



**HARDSCAPE**

unlimited creative opportunities to hard landscaping projects



## Health and Safety Policy

2007

## HEALTH AND SAFETY POLICY

2007

In accordance with the provisions of the Health and Safety at Work Act 1974 and its associated legislation, this document sets out the overall policy of Hardscape Products Ltd towards the health, safety and welfare at work of its employees and others who may be affected by its undertakings.

### 1. Policy Statement

**1.1** Hardscape Products Ltd. is committed to ensuring the health, safety and welfare of its employees. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are met at all times.

**1.2** The safety of the individual will be paramount and the Safety Policy will clearly reflect this requirement. No Manager or Supervisor should allow, condone or connive in any unsafe practices, nor should any employee intentionally commit or connive with others in any unsafe act.

**1.3** The company will discuss and exchange ideas relating to Health and Safety at work with their employees. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health and Safety with the company.

**1.4** Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees and the acceptance by each individual of the responsibilities placed upon them.

**1.5** The policy will be reviewed annually and if necessary revised to take into account any changes in the organisational structure or in the light of legislative changes. The overall and final responsibility for Health and Safety in the company is that of Mr. M. Haslam, Director.

Signed:.....  
Director.

Date:.....

## HEALTH AND SAFETY DUTIES

### 2. Managing Director

Will be responsible for:

- 2.1. The overall implementation of the company's Health and Safety policy.
- 2.2. Ensuring that adequate funds and resources are available to meet Health and Safety requirements.
- 2.3. Ensuring that Managers and Supervisors are fully aware of their safety duties and are acquainted with the types of hazards which may be encountered in their own and their employees working environment.
- 2.4. Maintaining enthusiasm and continue to stimulate interest in safety matters with Managers.
- 2.5. Reviewing the effectiveness of personnel under his control to whom responsibility for various aspects of Health and Safety have been assigned.

### 3. Companies Responsibilities

The Company will be responsible for:

- 3.1. Providing and maintaining safe and healthy working conditions with the framework of statutory regulations, set objectives for Health and Safety and encouraging joint consultation.
- 3.2. Ensuring so far as is reasonably practicable, the employees, contractors or members of the public are not exposed to any hazards that could adversely affect their health or safety.
- 3.3. Providing Health and Safety induction, safety training and education for all employees as deemed necessary.
- 3.4. Providing safety devices plus protective clothing and equipment and enforce their use as necessary.
- 3.5. Ensuring that no client, visitor or member of the public's Health and Safety is affected by any of the company's activities.
- 3.6. Ensuring that all work necessary to improve Health and Safety is carried out promptly.
- 3.7. Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- 3.8. Ensuring that risk assessments are conducted, published and reviewed on a regular basis. Expert advice will be sought as and when required.
- 3.9. Ensuring that material safety data sheets are obtained for all substances brought onto the premises.

### 3. Companies Responsibilities Cont.

- 3.10. Ensuring that fire doors and escape routes are kept clear at all times and at least one fire evacuation exercise is carried out annually.
- 3.11. Providing adequate arrangements for employee's welfare at work.
- 3.12. Ensuring that all accidents/dangerous occurrences are investigated and take such measures to prevent a recurrence.
- 3.13. Ensuring that all internal and site safety audits are undertaken at regular intervals.
- 3.14. Ensuring the competence and suitability of all contractors.

### 4. Managers and Supervisors

Will be responsible for:

- 4.1. Implementing company policy on Health and Safety.
- 4.2. Ensuring compliance with company policy regarding Health and Safety and other relevant legislation that applies to the areas of their responsibility.
- 4.3. Ensuring, in conjunction with the Safety Officer that all employees they are responsible for receive adequate training to enable them to perform the tasks assigned to them and are aware of any specific safety rules which apply to that work area/operation.
- 4.4. Ensuring that all accidents and near misses are reported, recorded and investigated to determine the causation factor and take such measures to prevent a recurrence.
- 4.5. Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- 4.6. Identifying hazards and wherever possible implementing actions to eliminate them.
- 4.7. Ensuring that safety and health factors are taken into account when new methods, processes or changes in existing work methods are being planned or implemented.
- 4.8. Ensuring that the area for which they are responsible is kept clean and tidy, passageways remain clear and fire exits and fire extinguishers remain unobstructed at all times.
- 4.9. Ensuring that training records are kept up to date.
- 4.10. Ensuring that appropriate personal protective equipment (PPE) is being worn by employees as deemed necessary. Failure to use PPE as directed or abuse or misuse PPE can be construed as Gross misconduct and could lead to dismissal.
- 4.11. Providing suitable storage for PPE.
- 4.12. Ensuring that internal housekeeping and fire safety audits are carried out monthly and site safety audits are carried out as required.
- 4.13. Ensuring that all relevant Health and Safety documents are made available to all persons affected by them.
- 4.14. Setting a personal example.

## 5. Safety Officer

Will be responsible for:

- 5.1. Advising the company on the statutory requirements affecting Health and Safety.
- 5.2. Advising management on the drawing up and implementation of safe working procedures and correct use of appropriate personal protective equipment.
- 5.3. Ensuring that all statutory inspections are carried out by competent persons.
- 5.4. Investigating accidents/near misses in conjunction with Manager and Supervisors.
- 5.5. Ensuring that all appropriate assessments are conducted, published and updated on a regular basis.
- 5.6. Ensuring that all contractors have been assessed for their competency prior to allowing them to commence working for the company.

## 6. Employees

Employees will be responsible for:

- 6.1. Take reasonable care for the Health and Safety of themselves, their fellow workers, clients, visitors and any other third party.
- 6.2. Co-operate with the company in its execution of safety rules and regulations and any duty imposed under current and any future safety legislation.
- 6.3. The correct usage of personal protective equipment made available to them as required.
- 6.4. Reporting any accident, work related illnesses, hazard, near miss, unsafe machinery, tooling or damaged equipment to their immediate supervisor at the earliest opportunity.
- 6.5. The correct usage of all types of guarding fitted to or associated with the equipment they are working on.
- 6.6. Keeping machines and work areas in a safe and tidy condition and keeping fire exits and fire extinguishers unobstructed at all times.
- 6.7. Co-operating in the investigation of accidents/near misses and never indulging in 'horse play'.
- 6.8. Always lifting, moving or storing materials and substances in a safe manner.
- 6.9. Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure

## ARRANGEMENTS

### 7. Risk Assessments

7.1. Carrying out a 'suitable and sufficient' risk assessment is a requirement of the Management of Health and Safety at Work Regulations 1999. The findings of the assessments will be recorded and kept for a minimum of 5 years.

7.2. Risk assessments will give a clear picture of what could go wrong and how serious an accident could be. They will enable the company to:

*7.2.1. Identify workplace Hazards. (A hazard is anything that has the potential to cause harm)*

*7.2.2. Assess the Risk. (A risk is a likelihood of the hazard causing actual harm)*

*7.2.3. Take appropriate steps to eliminate or reduce the risk of accidents or injury (i.e. control measures).*

7.3. For risk assessments to be effective it is important that all employees and contractors are involved.

7.4. The Safety Officer will ensure that risk assessments are carried out. Site specific assessments will be carried out at the Tendering stage by the Safety Officer.

7.5. All risk assessments will be categorised into three levels:

*7.5.1. High; Operations, tooling or equipment that has a high degree of danger in its use, operation, maintenance or in its components or materials employed in its use.*

*7.5.2. Medium; Operation, tooling or equipment having some danger when carried out, operated, maintained or in the materials employed in its use.*

*7.5.3. Low; Operations, tooling or equipment that has little or no danger in its use, operation, maintenance or materials.*

*The use of a pallet pump truck for off-loading any material over the weight of 800kg is strictly prohibited. Any product over and above this weight should not off-load with Tail-lift equipment. Pedestrians or anybody who is not insured to assist in the off-load of a product is prohibited from aiding in the off-load, this is to ensure personal safety and the safety of others.*

7.6. Method statements and safe working procedures for site work will be generated from the appropriate risk assessments.

7.7. The 'Hazard Identification/Near Miss Report' is to be used to report any hazards not identified in the risk assessments or any dangerous or hazardous equipment, operations or occurrences. This form should be passed to the Safety Officer as soon as possible.

7.8. All risk assessments will be reviewed at least once a year or if a serious accident or occurrence takes place.

## 8. Manual Handling

8.1. The company will ensure so far as is reasonably practicable that the need to carry out manual handling operations are avoided wherever possible.

8.2. Mechanical means such as sack trucks, trolley etc. will be provided whenever possible.

8.3. Any manual handling operations identified will require an assessment to ascertain whether the operation can be avoided or mechanised, if this is not possible, the overall risk of injury will need to be assessed.

8.4. Manual handling operations will be assessed and categorised as High, Medium or Low according to the degree of hazard associated with the operation

8.5. If after carrying out the assessment, the manual handling operation cannot be avoided then the following points should be considered before lifting, this is call the Kinetic method of lifting and is to be used at all times.

- Wherever possible use a mechanical aid to assist you
- Get additional help if necessary (don't risk it)
- Plan the lift
- Check the weight of the load
- Is the route you are planning to travel free of obstructions
- Is the place you are planning to put the load free of obstructions
- Stand close to the load
- Place feet apart so as to establish a wider stability base
- Bend at the knees
- Pull the load close to your body
- Get a firm grip
- Lift smoothly
- Keep your back straight
- Let your legs provide the force for lifting
- Look where you are going
- Do not twist your upper body when turning, move your feet
- When depositing the load, once again bend at the knees and keep you back straight. The key to good lifting is to keep the 3 curves of your back in their natural position

## 9. First Aid Provisions

9.1. Arrangements will be made whereby first aid is given quickly to people injured on the premises and work sites.

9.2. The company will endeavour to provide adequate first aid cover at all times.

9.3. The company will provide and maintain a first aid box and accident book. A named person will be responsible for ensuring that the first aid box is kept fully stocked.

### **9. First Aid Provisions Cont.**

9.4. The name of the first aiders, the location of the first aid box will be displayed at points throughout the premises.

9.5 The Managing Director is responsible for ensuring that proper reports are submitted in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These will be reported by the quickest possible means. Report all accidents.

### **10. Fire Procedures**

10.1. Any person discovering a fire should immediately raise the alarm and notify the nearest Supervisor.

10.2. The Supervisor informed of the fire or the person designated to do so, should raise the alarm with the relevant Emergency Service by telephone.

10.3. Attack the fire with an extinguisher or fire blanket BUT ONLY if you are trained and it is safe to do so. DO NOT expose yourself or others to any undue risks.

10.4. NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.

10.5. When the alarm is sounded leave the premises immediately by the nearest exit. Whenever possible switch off machinery, etc., prior to leaving ONLY if there is sufficient time to do so.

10.6. Assemble at the designated Fire Assembly Point and report to your Supervisor.

10.7. DO NOT PANIC, RUN OR STOP TO COLLECT BELONGINGS

10.8. DO NOT RE-ENTER THE PREMISES UNTIL GIVEN PERMISSION BY EITHER THE FIRE BRIGADE OR THE SENIOR MANAGER.

10.9. Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire.

10.10. Get to know the location of the Fire Alarm and the Fire Fighting Equipment.

10.11. The company will ensure that the fire alarm will be tested weekly. All fire exits will be checked monthly, fire extinguishers will be checked monthly and examined annually. At least one fire evacuation exercise will be carried out annually.

10.12. A fire risk assessment will be carried out by the Safety Officer.

### **11. Fire Safety Risk Assessment**

#### **11.1 Fire Hazards**

Fire starts when heat (source ignition) comes into to contact with fuel (anything that burns) and oxygen (air).

Sources of ignition and fuel need to be kept apart.

## 11. Fire Safety Risk Assessment Cont.

### 11.1.1 HOW COULD A FIRE START?

*Faulty heating equipment, lighting, naked flames, electrical equipment, hot processes such as cigarettes, matches, lighters and anything else that gets very hot or can course a spark.*

### 11.1.2 WHAT COULD BURN?

*Packaging, general rubbish, furniture and obvious fuels such as petrol, paint, varnish and aerosols. Also wood, waste paper bins, plastics, foam or polystyrene. An awareness of our immediate surroundings including bare wires, water near electrical equipment, heaters being covered with coats etc. A need to be vigilant and responsible for our own work environment is paramount to our safety.*

### 11.2 People at Risk

Everyone is at risk if there is a fire. Assess the risk. It will be greater for some because of when or where they work, such as staff coming in and out of the premises including visitors who may not be familiar with the building. Elderly or disabled people are especially vulnerable.

### 11.3 Evaluate and action

#### 11.3.1 EVALUATE

*Firstly, evaluate points 11.1 to 11.2 and assess the likelihood of a fire starting and what the risks are to people in the building and nearby.*

#### 11.3.2 REMOVE AND REDUCE RISK

*Always be mindful of potential hazards in the workplace and deal with any potential risk in a preventative and thorough manner to minimise any possibility of accidents occurring.*

#### 11.3.3 PROTECT

*Take the appropriate action to protect yourself and your surroundings from risk of fire. If everyone makes a conscious effort to look out for potential hazards it will make the workplace a much safer and pleasant place.*

## 12. Dangerous Substances

12.1. Such substances include chemicals used for domestic and industrial cleaning also any item that could cause a fire or explosion. Prior to use, storage or disposal of any substance, the relevant C.O.S.H.H. Safety Data Sheets should be read and understood.

12.2. COSHH assessments will be carried out by the Safety Officer.

12.3. The company will endeavour to put control measures into place to protect employees and others from the hazards associated with the substance being used. They will consist of the following or a combination of the following:

- Substitution
- Dilution
- Isolation and enclosure
- Local or general ventilation
- Good housekeeping
- Exposure reduction
- Training

## 12. Dangerous Substances. Cont.

- Personal protective equipment
- Welfare facilities

### 12.4. YOU MUST ENSURE:

**Awareness:** All chemicals or substances in use are known to the Managing Director or his nominee.

**Use:** Chemicals or substances are only used as directed by the Managing Director or his nominee.

**Storage:** Chemicals or substances are stored only in locations approved and indicated by the Managing Director or his nominee.

**Disposal:** Residual and waste materials are to be removed from site upon completion of any work and only disposed of in a manner directed by the Managing Director or his nominee.

12.5. No chemicals or substances are to be used by any employee without a suitable assessment having been made.

12.5. DO NOT DISPOSE OF ANY DANGEROUS SUBSTANCES DOWN THE DRAIN OR SINK, IF IN DOUBT – ASK!

## 13. Electrical Safety

13.1. The company will ensure that all electrical equipment is inspected, maintained and suitable for the job in accordance with the Electricity at Work Regulations 1989 and the Health and Safety at Work etc. Act 1974.

13.2. All portable electrical equipment with the exception of battery operated (less than 20v) equipment must be visually inspected prior to use.

13.3. All portable electrical equipment will be inspected and tested annually by a competent person and records produced.

13.4. All fixed wiring and electrical equipment will be inspected and tested at least once every five years and records produced.

13.5. The Safety Officer will be responsible for ensuring the suitability and correct frequency of inspections are carried out on all appropriate electrical equipment.

13.6. Formal Visual Inspections. According to the HSE, about 95% of faults or damage can be found just by looking. The following is a checklist of items to look for showing some typical faults.

- a) Damage to power cable sheath
- b) Damage to mains plug, for example cracking to the casing, or bent pins
- c) Any taped joints to the cable
- d) Inadequate strain relief. This is where the outer sheath of the cable is not effectively secured where it enters the plug or equipment. Obvious evidence of this would be if the coloured insulation of the internal cable were showing.
- e) Signs that the equipment has been subject to conditions for which it is not

### 13. Electrical Safety cont.

suitable, e.g. wet or excessively rusty

f) Damage to external casing of the equipment, or loose parts or screws

g) Evidence of overheating

In addition, formal inspection should include removal of the plug cover and checking:

a) That the correct value fuse is being used

b) That the cord grip is holding the outer part of the cable tightly

c) The live, neutral and earth wires are attached to the correct terminals

d) That no bare wires are visible, other than at the terminals

e) The terminal screws are tight

f) That there are no sign of internal damage, overheating or entry of liquid, dust or dirt.

These checks apply to the plugs and sockets of extension leads as well.

### 14. Work Equipment

14.1. The Provision and Use of Work Equipment Regulations 1998, place a duty on Hardscape Products Ltd. as employers to provide and maintain suitable and safe working equipment and its safe use.

14.2. Work equipment includes:

a) Machines – photocopier etc.

b) Plant – Company vehicles

c) Tools – screwdrivers, hammers etc.

The company will ensure that;

a) Any work equipment provided is suitable for the purpose intended.

b) Work equipment is maintained and kept in good working order.

c) Employees receive adequate training and information necessary for its safe use.

d) Specific measures are taken to guard dangerous parts of machinery.

e) Risks associated with using work equipment are adequately controlled.

14.3. Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged.

### 15. Display Screen Equipment

15.1. The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires that employers take certain measures to protect the Health and Safety of employees using display screens who are classified as a 'user'.

15.2. Any person who normally uses a display screen for continuous or near-continuous spells of an hour or more at a time, or for a significant part of their working day will be classed as a user and an assessment of their work station will be carried out.

### **15. Display Screen Equipment Cont.**

15.3 The Safety Officer will be responsible for carrying out work station assessments and taking any corrective measures as necessary.

15.4. Where an existing user requests an eyesight test because they feel that their eyesight is being affected by the equipment, the company will arrange for a test to be carried out by a qualified Optician as soon as possible. If the Optician directs that special or corrective appliances are required, the company will meet the costs of a basic appliance.

### **16. Visitors and Contractors**

16.1. It shall be the Sponsor's responsibility to ensure that visitors and contractors comply with all rules and regulations currently in force throughout the company.

16.2. No contractor should commence work anywhere on the company's premises without first informing their sponsor or their delegate.

16.3. Contractors must ensure that all equipment brought onto the site, including any borrowed or hired from the company, shall be safe and suitable and shall only be used in accordance with legal requirements.

16.4. No contractor or visitor must endanger anyone else by their activities and must use the correct safety equipment and work in a safe manner.

16.5. The contractor MUST have adequate insurance to indemnify the company against any or all loss, injury, damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the contractor.

16.6. All visitors and contractors must immediately report all accidents or near misses, even if damage or injury did not occur, to their sponsor or their delegate.

16.7. Children will not be allowed on company premises without the express permission of the Managing Director or his nominee.

## 17. Smoke-Free Policy

17.1 Exposure to passive smoking increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop the diffusion of potentially harmful particles. It is for this reason that a smoke-free policy has been developed.

17.2 Hardscape Products Limited is committed to protecting employees, contractors, subcontractors, suppliers and all visitors from exposure to second-hand smoke. Smoking is therefore prohibited throughout the entire workplace with no exceptions, including company vehicles and all work sites. In line with new government legislation, this policy came into effect on the 1st July 2007.

17.3 Overall responsibility for policy implementation and review rests with Mathew Haslam, Managing Director. All staff are obliged to adhere to, and facilitate, the implementation of the policy.

17.4 It is the responsibility of the Managing Director to inform all existing employees, consultants and contractors of the policy and their roles in the implementation and monitoring of the policy. All new personnel will receive a copy of the policy during the induction process. Appropriate 'No smoking' signs will be clearly displayed at the entrance to and within the premises.

17.5 Failure to comply with Hardscape's Smoke-Free Policy will constitute gross misconduct. Disciplinary action will be taken and ultimately possible dismissal. Those who do not comply with the smoke free policy are breaking the law and therefore are liable to a fixed penalty fine and possible criminal prosecution.

17.6 Hardscape Products Limited are committed to help those employees whom wish to stop smoking. The NHS offers free services to help smokers give up. They can be contacted in a number of ways; by phone on 0800 1690 169 (lines open daily from 7 am to 11pm) or via text quoting 'give up' and your full postcode to 88088 and via the internet at [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk).

(To be signed by the employee and returned to your Supervisor)

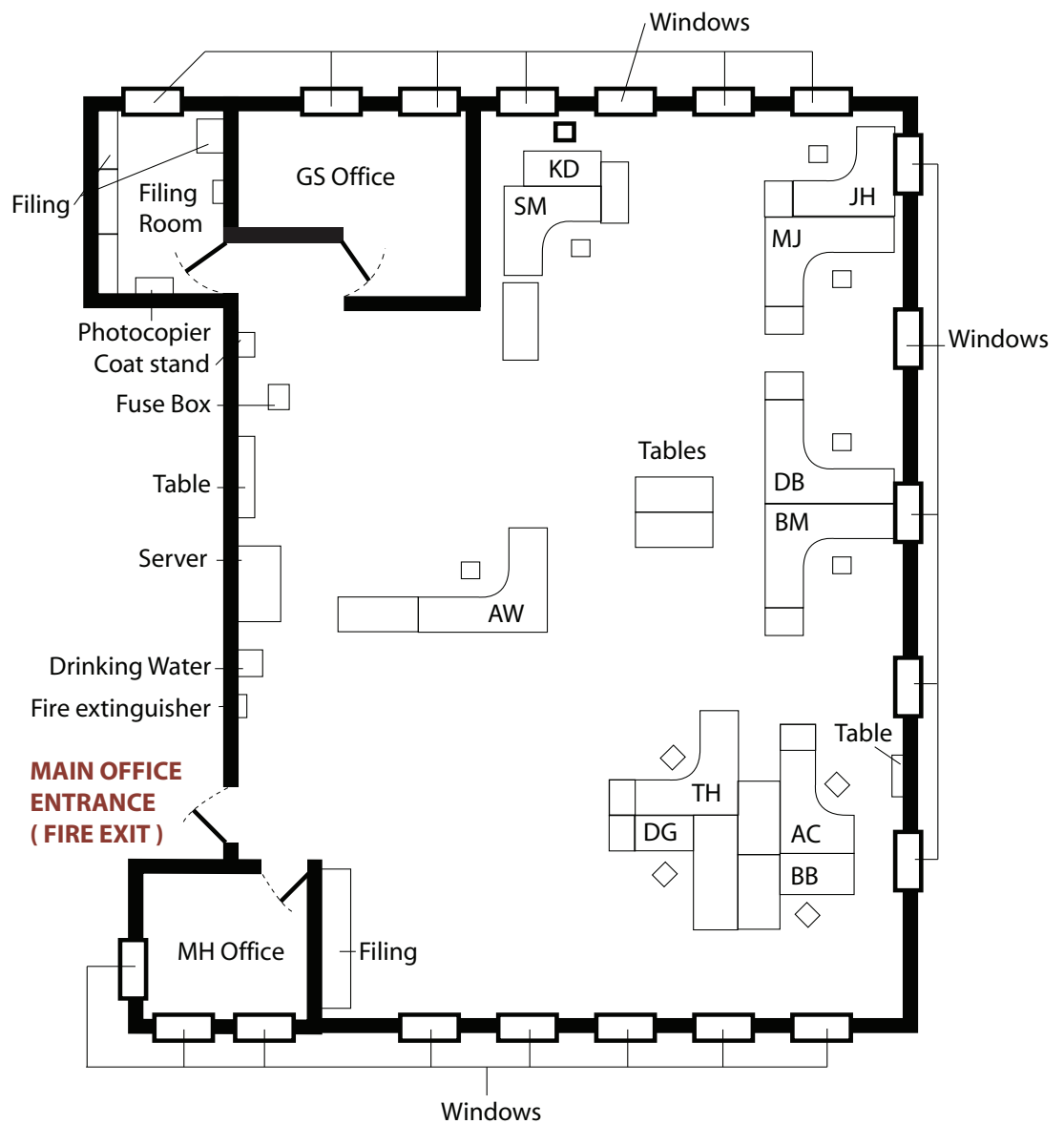
I THE UNDERSIGNED CONFIRM THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ARTICLES OUTLINED IN THE COMPANY'S HEALTH AND SAFETY POLICY.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

18. Fire and Safety - Floor Plan Hardscape Offices at Deakins Business Park



**Fire Safety Floor Plan**  
 1st floor Bolton offices layout



# HARDSCAPE

unlimited creative opportunities to hard landscaping projects



## Head Office

14 Ashworth House  
Deakins Business Park  
Egerton  
Bolton  
BL7 9RP

T 01204 590666  
F 01204 590620  
E [enq@hardscape.co.uk](mailto:enq@hardscape.co.uk)

## Southern Office

Unit 25  
Long Marston Industrial Estate  
Long Marston  
Stratford Upon Avon  
CV37 8QR

T 01789 721012  
F 01789 721041  
E [enq@hardscape.co.uk](mailto:enq@hardscape.co.uk)

[www.hardscape.co.uk](http://www.hardscape.co.uk)