

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 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 and sub contractors are competent to do their tasks, and to give 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 (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)

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.

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Health & Safety at Work Act 1974

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