



HEALTH SAFETY AND ENVIRONMENTAL POLICY

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POLICY STATEMENT

Iron Orchid Landscapes takes the health and safety of its employees, contractors and members of the public seriously. This policy sets out Iron Orchid Landscapes' commitment to upholding excellent standards of health and safety throughout its processes and activities.

In accordance with current legislation, Iron Orchid Landscapes will ensure that risks and hazards are identified and evaluated, and controls are put in place to negate the eventuality of these risks occurring, to maintain a safe and healthy working environment.

Iron Orchid Landscapes is committed to the welfare and protection of the environment and will take reasonable steps to reduce its environmental impact, where possible, through careful selection of its products and practices.

This policy aims to establish safe working practices through the application of HSE and AFAG guidance and best practice.

It is everyone's responsibility to ensure that their occupation does not hinder the health, safety or welfare of themselves and others.

Iron Orchid will ensure that all employees are aware of their responsibilities and provide adequate training to maintain a safe and healthy work environment. It will ensure that employees have received training, and been certified in the areas of work that they undertake and in the machinery and equipment that they use.

This policy will be reviewed annually. Any incidents, accidents or near misses will be analysed to evaluate if the health, safety and welfare of relevant persons can be improved.

Wilful breach of this Health, Safety and Environmental Policy may lead to disciplinary procedures.

This policy shall apply to all the directors, employees and contractors engaged in Iron Orchid's work and applied throughout the range of services undertaken by the company.

Objectives:

- promote acceptable standards of health and safety
- ensure compliance with relevant statutory provisions
- maintain safe and healthy places of work, and ensure that the health and safety of the general public is not adversely affected
- provide staff with adequate information, instruction, training and supervision
- develop safety awareness and responsible attitudes
- promote a joint consultation approach on health and safety matters
- monitor safety performance

ROLES AND RESPONSIBILITIES

Management

The director and management of Iron Orchid Landscapes recognises their responsibility to uphold and maintain safe and healthy working environments, and to ensure that staff and contractors are aware of this Health, Safety and Environmental policy and comply with its requirements, receiving relevant training and certification where appropriate to carry out their work in a safe and healthy manner.

It is the director and management's responsibility to prepare and communicate method statements and risk assessments and to ensure that employees and contractors have read and understood these. Prior to any work being undertaken on new sites, the management will complete and communicate method statements, risk assessments and emergency planning. It is the management's responsibility to ensure PPE is used appropriately.

Staff and Contractors

All employees and contractors have a duty imposed upon them by the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and other persons who may be affected by their work. They have a duty to co-operate with the director and management in the measures taken to safeguard health and safety at work, and also have a duty to report to the director and management any defects which may have an impact on health and safety. All employees and contractors must be aware of Iron Orchid Landscapes' safety arrangements, statutory provisions and the company's safety procedures.

Employees have a responsibility to behave in a safe and reasonable manner, to only operate vehicles, equipment and machinery that they have been trained and authorised to use, to keep vehicles, equipment and machinery in good order, and to report any conditions which could have an adverse effect on the safe working conditions.

ARRANGEMENTS

All yards and sites used by Iron Orchid Landscapes will be risk assessed in line with relevant legislation, guidelines and best practice. These risk assessments will be evaluated on a regular basis to maintain safe and healthy working conditions. All employees, contractors and other persons entering these sites must make themselves aware of the risk assessments, and comply with the management of these sites to ensure that risks are mitigated. Supervisors on site will ensure on a daily basis that all personnel entering and/or working on these sites are informed of, and have read, the associated risk assessments before starting work and/or entering the premises.

Method Statement

Prior to work starting on new sites, the management will plan out the work to be carried, identify potential hazards and control measures and emergency planning. This will be documented in a Method Statement which will give clear and specific instructions as to:

- descriptions of the task

- project name and reference
- site address
- start and finish dates
- personnel involved
- works supervisor
- materials required
- other essential equipment
- PPE
- specific hazards identified
- staff training requirements
- sequence of events on site
- plant and equipment to be used
- method of access and egress
- hazardous substances
- emergency procedure
- first aid facilities
- name of on-site first-aider
- location of first aid box
- location of nearest hospital

Risk Assessments

Risk assessments will be prepared for each operation undertaken by Iron Orchid Landscapes. Employees will be informed of their responsibility to comply with the control measures detailed in the risk assessment. These may be given in writing or verbally.

Each hazard identified will have the risk evaluated in terms of likelihood of the hazard occurring, and the potential severity of the consequences, and this evaluation will be documented in a risk assessment.

Emergency Planning

In preparing method statements, careful planning for emergency situations will be undertaken. Potential problems in getting to a casualty will be anticipated, such as the need for aerial tree rescue, or releasing a casualty who is trapped below a tree or heavy equipment. Iron Orchid Landscapes will ensure that the following information has been recorded:

- site location name and OS grid references or GPS coordinates
- access point from main road

- type of access e.g. main road, four-wheel drive required etc
- suitable helicopter landing area
- location and phone number of nearest hospital
- name of on-site first aider

ENVIRONMENTAL POLICY

It is Iron Orchid Landscapes' policy to work towards continual improvement of its environmental impact. This will target specifically the choice of materials and products, the reduction of waste, reducing fuel consumption, and appropriate measures to clean up spills from substances hazardous to the environment.

It is everyone's responsibility to reduce the environmental impact of Iron Orchid Landscapes' work, and all employees and contractors must follow these guidelines:

Products and Materials

Through careful planning and management of work, Iron Orchid Landscapes will minimise waste material, and where appropriate, choose products that have the least negative impact on the environment.

Waste

Where waste material is produced, Iron Orchid Landscapes will re-use and recycle waste material wherever possible.

Where waste is to be discarded, staff shall organise it into separate categories and containers.

Where mixing cement, to protect and prevent from land and soil contamination, waste from cement mixing needs to be poured into a pre-dug hole. Solids are to be dug out at the end of the job and disposed of correctly.

Spill Mats

To prevent land and soil contamination, spill mats will be used wherever reasonably practicable.

Fuel consumption

It is the company's policy to reduce fuel consumption through careful planning of itineraries and journeys so as to reduce travel time, as well as adopting a driving manner which promotes fuel efficiency. Employees must not leave engines idling when not in use. It is Iron Orchid Landscapes policy to use battery operated equipment and machinery where reasonably practicable.

WELFARE

Iron Orchid Landscapes will provide and maintain a working environment for its employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

TRAINING AND CERTIFICATIONS

The nature of the work performed by Iron Orchid Landscapes is high-risk and employees may be required to operate in difficult terrain or adjacent to highways, in areas frequented by the public, and in all weathers. Training is essential in ensuring that work is carried out safely and effectively.

Training received will ensure that employees know how to accomplish the tasks required, operate machinery, select appropriate PPE, and keep tools and equipment in good working order.

All new employees shall receive induction training comprising the procedures at work, health, safety and the environment and any legal obligations.

Iron Orchid Landscapes will keep records for each employee of the training they have received and what certificates they hold, including dates of completion. It is at the discretion of the management to decide when an employee requires additional training. Employees, contractors, or any other person, shall not carry out a task for which they have not received appropriate training, or for which they have not been instructed on how to work safely with regards to themselves and others.

In certain circumstances, such as infrequent use of machinery, plant or tools, the management may ensure that employees are fully competent prior to carrying out a task or activity.

CONSULTATION AND COMMUNICATION OF SAFETY INFORMATION

In pursuit of continual improvement of its health and safety standards, as well as its ability to respond to changing environments, Iron Orchid Landscapes values the input and contribution of its employees.

All employees have an active part to play in maintaining and improving safety standards. They will be consulted on safety issues, risk assessment procedures, PPE issues and suitability and use of plant equipment.

Employees shall have access to all relevant risk assessments, safety guides, policies, procedures and operating manuals either on site or electronically, and should familiarise themselves with these and their legal requirements.

WORKING EQUIPMENT

The term 'equipment' in this context covers all tools, plant, vehicles and machinery that may be used due to the nature of Iron Orchid Landscapes' work.

No person shall use any equipment unless they have been trained on how to use it.

Equipment shall only be used for the purpose it was designed for in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly.

Iron Orchid Landscapes will keep a register of all the equipment it holds with a record detailing service and repair history. Checks, inspections, maintenance and services shall be undertaken in accordance with the manufacturer's instructions and any relevant legislative provisions, especially Provisions of Use of Work Equipment Regulation 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Prior to using any equipment, daily checks shall be carried out by employees to ascertain that equipment used is in good working order, that the guards are in place, no damage is evident, and all appears to be working correctly. Where defects, damage or any other problem is apparent, either before using the equipment or in the capacity of using the equipment, employees are required to report this to their site supervisor.

All lifting equipment shall be thoroughly examined by a competent person on a 6 and 12 monthly cycle as appropriate.

Rules in relation to plant and equipment:

- Employees shall not operate any equipment unless they have been trained and authorised to do so.
- Operators must not interfere or remove guarding on any piece of equipment.
- Any faults, damage, defects or malfunctions must be reported to a manager as soon as they are discovered.
- Operators must not attempt any maintenance on any machine unless they are trained and authorised to do so.
- Cleaning or maintenance must not be undertaken unless the machine has been shut down and the power isolated. On self-powered equipment the key must be removed.
- Machinery must not be left unattended whilst it is in motion.
- All employees must observe all pedestrian and vehicles controls throughout the premises.

LIFTING EQUIPMENT

The 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER) are relevant to all activities carried out by Iron Orchid Landscapes. All lifting operations undertaken shall be properly planned, appropriately supervised, and carried out in a safe manner.

All lifting equipment, including accessories, will be clearly marked to indicate safe working loads (SWL) and the maximum load the equipment can safely lift.

Lifting equipment comprises all equipment that lifts or lowers loads, including any attachments used for anchoring, fixing or supporting it. For example:

- rope access and work positioning systems including anchor points
- ropes
- karabiners
- harnesses and strops
- rigging systems for lowering branches
- mobile elevating work platforms (MEWPs)
- cranes
- tree spades

All lifting equipment will be thoroughly examined on a daily basis, and employees will be trained to carry out daily pre-use checks of their lifting equipment. For items subject to high levels of wear and tear (i.e. ropes), a weekly written record of inspection should be kept.

Any defects will be reported to supervisors on site at the earliest possible time and defective equipment will be marked as such and not used any further.

Employees using rope access or work positioning should be trained to:

- select suitable anchor points
- recognise the differences between tree species; and
- understand the effect of:
 - age
 - disease; and
 - condition of the tree

In accordance with LOLER, all lifting equipment will only be used by trained employees so as to ensure proper positioning where the equipment will not collapse or overturn when working.

Positioning and installation of lifting equipment shall reduce, to as low as reasonably practicable, the risk of:

- the equipment or the load striking people
- cut timber drifting, falling freely, or being released unintentionally

Careful attention will be taken to minimise the need to lift loads over people, ensuring that:

- unauthorised access to the work area is prevented where timber is being handled by lifting equipment on or near public rights of way
- MEWPs and cranes used for tree-work are set up so the counterweight does not swing out into the way of pedestrians or road traffic
- arborists in the same tree are not endangered either by working too close together or close to lowered timber

Loads shall not be allowed to drift by ensuring:

- the use of supplementary anchors, where practicable, to reduce the risk of a pendulum swing within the tree
- control lines are attached to cut timber, where necessary, to stop contact with people or objects

Lifting equipment will be fitted with suitable devices to minimise the risk of the load (including people) falling freely. Employees will ensure that:

- they do not climb above anchor points when using work positioning techniques
- roping down of branches is controlled by using a friction device or other suitable system
- they descend ropes in a controlled manner using either a friction knot (i.e. a prussic) or mechanical descender device

WINCHES IN DIRECTIONAL FELLING

Before starting work, a clear and comprehensive communication system must be agreed upon. The chainsaw operator must be in control and give appropriate instructions to the machine operator. An emergency stop signal must immediately be obeyed by everyone. Any unclear signal should be regarded as a stop signal.

If the chainsaw operator cannot see the machine operator, another method, such as a radio or a third person to relay the message, must be used. All operators must receive appropriate training in:

- how to operate the machine
- how to do the tasks required
- use of personal protective equipment (PPE)
- how to keep the machine in good working order

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Iron Orchid Landscapes shall provide appropriate personal protective equipment (PPE), and training in its usage, to all employees wherever there is a risk to health and safety that cannot be adequately controlled by other means.

The term 'PPE' covers all high visibility clothing, specific protective clothing, dust and vapour masks, helmets, eye and hearing defence, rope access and fall arrest equipment.

Type of PPE to be worn will be identified through the method statement and by the management. Employees must follow these instructions.

PPE shall be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provision of PUWER and LOLER.

Daily checks shall be carried out by employees prior to using PPE and any defects reported.

When climbing trees, chainsaw users should wear the following:

- a safety helmet (AFAG recommends a mountaineering style helmet complying with BS EN 12492)
- eye protection (complying with either BS EN 1731 or BS EN 166)
- hearing protection (complying with BS EN 352)
- suitable gloves appropriate to the task and subject to the operator's risk assessment
- leg protection and groin protection (complying with BS EN 381-5), AFAG strongly recommends Type C leg protection for aerial work, because of the high all-round chainsaw cut protection. However, where wearing Type C is impractical (e.g.

because of the higher risk of heat stress associated with it) it may be appropriate to use Type A, where justified by risk assessment

- protective boots with good grip and protective guarding at front vamp and instep (complying with BS EN ISO 20345)
- non-snag outer clothing
- high-visibility clothing where appropriate

Chainsaw PPE

It is essential that anyone using a chainsaw either on or off the ground is provided with, and wears, appropriate PPE. Non-chainsaw users may also need to wear appropriate PPE, for example head, hearing or eye protection as identified in the task risk assessment.

VEHICLE POLICY

All vehicles held by Iron Orchid Landscapes will be maintained in good proper working condition with valid MOT, road tax and insurance.

Weekly vehicle checks shall be undertaken and recorded. These checks shall comprise:

- engine oil level
- coolant level
- brake and clutch fluid level
- power Steering fluid level
- screen Washer fluid level
- wiper blades
- tyre condition and pressure
- battery
- electrical systems
- any damage to the vehicle

Damage caused to any vehicle will be the responsibility of the individual that was driving at the time of the incident.

All fines for driving related offences will be the responsibility of the individual driving at the time.

In accordance with the Environmental Policy, care must be taken to reduce fuel consumption. This will be achieved through considerate driving and planning out of routes and itineraries.

Vehicles will be equipped with fire extinguishers and first aid kits.

To reduce the risk of accidents involving the use of vehicles, all drivers shall adopt the following practices:

- Employees shall assess their current state of tiredness and only drive if fit.

- Employees shall not drive if taking medication which could make them drowsy.
- Employees shall not drive after the consumption of alcohol or if it is felt that there could be residual effect of drinking the previous evening.
- The vehicle shall be driven within the speed limit, with consideration of weather and road conditions, and with due courtesy to other road users.
- Mobile phones shall not be used whilst driving unless a hands-free system has been fitted.

As vehicles are sign written and represent the reputation of the company, drivers are responsible for driving in an appropriate manner.

WORKING AT HEIGHT

Following HSE guidelines, work at height shall follow the hierarchy of control measures:

- Avoid the need to work at height, for example by using extending equipment from the ground.
- Prevent falls using appropriate access equipment such as work platforms or rope access.
- Reduce the distance and consequences of a fall should one occur.

Where working at height is necessary, Iron Orchid Landscapes shall plan and organise the operation, including planning for emergencies and rescue.

All work will be properly supervised and done in a way that is, as far as is reasonably practical, safe and executed by competent people, including managers and supervisors, who are appropriately trained and supervised, and carried out using appropriate equipment that is regularly inspected and maintained.

Chainsaws should never be used off the ground unless the operator has been adequately trained in safe working techniques.

A minimum of two people must be present during all aerial work. One of the ground team must be available, competent and equipped to do an aerial rescue without delay.

All operators should wear appropriate PPE.

Danger in the drop zone

Any work at height must be carefully undertaken by all staff present. The drop zone is an exclusion zone. Always wear appropriate PPE including high-visibility clothing and a safety helmet.

Maintain communication at all times. There must be no doubt as to when it is safe to enter the drop zone. Ensure that all communication between the climber and other operatives is pre-agreed and clear. Use a two-way radio. If contact is lost, do not enter the drop zone until communication with the climber has been restored. Never enter the drop zone unless you have received an all clear from the climber.

Always use the two tree length rule when calculating and marking the drop zone. Any operative in the drop zone who becomes aware that cutting is taking place should take immediate steps to safely exit it.

Climbers must be aware at all times of the location of others. If in doubt, stop working until their position is clear.

Where embankment felling is being undertaken, give full consideration to the correct danger zone below and the potential route of sliding/rolling cut wood. Carefully consider the location of chippers and their access route.

Responsibilities of ground staff during aerial tree work

- Plan the job with the climber before the work starts and be aware of the tasks involved. On busy sites consider dedicating a specific member of the ground staff to each climber.
- Maintain effective communication with climbers at all times.
- Maintain concentration and watch the climbers. Anticipate their needs, passing up tools and other equipment when required.
- Keep climbing and work ropes on the ground free of knots, kinks, tangles, branch wood and clear of machinery. Keep ropes in safe positions, e.g. away from obstructions, vehicles, equipment and the public.
- Ensure the precautions taken to exclude the public and traffic from the work area are maintained whilst work is in progress.
- Keep tools and equipment which are not in use away from the immediate work area.
- Control working ropes, but do not wrap a rope around any part of the body to gain extra grip or purchase.
- Continually assess the operation and modify the work plan and risk assessment if you need to. If you are unsure, stop the work and re-assess the operation.
- Where possible share the workload with the climber(s).

Tree Climbing

In accordance with the Work at Height Regulations 2005, climbing work with a personal fall protection system, ropes and harness, can only be done if:

- A risk assessment has shown that the work can be done safely whilst using that system
- The use of other, safer work equipment (e.g. mobile elevating work platforms) is not justified
- The user, and a sufficient number of available people, have received training specific to the task, including rescue techniques

The main climbing techniques in tree work are either:

- Work positioning, e.g. changeover climbing using a harness, friction knot and climbing line
- Rope access and positioning, e.g. foot-locking or single rope technique (SRT)

In the tree, where possible, the system should be securely attached to two load-bearing anchor points. Each anchor point should be strong enough to support the climber, work equipment and any foreseeable loading.

Work positioning systems should only be used if there is a suitable backup system for preventing or arresting a fall. If the backup system includes a second line, the user must be connected to it. If it is not reasonably practicable to have a backup system, the user needs to make sure that the work positioning system doesn't fail by, for example:

- receiving and adopting appropriate training
- using properly chosen equipment
- choosing reliable anchor points
- following industry and HSE guidance
- maintaining the correct use of tools

Rope access and positioning should only be used if there are at least two separately anchored lines; one the working line and the other a safety line. The user must be connected to both lines using a suitable harness. The working line should be equipped with a safe means of ascent and descent, and have a self-locking design to prevent the user falling if they lose control. The safety line must be equipped with a mobile fall protection system connected to, and travelling with, the user of the system.

In rope access and positioning, a single rope can be used if a risk assessment has shown that the use of a second line would entail higher risk, and appropriate measures have been taken to ensure safety.

WORKING NEAR POWER LINES AND CABLES

Any aerial or ground work proposed **within 10 meters** (measured at ground level horizontally from below the nearest wire) of overhead power lines necessitates specialist guidance from the owner of the power line.

Iron Orchid Landscapes will have consideration of work which has the potential of breaching the 10-meter perimeter through falling trees, MEWPs and cranes that in the event of a collapse could fall within 10 meters of power lines.

The power line owner (Network Operator) should assist in establishing a safe system of work. This could include:

- arranging for the electricity to be switched off
- refining safety distances (depending on the nature of work, methods and contractor competency)
- arranging for works to be undertaken by a specialised utility arboricultural contractor

Iron Orchid Landscapes will always seek to manage the risks from electricity by undertaking the works with the power cut off.

Where this is not possible, the decision to undertake live works must be justified, documented and meet the criteria of the Electricity at Work Regulation 1989, Regulation 14:

“No person shall be engaged in any work activity on or so near any live conductor (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless -

- (a) it is unreasonable in all the circumstances for it to be dead; and*
(b) it is reasonable in all the circumstances for him to be at work on or near it while it is live;
and
(c) suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury”

WORKING ADJACENT TO HIGHWAYS

For simple traffic management activities, the signing, lighting and guarding arrangements shall be set up by a qualified member of the team.

For complex traffic management situations, the company shall employ the services of a specific traffic management contractor.

All staff on site shall wear high visibility vests or jackets appropriate to the classification of the highway.

For road closures and parking suspension situations, prior arrangements shall be made with the highway authority, the police and the local authority as appropriate.

LONE WORKING

It is Iron Orchid Landscapes' policy to avoid, where reasonably practicable, lone working on sites and operations where risk of injury is likely or above a low risk level, or where there is likelihood of incidents happening.

In the event where employees are lone working, regular contact proportionate to the level of risk will be established with a named contact person: either a supervisor, manager or the director of Iron Orchid Landscapes.

Emergency planning and risk assessments will take into account the eventuality of lone working.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Hazardous substances include any substance that could cause harm or irritation to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, and dust.

Iron Orchid Landscapes has a duty to take effective measures to control exposure and protect the health of employees, contractors and members of the public who may be exposed to such substances.

Substances used or produced in conjunction with the nature of Iron Orchid's work shall be assessed to determine their potential harm, and wherever reasonably practicable, less harmful alternatives will be used.

COSHH assessments shall be undertaken and details of their safety precautions will be made available to employees at work sites and where substances are stored.

Control measures shall be put in place combining equipment, PPE and methods of working to reduce risk.

Employees shall be kept informed of the hazards that they are exposed to and to the relevant safety precautions. Instructions and training of safe use and handling of hazardous substances will be provided prior to use.

Substances Hazardous to Health shall be securely stored in their original containers. Data sheets provided by manufacturers (especially sections 15, 4 and 8) will be kept with each substance. Pesticides shall only be mixed and used by trained and certified personnel.

Rules in relation to hazardous substances:

- All employees must only use substances or products in accordance with the COSHH assessment.
- All substances including products, chemicals, liquids and gases must return to their designated safe storage location when not in use.
- All spills must be cleaned up using spill control materials as soon as they occur.
- Any waste products, chemicals or oils must be taken to the correct disposal point.

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

Iron Orchid Landscapes will identify dangerous substances present on its sites and any situation where an explosive atmosphere may build. Appropriate control measures to prevent an explosion or fire shall be put in place where these substances cannot be removed.

Appropriate measures and equipment to deal with accidents, incidents and emergencies shall be put in place and all employees will be informed about, and trained to control or deal with, the risks from dangerous substances.

Areas where explosive atmospheres may occur will be identified with suitable warnings put in place. Ignition sources will be avoided with non-smoking and no naked flame zones put in place.

OIL STORAGE

Oils and similar substances will be stored in such a way as to avoid damage to the environment in the case of a spill.

Substances shall be stored:

- with like substances
- separate to other types of substances so as to prevent any adverse reaction

- with appropriate spill control
- with appropriate flame control
- with appropriate security

Spill clean facilities and wash facilities shall be available close to the storage location.

PESTICIDES

Pesticides, herbicides and other similar substances pose a high risk to health and must only be used by trained staff.

Pesticides are to be stored in their original containers with the approved product labels. Pesticides are not to be decanted into drinks bottles or other similar containers.

All stores must be constructed in a way as to prevent unwanted releases. They should also be constructed of non-combustible material, and secured against unauthorised access.

Pesticides are not to be transported in the cab of a vehicle. Vehicles with bulkhead between the cab and the load compartment are to be used and chemicals are to be stored in a secure, leak-proof chemical container, or in a secure cabinet mounted on the outside of the vehicle or on a trailer.

Vehicles or cabinets are to be locked whenever they are out of sight of employees.

Safe usage of pesticides:

- Employees must always read and make sure they understand the instructions on the label and any safety data sheet (SDS) or leaflet supplied with the product. Failure to follow these instructions may be an offence and may lead to prosecution.
- Reasonable precautions must be taken to protect human health and the environment when storing, using and disposing of pesticides.
- Anyone who applies a professional pesticide product must hold the appropriate Certificate of Competence issued by the National Proficiency Tests Council.
- Employees must use personal protective equipment identified in the instructions in addition to:
 - o protective bib and brace overall with protective elbow-length gloves, or wrist-length gloves (Nitrile, minimum 0.5 mm thickness, complying with EN 374) with cuffs inside protective (plastic) elasticated elbow-length sleevelets; or
 - o a suitable two-piece suit and wrist-length gloves with cuffs inside the jacket sleeves. Safety wellingtons or water-repellent boots with a good grip (complying with BS EN ISO 20345:2004) to be worn inside trouser legs
- Employees must ensure that personal clothing is clean and stored away from sources of contamination, and damaged items are replaced promptly, especially gloves.
- Only spray when weather conditions are suitable to minimise the risk of spray drift. The law requires that pesticide applications are confined to the target area.
- Avoid walking through treated areas.
- Do not eat, drink or smoke when applying pesticides.

- Wash off splashes from skin and clothing immediately, and wash before eating, drinking, smoking or taking a rest break.
- Do not use faulty application equipment.
- Do not overfill sprayer tanks and secure all caps and lids before use.
- Employees must keep a record of all pesticide use.
- Report all suspected cases of environmental damage, poisoning or other adverse reactions, so they can be thoroughly investigated.

FIRE PRECAUTIONS

A fire risk assessment and fire plan shall be in place for sites controlled and used in the course of Iron Orchid Landscapes' work.

Significant fire hazards (ignition sources and fuel sources) will be identified and ignition sources and fuel sources will be kept apart.

Control measures shall be introduced to reduce the risk of fire to a level that is as low as reasonably practicable.

Appropriate training on procedures in the event of a fire will be provided to employees during induction training.

The fire risk assessment and fire plan shall be available to all staff and visitors on the notice board.

Fire extinguishers will always be present in work vans.

FIRST AID

Appropriate and adequate first aid equipment, facilities and personnel will be provided by Iron Orchid Landscapes.

First aid kits will be provided in Iron Orchid Landscapes' vehicles and worksite, appropriate to the nature of work undertaken. Where risk assessment or industry guidance specifies, individuals shall carry their own first aid kit.

Information relating to trained first-aiders will be present at work sites.

MANUAL HANDLING AND MUSCULOSKELETAL DISORDERS (MSD)

Manual handling training will be provided to all employees during their induction training to ensure the risk of injury is minimised.

All staff shall receive manual handling training relevant to the tasks that they will be likely to encounter during their employment. Update training shall be undertaken as appropriate.

All staff must avoid manual handling wherever reasonably practicable to do so. Avoidance of manual handling should always be the first consideration.

If manual handling cannot be avoided, staff should consider the load, the environment, their individual capability and the task at hand when undertaking manual handling operations.

Prior to manual handling, employees should consider the following:

1. Does the item actually need to be moved or lifted?
2. Can mechanical handling methods such as forklifts and cranes be used?
3. Can assisted handling methods such as barrows and trolleys be used?
4. Can the load be shared with other people?
5. As a last resort, what manual handling techniques can be used?

Musculoskeletal disorders

Musculoskeletal disorders (MSDs) are the most common occupational illness in Great Britain, MSDs include lower back pain, joint injuries and repetitive strain injuries.

Early symptoms of MSDs include:

- poor posture
- muscular tightness
- joint stiffness
- restricted range of movement
- persistent pain and twinges

NOISE

Hearing loss caused by work is preventable but once hearing has gone it won't come back. Exposure to high noise levels can cause permanent hearing damage, often without the sufferer being aware of it until it is too late. It may lead to tinnitus (ringing in the ears) or deafness. Exposure to many different sources of noise has a cumulative effect and can cause damage, even if a worker is only exposed to a single source for short periods of time.

Suitable PPE shall be issued to employees for the equipment that they operate.

Where reasonably practicable, the quietest machinery will be provided.

Operators shall be assessed for early symptoms of injury, and if injury is suspected they shall be referred to an occupational health specialist for further assessment.

Employees need to:

- **Cooperate:** Employees must help the employer to do what is needed to protect hearing. Employees shall use any noise control devices properly and follow any working methods that are put in place.
- **Wear any hearing protection that is supplied:** Employees are required to wear any hearing protection properly (following training on how to do so) and wear it all the time they are doing noisy work, and whilst in hearing protection areas. Removing hearing protection even for a short while means that employees' hearing could still be damaged.
- **Look after their hearing protection:** Iron Orchid Landscapes will inform its employees on how to look after their hearing protection, and request that employees seek help if they have questions about looking after it.
- **Report any problems:** Any problems that employees have with their hearing protection or noise control devices need to be reported straight away, by letting their employer or safety representative know.
- **Report any ear or hearing trouble:** Employees must tell their employer straight away if they have any ear trouble.

VIBRATION HAV/WBV

Hand-arm vibration (HAV)

HAV comes from the use of hand-held power tools and is the cause of significant ill health, including painful and disabling disorders of the blood vessels, nerves, joints and muscles of the hands and arms.

Hand arm vibration can be a serious health risk where powered hand tools are used for extensive lengths of time.

Where reasonably practicable, Iron Orchid Landscapes will provide machinery designed for low vibration, with heated handles or with anti-vibration mounts.

Exposure shall be restricted where possible through regular breaks, rotating work patterns, or by limiting the time employees use vibrating equipment.

Employees should start with warm hands, keep them warm, and take regular breaks.

Any pain, or tingling in hands or arms, should be reported to the supervisor on sight.

Suitable PPE shall be issued to employees for the equipment that they operate, and all PPE and equipment shall be maintained to ensure that vibration levels are kept as low as possible.

Operators shall be assessed for early symptoms of vibration injury annually, and if injury is suspected they shall be referred to an occupational health specialist for further assessment.

ASBESTOS

ACM's (asbestos containing materials) must be included on site risk assessment if present on a proposed worksite.

If working around asbestos roofs or if discovering fly tipped waste which could be ACM on a worksite, employees must inform the office immediately so that appropriate advice can be sought.

INCIDENTS AND ACCIDENTS

Iron Orchid Landscapes shall report all incidents required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) to the HSE.

Incidents involving near misses shall be reported to the directors, and appropriate action shall be taken to reduce the risk of similar incidents occurring again in the future. All employees shall be encouraged to report near miss incidents, as this will reduce the likelihood of reoccurrence and improve safety standards.

All accidents resulting in personal injury, however minor, shall be recorded.

Investigation may be undertaken to establish the immediate and root causes of an incident.

Corrective action, the cost of corrective action, the root cause and preventive action shall be recorded.

MONITORING AND REVIEW

The company Health and Safety Policy shall be continually monitored for effectiveness. It shall be reviewed in light of any incident that may have implications on this policy, or on the suggestion of any stakeholder.

In the absence of any significant change, this document shall be reviewed at least annually.