



Health & Safety Policy

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999

This is the Health and Safety Policy Statement of Huffey's Ltd

1. Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

Print: Christopher Huffey

Date: 25/1/18

Review date: 25/1/19

1.1 Introduction

Huffey's Ltd is a small sized company undertaking the full range of arboriculture tree work operations including tree planting, tree pruning and tree felling (including sectional felling). We also offer other services including stump grinding, cable bracing (of weak tree structures) and general gardening activities

We have been operating since 2010 and specialise in servicing the domestic and commercial sectors of the industries. We are fully committed to health & safety and all our staff and sub-contractors are fully qualified and experienced in the operations they undertake. We undertake refresher / update training on a regular basis to ensure all our staff are kept up-to-date on the latest techniques and technologies.

We wholly embrace the contents of this Health and Safety Policy and have clearly communicated its contents to all our staff. We review and where necessary revise the Policy, and associated procedures, annually and when there are changes in legislation or work practices.

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2. Organisation (Roles & Responsibilities)

Overall and final responsibility for health and safety is that of:

Christopher Huffey – Managing Director

Day-to-day responsibility to ensure this policy is put into practice is delegated to:

Christopher Huffey – Managing Director

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Managing Director/Owner Christopher Huffey	Overall Responsibility	Ensuring resources are available to meet the company's responsibilities
Health and Safety Manager Christopher Huffey	Directing Group policy and compliance	Keeping up to date with legislation and requirements, ensuring staff are correctly trained and certificated in all relevant areas, ensuring inspections and records are up to date, acting as a conduit between all interested parties so allowing the company to meet its legal responsibilities.
Team Leaders Aronn Darby	Day to day health and safety compliance	Ensuring risk assessments are in order, that site organisation and work is to the required standard and reporting any defective systems/equipment that could prejudice safe work.
Operatives Aaron Mcilroy	Personal and other responsibility	To work safely following national/company guidelines, to report any conditions that prejudice safe working.

All employees must:

- take reasonable care of their own health and safety and the health and safety of other persons who may be affected by their acts or omissions at work;
- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy).

3. Arrangements

3.1 Information, Instruction and Supervision

The Health and Safety Law poster is displayed on yard door

Health and safety advice is sourced from:

- Christopher Huffey
- HSE website - www.hse.gov.uk HSE Infoline 0845 345 0055
- Industry best practice guides

Christopher Huffey shall be responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Information which is available to employees in Vehicle Packs/Depot office includes:

- Relevant AFAG (All)
- FISA Safety Guides
- The 'Red Book' (NRSWA Code of Practice)
- Company Generic Risk Assessments
- COSHH Assessments
- Relevant Site-Specific Risk Assessment / Job sheet
- Hospital (A&E) list
- Emergency contact details

Additionally, the above and other information is available to employees from the office.

3.2 Workplace Arrangements

A specific risk assessment covering the office(s), workshop and yard shall be undertaken and maintained.

The office(s), workshop and yard shall be kept in a safe and clean condition with no trip hazards or obstructions which could cause harm or prevent emergency access / egress.

Workspaces and display screen equipment shall be assessed for suitability for the specific user and these assessments shall be reviewed or repeated regularly to ensure continuing suitability.

3.3 Emergency Procedures (Office(s) & Workshop / Stores)

Clear information regarding action in the event of a fire, fire exits, evacuation routes and assembly point(s) is prominently displayed in the office(s) and workshop / store.

In the event of a fire, or any other circumstances which render the office(s) or Workshop / Stores unsafe staff and any visitors should immediately leave the building and follow the evacuation routes to the assembly point.

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Christopher Huffey is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every Christopher Huffey/Week

Fire extinguishers are maintained and checked by/every Christopher Huffey/6 Months

Alarms are tested by/every: Christopher Huffey/Week

Emergency evacuation will be tested every 6 Months and will be organised by: Christopher Huffey

3.4 Emergency Procedures (Work-site)

Aerial Rescue shall be planned and (a) designated rescuer(s) shall be appointed as part of the Site-Specific Risk Assessment (SSRA) and works planning process.

Christopher Huffey is responsible for identifying the necessary emergency procedure requirements and means of recording this on site.

Christopher Huffey is responsible for ensuring adequate arrangements for aerial rescue provision at work sites including competent and experience 'rescuers' and suitable equipment.

Christopher Huffey is responsible for ensuring the procedures are in place, recorded and communicated to all staff on site with roles / responsibilities identified.

Christopher Huffey is responsible for checking emergency procedures on site to ensure they are adequate and effective.

Christopher Huffey is responsible for reviewing emergency procedures for on-site operations.

The SSRA must be correctly completed and readily available in the event of any emergency as the SSRA contains vital emergency information.

In the event of any emergency, including one where an aerial rescue becomes necessary, the Team Leader shall lead the emergency procedure where possible. If the team leader is incapacitated the next most senior person, or the most experienced operative, should lead.

The procedure which shall be followed in the event of any emergency is:

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The actions below are contingent on the proviso that no-one should put themselves at risk when dealing with an emergency or considering carrying out any form of rescue.

- **Stop all work** - All plant and machinery to be switched off and vehicles to be parked. All climbers to descend to the ground. All staff to assemble for further instructions.
- **Assess the situation and any casualties*** (*As far as it is safe to do so). Make the area safe if possible. Give / organise first aid as and when appropriate.
- **Get help?** - If emergency services are needed Phone 999 and specify the service required (ambulance / air ambulance / fire / police). From the SSRA, give the location including the postcode or grid-reference. Give a brief description of the nature of the emergency, when it occurred and the condition of any casualties.
- **Aerial Rescue*** (*If required) - To be carried out by the / a designated rescuer (the most experienced and quickest if there is more than one) using the quickest 'safe' method available. Self-rescue by the casualty themselves is always the quickest and likely to be safer than other methods if properly assessed.
- **Deal with the Aftermath** - Continue giving first aid to casualties as required, make them as comfortable as possible and monitor their condition until medical help arrives. Report to Management. Quarantine any equipment involved in the accident.

3.5 Personal Protective Equipment (PPE)

Employees shall be provided free of charge with PPE and safety equipment suitable for their role and the tasks they are expected to carry out. In the event of wear and tear rendering the PPE ineffective it shall be replaced free of charge. Employees are expected to look after, maintain and clean (where appropriate) their PPE and to report any wear or defects.

PPE issued to staff is recorded in a PPE Register recording details of issue, repair and replacement.

Daily checks shall be carried out by employees prior to using PPE. PPE shall be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions. All equipment shall be clearly marked to be identifiable.

It shall be the responsibility of the employee using any equipment, including PPE, to report any defects in the equipment as soon as they become apparent. Arrangements shall be put in place to repair or withdraw the equipment.

Withdrawn equipment will be clearly marked as such and will not be used until repaired, if appropriate. The equipment will otherwise be disposed of.

3.6 Risk Assessment

All company risk assessment state who has undertaken them. The findings of the risk assessments are to be reported to all relevant company employees and visitors.

Actions required to remove/control risks will be approved by Christopher Huffey. Responsibility for ensuring the action required is implemented is with Christopher Huffey. Checking that the implemented actions have removed / reduced the risks is with Christopher Huffey.

Owing to the nature of the work risk assessments will be undertaken on a site-by-site basis, along with generic risk assessments for repetitive operations i.e. chainsaw use, to establish a safe method of work (where a complex, or new, operation is undertaken a job specific method statement may be produced to assist this.)

Generic Risk Assessments (GRAs) have been prepared for all operations carried out by the Company. These identify the hazards and risks associated with an appropriate and wide range of arboriculture tasks and specify appropriate control measures to reduce risks to an acceptable level. GRAs will be available at the point of use (in Vehicle Packs / Team Files).

Site Specific Risk Assessments (SSRAs) shall be carried out for each work-site. The team leader / foreman shall brief staff immediately prior to the start of the work and shall brief visitors prior to them being allowed onto the work site. The team leader / foreman shall also update the SSRA as necessary. SSRAs will identify site-specific hazards and the associated risks to employees, the public and the environment and specify appropriate control measures (which may include additional measures to those specified in the GRA). The control measures will form part of a safe method of work which all operatives must follow.

SSRAs will include information designed to minimise delay in the event of an emergency - e.g. Location (by postcode / grid ref.), nearest A&E hospital, mobile signal / nearest land-line phone, meeting point for emergency services, helicopter landing point, and others.

Where Work at Height (WaH) is required SSRA will indicate the WaH method adopted (following a WaH risk assessment) and provide adequate justification for the method chosen.

Where Work at Height (WaH) is required the SSRA will include an aerial rescue plan and will indicate / record the names of one or more designated rescuer(s).

GRAs will be reviewed, and where necessary revised, annually and when there are changes in legislation or work practices.

SSRAs will be reviewed, and where necessary revised, annually and when there are changes in legislation or work practices or as a result of accidents / incidents / near misses.

A detailed job / site specific Method Statement may be produced where the client or main contractor requires or where the complexity or extent of the works indicate its desirability. All staff must comply with the Method Statement where one exists.

3.7 Welfare

Suitable welfare facilities including toilets, hand-wash facilities and an area to take breaks and lunch are available at Company premises.

For short duration work on site 'local arrangements' shall be made and noted down. For example:

Toilet and washing facilities are available in the downstairs cloakroom of the customer's house.

Toilet and washing facilities are available at the McDonalds on the High Street – 100 metres to the south of the worksite.

For longer duration sites, facilities shall be provided on site or arrangements shall be made to share the facilities of the main contractor.

3.8 Consultation with Employees

Consultation with employees is provided by:

- (i) use of employee appointed safety reps only

Employee representative(s) are:

Christopher Huffey/ Managing Director

*In recognition that all employees have an active part to play in maintaining and improving safety standards, they are directly consulted on health and safety issues and any other issues relating to their employment at formal Tool-box Talks.

All H&S Meetings and/or Tool-box Talks will be recorded (and therefore auditable) and will include the names of attendees and their signatures to confirm attendance, an agenda and minutes. For monitoring purposes, minutes will be retained for a period of 5 years.

3.9 Training and Competency

All new employees receive induction training relating to company procedures, health and safety matters and legal obligations, first aid, fire safety, & manual handling.

Induction training will be provided for all employees by Christopher Huffey.

All employees will be competent to carry out their duties and will have the necessary, extant certification. No one will carry out any function for which they are not trained or instructed in so as to be able to work safely with regard to themselves and others.

To ensure competency, personnel records will be kept, and a Qualifications and Skills Matrix maintained to record areas of competency, skills and abilities. These will be reviewed on a regular basis to assess training needs and plan refresher training, on-going training and re-qualification (where applicable). All operational staff shall undertake appropriate refresher training within 5 years of obtaining their original qualification or last refresher training.

Training records are kept at/by Office/ Shelf

Training will be identified, arranged and monitored by Christopher Huffey/ MD

In the event of an employee being involved in an accident, incident or near miss their training needs will be reassessed and training organised if appropriate.

Job-specific training will be provided by by Christopher Huffey. On-going and refresher training will be provided by Christopher Huffey and will be recorded (and therefore auditable).

Specific jobs requiring special training / qualifications / experience or equivalent are

- Level 2 Award (CS30) - Chainsaw maintenance and Crosscutting
- Level 2 Award (CS31) - Felling & Processing Trees up to 380mm
- Level 3 Award (CS32) - Felling & Processing Trees over 380mm
- Level 3 Award in severing uprooted or Windblown trees using a chainsaw
- Level 2 Award (CS38) - Tree climbing and Aerial Rescue
- Level 3 Award (CS39) - Aerial Cutting of Trees Using Free Fall Techniques
- Level 2 Award (CS40) - Aerial Tree Pruning
- Level 3 Award (CS41) - Aerial Tree Rigging
- Level 3 Award in use of a chainsaw from a mobile elevated platform
- Level 2 Award in Safe Use of Manually Fed Wood-chipper
- Level 2 Award in the Safe Use of Stump Grinders
- Level 2 Award in Safe Use of a Powered Pole Pruner
- MEWP
- Pesticides PA1/6
- Pesticides PA2

3.10 Manual Handling

Management will carry out a Risk Assessment of manual handling tasks within the Company and seek to reduce these wherever possible, for example by the use of machinery.

Where manual handling is unavoidable, training will be delivered, and relevant information provided on good working techniques to employees to ensure the risk of injury is minimized. Individuals should

consider the load, the environment, individual capability and the task to hand when undertaking manual operations.

3.11 Work at Height

In compliance with the Work at Height Regulations, 2005, all tree work at height will be adequately planned, organised, supervised and carried out in as safe a manner as is practicable, by competent persons in each case, consistent with the hierarchical approach specified in the regulations. Prior to any tree work at height a risk assessment will be undertaken to determine the most suitable safe means of accessing the tree, the work equipment which is appropriate (which will be adequately inspected and maintained) and to ensure that adequate emergency procedures, including aerial rescue provision, are in place. Further information is supplied in 3.11.1.

Christopher Huffey will be responsible for identifying all work at height requiring a specific risk assessment. Christopher Huffey will be responsible for undertaking work at height risk assessments and determining the most appropriate means of access.

Team Leaders/Supervisors will be responsible for ensuring that all actions identified in the work at height risk assessments are implemented effectively on site and will be responsible for ensuring that all relevant employees are adequately informed.

Christopher Huffey will be responsible for ensuring that all relevant employees are informed about the work at height risk assessments Christopher Huffey will be responsible for monitoring work at height and reviewing / revising procedures where necessary / periodically.

3.11.1 Tree Work at Height Policy

Relevant legislation includes the 'Work at Height Regulations 2005' (WaHR) & associated ACOP (Approved Code of Practice). Also: HaSaWA 1974 (the 'Act'), MHSWR 1999 (the 'Management Regs. '), LOLER 1998 (lifting/lowering regs). HSE / industry guidance:

- The Work at Height Regulations, 2005 (as amended) – a brief guide (indg.401)
- Safe Use of Ladders and Step-Ladders – an employer's guide (indg.402)
- Tree climbing Operations (AFAG 401)
- Aerial Tree Rescue (AFAG 402)
- Mobile Elevating Work Platforms (MEWPs) for Tree Work (AFAG 403)
- Emergency Planning (FISA 802)
- LOLER: How the regulations apply to arboriculture (AIS30)
- Guide to Good Climbing Practice (Arb Assoc)
- Guide to Use of MEWPs in Arboriculture (Arb Assoc)
- ICOP for Tree Work at height (Arb Assoc)

3.11.2 Work at Height Hierarchy

The WaHR require that all work at height is subject to the application of the following hierarchy of controls / access:

First – avoid working at height wherever possible, if not

Second – use work equipment or other measures to prevent falls,

Third – use work equipment or other measures to minimise the distance and consequences of a fall

In tree work scenarios this broadly translates as:

1. Ground level using pole pruners etc.
2. MEWP use
3. Climb tree

3.11.3 Procedure

Being mindful of the WaHR all tree work will be adequately planned and organised, consistent with the 'hierarchical approach' outlined above, but acknowledging that in most instances accessing of the tree crown will be necessary. All work at height will be carried out by competent people. A full Work at Height Risk Assessment will be undertaken, and appropriate work equipment will be selected and adequately maintained and inspected. Further emergency procedures will ensure adequate, and 'competent', aerial rescue provision is available at all times.

At the preliminary site visit an initial risk assessment will be undertaken which will consider the site, and the task to be undertaken, to determine the most suitable, and safe, means of accessing the tree.

Factors that will influence this decision will be (also see ICOP for Tree Work at Height):

- WaHR tree work 'hierarchical approach'
- Tree structural condition, presence of significant defects / decay and observing wood condition and characteristics ('Crack Willow' - very brittle)
- Anchor point availability and strength, i.e. to ensure suitable and adequate
- Weather conditions (prevailing)
- Site access, ground conditions and terrain
- Site type and usage (disruption / obstruction)
- Task to be undertaken and work standards required
- Numbers of trees to be worked and value of contract
- Availability of machinery and equipment to undertake the task
- Competence and experience of staff engaged

3.11.4 WaHR Tree Work Hierarchical Approach

1. Work from ground level wherever possible – consider straight felling of trees to be removed and consider use of pole saws/pruners for low level crown lifting etc. operations (provided the risks involved in so doing, i.e. falling branches onto operator, do not exceed those of 'controlled' working at height)
2. Work from MEWP provided the 'reasonable practicable' test is satisfied, i.e. increased financial cost is proportionate to increased safety (when sectional felling unstable / unsafe trees) OR deemed to achieve a more efficient operation, i.e. crown lifting roadside trees / 'low' pollarding roadside trees.
3. Work from rope and harness* Use of rope access / work positioning techniques in line with industry guidance by trained, competent and suitably experienced arborists using suitable equipment under a LOLER inspection regime.

*Justifiable if MEWP use is deemed disproportionate in terms of increased cost 'v' increase in safety, i.e. doesn't meet 'reasonably practicable' test, OR introduces a higher level of risk, i.e. MEWP toppling / becoming unstable, trapping / crushing injuries, obstructions / overhead power-lines, traffic collisions) OR due to insufficient access / road width.

3.11.5 Site Specific Risk Assessment & Emergency Procedures

Either at the preliminary site visit, and then validated on the actual day of operation, or on the operational day a full and comprehensive site-specific risk assessment (SSRA) will be undertaken bearing in mind the need to often access the tree crown. This SSRA will consider in detail the site as a whole, the condition of the tree, any changes that have occurred since the preliminary site visit (if applicable), the weather conditions and the competence and experience of those assigned to the task.

This process will be principally conducted by the site foreman/supervisor and in conjunction with the lead arborist (unless the same person.) This will involve a detailed inspection of the tree to ascertain its health and structural condition and a conclusion will be arrived at on its suitability to climb (unless a MEWP is already assigned to the job.)

Further a suitable 'emergency plan' will be established involving 'competent' aerial rescue provision, i.e. experienced and qualified personnel with regular aerial rescue practice (ideally a regular climbing arborist). Adequate arrangements will also be made to both contact the emergency services via mobile telephone or landline telephone, ensuring clear and unobstructed direct access to the site as far as possible, and effect an aerial rescue without delay with all necessary equipment immediately at hand and/or installed in the tree.

The outcomes of this process will be documented on the SSRA form by the site foreman / supervisor and all staff on site will be fully briefed of the significant site hazards, controls and emergency procedures before signing to confirm their understanding. This document will be kept under review throughout the duration of the job and amended as changes occur, i.e. weather conditions, site conditions or task developments.

Once the climber is aloft an opportunity for closer inspection of the aerial parts of the tree will be presented and the method of access will be reviewed if necessary with a corresponding review of the SSRA.

3.11.6 Training & Qualifications

Acknowledging that tree work is potentially very hazardous, and in particular 'aerial' operations, all staff engaged in these tasks will receive sufficient training, and competency testing, i.e. NPTC and CITB / Lantra, where applicable. Thereafter operatives will have the opportunity to consolidate their skills in the workplace under the supervision of experience staff and improve their operational competence and proficiency.

Relevant 'competency' testing and details on refresher training is included in section 3.9 Training and Competency

3.12 Noise and Vibration

To control the risks associated with noise and vibration in the workplace and in order to comply with the Control of Noise at Work Regulations, 2005 and the Control of Vibration at Work Regulations, 2005 the following arrangements will be implemented.

An Asset Register showing the vibration and noise outputs of chainsaws, hedge trimmers, pole pruners and other vibrating or noise generating hand held equipment and machinery will be maintained.

Employees will be provided with information about noise and vibration risks. A clear indication will be provided to operatives, via stickers attached to each piece of qualifying equipment, of the maximum daily 'trigger time' for each piece of machinery (re. Vibration).

Staff rotation will be implemented if maximum trigger times are reached in order these will not be exceeded (re. Vibration). Appropriately rated ear defenders (i.e. 'chipper rated') will be issued to all operatives. All PPE and equipment will be maintained to ensure that noise and vibration levels are kept as low as possible. All new or replacement equipment purchased will be selected for low vibration and noise outputs so as to further reduce the risk.

Formal health surveillance of all operatives by an external occupational health professional / organization will be carried out every three years to screen for early signs and symptoms of hand / arm vibration syndrome (HAVs), and of noise induced hearing loss (by audiometric testing). Annual 'in house' assessments / screening of all operatives will be implemented by the completion of an Annual Health Questionnaire.

3.13 Safe Plant and Equipment

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The term 'equipment' has been used below to cover all tools, plant, vehicles, machinery and equipment used by the Company in the course of its operations. Any problems found with plant/equipment should be reported to Christopher Huffey. Christopher Huffey will ensure:

- that all equipment (including portable electrical equipment where applicable) which requires maintenance and/or inspection is identified,
- that effective maintenance / inspection procedures are drawn up
- that maintenance / inspection is carried out as is appropriate,
- that any new or second-hand equipment is confirmed to be suitable for use and accords with relevant legislation and health and safety standards before it is purchased.

Employees shall not be instructed or authorised to operate any machine or use any equipment unless they have received specific auditable training.

Equipment shall only be used for the purpose for which it is intended and in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications are to be carried out unless under the instructions of the manufacturer. Essential details and warning signs must be in place at all times.

Equipment will be 'pre-use checked', inspected, maintained, repaired, serviced and thoroughly examined* (*where appropriate) in accordance with the manufacturer's instructions and the provisions of PUWER and LOLER.

Inspections, servicing and repairs will be recorded, and the records retained for the service life of the equipment within the company.

(A) Register(s)* of all equipment will be maintained showing purchase dates and servicing and repair histories..

It is the responsibility of the employee using any equipment to report any defects as soon as they become apparent. Arrangements will be put in place to repair, replace or withdraw the equipment.

Withdrawn equipment will be clearly marked as such and will not be used until repaired, if appropriate. The equipment will otherwise be disposed of.

3.13.1 Climbing and Lowering Equipment

All climbing and lowering equipment will be clearly marked to be individually identifiable.

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A daily pre-climb inspection of his/her climbing equipment will be carried out by the climber.

A thorough examination of climbing and lowering equipment will be carried out by a suitably qualified competent person every 6 months in the case of personal protection equipment (PPE) items such as climbing equipment and every 12 months in the case of non-PPE items such as lowering equipment as required by LOLER.

Recorded weekly inspections will be carried out by User for PPE items.

Recorded weekly inspections will be carried out by User for non-PPE items.

3.13.2 Electrical Equipment

The Company shall ensure that all fixed and portable electrical equipment is regularly inspected for safety and structural integrity.

Portable electrical equipment that does not move or suffer wear and tear such as PC's:

Timescale	Action
Initial Installation	The appliance is inspected for integrity prior to use and then used until the next scheduled inspection
4 years from entry into service	The appliance shall be inspected and tested by a competent person
4 years from the last inspection	The appliance shall be inspected and tested by a competent person. The inspection routine shall follow the 4-yearly inspection rota until the equipment is deemed to be beyond its safe useful life expectancy.

Portable electrical appliances that are moved regularly and are likely to suffer wear and tear such as hand tools and extension cables

Timescale	Action
Initial Installation	The appliance is inspected for integrity prior to use and then used until the next scheduled inspection. It is checked by the user prior to use
12 months from entry into service	The appliance shall be inspected and tested by a competent person
12 months from the last inspection	The appliance shall be inspected and tested by a competent person. The inspection routine shall follow the 12 and 24 month inspection rota until it is deemed to be beyond its safe useful life expectancy.

Records of testing and examination shall be kept for reference.

3.14 Safe Handling and Use of Substances and Exposure to Biohazards (Control of Substances Hazardous to Health Regulations)

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Hazardous substances include any substance that could cause harm to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, preservatives and biological hazards (biohazards) such as London Plane leaf hairs, Lyme and Weil's Disease, Giant Hogweed and others.

Substances considered for use will be assessed and less harmful substances will be used wherever practicable. Christopher Huffey will be responsible for identifying all (and new) substances which need a COSHH assessment.

COSHH Assessments have been prepared by Christopher Huffey for any substance which the Company uses and for any biohazards to which employees may be exposed. COSHH Assessments for substances have been prepared using Material Safety Data Sheets (MSDSs) obtained from manufacturers.

COSHH Assessments provide information regarding active ingredient(s), the ways in which the substance can cause harm, safety precautions and first aid. Christopher Huffey will be responsible for ensuring that all actions identified in the assessments are implemented.

COSHH Assessments will be made available to employees at the offices, where the substances are stored, and where they are used (in Vehicle Packs / Team Files).

Employees will be kept informed of the hazards that they are exposed to and to the relevant safety precautions.

As well as the above, pesticides, including herbicides, insecticides and preservatives, have specific requirements. They shall be securely stored, in their original containers, and their usage recorded. Pesticides shall only be mixed and used by trained and certificated personnel.

COSHH assessments will be reviewed every 12 months, when work activity changes or when new substances are brought into use or new biohazards are likely to be encountered.

3.15 First Aid and Work-Related Ill Health

It will be ensured that all employees hold a current Emergency First Aid at Work qualification awarded by an appropriate organization. The most senior first aider on site (in terms of level of qualification,

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experience or most recently qualified) shall be responsible for taking charge in the event of injury or illness.

Each office, yard and vehicle will be equipped with suitable first aid kits appropriate to the number of persons in place and the tasks they are carrying out. Christopher Huffey will be responsible for checking first aid kits to ensure that sterile items are in date and restocking first aid kits when necessary.

Ground staff using chainsaws and climbers (at all times) shall carry a large wound dressing or trauma bandage in their chainsaw trouser pocket or a personal first aid kit (on their person) if preferred.

Health surveillance of all employees will take place to screen for early signs and symptoms of hand / arm vibration syndrome (HAVs), and of noise induced hearing loss (by audiometric testing) (See 3.6 above).

Health surveillance will be arranged by Christopher Huffey with records kept at office

3.16 Fire Precautions

A Fire Risk Assessment has been carried out for the office(s) and workshop / store using the following method:

- A plan of the premises has been produced and included in the Fire Risk Assessment
- Significant fire hazards (ignition sources and fuel sources) have been identified
- Control measures have been put in place to reduce the risk of fire to a level that is as low as is reasonably practicable

The Fire Risk Assessment shall be available to all staff and visitors on the notice board and will be reviewed and revised if necessary in the event of any change in circumstances.

Derived from the Fire Risk Assessment, a Fire (Action and Emergency Plan) has been produced detailing action in the event of a fire and providing information with regard to fire exits, evacuation routes and assembly point(s).

Clear information regarding action in the event of a fire, fire exits, evacuation routes and assembly point(s) is prominently displayed in the office(s) and workshop / store.

A practice fire drill will be carried out annually (staff will be notified in advance).

Fire extinguishers of the appropriate type are provided in the office(s) and workshop / store and in work vehicles. They are inspected annually for serviceability (and replaced as necessary) by Christopher Huffey .

In the event of a vehicle or plant (e.g. chipper) fire at a work-site if it can't be put out with fire extinguisher call 999 for the fire service using the SSRA.

3.17 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

The DSEAR protects against risks from fire, explosion or similar events arising from dangerous substances used or present in the workplace.

The Company's Fire Risk Assessment has indicated that there is currently no significant risk of explosion.

If circumstances change, the Company will abide by the requirements of DSEAR and carry out appropriate risk assessments in relation to any qualifying substances and provide measures to eliminate or reduce the risks as far as is reasonably practicable. The company will provide the necessary equipment and procedures to deal with accidents and emergencies and provide information and training to staff. Where an explosive atmosphere may occur, these areas will be zoned, and suitable warnings put in place.

3.18 Oil Storage

The Oil Storage Regulations require that oils are stored in such a way as to avoid damage to the environment in the case of a spill etc. The company will abide by the requirements of the regulations.

3.19 Asbestos

It is unusual for operatives to come into contact with asbestos during tree work operations. There are many building materials that could be encountered that may contain asbestos (ACM - Asbestos Containing Materials). Corrugated asbestos roofing materials, particularly on garages and outbuildings, are most likely to be encountered. ACMs will not cause harm whilst intact but will release harmful dust if broken, for example by a falling piece of timber. Where dismantling or pruning work must be carried out over buildings with asbestos roofs, rigging equipment and pull-ropes (tag lines) will be used to lower cut sections and guide them away from the structure.

Prior to the commencement of work, Christopher Huffey will be responsible for identifying sites where asbestos may be present and contacting the relevant 'experts' / specialist contractors for assistance.

Where asbestos is encountered on arrival at a site, for example if working near asbestos roofs or if fly tipped waste which could be ACM is discovered on a worksite, Team Leaders shall not commence work but shall contact Christopher Huffey.

3.20 Lone Working

The Company will only allow persons to work alone once an assessment of risk has been carried out and all appropriate and necessary control measures have been validated and found to be wholly effective. In addition, employees are required to take the following steps to protect themselves against the dangers of lone working, namely:

- Checking that the work to be done is subject to a risk assessment and whether or not a second person has already been identified as essential for the work
- Obtaining as much information from the land or building owner about what risks could be present and what existing controls are in place
- Carrying out your own site-specific risk assessment
- Pre-arranging contact check calls if deemed appropriate
- Ensuring suitable tried and tested emergency plans and arrangements are in place
- Taking such emergency survival apparatus and equipment as the environment requires.
- If you feel unsafe, do not put yourself at risk, discuss the situation with your line manager.

3.21 Sub-Contractors

Christopher Huffey will be responsible for identifying works where sub-contractors are required.

Prospective sub-contractors will be required by Christopher Huffey to complete a Sub-Contractor Questionnaire to assess competence as part of a vetting process to ensure they are competent to perform the works.

Sub-contractors who are appointed will be required to read, understand and sign a Contract of Sub-Contractor Employment before commencing any work on our behalf.

Sub-contractors will be issued with a copy of this document and any appendices and will be required to comply with it in full.

Sub-contractors' operatives will be audited for health and safety, quality and environmental compliance in the same way as employed staff by Christopher Huffey. (See 3.24 below)

3.22 Utility Services (Overhead and Underground)

Christopher Huffey is responsible for identifying sites where utility services are present and represent a hazard to work operations.

Christopher Huffey is responsible for ensuring adequate arrangements for utility service avoidance or, if not possible, liaison with the service provider to obtain further information.

Christopher Huffey is responsible for ensuring the arrangements / controls are implemented on site, i.e. powerline shut down / underground cable CAT scan.

Christopher Huffey is responsible for checking emergency procedures on site to ensure they are adequate and effective in respect of utilities.

Christopher Huffey is responsible for reviewing emergency procedures for on-site operations where utilities are affected.

3.23 Alcohol and Substance Abuse

Substance abuse, the use of illegal drugs, the misuse of prescribed drugs, the abuse of alcohol, solvents or similar, that can impair a user's judgment and ability to work safely can lead to unacceptable levels of risk to themselves, others and the environment.

Employees reporting for work in an unfit state due to any of the above will be suspended until such a time that they are fit to work again. Disciplinary action may result.

3.24 Smoking Policy

The Company is committed to providing a comfortable and healthy working environment for its employees and visitors alike within its premises; therefore, this smoking policy seeks to guarantee all

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employees the right to work in air free of tobacco smoke.

Laws banning smoking in public places (including work places) came in to effect on 1st July 2007 in England. Smoking is therefore prohibited inside Company premises and in substantially enclosed spaces on Company premises or at work-sites.

No Smoking signs (at least A5 size and contain the 'No Smoking' logo, together with the words 'No Smoking') will be prominently displayed at all entrances to the Company's premises. 'No Smoking' signs will also be displayed in Company commercial vehicles.

All visitors, contractors and temporary staff will be expected to comply with the terms of this policy.

Company cars and commercial vehicles are deemed to be entirely 'non-smoking' when being used by more than one person.

3.25 Road Safety Policy Statement - Occupational Driving

As part of the Company's overall Health and Safety Policy, the Company is committed to reducing the risks which staff face and create while driving or riding for work. The Company asks its entire staff to play their part, whether they use a Company vehicle, their own or a hire vehicle

The Company is committed to promoting good health at work and safe driving and operation of vehicles used on company business is a vital element in each individual's ability to perform his or her particular job effectively. The Company therefore looks to all employees to uphold the highest standards of driving.

The Company recognises that it has a responsibility to ensure vehicles are fit for the purpose intended and meet all relevant legal requirements (including excise license, statutory inspections and insurance). Furthermore, the Company also recognises its responsibility to ensure that vehicles are maintained in a safe and roadworthy condition.

The Company will ensure that employees hold an appropriate class of licence for the vehicle to be used. The licences of employees using vehicles on company business will be checked annually for disqualifications and endorsements.

Employees using vehicles on company business are responsible for ensuring that routine pre-use safety checks are carried out, and that the vehicle is operated safely.

The Company does not condone employees using hand held mobile phones or other communication devices whilst driving. Staff must never make or receive calls on a hand-held mobile phone whilst driving. Persistent failure to comply with this requirement will be regarded as a serious matter.

3.26 The Construction, Design and Management (CDM) Regulations

It is Company policy to ensure as far as is reasonable practicable that construction work and construction related activity does not pose a risk to the health and safety of employees, clients, visitors, contractors or anyone else who may be affected.

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The Construction (Design & Management) Regulations 2007 are intended to protect the health and safety of people working in construction, and others who may be affected by their activities, through a systematic management approach from concept to completion. The Regulations also encourage the integration of health and safety into project management. The Company is committed to complying with these regulations and the supporting ACOP's and HSE guidance.

The Company will ensure that where appointed as a "Principal Contractor" under the Construction (Design and Management) Regulations 2007, a suitable construction phase health and safety plan is prepared before construction begins and that the plan is implemented and kept up to date as the project progresses. The Company undertakes to fully consult and co-operate with the Client's appointed "Health and Safety Co-coordinator" for the project.

As a "Contractor" the Company will implement the construction phase health and safety plan as directed by the "Principal Contractor" and ensure that any sub-contractors are evaluated and approved.

The Company will ensure safe working practices are followed on site; restricting entry to the site to authorized people; that site rules are enforced; that all workers receive site induction training covering site rules and have adequate information and training to carry out their duties.

If acting as such, the Company undertakes to comply with duties as 'designers' under the CDM Regulations.

The Company will ensure that the workforce is consulted about health and safety matters and that workers are instructed to inform management of any defects or concerns associated with any systems of work which we provide. Safety monitoring procedures are established and the health and safety of everyone on site is regularly reviewed.

CDM files will be kept up to date with relevant guidance notes and other information applicable to the project.

3.27 Incident and Accident Management

Christopher Huffey is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. All reportable incidents, accidents and work-related ill-health as defined in RIDDOR to the HSE will be reported to the enforcing authority in an appropriate manner and within the prescribed timescales.

Incidents involving near misses will be reported to Christopher Huffey and appropriate action will be taken to reduce the risk of similar incidents occurring. All employees will be encouraged to report near miss incidents as this will reduce the likelihood of recurrence, so improving safety standards.

All accidents resulting in personal injury, however minor, will be recorded in the Accident Book which is available in the office. Anyone may complete an entry in the Accident Book. Completed entries will be stored securely in a locked cabinet to comply with data protection legislation.

Incidents, accidents and near misses will be investigated by Christopher Huffey and the significant findings and actions taken or to be taken will be recorded on a standard form.

Christopher Huffey is responsible for investigating work-related causes of sickness absences.

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Completed forms will be retained to assist in monitoring the effectiveness of our health and safety systems. Christopher Huffey is responsible for acting on investigation findings to prevent a recurrence.

3.28 Monitoring

The effectiveness of our health and safety systems and compliance with them will be constantly monitored. Unannounced health and safety audits (spot checks) will be carried out on each work team at monthly intervals by Christopher Huffey. These will be recorded on a standard Safety Audit Checklist. The Auditor will indicate any actions required to rectify any issues of non-compliance.

Safety Audit Checklists will be retained and used for monitoring purposes.

Accident, Incident and Near Miss Reports will be retained and used for monitoring purposes.

Accident, Incident and Near Miss statistics over recent years will be used in the monitoring process.

Accidents / Incidents which occur across the industry will also be considered.

All the above will assist monitoring in that they may identify trends of non-compliance which need to be addressed or indicate trends of good compliance which needs to be encouraged.

3.29 Review

This Policy will be reviewed and revised if necessary on an annual basis.

It will be reviewed and revised if necessary in the event of changes to legislation, changes to work practices or in response to accident / incident / near miss / work related ill-health trends.

3.30 Conclusion

This concludes the health and safety policy of Huffey's Ltd and we hope you found it to be both adequate and compliant. It is based on the HSEs documents "An Introduction to Health and Safety" (INDG 259), and "Stating Your Business" (INDG 324), and policy templates contained therein with some specific amendments to better reflect the nature of tree work operations. It also takes account of the requirements of the CHAS (Contractors Health and Safety assessment scheme) 'Stage 1' assessment but for none construction activities.

This policy acts essentially as a 'sign post' document, directing health and safety management within the company, and is to be read in conjunction with other company procedures / associated documentation. The policy is regularly reviewed, usually annually, alongside the associated documentation but should you have any concerns regarding its content, or suggested improvements please communicate these to us...thank you.

END OF DOCUMENT