

Health and Safety policy for Matt Ayres Gardening Ltd.

Employees and sub-contractors are legally obliged to be familiar with Health and Safety procedure. It is advised to read this policy and pay particular attention to the (second) heading titled Organisation of Health and Safety responsibilities within Matt Ayres Gardening Ltd.

General statements of intent.

This policy sets out how Matt Ayres Gardening Ltd intends to provide and maintain safe practices and healthy working environments for staff and visitors. The nature of the business means it does not have the same work place at any given time. To achieve this, the business will:

- 1 Assess risks effectively and apply measures to control them. It aims to provide and maintain safe equipment and associated operating procedures.
- 2 Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- 3 Provide information, instruction, training and supervision to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
- 4 Involve and consult with workers on Health and Safety issues.
- 5 Investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
- 6 Have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
- 7 Make sure information on Health and Safety issues is shared across the business.
- 8 Make sure it continuously improves its Health and Safety performance and that resources are available to help it deliver those improvements.
- 9 Review its Health and Safety policies and procedures at least once a year.

Organisation of Health and Safety responsibilities within Matt Ayres Gardening Ltd.

Everyone (employees and sub-contractors) within Matt Ayres Gardening Ltd has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

- 1 Matt Ayres will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.
- 2 All staff have the following responsibilities:
 - 2.1 To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;
 - 2.2 To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents;

- 2.3 To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974* in respect of their work and in particular:
- 2.3.1 To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
 - 2.3.2 To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;
 - 2.3.3 Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
 - 2.3.4 To work in a safe manner and not take unnecessary risks that could endanger themselves or others;
 - 2.3.5 Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
 - 2.3.6 To follow laid down procedures and report to Matt Ayres:
 - 2.3.6.1 Any injury to themselves or others caused by work activities;
 - 2.3.6.2 Any hazards that they find;
 - 2.3.6.3 Any damage or defect to equipment, machinery, etc;
 - 2.3.7 To suggest ways of improving the Health and Safety policy and working methods, to Matt Ayres;
 - 2.3.8 To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
 - 2.3.9 Not to use equipment etc. for which it was not intended, or for which they have not been trained;
 - 2.3.10 Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
 - 2.3.11 Not to take risks while working or indulge in 'horseplay', practical jokes, etc;
 - 2.3.12 To ensure that any young or inexperienced person working on the premises is not put at risk;
 - 2.3.13 To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment; and
 - 2.3.14 To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Regular surveillance

Matt Ayres will perform regular inspections of work places to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

General statement

- 1 Matt Ayres Gardening Ltd currently has no disabled workers and therefore a risk assessment in respect of disabled workers has not been carried out.
- 2 Matt Ayres Gardening Ltd currently, as far as it is aware, has no staff who have an implanted medical device.

- 3 Matt Ayres Gardening Ltd does not employ staff who are children (i.e. over 13 but under 18 years of age)
- 4 Matt Ayres Gardening Ltd does not require anyone to work from home.
- 5 Matt Ayres Gardening Ltd does not allow children in its workplace (save for in the reception area).

Notices, first aid and the accident book

1. Matt Ayres Gardening Ltd has given all of its staff a leaflet instead of displaying the Health and Safety Law poster.
2. Matt Ayres Gardening Ltd has a correctly stocked first aid box.
3. Matt Ayres Gardening Ltd has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.

Working at height

- 1 Matt Ayres Gardening Ltd occasionally involves working at height. It is policy to always have 2 people on work that requires ladders or other climbing equipment.
- 2 Any work that requires exceeding being above 200cm will not be accepted and a trained tree surgeon recommended

Guarded machinery (or machinery with dangerous parts)

- 1 Matt Ayres Gardening Ltd involves working with guarded machinery (or machinery with dangerous parts). i.e Petrol powered Lawn mowers, Leaf Blowers, trimmers and hedge cutters. We do not use, or intend to use, chain saws. It is policy to wear necessary face, head and ear protection and take regular breaks.
- 2 Matt Ayres Gardening Ltd requires all staff to wear appropriate clothing and footwear at all times.
- 3 When working within public spaces whilst using any form of machinery (petrol, battery or electrically operated) it is a requirement to wear high visibility clothing and cordon off the applicable area.

Slips and trips

The work within Matt Ayres Gardening Ltd sometimes involves moving in or across areas where there is the potential for slips, trips and falls. All staff are asked to be mindful of this whilst going about their duties.

Noise

Matt Ayres Gardening Ltd sometimes involves excessive noise through Petrol powered Lawn mowers, Leaf Blowers, trimmers and Hedge cutters. It is policy to wear necessary ear protection and take regular breaks.

Vibrating equipment

The business involves using vibrating equipment. It is policy to wear necessary protection and take regular breaks.

Resolved or non-existent risks to the business

1. Matt Ayres Gardening Ltd currently has no staff who are pregnant.
2. Matt Ayres Gardening Ltd does not involve any hazardous materials.
3. Matt Ayres Gardening Ltd does not involve high stress at work.
4. Matt Ayres Gardening Ltd does not involve working on or near electrical equipment in activities that involve its installation, commissioning, maintenance or operation, or in circumstances that are likely to give rise to a risk of electric shock or electrical arcing.
5. Matt Ayres Gardening Ltd does not make significant use of VDUs.
6. Matt Ayres Gardening Ltd is not a type of business where there is a realistic possibility of violence at work.
7. Matt Ayres Gardening Ltd does not require staff to keep unsocial hours.


Insurance

Matt Ayres Gardening Ltd holds a tradesman and public liability insurance with an indemnity limit of £2,000,000.

Annual Review

This policy will be reviewed and adjusted accordingly on an annual basis. The next review will take place on or around the 25th September 2019.

Signed as being the Health and Safety policy of Matt Ayres Gardening on 25th September 2019

Matt Ayres	
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* Health and Safety at Work Act 1974

Section 7 : <http://www.legislation.gov.uk/ukpga/1974/37/section/7>

Section 8 : <http://www.legislation.gov.uk/ukpga/1974/37/section/8>

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