

Health and Safety Policy Statement of

NT Killingley Ltd

Our statement of general policy is:

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

Signed (Employer)

Date

Review Date

NT Killingley Ltd - Health & Safety Policy Statement

Health & Safety at Work Act 1974

Responsibilities

- 1 The overall and final responsibility for health and safety is that of
Matt Killingley – Managing Director
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to
Department Managers
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas
Gary Massey
Contracts Mgr- Hard Landscape Teams
Ian Whibberley
Contracts Mgr - Soft Landscape & Forestry
- 4 All employees have to;
Co-operate with supervisors and managers on health and safety matters;
 - Take care of anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Rob Taylor

Contracts Manager Earthworks

Liz Waring

Operations Support - Office & Yard

Health and safety risks arising from our work activities

- Risk Assessments will be undertaken by
Department Contracts Managers
Site Plans & Generic
Operations Support Manager
Office & Yard
Contracts Supervisor
Job Specific on site
- The findings of the risk assessments will be reported to
**The H & S Planning Supervisor/
Client Site, Office and Yard Staff**
- Action required to remove/control risks will be approved by
Department Contracts Managers
Operations Support Manager
Contracts Supervisor
- **The Foremen and Supervisors – Site
The Operations Support Manager –
Office & Yard**
will be responsible for ensuring the action required is implemented
- **Contracts Managers – site
Operations Support Manager – office
and yard**
will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed
**On Each Contract - site
6 monthly - office and yard
6 monthly - generic**
or when the work activity changes, whichever is soonest.

NT Killingley Ltd - Health & Safety Policy Statement

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Consultation with employees

- Employee representative(s) are

The Foreman and Supervisors - Site

Mechanic – Fitting Shop

Yard Man – Yard Areas

Admin Assistant – Office Representative

- Consultation with employees is provided by

Foremans Monthly Meetings – Hard Landscape Teams

Supervisors Meetings – Soft Landscape and Maintenance

Office Meeting – Operations Mgr, Yard & Office

Operations Meetings – MD & Operations Support Mgr

Safe Plant and Equipment

- **The Operations Support Manager** will be responsible for:

- identifying all equipment and plant needing maintenance.
- ensuring effective maintenance procedures are drawn up including daily user visual checks, PUWER reports, Plant Certificates and PAT testing schedules.
- ensuring that all identified maintenance is implemented.
- ensuring that any reported breakdowns or faults are dealt with promptly and that the equipment is withdrawn from service until a safe repair is completed.

- Any problems found with plant/equipment should be reported immediately using the vehicle/equipment report sheets to

- **Your Line Manager or directly to the Operations Support Manager**

- **The Managing Director**

who will check that new plant and equipment meets health and safety standards before it is purchased.

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Safe handling and use of substances

The Contracts Supervisor, Contracts Managers and Operations Support Manager will be responsible for:

- Identifying all substances within their area of responsibility which need a COSHH assessment and incorporating into the Risk Assessment
- Undertaking of such assessments.
- Ensuring that all new substances can be used safely before purchase

The Foreman, Supervisor, and the Fitting Shop Mechanic

- will be responsible for ensuring that all relevant employees are informed about the assessments

and

- Ensure actions identified in the assessments are implemented.
- Assessments will be reviewed

On Each Contract

- or when the work activity changes, whichever is soonest.

Manual Handling

- Manual Handling Risk Assessments will be undertaken by
Contract Supervisors, Managers (site) and the Operations Support Manager (Office and Yard)

- The findings of the manual handling risk assessments will be reported to
**The Site Foreman and Site Supervisors
The Office and Yard Staff**

- Action required to reduce/control risks will be implemented by
The Foreman and Supervisors (site) and the Operations Support Manager (yard & office areas)

The Department Contracts Managers and Operations Support Manager

- will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed
On Each Contract and 6 Monthly for Office and Yard
or when the work activity changes, whichever is soonest

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Accidents, first aid and work-related ill health

- Health surveillance is required for employees carrying out work with exposure to
Noise, Dust & Vibration
- Health Surveillance will be arranged through the foreman's meetings by
The Contracts Managers
- Health Surveillance records will be kept by
**Foreman's Meeting Minutes /
The Operations Support Manager in
the Personnel Files**
- The first aid box(es) are kept at the following locations
**Company Vehicles, Site
Accommodation, Office and Fitting
Shop**
- The appointed person/first aiders are listed on
The Training & Competency Matrix
- All accidents and cases of work-related ill health are to be recorded in the accident book by the injured party. The book is kept at
**The Office - located in the accessible
area in the Rear Lobby**
- **The Contracts Managers and
Operations Support Manager**
are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

β To check our working conditions and ensure our safe working practices are being followed, we will carry out

Active Monitoring

Daily Supervision – Foreman and Supervisors

Regular Site Visits – Contracts Manager

Site Audits – Apple Industrial Training

Reactive Monitoring

Health Surveillance - Monthly Department Meetings

Accident Investigation – Department Managers

Accident Analysis – Operations Support Mgr

Post Sickness Interviews – Operations Support Mgr

The Contracts Managers

- is responsible for investigating accidents

The Operations Support Manager

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

The Contracts Managers

- is responsible for acting on investigation findings to prevent a recurrence

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Emergency procedures - fire and evacuation

The Contracts Supervisor and Operations Support Manager

- are responsible for ensuring the fire risk assessment is undertaken in their area of responsibility and is implemented.
- Escape routes are checked
Daily by the Foreman at site and Operations Support Manager at the Office
- Alarms are tested
6 Monthly by Ace Security
- Fire extinguishers are inspected and maintained by
O'Heap Fire Prevention – Office and Yard
NTK Fitter – At Vehicle Service
- Emergency evacuation will be tested every
Every 6 months

