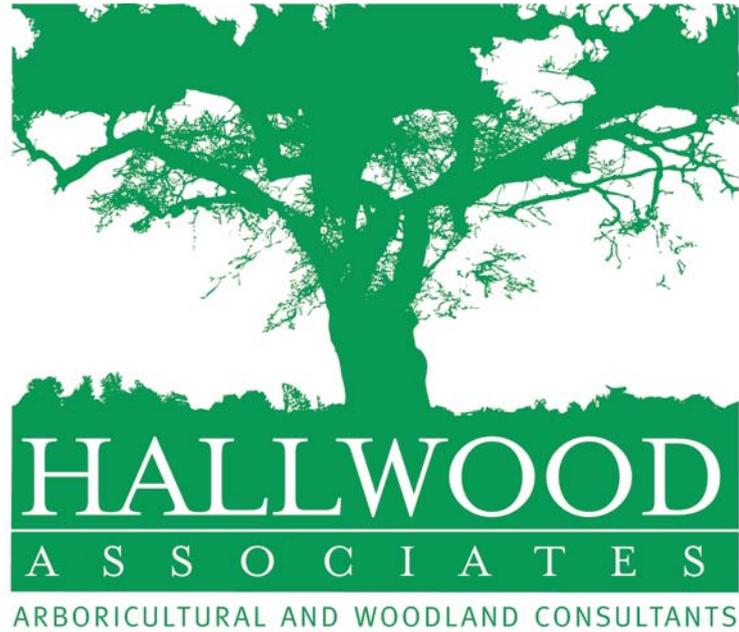


# Health and Safety Policy



T +44 (0) 1621 840770

W [www.hallwoodassociates.com](http://www.hallwoodassociates.com)

E [enquiries@hallwoodassociates.com](mailto:enquiries@hallwoodassociates.com)

VAT No GB 947 9108 84

Hallwood Associates are a leading consulting organisation operating in the industry of arboriculture in Great Britain, offering services to the public, private and third sector. Founded in 2005, we have grown rapidly into a multi disciplinary consultancy, staffed by motivated experts specialising in all aspects of arboriculture: from hazard assessment and subsidence investigation right through to legal and planning.



# Health and Safety Policy

## CONTENTS

HEALTH AND SAFETY POLICY STATEMENT	3
YOUR LEGAL DUTIES	5
Your Responsibilities .....	5
Support Available to You .....	5
Union Health and Safety Agreements .....	5
EMERGENCIES	7
Accidents, Sickness and First Aid .....	7
Fire Procedures .....	9
Bomb Threat Procedures .....	10
YOUR WORKPLACE	11
Working with Display Screen Equipment (DSE) .....	11
Permits to Work .....	12
Working with Electrical Equipment .....	12
Working with Chemicals .....	13
Lifting and Carrying .....	14
Working with Mechanical Equipment .....	15
Working in the Warehouse .....	16
Contractors .....	17
Alcohol, Drugs and Other Substances .....	18

# Health and Safety Policy

## HEALTH AND SAFETY POLICY STATEMENT

The Company is resolved to take all necessary measures throughout the organisation to promote Health & safety for the good of its employees and the continued efficiency of all business operations. It is therefore Company's policy, so far as is reasonably practicable, to ensure that the workplace, work equipment and working environment are safe for the benefit of employees, contractors or visitors, in so far as they come into contact with Company, or its activities. In particular, the Company will take all reasonably practicable steps in the light of current knowledge, and will provide the necessary resources to ensure that:

- **Safe equipment is provided and maintained.**
- **Safe methods of working are developed and maintained.**
- **Safe arrangements are implemented for the use, handling, & storage of articles or substances.**
- **Employees are provided with sufficient information, instruction, training and supervision to enable them to work safely and without endangering other people, and to contribute to the reduction of risks in Company premises.**
- **Means of entry to, and exit from, the place of work are maintained in a safe condition.**
- **A healthy working environment is provided and maintained.**

The company's health and safety objectives shall be achieved through:

- **Implementation of effective management control through development and maintenance of a health and safety which is clearly defined and understood.**
- **Adoption of risk assessment techniques to enable hazards and risks to be identified.**
- **Promotion of an open culture in which health and safety developments are clearly communicated and in which concerns of the workforce may be readily discussed.**
- **Establish, and update as necessary, objectives and standards against which Company performance can be measured and areas of weakness identified.**

## Health and Safety Policy

The ultimate responsibility within Company for health and safety rests with the Managing Director, who will ensure that the effectiveness of the health and safety policy is regularly reviewed and that such revisions as are necessary are undertaken. All Company employees have a personal responsibility for their own health and safety whilst at work and for the safety of colleagues or other persons who may be affected by their acts or omissions at work. In order that Company shall achieve its safety objectives and comply with all relevant safety legislative requirements, the Company requires the co-operation and commitment of all its employees in pursuance of the highest standards of health and safety.

-----  
**Dominic Poston**  
**Managing Director**  
**Hallwood Associates**

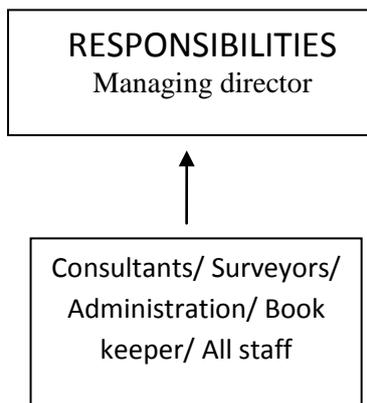
-----  
**Date**

# Health and Safety Policy

## YOUR LEGAL DUTIES

### Your Responsibilities

It is the personal responsibility of all employees to set an example by demonstrating concern for safety matters and fostering an appreciation that effective safety management assists operational efficiency.



### **The Managing Director / Health & safety team must:**

- Understand the Company's Health and Safety Policy and be familiar with the contents of this Health and Safety Manual
- Be familiar with the potential dangers from work carried out within your operational area, and particularly from:
  - Electrical equipment
  - Chemical substances
  - Mechanical equipment
  - Manual handling
  - Intensive DSE work
- Ensure that all potential hazards within the operational area are adequately assessed, and that any identified risks are eliminated or reduced to acceptable levels by the introduction of procedures or protective equipment. Ensure that hazards are reassessed whenever operational procedures or workplace layouts are significantly changed. Seek help and advice on hazard assessment and risk reduction from Managing Director or other competent persons.
- Ensure that written operating procedures are available to and understood by all staff

## Health and Safety Policy

engaged in potentially hazardous activities or using potentially dangerous procedures; also that staff do not carry out any potentially hazardous work activities without adequate training or supervision. Ensure that staff use any necessary personal protective clothing or equipment and carry out periodic safety checks within the operational area.

- Provide staff with guidance and documented training on the safe operation of all departmental equipment. Identify safety training needs and ensure that such training is an integral part of on-the-job training. Encourage employees to take an active role in health and safety matters and to suggest ways and means of eliminating hazards.
- Ensure that reporting staff have read and understood this Health and Safety Manual. Ensure that staff know the location of safety and fire equipment, and are familiar with fire escape routes and procedures.
- Report all accidents and dangerous occurrences, determine the cause of accidents, and implement necessary changes to avoid recurrence. Report defects in premises, equipment as appropriate, and ensure that remedial action is taken.

### The Employee

As an employee, you are responsible for working in a way that does not compromise your health and safety, nor the health and safety of others. You must:

- Understand the Company Health and Safety Policy and be familiar with the contents of this Health and Safety Manual.
- Be familiar with the location of safety and fire equipment and with fire escape routes and procedures.
- Obtain information or advice from a Supervisor or Manager if in doubt on any health and safety matter.
- Observe agreed systems of work and safety procedures, and use all the safety aids, appliances and protective clothing supplied by the Company.
- Report accidents immediately to the appropriate Supervisor or Manager as well as any unsafe conditions or defects in the working environment, and suggest ways of eliminating safety and health hazards.

# Health and Safety Policy

## **EMERGENCIES**

### **Accidents, Sickness and First Aid**

A first aid box will be available. And competent first aiders are within the team. If it is necessary to contact the ambulance or other rescue services dial 999

### **Following an Accident. . .**

For all accidents, whatever the extent of injury, the injured person or someone acting on their behalf must make an entry in the Accident Book as soon as possible. The Accident Book is held by the Managing Director. The Line Manager must also complete an Accident Report Form whenever there is an accident, with copies distributed as required. The Managing Director will advise our Health and Safety Consultants as necessary. If the accident, injury or occurrence is reportable, our Health and Safety Consultant will inform the local Environmental Health Officer. A copy of the report form will be sent to the Managing Director, who will further copy it to the appropriate HR manager, the Company Secretary and Company. All accidents and dangerous occurrences must be investigated to determine their cause and to seek ways of minimising further occurrences. Responsibility for the investigation lies with the Line Manager, assisted by a Facilities Manager and the record of the investigation, any conclusions and any subsequent action must be made on the Accident Report Form. Please note that these procedures apply not only to accidents to employees, but to all visitors and contractors on site.

### **Unsafe or Unhealthy Working Conditions**

All unsafe and unhealthy working conditions must be reported either by the employee or his Safety Representative to Line Management. The Line Manager should use the Accident Report Form procedure to notify unsafe or unhealthy conditions. It is the Line Managers responsibility to investigate the condition and arrange implementation of any necessary remedial action.

### **Notifiable Diseases**

The appropriate Human Resources Manager is responsible for informing our Health and Safety

## Health and Safety Policy

Consultant of notifiable diseases. The Health and Safety Consultant will report to the Environmental Health Officer, and the report will be copied to the Managing Director, the Human Resources Manager with responsibility for the area in question, the Company Secretary and Company.

### First Aid Kits

These are located at strategic positions around each site, details of which can be found on Health and Safety Notice boards. Please notify your Facilities Manager if the content of a kit is found to be lacking in any way.

### Fire Procedures

#### ***FIRE ALARMS ARE TESTED REGULARLY EVERY WEEK***

Familiarise yourself with details of test times, via the notices displayed on Health and Safety Notice boards at each site. These also include the names of Fire Wardens and maps of assembly areas. Please ensure that you:

- Know the evacuation procedure
- Know the names and locations of your Fire Wardens
- Are familiar with all means of escape in case of fire
- Know where your assembly point is located

#### **If You Discover a Fire . ...**

First sound the alarm by telling all those in your vicinity that you have noticed a fire. Dial 999.

And then, only if you have been formally trained and are sure of your safety, use a fire extinguisher to tackle the fire.

**REMEMBER**  
**Use the correct extinguisher for the type of fire – if in doubt leave alone!**

## Health and Safety Policy

Do not attempt to tackle any fire if you are unsure about your own ability or the equipment. If you use an extinguisher, tell the Fire Brigade or Facilities Manager what you have used when they arrive.

### **If You Hear a Continuous Alarm. . . .**

- IMMEDIATELY leave the premises via the nearest escape route using the stairs, not the lifts. Please avoid moving against the flow of people during an evacuation - it could cause a disastrous pile-up. Use staircases with care, avoid running and use handrails.
- Co-operate with Fire Wardens in ensuring the rapid evacuation of the building.
- Go to your designated assembly point.
- Remain at your assembly point until told that it is clear for you to return to the building, or until other instructions are given.

### **Fire is a Killer**

You can protect yourself and others from the effects of fire by knowing and understanding the emergency fire procedures above, and by observing some simple housekeeping rules:

- Keeping all gangways and corridors free of obstruction at all times
- Ensuring that fire doors are always kept closed
- Reducing the amount of loose papers in your work area
- Observing no smoking rules

Remember, fire is the likeliest cause of serious injury in any workplace. Your awareness and discipline can reduce this risk to a minimum.

### **Bomb Threat Procedures**

Bomb threats will be managed according to circumstances, using advice from the police on all occasions. When necessary, alarms will be sounded to alert staff.

# Health and Safety Policy

## Search and Stay

Bomb alerts not requiring immediate evacuation of the building are signalled to staff by various means, depending on site emergency facilities and circumstances. Refer to your Health and Safety Notice boards for details. When such an alarm occurs:

- Fire Wardens will report to Reception where an FM Emergency Co-ordinator will give details of the alert. Fire Wardens will then return to their areas to pass information to staff and to search common areas such as toilets, machine rooms and divisional meeting rooms. (In the event of Fire Wardens not being available, the most senior person remaining in the area is responsible for organising alternative cover.)
- All other staff will remain at, or return to, their normal place of work, which they will then search for packages or other suspicious objects that have unexpectedly appeared. Police advice is that such objects will be immediately obvious.
- If a suspicious object is found, staff must report this immediately to the Fire Warden who will inform the switchboard operator via the emergency number 3000. The Fire Warden will organise appropriate local action. It is essential to avoid panic.

Searches completed without anything suspicious being found must be reported to the Fire Warden. Staff should then remain in their normal place of work to await further instruction or information.

## Evacuation

If you hear an alarm signal during a bomb alert:

- **IMMEDIATELY** leave the building taking personal belongings with you including bags, coats and car keys. Do not use lifts. Please leave doors and windows open.
- Fire Wardens will revert to their normal evacuation duties and report to the Emergency Co-ordinator when their area is clear.
- Be prepared for possible diversions from usual exit routes and different assembly points. Note that you will be outside for at least one hour.
- Do not leave your assembly point unless instructed to do so.
- An Assembly Co-ordinator will communicate developments to you.
- Please ensure that visitors remain in your presence throughout the emergency.

# Health and Safety Policy

## **YOUR WORKPLACE**

### **Working with Display Screen Equipment (DSE)**

DSE users must be assessed by a competent person, and reassessed should there be any change of work and/or environment. It is the responsibility of the Supervisor or Line Manager to ensure that these assessments are carried out, and that any necessary remedial action is completed. Note that these assessments are only needed when the DSE is being used intensively, which the Company has defined as regular, continuous use for at least an hour per day. As described elsewhere in this Health and Safety Manual, expert help with these assessments is available. The results of all assessments and of any consequent action must be recorded. The regular and intensive use of laptop (notebook) computers should be avoided unless with a compatible docking station i.e. separate monitor, keyboard and mouse. The following sections provide practical advice on good DSE work practice, and all users should study them carefully.

### **Adjustment of Your Workstation**

It is important that you achieve a good, comfortable working posture. If necessary, document stands and footrests can be supplied on request to achieve correct posture. Chairs must be adjustable for both height and back support. Before you start work you should always check if any adjustments are necessary.

Make sure that you can achieve a comfortable, efficient keying posture as follows:

- Adjust the height of your chair so that, with your fingers on the middle row of keys, your forearms are parallel to the ground.
- Make sure your thighs are parallel to the ground. If they are not, then use a footrest.
- Adjust the backrest of your chair so that it supports the curve of your lower back, keeping your spine in as near a vertical position as is comfortable.
- Adjust your screen for brightness and contrast until your eyes feel comfortable.
- Clean your screen regularly to maintain optimum clarity.
- Avoid reflections on the screen from bright lights or windows. Rearrange the position of your screen if necessary. Tilting the screen or using a screen filter may help.
- Minimise turning your head. If you do most of your work on screen, then place the screen in front of you - otherwise place it to one side of your working documents and angle your chair to face the screen.

## Health and Safety Policy

- Keep your eye level at about one third of the distance from the top of the screen.
- Report any faults in your screen, keyboard, desk or chair to your immediate manager as soon as you discover them. Do not work with faulty equipment.

### Good Keyboard/Mouse Technique

A DSE mouse and keyboard are sensitive pieces of equipment which need a sensitive technique, similar to touch typing on an electric typewriter. A vigorous manual typewriter technique is inappropriate and can be potentially damaging to both you and your keyboard. Instead you should:

- Make sure your desk is not cluttered so that nothing interferes with the positioning of your keyboard and mouse
- Position the keyboard directly in front of you, and the mouse to the right or left of the keyboard depending upon your preference
- Never rest your arms or wrists on the desk when keying
- Between periods of keying, try to make a habit of hanging your arms down to increase blood circulation
- Keep a soft touch on the keys/mouse
- Do not over-stretch your fingers
- Do not over-use your fingers by using only one finger repetitively, especially on the cursor keys, or when using a mouse.

### Job Design/Breaks

When starting keyboard work, do not go to normal working speed immediately but build up gradually, taking 10 to 15 minutes to reach normal keying speed.

It is recognised that short breaks away from the screen help to avoid feelings of fatigue. In most jobs, natural breaks, or pauses, occur as a consequence of the inherent organisation of the work and, wherever possible, it is recommended that jobs are designed so as to allow these natural breaks to occur, for example answering a telephone, conferring with a colleague, etc. Frequent short breaks, for example a minute in every twenty, just long enough to stand up and take a few steps, are more beneficial than sitting at a screen for two hours and then having a 15 minute break. However, for some DSE work this is simply not possible, for example, continuous data input. In this instance, it is recommended that operators should not be continuously employed

## Health and Safety Policy

on data entry tasks requiring sustained attention and concentration for longer than two hours at a time. If you find that you have been using your DSE continuously for two hours without even short breaks, you should switch to non-DSE work such as filing, telephone work, etc. for up to 15 minutes. Work needs should be organised as far as possible to minimise the development of tight deadlines which can cause stress.

### Upper Limb Disorders

At some period during their working lives many people experience work related aches and pains. These normally disappear as they get use to their jobs. However, there is a small percentage of people who are susceptible to muscle pain and for whom the development of this type of problem has greater significance. Some people can suddenly develop aches and pains doing a job that they been doing for years. These problems are normally easily remedied with attention to posture, working practices and workstation design. If not corrected, use of the affected muscles may occasionally lead to long-standing disabilities. Possible symptoms of work related upper limb disorders are:

- Recurrent muscle tightness and stiffness
- Persistent feelings of “heaviness” or weakness in the neck, shoulders or arms
- Persistent aching or pain associated with work.
- Tingling in the fingers or hands.

If any of the above symptoms occur, do not ignore them - take immediate action. If the first signs are reported and treated, an early recovery is normal. If you experience discomfort in your upper limbs and/or torso, report the matter to your Manager immediately. Your Manager will inform the relevant Human Resources Manager, who will initiate action to have your DSE workstation assessed and, if appropriate, for you to receive medical attention.

### Radiation

The National Radiological Protection Board does not consider there to be any radiation risks to the operator from the use of DSE equipment. The Board also considers that there is no risk to the unborn child carried by a pregnant DSE operator. However, in the case of pregnancy, the Company will be sympathetic towards genuine anxiety on the part of a pregnant DSE operator.

## Health and Safety Policy

Anyone who feels anxious should, in the first instance, discuss the matter with her Line Manager. If the worry remains then, if it is practicable, the Company will arrange a temporary transfer to other work. It is important that pregnant DSE operators avoid prolonged periods of screen work (or any other sedentary work for that matter).

### Eyesight

DSE users are entitled to appropriate tests, before commencing display screen work,

- At regular intervals thereafter,
- If they experience visual difficulties which may be due to display screen work.

Where special glasses are prescribed for use solely when operating DSE, they will be supplied at Company expense, to a financial limit, determined by the appropriate Human Resources Department. If the employee selects frames and lenses which are more expensive than the financial limit, the employee may pay any difference in cost.

### Photosensitive Epilepsy

Where it has been established that a DSE operator suffers from photosensitive epilepsy, the Company will arrange a transfer to other work if possible.

### Working with Electrical Equipment

All services, systems, plant and equipment will be regularly tested and certified as compliant with Regulations. All new installations and equipment should be registered, tested and certified prior to use on Company premises. **Do not bring personal electrical equipment on site for use by yourself or others.** Permits to Work must be issued for all isolation and live working operations. Safe isolation (disconnecting of electrical supply) procedures are operational. Isolation and switching of circuits and sub-circuits is only to be carried out by competent persons using an isolation log and appropriate labelling, and having obtained a Permit to Work. Live working, including live testing is to be avoided at all times. Always report any signs of wear or faults on electrical equipment direct to the Facilities Manager. These faults include:

- Loose connections
- Damaged cables
- Broken switches

## Health and Safety Policy

- Worn or dangerous appliances
- Signs of overheating
- Electrical shocks
- Signs of sparking

**Remember** - turn off electrical equipment at the mains each evening, or after final use.

### Working with Chemicals

Only authorised and assessed chemicals may be used on the premises - consult Facilities Management.

The use of any chemicals or other substances hazardous to health will be assessed by a Facilities Manager or by our Health and Safety Consultants and, if necessary, procedures will be drawn up to reduce risks from substances to an acceptable level. Line Managers are responsible for ensuring that procedures and chemical data sheets are available in the workplace, and that staff handling chemicals receive appropriate training.

Copies of all assessments, chemical data sheets, and handling procedure are centrally held by Facilities Management, who are responsible for ensuring that we comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

Some general guidelines for the safe handling of chemicals are:

- Store only the minimum amounts necessary
- Keep containers closed and properly labelled
- Use according to instructions
- If necessary, wear protective clothing, gloves, safety glasses
- Mop up spills promptly
- Be especially cautious with flammable liquids
- Dispose of all chemical waste carefully

Particular care should be taken when using adhesives, such as cow gum or spray mount glue, as these contain flammable petroleum solvents.

It is good practice to:

- Replace lids immediately after use

## Health and Safety Policy

- Avoid use near naked flames
- Use only in well ventilated areas
- Use spray mount adhesive only in a 'gloo' booth

**If you are using a chemical for the first time, and you are not sure of the correct handling procedure, consult your Line Manager for help. Before bringing a chemical or other hazardous substance on site for the first time, inform your site Facilities Manager so that a COSHH assessment can be carried out.**

### **Lifting and Carrying**

All work activities requiring the lifting or carrying of heavy objects should be assessed by a competent person, and should be reassessed if procedures change significantly. It is the responsibility of the Supervisor or Line Manager to ensure that such assessments are carried out, and that any remedial action is completed. As described elsewhere in this Health and Safety Manual, qualified help with these assessments, and any consequent action, is available. All assessments and actions must be recorded.

The following section provides practical advice on good lifting and carrying techniques:

**Assess the weight to be lifted.** If you can move it easily it should be within your capability to lift. If you find an item difficult to move, seek assistance, either from another person or a mechanical aid if appropriate.

**Think where it has to be moved to.** Before you move anything ensure the area is free of obstacles. Ensure your field of vision is not restricted by the load which you are moving.

### **Follow the correct lifting sequence:**

- Good stable base: with firm ground as a foundation, adjust your feet to allow a natural follow through, one foot in front of the other to create natural balance with the front foot pointing in the direction of travel.
- Controlled collapse: bend the knees, keep the back straight.
- Correct hold: take a comfortable yet secure hold with, whenever possible, one hand below the load.

## Health and Safety Policy

- One continuous upward movement: keep a straight back to strengthen and create stability in the vertebrae or spinal column. A bent back is a weak back!
- Move off, keeping the load close to your body

### Contractors

Under the Health and Safety at Work Act 1974, and all subsequent legislation, Company require all contract and sub-contract works on Company premises to be carried out in a manner to ensure compliance. The following guidelines are issued as minimum requirements to be adhered to before and during work on site. A contractor must

- Have, and supply, a written health and safety policy
- Have adequate insurance cover, including third party liability
- Have demonstrable competence in appropriate work (take up references)
- Provide details of any accidents or incidents in the past 12 months (inspect accident book if necessary)
- Undertake to only use qualified and competent operatives (specify qualifications and experience where appropriate)
- Supply and use equipment, tools and materials that are suitable and safe for the purpose. Compliance with relevant regulations - ACOPs, Electricity at Work Regulations, COSHH, Manual Handling, etc. - is essential. Company will not supply tools and equipment, including access equipment.
- Provide written method of work statements for all activities to be undertaken on site, highlighting any health and safety hazards and the control measures to be taken
- Contractors who cannot comply with Company's health and safety requirements will not be allowed to work on any Company site.

### Alcohol, Drugs and Other Substances

Staff are reminded that they are not to enter Company premises whilst under the influence of alcohol, drugs or other substances that would impair their ability to work safely.

# Health and Safety Policy

