Team will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g., during a period of prolonged freezing conditions.

Unless directed by the Director/s / Management Team not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. Home working will be considered where possible.

Managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working brought about by these circumstances.

If due to low staff numbers, our first aiders are not available, the most senior manager present will take the role of appointed person i.e., for the purpose of managing any first aid incident and obtaining medical treatment.

Procedures will be implemented in accordance with our slips trips and falls policy to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on our premises will be regular cleared of snow and gritted to reduce ice. We will follow the government’s snow code in our approach to clearing snow and ice.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings. *Include details of arrangements made to control ice and snow risks in car parks e.g. cordoning off areas which are deemed too treacherous to use such as steep slopes, arrangements for routine gritting.*

Risk control methods will be applied as necessary and as agreed by the Director/s / Management Team. manufacturer’s instructions. Maintenance is only carried out by persons who have been suitably trained.

**CORONAVIRUS (COVID-19) POLICY**

**Issued By: Wayne Bridges**

**Date of Issue: 9th May 2023**

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The company policy includes the measures we are actively taking to mitigate the spread of coronavirus. Employees and any interested parties are kindly requested to follow the direction of the policy and supporting rules diligently, to sustain a healthy and safe workplace during these circumstances. It is vitally important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by appropriate methods.

This coronavirus policy applies to all of our employees and is issued to all personnel as well as the supporting COVID Risk Assessment and Safe Working Practices, to ensure we collectively and uniformly respond to this global pandemic challenge.

See below actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

**General hygiene rules:**

* Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand washing rule). You can also use the sanitizers you will find around the company.
* Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
* Open the windows regularly to ensure open ventilation.
* Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
* If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your work colleagues and take extra precautionary measures (such as requesting sick leave).
* Adhere to the specific on-site office & building controls to minimise interactions with other employees i.e., adhere to the one-way systems, and the restrictions on numbers of persons in the kitchen and offices.

**LEGIONNAIRES DISEASE.**

The company has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE’s ‘Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems’ and ‘HSG274 Legionnaire’s disease:

These arrangements include:

* Assessment of Legionnaires’ disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
* appointment of the QUENSHS Manager as ‘responsible person’ with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE’s ACoP and any particular precautions specified in the risk assessment
* the maintenance of records of all applicable maintenance and testing which are held by the QUENSHS Manager together with a copy of the risk assessment and details of the competent person who conducted it
* monitoring by the Financial Director.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the

required limits, the *[name or job title of responsible person]* reports this

immediately to *[name or job title of senior person overseeing*

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*implementation of this policy]* and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

**DISABLED PERSONS INCLUDING TEMPORARILY DISABLED.**

Where the company employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary, using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as *responding to emergency evacuation alarm*.

We also develop a personal emergency evacuation plan (PEEP) which take account of any change in the person’s health condition.

**NEW AND EXPECTANT MOTHERS AT WORK.**

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work i.e., Office lifting. As a result, heavy lifting will not be expected of new and expectant mothers

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from the relevant departmental head and supporting advisor as necessary. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

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**YOUNG PERSONS AND WORK EXPERIENCE PLACEMENTS.**

A young person is defined as *“a person of either sex who has reached school leaving age but has not yet reached the age of 18”.*

Because of their youth and inexperience all young persons will require closer supervision than adult employees. It should be borne in mind that many young persons do not want to appear stupid when undergoing training or talking to people.

It is essential that questions are asked of the young person to ensure that they fully understand and comprehend the information that has been given to them.

The main statutory responsibility for employers is to ensure, so far as is reasonably practicable, that young persons are not exposed to risks to their health and safety. The employer should:

* Ensure that young persons are adequately supervised during their period of training and also after completion of training; supervision monitors their attitude to safety.
* Give necessary information, training and instructions on health and safety and decide on the best method of doing so.
* The company safety policy is brought to the attention of the young person and relevant sections emphasised.
* Supervision must always be ready to give young person’s advice backed up by written guidance where necessary and be tolerant if asked a constant stream of questions.
* Young persons should never be left alone with dangerous equipment or left in dangerous situations whilst undergoing training. This may extend into supervision of lunch breaks.
* The young persons will have the duties imposed on all employees under sections 7 and 8 of the Health and Safety at Work Act and it is important that this brought to their attention.

Employers should:

Before any work starts, undertake an assessment of the risks to any young person they employ;

* Take into account young workers’ lack of awareness of existing or potential risks and their level of experience and maturity; and
* Use the risk assessment to determine whether a young person should be prohibited from certain work.

If a young person is to be engaged in any capacity the following will also be considered by the Director.

* A limit of eight hours working time a day and 40 hours a week;
* Not to work either between 10pm and 6am or between 11pm and 7am;
* 12 hours’ rest between each working day; and
* Two days’ weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

**Safeguarding / Disclosure & Barring Service (DBS) Checks**

Working with children/young persons (i.e., those under the age of 18) and/or adults at risk.

If the work experience placement is going to involve the person working with children or young persons (i.e., those under the age of 18) and/or adults at risk, it may also be necessary for them to have a DBS Check. If in doubt, the Director will contact the *Human Resources support* who will advise of their expectations. If a DBS check is required, it is the responsibility of the Director to ensure that the person obtains a DBS check prior to commencement of the work experience placement. Therefore, it is essential the need for one is identified early as this may delay approval of the incoming work experience placement.

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