

HEALTH & SAFETY POLICY

**J PAXMAN LANDSCAPES Ltd
104 GAWTHORPE LANE
LEPTON
HUDDERSFIELD
HD5 0NZ**

J PAXMAN LANDSCAPES LTD - HEALTH AND SAFETY POLICY

Health and Safety Policy

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Health and Safety Policy Statement

Paxman Landscapes is committed to providing, so far as is reasonably practicable, a safe and healthy working environment for all employees, sub-contractors, or others having access to the operational sites of the company.

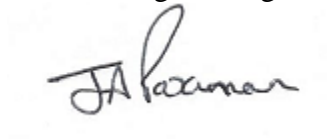
It is recognised that effective control of health and safety contributes to the continuing success of the business and to the safety of all who work with the company.

The company is committed to:

- * Maintaining high standards of health and safety in all aspects of our work
- * Ensuring compliance with the Health and Safety at Work Act 1974 and all associated legislation
- * Implementing a programme of risk assessment for all work activities that present a hazard, in particular the use of landscaping equipment, the use of chemicals and the handling of materials.
- * Effective consultation with employees, sub contractors, clients and others who may be affected by our work activities
- * Ensuring that personal protective equipment is available and used whenever necessary
- * Working in accordance with all site instructions issued by the client

All work colleagues are expected to support this policy and to be vigilant against any action or circumstances that may endanger them, their colleagues or other persons having access to our work locations.

This policy will be reviewed on an annual basis or more frequently if deemed appropriate due to changes in legislation or work practices.



Justin A Paxman
J Paxman Landscapes Ltd

January 2024

Section 2

Organisation for Health and Safety

2.1 Owner/Proprietor

2.1.1 Overall responsibility for Health and Safety in the business lies with the owner, Mr J Paxman.

2.1.2 In particular, this responsibility requires:

- a. Providing the appropriate leadership in the company, ensuring that all employees are competent, having sufficient information, knowledge and skills to carry out their duties in a proper manner.
- b. Providing the resources necessary to implement the commitments made in this policy.
- c. Ensuring Health and Safety matters are considered by all employees on each contract and allocating duties accordingly.
- d. Effective communication with all employees.
- e. Routine monitoring of Health and Safety activities.
- f. Compliance with all statutory requirements relating to Health and Safety, in particular the need to maintain an effective programme of risk assessment.
- g. Dealing with any deviations from company standards.
- h. Reviewing, revising and updating the safety policy and procedures in the company as required, and at least annually.

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2.2 Employees

- 2.2.1 The successful implementation of this policy is dependent on all employees recognising and agreeing to the commitments established in the policy statement.
- 2.2.2 In order to eliminate or minimise the risk of an accident or incident, all employees are obliged to:
 - a. Work in accordance with the instructions and training they have received.
 - b. Report any situation in which they consider that they have not received sufficient instructions and training.
 - c. Report any hazardous situation or defective equipment. Defective equipment is to be taken out of use until effectively repaired or replaced.
 - d. Report accidents and incidents in accordance with identified procedures.
- 2.2.3 Employees are not expected to carry out any corrective actions without prior approval or specific training/instructions on how to do the work.
- 2.2.4 Employees are expected to attend work in a fit and proper state with no impairment from the effects of alcohol or illegal drugs.
Being unfit for work due to alcohol consumption is a disciplinary offence and appropriate disciplinary action will be taken.

2.3 Specialist Support

- 2.3.1 Mr J Paxman is the designated safety co-ordinator. However, the company has appointed cl Brown Associates Ltd as specialist advisors on health and safety matters.

Section 3
Health and Safety Arrangements

3.1 Risk Assessments

- 3.1.1 Risk Assessments are required under the provisions of the Management of Health and Safety at Work Regulations 1999 and other specific legislation.
- 3.1.2 General Risk Assessments are prepared using the form provided and J Paxman retains a 'master copy'. If new procedures are introduced or work patterns change for other reasons, further risk assessments are prepared as necessary, using external support if required.

Where necessary, the risk assessments are supplemented by a detailed method statement approved by J Paxman.

- 3.1.4 The completed risk assessments are used to identify appropriate controls. The proprietor and all employees are to ensure, as far as it is reasonably practicable for them to do so, that the controls are in place.

It is recognised that the provision of information, instructions and training are an essential element of the implementation of effective controls.

- 3.1.5 Specific assessments as required by other legislation are identified in the appropriate sections of this policy.
- 3.1.6 In some circumstances, the company works in accordance with the risk assessment and method statement provided by the client or main contractor.

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3.2 *The Control of Substances Hazardous to Health (COSHH)*

3.2.1 The company recognises that exposure to hazardous materials, including some plant materials, may cause injury or ill health. The following matters are observed:

- a. Mr J Paxman, in conjunction with specialist advice as necessary, specifies procedures and materials, which eliminate the use of hazardous materials. Where this is not possible, the least hazardous procedure or materials are to be used.
- b. The hazardous products in use have been assessed and appropriate control measures identified. Mr J Paxman and employees using the hazardous substances are responsible for ensuring the control measures are implemented.

Hazardous substances are not to be used until an assessment has been completed.

Copies of the COSHH Assessments are retained by Mr J Paxman

- c. New products or procedures which involve potential exposure to hazardous substances will be subject to formal assessments by Justin Paxman together with specialist advice as necessary.
- d. Key points relating to the safe use of hazardous chemicals are:
 - i) **Do** - Use in accordance with manufacturer's instructions.
 - ii) **Do** - Store containers in a secure place.
 - iii) **Do** - Use small quantities for each application
 - iv) **Do** - Use appropriate Personal Protective Equipment
 - v) **Do** - Avoid "run off" and excessive contamination of the environment
 - vi) **Do** - Dispose of excess diluted chemicals with care. Dilute with more water and dispose over waste ground - but only if less than half a litre of chemical is involved. - rinse out containers at least 3 times
 - vii) **Do** - Wash hands and face after the work is completed
 - viii) **Do not** - Mix chemicals unless specifically as part of the application procedure
 - ix) **Do Not** - Allow chemicals to pass into the drainage or water supply systems

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3.3 Moving, Handling and Lifting Loads

- 3.3.1 It is recognised that manual handling of loads is hazardous, in that it is a potential cause of injury to employees.
- 3.3.2 Although the range of manual handling activities in the company is limited, it is considered that the routine activities carried out by the company may introduce a risk of injury and therefore a formal Manual Handling Assessment is required, in accordance with the Manual Handling Operations Regulations 1992. Mr J Paxman does this, in conjunction with specialist advice as necessary. J Paxman retains copies of the manual handling assessments.
- 3.3.3 As a general principle and in order to minimise the risks to the lowest level reasonably practicable, the following matters are actioned: -
- a. Wherever reasonably practical, the need for manual handling is avoided by using handling equipment that is available.
 - b. Where manual handling cannot be avoided:
 - i. materials are purchased in smaller sizes where appropriate and If this is not possible, materials are reduced in size as much as is reasonably practicable prior to handling
 - ii. employees are trained in safe lifting and handling techniques, including the ways in which lifting, twisting, bending and stretching can be minimised.
 - iii. employees are encouraged to ask for help with heavy or awkward loads.

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3.4 Accidents, Incidents and First Aid

3.4.1 Accidents and Incidents

- a. All injuries, regardless of their seriousness, are entered in the accident book kept by J Paxman.
- b. Any incidents that cause damage to plant, equipment or property, wherever they occur, are reported without delay to J Paxman.
- c. All accidents, incidents, dangerous occurrences or cases of disease within the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported without delay to J Paxman and subsequently to the client when necessary and to the HSE or Local Authority as appropriate. J Paxman together with any other appropriate specialist support as necessary investigates any such notifiable event.

3.4.2 First Aid

- a. A fully stocked first aid box is kept in the company vehicles and maintained at each operational site.
J Paxman maintains the contents.
- b. An "appointed person" is designated at each site to take control of any accident or emergency situation that may occur. The duties include:
 - i) Administering basic first aid if absolutely necessary (e.g. applying a simple dressing to a small cut)
 - ii) Telephoning for a doctor or ambulance if necessary
 - iii) Informing J Paxman as soon as possible
 - iv) Informing next of kin, if appropriate
- c. It is expected that employees working at commercial premises or on construction sites will have access to first aid personnel and facilities provided by the client organisation.

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3.5 *Electrical Equipment Safety*

- 3.5.1 Mr J Paxman maintains an inventory of all electrical equipment used in the company. Occasionally, electrical equipment is hired and it is expected that the hire company will ensure that the equipment is electrically safe when supplied.
- 3.5.2 The equipment is subject to a range of inspection and test procedures in accordance with the following schedule:
- a) All employees have the responsibility to visually check for defects to the equipment and cables during the working day. Any defects or damage (either actual or suspected) are reported to J Paxman for further investigation and appropriate repairs or replacement as necessary.

Any damaged or defective equipment is to be taken out of use until effective repairs or replacement has taken place.
 - b) Every 6 months, an authorised electrical contractor carries out a combined inspection and test. Justin Paxman keeps records of the inspection and test results.

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3.6 *Personal Protective Equipment (PPE)*

- 3.6.1 Risks to health and safety are, whenever practicable, eliminated at source or minimised by a range of procedures targeted at reducing the risks for all who may be exposed to the risk.

If the risks cannot be adequately controlled by other means, then J Paxman provides PPE for employees.

- 3.6.2 The type of PPE provided is determined by the risks presented. However the following are normally provided for use in different circumstances.

- a. Hard hats (which may be required for working on construction sites on instruction from the principal contractor)
- b. Goggles (for use with chemical spraying equipment)
- c. Face Masks (for use with chemical spraying equipment)
- d. Safety footwear
- e. Waterproof clothing

- 3.6.3 Employees are required to:

- a. Wear/use the PPE provided when the risk assessment and/or safe procedure identifies that it is necessary to do so
- b. Report any defects with PPE to J Paxman so that effective maintenance, repairs or replacement can take place
- c. Report any circumstances where the PPE provided is considered to be unsuitable.

- 3.6.4 Failure to comply with the company's requirements relating to the use of PPE is considered to be a serious offence and disciplinary proceedings may be invoked if the appropriate PPE is not worn when necessary.

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3.7 The Use of Vehicles, Equipment and Machinery

3.7.1 Only those employees who are authorised and insured to drive company vehicles are to drive company vehicles. Only authorised employees operate other equipment and machinery. Authorisation is given by J Paxman following appropriate training and evidence of competence to use the equipment in a safe manner.

3.7.2 Each vehicle is subject to a weekly check of the key safety points:

- a) oil level
- b) brakes
- c) lights
- d) tyre pressures and condition

Equipment inspections include the above items as appropriate. In addition, the following items are checked on other plant and equipment:

- e) position and use of any safety guards
- f) fluid levels
- g) air pressures as appropriate
- h) general suitability before use

The authorised driver or operator carries out the checks and any deficiencies are reported to J Paxman.

3.7.3 Personal tools are not insured through the company.

3.7.4 Plant and machinery owned by the company is subject to routine inspection and maintenance. This is carried out by external contracted services as necessary.

3.7.5 When necessary, equipment is hired from a reputable hire company. The Hire Company provides evidence of equipment inspection and maintenance.

3.8 Storage of Materials

3.8.1 Materials will be delivered to operational sites as close as possible to the work area and as close to the time of use as possible.

3.8.2 Products are stored in a secure and stable manner, using 'bonding' techniques to secure stacked materials when necessary.

3.8.3 A storage unit is used to keep back up stocks of chemicals and other products. This is maintained to a good standard of housekeeping and an appropriate standard of welfare facilities is provided. Access to the store is restricted to authorised personnel.

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3.9 *Fire Safety*

3.9.1 Mr J Paxman, in conjunction with specialist support as required, is responsible for fire safety in the company.

3.9.2 In view of the nature of the work carried out it is considered that the risk of fire is low. However, a dry powder fire extinguisher is kept in company vehicles for use as necessary and an additional extinguisher is provided at the storage depot. Furthermore, when working on construction sites it is recognised that there are likely to be greater risks and therefore the company will ensure compliance with any 'Fire Safety Plan' developed by the principal contractor.

3.9.2 The following fire precautions and fire procedures are considered at the yard and when working on any project. The procedures for each site are determined by J Paxman, in consultation with the client and specialist support as necessary.

- a The fire evacuation procedure is displayed at strategic points
- b The fire assembly points are identified
- c The fire extinguishers are positioned at strategic points and are checked and serviced annually by an external specialist contractor
- d Fire evacuation routes are kept free from obstructions
- e Fire evacuation routes and assembly points are clearly marked
- f Instructions in Fire Evacuation Procedures are provided at company and site induction.
- g Waste materials are removed from the buildings on a daily basis.
- h Packaging materials are disposed of as soon as possible after they are removed from goods.
- I Fuel is stored in secure containers and the minimal quantities necessary
- J In the event of fire, all operatives are to evacuate the building immediately, shouting 'FIRE' and making sure that all other operatives leave the building.
- K The senior person present is responsible for calling the fire brigade and supervising all other staff on site, making sure that nobody re-enters the building until authorised to do so by the fire officer.

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3.10 Health and Safety Training

3.10.1 J Paxman bases the selection and recruitment of all employees on an appraisal of existing knowledge, skills and experience. Only those prospective employees considered to demonstrate the correct attitude to work are employed.

3.10.2 Following appointment, J Paxman carries out induction training.

This includes details relating to:

- use of work equipment
- use of personal protective equipment
- accident recording and first aid
- hazard spotting and reporting procedures
- use of hazardous substances

The induction training is followed by specialist training & subsequent 'refresher' training as determined by the nature of the work carried out and any subsequent changes.

3.10.3 Throughout employment, J Paxman and/or individual employees may identify training needs. J Paxman arranges for the appropriate training to be provided, using external resources as necessary.

3.10.4 J Paxman retains health and Safety training records.

3.11 Monitoring of Safety

3.11.1 It is recognised that it is the responsibility of every employee in the company to be aware of hazardous situations and to deal with them if appropriate to do so. i.e. without endangering themselves.

3.11.2 If hazards cannot be dealt with as above, the employee is to report the hazard to J Paxman so that remedial action can be taken.

3.11.3 J Paxman, routinely and informally, carries out safety inspections and deals with hazardous situations. However, the company also carries out a formal health and safety inspection at the discretion of J Paxman and in conjunction with specialist support as necessary. J Paxman keeps the records of the inspections carried out.

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3.12 Information for / Consultation with Employees

- 3.12.1 Statutory information is provided to each employee. A copy of the 'Health and Safety Law' poster is displayed at the storage depot.
- 3.12.2 All employees are provided with an employee handbook, which includes details of the general safety precautions to be adopted, as well as the specific matters relating to the employee's particular department or work activity. The employee handbook is amended and updated as necessary.
- 3.12.3 Mr J Paxman meets with staff on a daily basis and this meeting provides an opportunity to discuss health and safety issues.
- 3.12.4 All employees are encouraged to speak with J Paxman at any time about standards of Health and Safety at work.

3.13 Health Safety and Welfare

- 3.13.1 The provisions of the CDM Regulations 2015 apply to activities on construction sites. It is anticipated that the appropriate facilities will be provided and maintained to a satisfactory standard by the principal contractor.
- 3.13.2 When working for a domestic client, access to toilet and washing facilities will be agreed with the client.
- 3.13.3 In case either of the above are not available, a supply of bacterial hand wipes is maintained at each site in order to ensure that all employees can clean hands before eating and after using the toilet.
- 3.14.4 The health, safety and welfare facilities at the storage depot are provided and maintained in a manner that complies with the legal requirements.

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3.14 Display Screen Equipment

- 3.14 A number of staff use computers and J Paxman is responsible for ensuring that all workstations are assessed using the company assessment form.

3.14.1 All DSE operators are made aware of the following precautions to be adopted when using the equipment:

- 3.14.1.1 Correct position of the screen, with the top of the screen just below eye level
- 3.14.1.2 Use of a suitable chair, correctly adjusted for the individual operator
- 3.14.1.3 Adequate space to be maintained on the desk and around the workstation
- 3.14.1.4 Positioning of the screen to ensure there are no distracting reflections or glare on the screen
- 3.14.1.5 Ensure variations in the daily routine, taking regular breaks away from the screen when necessary
- 3.14.1.6 Regular eye test available, together with any corrective appliances that may be required, on request from J Paxman

Additional precautions are provided for each operator / workstation as necessary

- 3.14.2 Workstation assessments are carried out using the company assessment form.

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SAFETY RULES

- 1. Keep your work area tidy**
- 2. Only use machinery and equipment if you have been trained in how to use it properly.**
- 3. Check work equipment every day for damage to guards, hoses, oil and fuel leaks, connectors, etc.**
- 4. Tell Justin about anything that you think may cause an accident**
- 5. Wear the correct protective equipment. If you feel it is not suitable, tell Justin. Keep the equipment in a safe place and in good repair. If it is damaged get a replacement.**
- 6. Look out for other workers or members of the public who may not be familiar with the site.**
- 7. Make sure you know:**
 - a. Where the first aid box is**
 - b. Who the first aider is**
 - c. Where the fire extinguishers are**
 - d. Fire alarm and evacuation procedures**
- 8. Do not use hazardous products unless you know the precautions to be followed.**
- 9. Where manual handling is necessary:**
 - a. Think carefully about the positioning of materials and the work to be done.**
 - b. Get help for large or heavy objects.**
 - c. Lift correctly.**
- 10. Maintain good standards of personal hygiene - wash hands or use the bacterial hand wipes (wet wipes) before eating any food.**

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Appendices

- 1. Generic/General Risk Assessments**
- 2. COSHH Assessments**
- 3. Manual Handling Assessments**
- 4. Training Records**
- 5. Accident Investigation Reports & RIDDOR Notifications**
- 6. Health & Safety Inspections**
 - a. Health and Safety Executive
 - b. Environmental Health Officer
 - c. Client safety officer
 - d. Insurance
- 8. Electrical Inspection Reports**
- 9. Plant and Machinery Inspection and Maintenance Records**