

# HEALTH & SAFETY POLICY OF

**Ben Nock Ltd T/A  
Ben Nock Fencing & Landscaping**

**Little Dunley Farm  
Dunley Lane  
Bovey Tracey  
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Devon  
TQ13 9PW**

**Date**

**17<sup>th</sup> January 2011**

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## Introduction

This document sets out the Health & Safety arrangements that we have established within our company.

The following is a brief description of the type of work that our company undertakes:

**Description of Work:**

*The supply and erection of all types of fencing including;*

*Palisade*

*Chainlink*

*Closeboard*

*Post & Rail*

*Temporary Site Hoarding*

*Gates*

*We also undertake many soft landscaping tasks including;*

*Boardwalks*

*Log Walling*

*Decking*

*Planting Schemes*

**Industry Sectors:**

*Construction*

This document sets a base level of Health & Safety awareness, through this and with advice and updated information from our membership of FBSC (Federation of Building Specialist Contractors), FCA (Fencing Contractors Association) and our Health & Safety advisers, Partners in Safety our organisation will develop and improve Health & Safety knowledge, standards and performance.

## Part 1 – General Statement of Policy

- 1.1 The company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by its activities.
- 1.2 The company will provide and maintain safe and healthy working conditions so far as reasonably practicable.
- 1.3 The company will encourage all employees to be actively involved in maintaining safe operating conditions and practices.

- 1.4 The company will carry out a regular review of this policy to ensure that these standards of health & safety are maintained.

## Part 2 – Organisation

- 2.1 The head of the company has overall responsibility for health & safety within the company, and will:

- Ensure suitable financial provisions are made for health & safety obligations.
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues.

The named person responsible for H&S: **Ben Nock**

- 2.2 All employees shall at all times take reasonable care of themselves and have due regard for the health & safety of others who may be affected by their work activities. They shall:

- Co-operate on health & safety matters
- Report health & safety defects
- Not interfere or misuse anything provided to protect their health and safety

- 2.3 Partners in Safety Ltd provide information and advice to the company on health & safety issues through our consultancy agreement with them. Tel 01752 204248.  
[www.partnersinsafety.co.uk](http://www.partnersinsafety.co.uk)

## Part 3 – Arrangements

**Health & Safety is considered in all aspects of our work. The following outlines the principle way in which we implement health & safety.**

### 3.1 **Communication.**

The content of this policy and rules specific to a site or job are drawn to the attention of all employees and sub-contractors through daily 'toolbox talks'. Employees and sub-contractors present their views for existing and proposed jobs.

### 3.2 **Training.**

Employees are given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of PPE and manual handling. Upon employment all employees are booked to take the CSCS touch screen test and all our operatives carry such cards. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. New staff will receive induction training.

### 3.3 **Risk Assessments.**

Formal risk assessments and records will be carried out within the office. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work within a confined space, they will seek further advice from our H&S advisors. The head of the company ensures operators are provided with appropriate instruction and training on risk assessments.

**3.4 Method Statements.**

Formal method statements (safe working procedures) will be prepared in writing before commencement of work at all sites. These shall comprise of a pre-determined generic method statement outlining general procedures and a site specific method statement, completed by the supervisor, in order to account for potentially unforeseen issues. All procedures are to be confirmed with the site manager prior to work being completed.

**3.5 Co-Operation with Clients.**

Employees always familiarise themselves with client procedures when first attending site, in particular general site access, emergency and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

**3.6 Welfare.**

Welfare arrangements are established at each site, utilising client facilities whenever possible.

**3.7 Equipment.**

All equipment is subject to routine maintenance, including electrical testing, taking into account various factors, including:

- statutory testing
- type of equipment
- amount of use
- consequences of failure

In addition to this operatives will take turns or breaks at 20 minute intervals while using power tools to reduce the risks of HAVS. While operating larger machinery, such as breakers, anti-vibration gloves shall be worn and statutory usage limits will be followed.

**3.8 Vehicle Maintenance.**

All vehicles are regularly maintained and daily checks are carried out to ensure that they are in compliance with all road traffic regulations. 7.5 ton trucks are subject to checks that are carried out at 10 weekly intervals.

**3.9 Personal Protective Equipment.**

PPE is provided as appropriate for the work activities. PPE is maintained by the individual, and is subject to routine maintenance as appropriate. When attending site a minimum of fluorescent jacket/vest, hard hat and steel toe capped boots will be maintained at all times.

**3.10 Working at Height**

When working at heights the operatives will use platforms only conforming to current regulations. Platforms will only be erected, moved and inspected by a PASMA trained operative. Podium platforms will be used rather than stepladders.

**3.11 Hazardous Substances.**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used whenever possible. In case of risk to health, PPE is provided and used by employees, and health surveillance undertaken when necessary. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S advisor, as appropriate. Significant risks associated with hazardous substances will be subject to a formal written assessment in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).

**3.12 First aid & accident reporting.**

Wherever possible arrangements are made with clients to use their first aid facilities. Where this is not possible a supply of sterile plasters are carried by employees and assistance will be sought from the emergency services if required.

All accidents are reported to the office and recorded in the accident book. Those defined as statutorily notifiable are reported to the Incident Contact Centre, by telephone on: **08453 009923**

**3.13 Manual Handling.**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manual handle loads which they feel incapable of moving safely.

**3.14 Fire Safety.**

All employees remain vigilant from the risk of fire. When welding a hot works permit will be sought and the appropriate fire extinguisher will be on hand.

**3.15 Sub-contractors.**

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health & safety. Serious breaches of health & safety and the contractor's capability for specific risks will be taken into account during the selection process. A sub-contractor assessment procedure and a sub-contractor declaration form have been brought into use.

Activities that we sub-contract include:

- *Fencing*
- *Landscaping*
- *Tree Maintenance*

**3.16 Public Safety.**

The safety of members of the public is considered at all times and appropriate protection actions taken.

**3.17 Other important Health & Safety information**



**Signed:**

**Date: 17<sup>th</sup> January 2011**

**Name: Ben Nock**

**Position: Director**

## **SPECIAL REGULATIONS FOR PERSONS UNDER 18 YEARS**

Persons under the age of 18 years are prohibited from operating the following equipment unless attending or after training under the direction of a qualified and competent person.

- Woodworking Machinery
- Mobile Plant
- Lifting Appliances
- Acting as a slinger/banksman during lifting activities

## **ACCIDENTS**

Accident book is kept in the office

All persons that are injured are responsible for entering any accident sustained at work in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.

## **ACCIDENT AND EMERGENCY PROCEDURES**

In the case of a major accident or dangerous occurrence, the emergency services (999) shall be contacted giving details such as.

- Type of injury sustained
- How many people involved
- Site name and address
- Contact name and telephone number

All the above information is also to be passed to the office and management in order for all the correct procedures to be implemented.

**CONTRACT ACTIVITY ENDORSEMENTS  
TO THE COMPANY'S GENERAL SAFETY POLICY**

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## **Appendix A**

### **Safe Access and Site Tidiness**

- (1) Access will be provided to ensure that all personnel can reach their places of work safely.
- (2) Walkways, including stairs, ramps, roadways and paths will be kept free from obstructions.
- (3) Boundary protection will be provided where anyone can fall more than 2m, and where practicable, toe boards will be fitted.
- (4) Manholes, trenches and openings will be covered or fenced off. Holes in floors will be securely marked and identified.
- (5) Material stacks and debris will be kept tidy in a safe position.
- (6) Rubbish and waste will be cleared and removed at regular intervals as necessary.
- (7) Nails in timber will be removed or hammered over.
- (8) Public access will be clearly defined and signposted.

## **Appendix B**

### **Ladders and Stepladders**

- (1) Any use of ladders and stepladders must be considered in the risk assessment. Methods of work avoiding the use of ladders or stepladders are encouraged.
- (2) Ladders must be secured at the top of each stile by lashing or proper clamps. If not practicable they can be staked at base, footed or weighed down.
- (3) Ladders must be pitched out as near to a 1:4 angle as possible.
- (4) Ladders must rise at least 1.05m above a place or landing or secured alongside an upright handhold.
- (5) Ladders and steps should be free from obstruction at the base area.
- (6) Ladders should be pitched plumb, either with a levelling device or a prepared base.
- (7) Only one person at a time should be allowed on the ladder.

- (8) Heavy materials or tools will not be carried, either ascending or descending ladders.
- (9) Ladders should be used only for access or light work of short duration. Platforms or Podium platforms should be used instead.
- (10) Ladders must be pitched with the reinforcement either under the rungs or facing the building.
- (11) Overhead cables will be identified and rendered safe, when using metal ladders.

## **Appendix C**

### **Towers & Platforms**

- (1) Any use of towers must be considered in the risk assessment. Methods of work avoiding the use of towers are encouraged.
- (2) Access ladders will be secured to prevent unauthorised use after working hours
- (3) Towers will be secured against bad weather conditions.
- (4) Guard rails, toe boards and brakes will be maintained in good order.
- (5) Tower components will be inspected by a PASMA trained employee to ensure good condition.
- (6) Mobile towers will be moved from the base.
- (7) No persons will be permitted to remain on the platforms during moving and repositioning of the tower.
- (8) Only PASMA trained employees will erect platforms/towers.

## **Appendix D**

### **Excavations and Earthworks**

- (1) Excavations more than 1.2m in depth will be supported with trench sheets and telescopic props, safety boxes or hydraulic support systems or battered to the angle of repose.
- (2) Spoil heaps should be kept low, 1.5m away from excavations, and battered to the angle of repose.
- (3) HSE Guidance Notes are available to ensure proper methods are complied with.
- (4) Barriers will be fixed to prevent falls in the excavation and stop blocks used to prevent vehicles approaching to close.
- (5) Safety helmets will be worn in excavations and close to excavations.

- (6) Construction (Lifting Appliance) Regulations will apply to excavators being used as cranes.
- (7) Prior to all work a 'Method Statement' will be issued.

## **Appendix E**

### **Plant, Machinery, Electricity and Power Tools**

- (1) Plant and machinery, provided or hired will be appropriate to intended purpose, checked before use, will be in good condition and serviced regularly.
- (2) Guards covering moving parts will be maintained at all times when practicable.
- (3) Hand tools will be kept sharp, where necessary, and in good serviceable condition.
- (4) Power tools will be inspected before use and maintained at regular intervals.
- (5) Electrical equipment will, where possible, be run off the 110 volt transformer circuit and only in exceptional circumstances, where 110 volt equipment is unavailable, will 240 volt equipment be allowed to be used. When this is the case this will only be permitted when the 240 volt circuit is protected by residual current circuit breakers.
- (6) Electrical regulations will be complied with particularly with regard to weather and mechanical damage.
- (7) Records are to be kept of all tests and inspections.
- (8) Personal protective equipment will be supplied by the employer. Operatives will wear fluorescent jacket/vest, hard hat and steel toe capped boots as a minimum at all times.

## **Appendix F**

### **Health, Welfare, First Aid, COSHH, Noise and Emergency**

- (1) Welfare amenities will be provided or shared in compliance with sanitary and washing regulations.
- (2) Mess huts or suitable places for eating and drinking away from the working area will be provided and designated.
- (3) Drying areas will be provided for wet clothing.
- (4) Storage areas will be provided for tools, materials and flammable substances.
- (5) First aid equipment, accident book and suitable qualified person will be available on site, with a clean supply of water.
- (6) Assessment for hazardous materials, under the COSHH regulations, will be available for instruction and information.
- (7) Supplies of personal protective equipment will be provided if required.
- (8) An adequate washing facility will be provided or arranged on a shared basis.
- (9) Environmental conditions will be constantly assessed, particularly in respect of confined spaces and landfill sites.
- (10) Noise assessments will be written up where necessary and compliance with regulations enforced.
- (11) Method Statements for unusual operations will be drawn up and available.
- (12) Details of nearest emergency services and telephone numbers will be available along with appropriate fire extinguishers.
- (13) Symptoms of drug and alcoholic abuse will be reported.

## Appendix G

### Fire Precautions

- (1) An assessment of the fire risks with the premises/site will be made and if required written and issued.
- (2) Supervisors will be designated to act under site Code of Practice or Places of Work Regulations.
- (3) An emergency plan will be prepared and displayed to indicate:
  - (a) Means of escape
  - (b) Action to be taken
  - (c) Evacuation procedure
  - (d) Method of calling the fire brigade
  - (e) Method of raising the alarm
- (4) There will be, if necessary:
  - (a) Permits to carry out hot work
  - (b) Fire Brigade access
  - (c) Appropriate means of fire fighting
  - (d) Adequate training and fire drills
  - (e) Records will be kept
- (5) Checks will be made to ensure safe disposal of refuse, adequate storage for flammable materials, e.g. LPG and HF liquids.
- (6) There will be an adequate allocation of Fire Fighting Equipment to cover working areas, plant and special risks.
- (7) Recommendations in the Code of Practice entitled 'Fire Prevention of Construction Sites' published by the Building Employers Confederation and dated May 1992 will be followed together with compliance with Fire Certificate (Special Premises) Regulations 1976 and Fire Precautions (Place of Work) Regulation 1992.

## Appendix H

### Visual Display Screens

- (1) Work stations must have adequate lighting.
- (2) There must be no glare or distracting reflections.
- (3) Distracting noise to be kept to a minimum.
- (4) There must be adequate leg room.
- (5) Adequate space to be maintained in the work station, to allow postural changes.
- (6) Adequate sharing of windows to be provided.
- (7) Equipment provided must be appropriate to task.
- (8) Screen to have stable image, adjustable and readable.
- (9) Keyboard to be usable, adjustable and legible.
- (10) Work surface must allow for flexible arrangements.
- (11) Work chair to be adjustable to cater for individual needs.
- (12) Footrest to be provided.
- (13) User to take frequent short breaks away from screen area.
- (14) Eye sight test to be provided at the request of user and carried out by competent person.
- (15) Damaged or faulty equipment will be immediately taken out of use and details reported to management

## **Appendix I**

### **Office Safety**

- (1) Offices will be kept clean and tidy with floors coverings kept in good conditions.
- (2) Trailing leads for telephones, computers etc. will be kept to the minimum and covered to prevent tripping hazards.
- (3) Waste paper and other combustible wastes will not be allowed to accumulate and present a fire risk.
- (4) Electrical equipment will be inspected at six monthly intervals by a competent electrician. No unauthorised person will install, repair or tamper with electrical equipment. Inspection to be recorded.
- (5) Damaged or faulty electrical equipment will be immediately taken out of use and reported to management.
- (6) All fire points will be kept clear of obstructions and fire extinguishers will be inspected and tested every twelve months.
- (7) Smoking will not be permitted within any of the buildings.
- (8) Fire drills will be held at regular intervals and personnel will participate in these drills.
- (9) Fire doors will not be wedged open and all fire exits will be kept clear of obstructions.
- (10) Staff will be trained in the use of the fire fighting equipment in their department.
- (11) Details of the fire and emergency plan will be posted at all fire points.
- (12) All injuries will be reported, treated by the First Aider and entered in the accident book.
- (13) Heavy items of office equipment e.g. reams of paper etc will not be stored at ground level, but placed on shelving, set at waist height, to avoid handling injuries.

