



Emery Landscapes Ltd.

This document forms the
Emery Landscapes Ltd. Safety Policy,
intended to ensure safety is considered and controlled in a
structured fashion, throughout all Company activities.

The Policy has three sections:-

1 The Policy Statement:

- this sets out our commitment to safety.

2 The Organisation

- this details the company structure and responsibilities for safety.

3 The Arrangements

- this comprises our basic Safe Working Procedures, stating how we will actually manage each aspect within the Company.
- all 'Task Based' Risk Assessments and Safe Working Procedures are provided separately to this Policy Document.

If In Doubt.....ASK!



Emery Landscapes Ltd.

Section 1

The Policy Statement



Emery Landscapes Ltd.

HEALTH & SAFETY AT WORK ETC ACT 1974

SAFETY POLICY STATEMENT

Emery Landscapes Ltd. are committed to discharging his obligations under the Health & Safety at Work Etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory legislation.

We will seek to provide a healthy & safe working environment for all of our employees and will endeavour to ensure the safety of all others who could be foreseeably affected by activities under our control.

In Particular, attention will be given to the provision and maintenance of:-

1. Plant, equipment and systems of work that are safe and without risk.
2. Safe arrangements for the use, handling, storage & transport of articles, goods and substances.
3. Sufficient information, instruction, training & supervision to enable all employees to avoid hazards and contribute positively to their own safety & health at work.
4. Places of work that are safe and without unacceptable levels of risk.
5. Adequate welfare facilities.

To achieve a high standard of health & safety, the active co-operation of all Employees is essential.

Employees are reminded of their own duties under the law,

1. to take care of their own safety and that of other persons,
2. to co-operate fully with their employer so as to enable them to carry out their responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable the Policy on Health & Safety to be effective are contained in the attached documents.

This policy and associated documents will be revised annually, or after any significant change to the company or legislation likely to affect the Policy. The policy will be publicised within the company.

Signed.....

Ken Emery

Date.....

Signed.....

Mrs R. Emery

Date.....

Review Date.....

12 months from above date



Emery Landscapes Ltd.

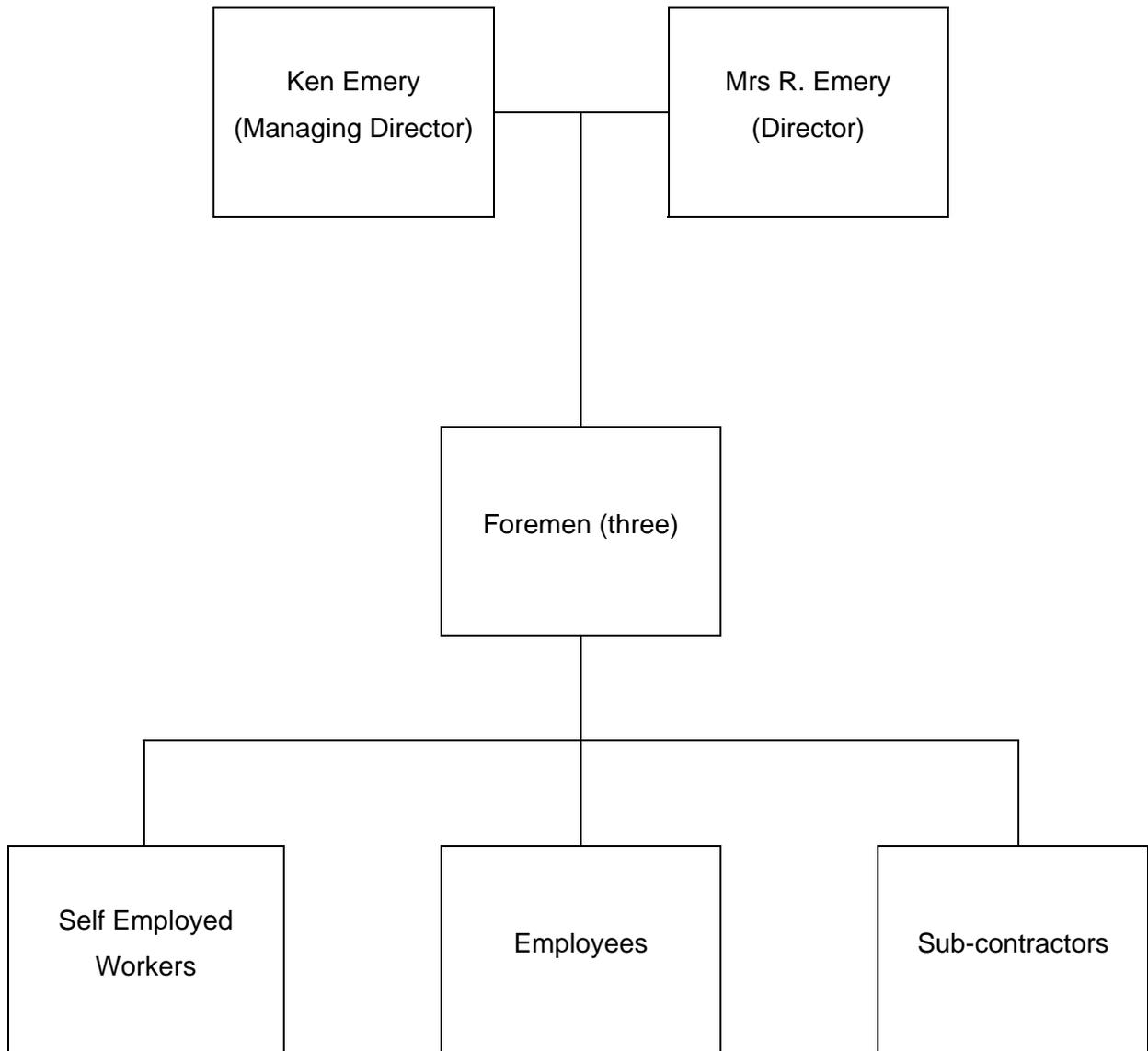
Section 2

The Organisation and Responsibilities



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SAFETY ORGANISATION CHART





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HEALTH AND SAFETY AT WORK ACT 1974 **RESPONSIBILITIES FOR HEALTH AND SAFETY**

Emery Landscapes Ltd. shall ensure that:-

- ◆ The Health and Safety Policy is updated as and when required and is made known to the Employees (including self employed workers and sub-contractors) of the Company.
- ◆ The Policy, Arrangements and Safe Working Procedures as written are implemented.
- ◆ Employees are trained, instructed, informed and supervised to enable them to carry out their work safely and without risks to their safety or health.
- ◆ Self employed workers and sub-contractors are 'competent', and have been trained, instructed and informed, and will be supervised, to enable them to carry out their work safely and without risks to their safety or health
- ◆ Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- ◆ Safe Working Procedures are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- ◆ Matters brought to their attention of a health and safety nature are dealt with, and where professional advice or assistance is required suitable resources are made available.



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Emery Landscapes Ltd., with assistance from NFU Mutual Risk Management Services (External Safety Consultants), shall ensure:-

- ◆ The Company safety policy, arrangements and procedures are in line with current legislation and good practice.
- ◆ Required changes in operating procedures due to legislation updates or risk assessment findings are communicated to the directors for action.
- ◆ The Foremen and site based employees (including self employed workers and sub-contractors) are provided with information, instruction and training required to implement the safety policy requirements.
- ◆ Safe Working Procedures are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- ◆ Compliance with the Company safety policy and procedures is monitored across the business.
- ◆ The Company is conversant with current legislation and is made aware of any relevant commencement dates.
- ◆ Fire safety procedures are established within the Company's premises and sites where work is undertaken.
- ◆ A good standard of housekeeping is maintained in the Company's premises and sites where work is undertaken.
- ◆ Such Personal Protective Equipment as is necessary is provided.
- ◆ All injury accidents and dangerous occurrences are investigated, reported and notified, if appropriate, to the Health and Safety Executive in accordance with the Accident Reporting Procedure.
- ◆ Advice will be sought from NFU Mutual Risk Management Services as and when required. However the Company is strongly committed to managing safety internally.



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The Company Foremen shall ensure that:-

- ◆ They are familiar with the Company Health and Safety Policy, and the Organisation and Arrangements for Health and Safety, and they are implemented to the best of their ability.
- ◆ Necessary information and instruction is passed on to employees (including self employed workers and sub-contractors) under their control and where appropriate training needs are identified.
- ◆ Where any injury occurs, the appropriate treatment is provided, the details are recorded in a Data Protection Act (DPA) compliant accident book, and in accordance with the Company's Accident Reporting Procedure.
- ◆ Health and safety matters that are brought to their attention are suitably dealt with. If they do not have the authority to take action, Management is informed.
- ◆ Established Safe Working Procedures are properly followed and supervised.
- ◆ Appropriate standards in housekeeping and waste management are maintained in all workplaces and sites for which they are responsible.
- ◆ Necessary Personal Protective Equipment is worn as required and suitably maintained.
- ◆ Adequate welfare facilities are provided and maintained, and employees are familiar with the emergency and fire procedures relevant to the locations and sites they are working on.



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All employees (including self employed workers and sub-contractors) **shall ensure that they:-**

- ◆ Co-operate with the Company to enable it to meet its legal obligations in terms of health and safety.
- ◆ Carry out their work with due regard to their own safety and the safety of others who could foreseeably be affected by their acts or omissions.
- ◆ Bring matters relating to health and safety causing them concern to the attention of Management.
- ◆ Use Personal Protective Equipment provided for them, and keep it maintained in a good condition.
- ◆ Carry out work activities in accordance with the instruction and training received by them.
- ◆ Report all accidents, injuries and incidents in the DPA compliant accident book.
- ◆ Keep their place of work tidy and free from accumulation of rubbish or materials.
- ◆ Use any guards or protective devices provided on appliances and machinery, and report any defects.
- ◆ Are familiar with any fire procedures and means of escape from every part of any workplace to which they have access.



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Section 3

The Arrangements



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ARRANGEMENTS FOR HEALTH & SAFETY

Safe Working Procedures

Emery Landscapes Ltd. arrangements for safety are based on Company Safe Working Procedures, to ensure a structured, uniform approach can be taken across the Company.

The arrangements do not seek to detail methods of work, as within the Company Safe Working Procedures. The arrangements are designed to set the Company's approach for dealing with risk and legal requirements.

Where a hazard is identified and there is a significant risk associated with the work activity, or where there is a need for information and guidance, Safe Working Procedures will be prepared and issued for action by those with related responsibilities.

These Safe Working Procedures will be based on interpretation of legal requirements and will be designed to ensure the provision and maintenance of safe and healthy working practices for our employees and to ensure the safety of other persons who foreseeably could be affected by the work activities.

Accident Reporting & Investigation

All injury accidents must be reported and recorded in the DPA compliant accident book at site and at the office. Where appropriate, notification will be made to the Health and Safety Executive in the area. It is very important that the clients' site management are notified of any accident immediately.

All Reportable (over three days' absence) and Notifiable serious injuries must be notified to the Health and Safety Executive. All such accidents must be investigated, reported on and action taken to prevent a recurrence.

Serious injury accidents and dangerous occurrences will be subjected to an in depth investigation at the discretion of Management.

Detailed guidance for accident reporting is contained in the DPA accident book and RIDDOR documentation held by the Company.



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Fire Safety

Suitable 'fire risk assessments' are undertaken for the Company premises and third party sites. Arrangements are put in place to ensure that adequate fire precautions are taken and maintained. Any principal contractor should set the fire arrangements for that site, and employees (including self employed workers and sub-contractors) will be informed of these requirements at induction.

All employees (including self employed workers and sub-contractors) will comply with all Company and / or principal contractor requirements, and ensure risk assessments cover any fire risk introduced by them.

All employees will receive training related to fire safety with particular reference to means of escape in case of fire and in the use of fire fighting equipment.

All teams will carry a valid fire extinguisher within their vehicle(s) at all times.

First Aid

A trained First Aid Appointed Person(s) (i.e. a Company employee) will be available to provide help in the event of injury, including 'aerial rescue' where appropriate.

First aid supplies are provided within the vehicle(s) of the Team Leader(s), and is in the charge of the First Aid Appointed Person(s).

Persons who may incur a serious injury or illness (including any electric shock, however minor) will be taken to the nearest hospital, or medical help sought with the minimum of delay.

In the case of employees (including self employed workers and sub-contractors) working away from the main workplace, an assessment will be carried out by the Supervisor in charge of the work, in consultation with the Team Leader(s) and / or Company Management.

Health & Safety Training

The Company will endeavour to undertake and facilitate all required training, as an ongoing commitment to best practice, including obtaining CHAS registration (e.g. by March 2009). Training needs have been identified for all employees (including self employed workers and sub-contractors), and training will be given to ensure that they are competent to carry out their duties in a safe and proper manner.

Where new Health and Safety legislation is introduced which has a direct bearing on the Company and the work activities, training as appropriate will be provided.

Reference should be made to the training needs assessment.



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Personal Protective Equipment (PPE)

Where hazards exist in the work activity and there is a need to provide protective equipment, such equipment is provided free of charge.

PPE is provided to offer protection from the hazards perceived to pose a risk to health and safety. Employees (including self employed workers and sub-contractors) have a statutory duty to use such equipment. PPE is purchased to comply with the appropriate British / European Standards currently in force.

Employees (including self employed workers and sub-contractors) must wear the required site PPE at all times. Failure to do so may lead to their removal from site.

Control of Substances Hazardous to Health (CoSHH)

Procedures have been prepared for the identification and control of substances which are by definition "hazardous to health".

Consideration has been given to the provision and use of safer substances and/or where appropriate, the introduction and maintenance of control measures.

Assessments have been carried out by competent persons and the information made available to the employees (including self employed workers and sub-contractors) concerned. Reference should be made to the Company CoSHH Assessments.

Monitoring of Health & Safety Standards

Annual Health and Safety Audits are carried out at the Company premises with the objective of ensuring that the arrangements and standards are being complied with. Site inspections are carried out by the safety advisor monthly and by site managers on an informal basis at least twice weekly.

Audits and inspections are carried out regularly by the Company (using the 'Fountains' SEQ form), randomly by 'Fountains' and 'Central Networks', and annually / as required by NFU Mutual Risk Management Services.

Risk Assessments

Where required under regulations such as The Management of Health and Safety at Work Regulations 1999, general risk assessments and specific risk assessments are carried out with the objective of assessing the risks and of taking appropriate measures to control, reduce or remove the risk factors identified.

Reference should be made to the Company Task Specific Risk Assessments.



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Enforcement of Health & Safety Standards

Employees (including self employed workers and sub-contractors) who are in breach of Company Safe Working Procedures and / or Safety Rules, clients' and / or principal contractors' safety rules, will be dealt with in accordance with the Company Disciplinary Procedures.

In cases of serious breaches, an(y) employee(s) may be instantly dismissed.

Work at Height / Tree Work

Access equipment used by the Company is normally hired for specific work. This includes powered access equipment and insulated ladders.

Powered access equipment is only used, after risk assessment by trained operatives holding a current IPAF certificate. The platforms hired must be within the competency of the IPAF training and must be accompanied by the last certificate of thorough examination.

Before any work at height, employees (including self employed workers and sub-contractors) must check access equipment, ensure a 'working at height' risk assessment is undertaken, and utilise a Safe System of Work to ensure access equipment is suitable, and can be safely used for the task. Training has been given on assessment of work at heights and in the use of access equipment.

Extension (insulated) ladders are only used when all other methods of work at height cannot reasonably be used, and it is safe to use ladders. Extension ladders are only used in conjunction with suitable stability devices.

Short duration indoor work at height (with feet at heights of up to 1m) are only carried out using a suitable step platform. The use of a step ladder will only be undertaken where a risk assessment justifies its use.

All ladders are part of the plant control register and subject to regular checks.

Alloy tower scaffolding may only be erected by persons holding the PASMA certificate and must be checked before initial use and every 7 days afterwards as appropriate. These checks must be recorded and records retained at site.

Only trained scaffolders are permitted to alter scaffold. Any other person altering or removing parts of scaffolding may be subject to disciplinary action.

The Company may train certain personnel to alter scaffold, these people will be authorised in writing.



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Electrical Safety

Only competent electricians are permitted to carry out electrical work. Unqualified persons are not permitted to carry out any electrical work under any circumstances.

Employees (including self employed workers and sub-contractors) have a duty to ensure they visually check the condition of any electrical appliance prior to use.

Employees (including self employed workers and sub-contractors) must stop, report and put out of use any electrical item they suspect to be faulty or unsafe.

Electrical installations must not be switched on by anyone other than the electrician. The electrician must never leave any installation capable of being energised where there may be a risk of electrocution.

The Company will undertake regular testing of fixed electrical installations at the Company premises, and regular testing of portable electrical appliances.

Noise / Vibration

Any significant noise exposure to employees (including self employed workers and sub-contractors) will be assessed by Management / Team Leader(s), at the Premises or worksite (in consultation with the client / principal contractor as required).

Warning signage will be displayed where the use of hearing protection is required. Various types of hearing protection are made available for employees (including self employed workers and sub-contractors if required).

Significant vibration exposure to employees (including self employed workers and sub-contractors) will be assessed by Management / Team Leader(s), at the Premises or worksite (in consultation with the client / principal contractor as required).

Any vibrating tools will be selected for their low vibration characteristics. Adequate rest breaks are allowed, and employees (including self employed workers and sub-contractors staff) are trained.

Consultation With Employees

To comply with the Health and Safety (Consultation with Employees) Regulations 1996 the Company has established systems where meaningful discussion can take place on matters relating to health and safety between the Management and Employees (including self employed workers and sub-contractors staff).

At Emery Landscapes Ltd., consultation with employees (including self employed workers and sub-contractors staff) is carried out formally on a 'quarterly' basis, informally on a daily basis, and via the monthly 'Fountains Safety Bulletin'



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Young Persons

The Company recognises the additional risks to which young persons are exposed in the working environment due to their immaturity and lack of experience. Where such persons are employed suitable risk assessments will be undertaken, work carefully monitored and additional supervision provided.

Construction (Design & Management) Regulations

In its roles as a 'Contractor' and 'Sub-contractor', the Company is aware of its obligations to ensure high standards of health and safety, and to that end have systems established to manage any aspect of the Construction, Design and Management Regulations.

Confined Spaces

Any work activities involving entry into confined spaces will be subject to the requirements of the Confined Spaces Regulations, using a suitable risk assessment, a Permit to Work and Safe Working Procedure.

Services

Steps will be taken to ensure the integrity of underground services which may be affected by the Company's activities. Plans and information will be sought and cable locating tools used prior to any work commencing in the vicinity of such services.

Where overhead services are identified at any clients' sites, the risk assessment will consider our activity and the risk of contact with the overhead power lines. Consultation with the principal contractor and local power company will be undertaken as appropriate.

Clients will be consulted at the pre contract stage to identify the location of any existing or temporary water, gas or electrical services in the grounds or buildings prior to starting on site.

Work Equipment

Work equipment and vehicles must be inspected daily (e.g. vehicle brakes, steering, tyres, water and oil), and towing items and loads must be adequately secured.

All vehicles will have a valid MOT, tax and insurance certificates at all times.

All work equipment will comply with the requirements of relevant legislation, will be of sound construction, suitable for purpose and the appropriate certification and documentation will be readily available.

Such inspections as are required under statutory legislation will be carried out by insurance companies or competent contractors.



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Security

All sites and locations will be adequately protected to ensure the safety of children and members of the public. Where work is in progress suitable protection shall be provided and only authorised personnel allowed within the area.

The Environment

The Company is committed to the protection of the environment, fauna and flora, including watercourses and wildlife, such as nesting birds. The Company will actively seek to control all adverse impacts due to their activities in the workplace. This will include the control of noise, dust, waste, etc. and where practical the reduction of energy consumption and re-cycling.

Drugs & Alcohol

Employees (including self employed workers and sub-contractors staff) are required to present themselves for work unimpaired by the effects of alcohol or drugs. The use of drugs and alcohol at work is expressly forbidden and it is a requirement that anyone using prescribed drugs under medical supervision notifies the Company.

Breaches of these requirements will render the person(s) liable to Company disciplinary procedures.

Gas Safety

If gas cylinders are used for 'hot work' purposes, a suitable risk assessment will be carried out and 'hot work' safety procedures implemented. Only suitably trained / experienced persons will undertake this type of work

Self Employed Workers / Sub-contractors

All self employed workers and sub-contractors will be vetted for their competency and safety procedures. They are required to complete an Assessment Questionnaire.

It is an essential condition of their contract that they adopt the same standards of work and safety in their activities as that of the Company.

The Company will provide adequate monitoring and supervision of self employed workers and sub-contractors, and they will be subject to the same disciplinary procedures.



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Health & Safety Advice

The Company employs external consultants (NFU Mutual Risk Management Services) as and when required to provide health and safety advice and assistance as is required under The Management of Health and Safety at Work Regulations.

Stress

Emery Landscapes Ltd. are aware of the dangers of work related stress and are committed to the ongoing reduction of unhealthy work related stressors.

Display Screen Equipment

All 'users' as defined by the regulations and others deemed to be at risk will be subject to a display screen equipment assessment to ensure their workstation is arranged to minimise the risks to their health.

Smoking

Smoking is only permitted in designated areas as designated by the client or principal contractor.

Smoking is not permitted in or within 10 metres of any building, storage container, storage compound, van, company car or any other internal or substantially enclosed space owned by Emery Landscapes Ltd., or any customer of Emery Landscapes Ltd.

In all cases smoking is strictly prohibited within 10 metres of any combustible solid, liquid or gas. Employees (including self employed workers and sub-contractors staff) must follow principal contractor's additional site rules on smoking on site.

Mobile Phones, Radios & CB Radios

All teams will have a mobile phone with them at all times.

The use of mobile phones and CB Radios in Company vehicles whilst driving is strictly prohibited unless hands free. Even hands free conversation must be kept short and limited to answering incoming calls only.

Mobile phones must not be used whilst walking around site, using tools or working at heights.

Radios are only permitted on site if they have been PAT tested and operate at 110v. Where used radios must be kept at a level which will not damage hearing or cause nuisance to clients or neighbours.