



## Health and Safety Policy Statement

**Holmes Tree Services**, (known herein as the company) recognises its duties and responsibilities under the Health and Safety at Work Act 1974 and will comply with all statutory duties for Health & Safety to ensure as far as reasonably practicable, the health, safety and welfare of all employees and other parties who may be affected by our direct work activities.

The Director of the company, **Robert Holmes**, is aware of their individual responsibilities and what is required to ensure the health, safety and welfare of the company's workforce and anyone affected by our work activities. Employees will also be made aware of their responsibilities to ensure the health, safety and welfare of their own wellbeing and those effected by their actions through co-operation with the company.

Sufficient time and resources will be allowed for health and safety, and the company shall:

**Training** – All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

- **Consultation** –In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:
  - The content of this policy
  - Any rules specific to a site or job
  - Changes in legislation or working best practice
  - The planning of Health and Safety training
  - The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

- **Cooperation & safety of others** – The company will have pre-site meetings with the client to be made aware of any hazards involved with the task at hand. Suitable signage will be used to ensure other parties are not put at unknown risk.
- **Monitoring, Audit & Review** – Review and revise its policy and procedures as required at regular intervals.
- **Accident Reporting** – The company will comply with RIDDOR and report all incidents where legally required. All accidents will be reported to management and will be recorded in the accident book.
- **Accident Investigation** - All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;
  - To determine the cause(s) with a view to preventing a recurrence
  - To gather information for use in any criminal or civil proceedings
  - To confirm or refute a claim for industrial injury benefit
  - To prepare notification to be made to the Health and Safety Executive
- **Fire & Emergency Procedures** – The company will assess the risk of all fire hazards and will separate all combustible materials. In the case of an emergency, all staff will congregate at the designated meetings points and emergency services will be contacted.
- **First Aid** – First aid provision will be made available & issued to all staff for their place of work or pre-arranged with the client for external premises.
- **Manual Handling** – Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;
  - reducing weights
  - reducing the frequency of manual handling
  - the use of additional manpower
  - through the provision of suitable equipment to assist in the operation
  - the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.
- **Work Equipment** – All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).  
No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

- **Asbestos** – If during the execution and/or undertaking of our normal work activities there is concern of asbestos being encountered/disturbed, the company will provide asbestos awareness training to ensure that asbestos can be identified. The asbestos register will be checked on client sites or will be made aware of its location before work commences.
- **PPE** – Personal Protective Equipment will be provided free of charge to all employees. This equipment will be suitable for the work undertaken and training will be provided for its use.
- **Welfare** – Maintain safe and healthy working conditions in addition to providing & arranging (client sites – where necessary) access to adequate welfare facilities such as toilets, washing facilities with potable drinking water.
- **COSHH** – Ensure safe handling, storage and use of all substances. An appropriate assessment will be made to ensure the risk of its use is measured.
- **Risk Assessment** – The company will be responsible for undertaking all risk assessments ensuring all associated hazards are identified with suitable control measure implemented. These risk assessments will be made available to all staff and reviewed amended as necessary.
- **CDM** – When involved in any construction related activity as defined under the Construction (Design and Management) Regulations the company will ensure that all works are sensibly planned so that the risks involved are managed from start to finish, engage with workers about the risks and the relevant controls necessary to manage them, provide information on how those risks are being managed, select the right people to undertake the works, cooperate and coordinate the works with others and communicate all relevant information effectively.
- Additionally, where the company acts a Principal Contractor for Non-notifiable projects, we will ensure that any sub-contractors used are competent to undertake the work, will be adequately monitored on-site and/or will always work under our direct supervision. Any site managers employed will be competent and have a full understand of their duties, all contractors will receive a suitable site induction prior to the commencement of the works and on an on-going basis via toolbox talks if required. A construction phase plan proportional to the risks involved in the project will be produced, with reasonable steps undertaken to prevent any unauthorised access to the site. Where possible we will make use of the client's facilities if they meet the requirements for that project. If this is not the case, we will ensure that adequate temporary welfare facilities are in place prior to the project starting,

**Name:** Robert Holmes

**Signature:** Robert Holmes.

**Position:** Director

**Date:** 13/01/2023