



## Health and Safety Policy Statement

Holmes Tree Services 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, Sub-Contractors and other parties who may be affected by our direct work activities.

The Directors of the company, Robert and Kirsty Holmes, are aware of their individual responsibilities and what is required to ensure the health, safety and welfare of the workforce and anyone affected by our work activities. Employees and Sub-Contractors 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 will ensure:

1. **Training** – All employees and sub-contractors 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 and Sub-Contractors (Health and safety awareness, company procedures etc)
  - The introduction or modification of new/existing machinery or technology (Tool box talks, physical demonstrations, external training etc).
  - A change in employee position/work activity or responsibility.

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

Refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Sub-Contractors are expected to keep abreast of changes in Health and Safety and ensure their training is up to date; qualifications are mandatory and certificates must be presented at the start of the contract with the company.

2. **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, Holmes Tree Services will communicate and consult with all employees and Sub-Contractors 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 and Sub-Contractors via regular safety meetings, tool-box talks, e-mails and memo's and information leaflets.

3. **Cooperation & safety of others** – Pre-site meetings will take place with the client in order to ascertain any hazards involved with the task at hand as well as site access and egrss.. Suitable signage will be used to ensure other parties are not put at unknown risk.
4. **Monitoring, Audit & Review** – Holmes Tree Services will review and revise its policy and procedures as required and at regular intervals.
5. **Accident Reporting** – All employees and Sub-Contractors are to adhere to the Accident Reporting Procedure in the event of a minor accident, major accident or near miss. Holmes Tree Services 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.
6. **Accident Investigation** - All accidents, incidents and near misses will be investigated by 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
7. **Fire & Emergency Procedures** – Holmes Tree Services will assess the risk of all fire hazards and will separate all combustible materials. A fuelling station must be set up and communicated to all operatives. In the case of an emergency, all staff will congregate at the designated meetings points and emergency services will be contacted.
8. **COSHH** – Holmes Tree Services will ensure safe handling, storage and use of all substances. An appropriate assessment will be made to ensure the risk of its use is measured. All Employees and Sub-Contractors are to adhere to COSHH Risk Assessments and Safety Data Sheets.
9. **First Aid** – First aid provision will be made available & issued to all Employees and Sub-Contractors for their place of work or pre-arranged with the client for external premises. All climbers will have their own personal first aid kit attached to their harness and a central first aid kit will be made available and its location communicated to all operatives.
10. **Manual Handling** – Manual handling operations will be risk assessed to determine suitable control measures for the management of risk; Holmes Tree Services 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 or machinery where necessary 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.

11. **Work Equipment** – All work equipment (including electrical equipment) used at work, as part of Holmes Tree Services undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

- PUWER checks will be undertaken and recorded daily via the online app supplied by Holmes Tree Services. Sub-contractors have a duty to record these checks when working on any job supplied to them by Holmes Tree services. Checks must be recorded before leaving the yard for vehicles and machinery and before undertaken and cutting or climbing activities.
- No employee or Sub-Contractor will use work equipment for which they have not received specific training (including NPTC, LANTRA, e-Learning, Tool box Talk, Physical demonstration).
- No employee or Sub-Contractor 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.

12. **Asbestos** – If during the execution and/or undertaking of our normal work activities there is concern of asbestos being encountered/disturbed, Holmes Tree Services will report to the relevant authorities immediately. Asbestos awareness e-learning training will be provide 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.

13. **PPE** – Personal Protective Equipment will be provided free of charge to all employees. Sub-Contractors are expected to provided their own PPE. All PPE must be suitable for the work undertaken and training will be provided for its use.

14. **Welfare** – Holmes Tree Services aim to 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. A welfare bag is kept on the truck, stocked with sunscreen, drinking water, handwashing water, hand sanitizer, hand soap, hand cream, facial tissues, paper towels and clinel wipes.

15. **Risk Assessment** – Holmes Tree Services will be responsible for undertaking all risk assessments ensuring all associated hazards are identified with suitable control measures implemented. These risk assessments will be made available to all employees and Sub-Contractors and reviewed and amended as necessary. All operatives must read and sign to state they have understood and will adhere to them. Site -Specific risk assessment swill be carried out on a daily basis to record job specification, safe working practices and emergency procedures including aerial rescue. Pre- site specific Wildlife and Biodiversity assessments will also be carried out when required.

16. **CDM** – When involved in any construction related activity as defined under the Construction (Design and Management) Regulations Holmes Tree Services will ensure that all works are sensibly planned so that the risks involved are managed from start to finish, this being;

- 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,
- Communicate all relevant information effectively.

Additionally, where the Holmes Tree Services 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 understanding 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:** K.Holmes      **Signature:** Kirsty Holmes.      **Position:** Director      **Date:** 23.10.25

Policy Reviewed	Any amendments	Name	Signature
15.12.2023	<ul style="list-style-type: none"> <li>• General layout and wording</li> <li>• Mention of accident reporting procedure to be followed</li> <li>• Mention of fuelling station</li> <li>• All operatives noted to have read the COSHH risk assessments and safety data sheets</li> <li>• Personal first aid kits to be worn by climbers</li> <li>• Central first aid kit location to be designated and communicated</li> <li>• Welfare bag available</li> <li>• Operatives to read and sign risk assessments</li> <li>• Name of policy writer and date written</li> </ul>	Kirsty Holmes	<i>K.Holmes</i>
07.12.24	<ul style="list-style-type: none"> <li>• Sub-Contractors added to each section</li> <li>• The Company wording changed to Holmes Tree Services</li> </ul>	Kirsty Holmes	<i>K.Holmes</i>
23.10.25	<ul style="list-style-type: none"> <li>• Changes made to power, training and risk assessment.</li> </ul>	Kirsty Holmes	<i>K.Holmes</i>

