



Deepdale Trees

Tithe Farm
Hatley Road
Potton
Sandy
Bedfordshire
SG19 2DX

Health & Safety Management System

Deepdale is a proud contributor to the 17 UN sustainable development goals which aims to achieve a better and more sustainable future for all.



Health and Safety Policy Statement



This statement is part of the Health and Safety Management System operated by Deepdale Trees

Our goal was to create a nursery that's brimming with a fine selection of Air-Pot® and field grown trees all year round and to deliver outstanding customer service every step of the way. Without our experienced, knowledgeable and passionate team, always striving to exceed our customers' expectations, we wouldn't be where we are today. For moral, legal and sound financial reasons, the health safety and welfare of our team is of paramount importance.

As experienced business directors, we fully recognise & accept our responsibilities to provide a safe environment for Customers and visitors as well as a safe workplace for employees, contractors and any others that may be affected by our activities.

We want to ensure that we have the best possible systems in place to prevent any harm. We will regularly review this system, our organisation and our arrangements to ensure that we continue to improve our health and safety performance.

The objectives of the system are:

- To eliminate or minimise personal injury and suffering.
- To be fully compliant with the legal and moral duties of Deepdale Trees.
- To reduce financial risk and maintain the reputation of Deepdale Trees as a consequence of the above.

The company intends to achieve the objectives by ensuring, so far as is reasonably practicable that we:

1. Develop and continually improve a health and safety management system that co-ordinates the health & safety efforts of the company.
2. Assess all significant risks associated with our activities and ensure that adequate controls are in place to reduce the likelihood and severity of any harm.
3. Provide and maintain safe plant and equipment.
4. Consult with and engage with all employees on matters affecting their health and safety.
5. Ensure the safe storage, handling and use of substances.
6. Ensure all employees and contractors are competent, and to give them adequate supervision, information or training.

Signed

Handwritten signature of Mark Godden in black ink.

Mark Godden, Director

Handwritten signature of Andrew Fenton in black ink.

Andrew Fenton, Director

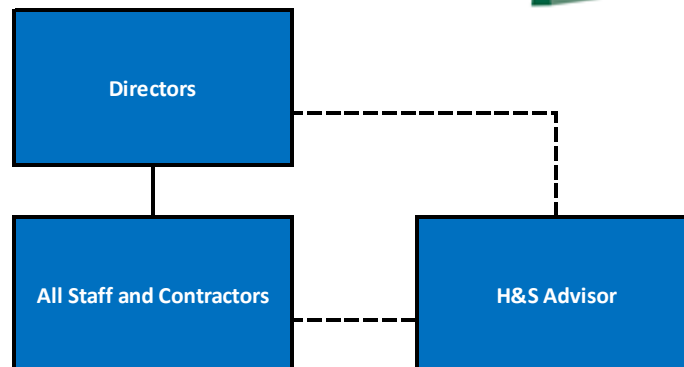
Handwritten signature of Michael Hickson in black ink.

Michael Hickson, Director

Date: 01 February 2022

Next review date: 01 February 2023 or sooner as required

Organisation for Health and Safety



Responsibilities

Overall and final responsibility for health and safety is that of the Directors

Day-to-day responsibility for ensuring this policy is put into practice in production is delegated to Andrew Fenton.

Day-to-day responsibility for ensuring this policy is put into practice in administration is delegated to Michael Hickson.

Our contracted safety advisor is responsible for:

1. Providing clear, up to date and relevant advice wherever it is required in the company.
2. Completing monthly safety inspections and equipment checks.
3. Completing any other health and safety actions that are requested by Deepdale management.

All employees & contractors completing work for Deepdale Trees have legal duties and are responsible for:

1. Taking reasonable care of their own and other people's health and safety.
2. Co-operating with the directors of Deepdale Trees on health and safety matters.
3. Reporting to management if they think the work or inadequate precautions are putting anyone's health and safety at risk.
4. Only completing work for which they are competent.
5. Taking reasonable care of personal protective equipment (PPE) and using it correctly when appropriate.
6. Following the training received when using any work items.
7. Reporting any accident, incident, near miss or work-related illness to management as soon as possible.
8. Carrying out a visual check before using any tools and reporting any defects.
9. Reading and complying with our health and safety policy.

Please note: Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal from site if appropriate.

Arrangements for Health and Safety



The arrangements section of our health and safety policy outlines our current controls and procedures. Whilst it is our belief that the current controls are suitable and sufficient, our policies and procedures are under continual review:

- Employees must never put themselves or others at unreasonable risk of harm.
- It is the legal duty of every employee to report to management if they believe that controls are not sufficient.
- Ideas and suggestions for improvements to our safety procedures are encouraged.

Risk assessments

Hazards are identified proactively by workplace inspections, staff consultation and suggestions. Reactive methods of identifying hazards include reviewing accident and incident reports, lost time data as well as comments, suggestions and complaints from our customers.

Workplace inspections are completed monthly by our safety advisor. We are an established operation but any new hazards observed are recorded and the risks are assessed.

For staff consultation and suggestions, our hands-on directors are in the grounds, fields and office daily, talking to and often working with employees. Any observations, suggestions or comments regarding health and safety are recorded, investigated and acted on appropriately.

Risk assessments are drafted by our health and safety advisor. Any hazards identified that pose danger to anyone are dealt with immediately and reported to a director as soon as practically possible. All other assessments and proposed controls are submitted to our directors for approval before they are implemented.

All staff are made aware of the content of our risk assessments and are consulted about the controls.

COVID-19

Whilst it is hoped that the pandemic is a temporary situation, we have reviewed the advice from government, the HSE and Public Health England and put in place procedures to protect our staff and customers.

The procedures include enhanced hygiene measures, social distancing, face coverings and training.

Government and Public Health England advice as well as local infection rates are being monitored and procedures are under continual review.

Fire.

Fire prevention measures and a fire action procedure is in place.

Fuel for vehicles is stored in suitable bunded fuel tanks, suitable extinguishers are kept nearby and any leaks or damage are repaired quickly.

Fire detection, firefighting equipment and emergency lighting are in place in the offices. The operation of detectors and emergency lighting as well as the presence and condition of firefighting equipment are checked by our safety advisor every month and any faults are rectified. Firefighting equipment is serviced annually by an external company (Currently JPR Fire Protection Ltd).

Electrical installations are tested every 5-years by competent contractors and any faults are rectified.

Medium and high-risk electrical equipment is inspected and tested annually.

Machines are serviced and kept in good order.

Smoking is not permitted near areas of high fire risk or in buildings / vehicles.

The site is locked and secured out of hours and monitored by CCTV to prevent arson.

All staff have been trained regarding our fire action plan and procedures.

All employees must keep their areas tidy and as clear of combustible waste as possible. Any work equipment must pre-inspected before use. Damaged or defective equipment must not be used and must be reported to a senior member of staff for repair or replacement.

Vehicles including lorries, plant and forklift trucks.

Traffic routes are organised and maintained in a safe condition.

Pedestrians are limited by signage and supervision in areas where vehicles are moving.

Employees and drivers must abide by instructions given on safety signage. Employees should help visitors to comply with the signage as necessary.

Visitors, other than competent contractors who are familiar with our site and controls are not allowed in the grounds unless accompanied and supervised.

Vehicles must be pre checked before use and are serviced regularly.

Lifting machines and attachments are thoroughly inspected (LOLER) every 12 and 6 months respectively.

Staff are trained, experienced and/or supervised to prevent injury from vehicles.

High visibility vests must be worn at all times on the nursery and field production areas.

All employees must wear suitable protective footwear when on the nursery and field production areas.

The use of signage, supervision and barriers to control vehicle movements is under continual review.

Trees, falling and handling.

Visitors, other than competent contractors who are familiar with our site and controls are not allowed in the grounds unless accompanied and supervised.

Staff are trained, experienced and/or supervised to prevent injury from handling trees.

Gloves, protective footwear and eye protection must be worn as required to prevent injury.

Pest Control.

Staff are trained, experienced and/or supervised regarding the risks of working outdoors.

A competent pest control company is called in when action is required.

Staff welfare facilities are clean and comfortable with adequate supplies to encourage good hygiene.

Lifting, pushing, pulling, manual handling.

Manual handling is avoided wherever practicable using mechanical aids.

All employees are trained, experienced and competent at manual handling.

Any loads which are awkward, large or heavy are lifted with two or more people or by appropriate mechanical aids.

All accidents, incidents and near misses must be reported and they are always investigated.

Working off trailers & ladders, (Working at height).

All access equipment must be pre checked before use and not used if unsafe.

Staff are trained, experienced and/or supervised regarding the risks of working at height.

There are few tasks, often repeated. Tried and tested, safe systems of work are employed.

All accidents, incidents and near misses must be reported and they are always investigated.

Work equipment including plant, power and hand tools.

Only good quality, intrinsically safe equipment is purchased by the company.

Equipment is serviced, repaired, inspected and replaced as required.

All electrical equipment and tools must be pre checked before use and not used if unsafe.

Monthly inspections by our safety advisor include looking for damaged or unsafe equipment.

Staff are trained, experienced and/or supervised regarding the risks of work equipment.

There are few tasks, often repeated. Tried and tested, safe systems of work are employed.

All accidents, incidents and near misses must be reported and they are always investigated.

Sharps.

Staff are trained, experienced and/or supervised regarding the risks of working with sharps such as secateurs, snips, saws etc. for tree care.

Uneven ground (Slips and trips).

The grounds and outside walkways are considered, maintained and as even as is practically possible.

Staff are trained, experienced and/or supervised regarding the risks of working outdoors.

Good quality, protective footwear with good grip is supplied and must be worn by staff in our grounds.

Visitors, other than competent contractors who are familiar with our site and controls are not allowed in the grounds unless accompanied and supervised.

Office walkways are kept clear and clean. Overshoes must be worn by ground staff when in the office.

Hazardous substances including chemicals, oils, fuels etc.

COSHH assessments have been completed for all significantly harmful substances.

Volumes of chemicals are limited and substances are stored safely e.g. Bunded fuel tanks.

Staff have been trained regarding the safe storage and use of the substances that we use.

Good quality handling equipment, PPE & RPE are purchased, issued and must be used correctly as required.

Weather – sunshine, extreme cold, wet.

Work in extreme weather is avoided where possible.

Staff are trained, experienced and/or supervised regarding the risks of working outdoors.

Good quality, appropriate clothing, equipment, sun protection oil etc. is supplied to and must be worn by staff in our grounds as required.

Staff welfare facilities are clean and comfortable with adequate supplies.

Noise.

Noisy tasks are infrequent. Most of our work is relatively quiet.

Good quality tools and equipment are purchased with low noise as a consideration.

Staff are trained, experienced and/or supervised regarding the risks of working with noisy equipment.

Good quality and appropriate PPE is purchased, issued and must be used correctly as required.

Vibration.

The use of vibrating tools is infrequent and for short periods of time.

Good quality tools and equipment are purchased with low vibration as a consideration.

Staff are trained, experienced and/or supervised regarding the risks of working with vibrating equipment.

Good quality and appropriate PPE is purchased, issued and must be used correctly as required.

Vibration from the tree spade is currently under investigation.

Electricity.

Fixed wiring is inspected every 5-years by a competent person.

All equipment used outside is either battery operated or RCD protected.

Medium and high-risk electrical equipment is inspected and tested annually.

Monthly inspections by our safety advisor include looking for damaged or unsafe equipment.

Staff are trained, experienced and/or supervised regarding the risks of working with electrical equipment.

All electrical equipment must be pre checked before use and not used if unsafe.

Computers, desks and other office systems.

Workstation assessments are completed regularly and can be undertaken on demand.

High quality office equipment such as standing desks, standard desks, chairs, mice, screens, keyboards, document holders and footrests are purchased to enable staff comfort.

Staff are trained in new office systems to avoid stress.

Health & Safety Advice

We are currently using the following company for competent safety advice:

GM Safety
1 St Marys Close
Marston Moretaine
Bedfordshire
MK43 0QY

Phone: 01234 767767
Mobile: 07557 732939
Email: contact@gmsafety.co.uk

If at any time we are dissatisfied with the service provided by this company, we will find an alternative safety specialist.

Consultation with Employees

When there are significant changes to our procedures or the law, our policies and risk assessments are reviewed.

All staff and contractors are made aware of any changes and consulted. This may be in a formal meeting or in small groups, whichever is most appropriate. Any ideas, concerns or suggestions are fed back to the directors for consideration and action.

Any employee or contractor can speak to a senior member of staff or our safety advisor anytime that they have any ideas or concerns about health and safety.

Information, Instruction, Training and Supervision

All employees have been given training, were tested and found to be competent with regards to the safety procedures on sites.

Health and safety law posters are displayed in the kitchen and in the staff Portacabins.

Lifting Equipment

Lifting equipment is inspected before each use and is given a thorough examination by a specialist company every 12 months. All lifting attachments are tested every 6-months as specified by LOLER.

We are currently using the following company for our lifting equipment thorough examinations:

Vulcan Inspection Services
17 York Street
Manchester
M2 3RS

Phone: 0345 678 2985

Email: info@briteng.co.uk

Web: britishengineeringservices.co.uk

If at any time we are dissatisfied with the service provided by this company, we will find an alternative testing specialist.

Accidents, First Aid and Work-Related Ill-Health

The trained First Aiders are:

- Stephen Newman – certificate expires 26 September 2023
- David Baker Dugmoore – certificate expires 12 September 2023

In the absence of a trained first aider, Andrew Fenton is the Appointed Person for first aid.

First aid boxes / Eye Wash are kept in

- The office kitchen.
- The production staff Portacabin .
- Travel kits are kept in our vehicles.

All incidences of injury or illness are to be recorded in the Accident Book with Andrew Fenton. Production Staff may complete the Minor Injury Sheet in the Production Portacabin (Currently under review). If the person requiring treatment cannot make the entry themselves then the first aider should ensure basic facts are reported after they have given treatment.

All incidences of injury or illness must be reported to a senior member of staff or our safety advisor as soon as possible so that they may be investigated.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All RIDDOR reportable incidents are to be reported by Andrew Fenton or by Mark. Michael or our safety advisor in his absence.

Personal Protective Equipment (PPE)

Wherever possible, risks will be controlled by means other than PPE however, it is recognised that PPE is sometimes the only practical control measure and at other times it is required in addition to other control measures.

High visibility clothing & protective footwear with toe and sole protection that provides good grip must be worn at all times by employees on the nursery and field production areas.

Where required, relevant PPE of a suitable standard is issued to employees or loaned to customers without charge. Any defects, damage or loss of PPE must be reported to a senior member of staff or our safety advisor as soon as possible so that replacement can be authorised and arranged.

It is the employee's responsibility to take reasonable care of the PPE and to use it in a way that offers maximum protection.

Managing Contractors

Contractors are booked on a trial contract basis. Those who provide a safe and competent service can be used again.

Any problems with contractors must be reported immediately to a senior member of staff or our safety advisor.

Welfare Facilities

As a minimum, the following will always be available:

- Hot (warm) and cold running water and soap with a means of drying hands.
- A covered rest area including a suitable table, chairs and a means of boiling water i.e., electrical point and a kettle.
- Drinking water and suitable cups available at all times.
- Separate men's and ladies toilet facilities. If this is not possible one toilet that has a means of locking the door from the inside.
- A route that can be used to get to and from any workplace safely.
- Adequate natural or artificial lighting and ventilation.

Welfare facilities should be kept clean and tidy at all times.

If at any time employees or contractors do not have access to these basic welfare facilities, they should inform a senior member of staff or our safety advisor so that the situation can be rectified.

Emergency Procedures – Fire and Evacuation

Any person discovering a fire must:

1. Raise the alarm by shouting "FIRE, FIRE, FIRE"
2. Dial 999 to call the fire brigade
3. Attack the fire if you are trained and it is safe to do so

On Hearing the alarm you should:

4. Remain calm
5. Leave by the nearest safe exit route
6. Report to the assembly point

Do not waste time collecting personal items

Do not take risks

Do not return to the building or area for any reason until authorised to do so

Fire Warden Duties

Responsibility for ensuring the fire risk assessment is completed, reviewed and actioned is that of the Andrew Fenton.

Andrew Fenton must ensure that fire extinguishers are visually checked monthly and maintained every 12 months.

Andrew Fenton must ensure that emergency lighting is given a short duration test monthly and a full duration test at least annually.

In the event of a fire, Andrew Fenton:

- Will ensure that the alarm is raised without putting themselves in additional danger.
- Will ensure that the fire brigade is called and that the address is given clearly.
- Will check at the assembly point that all people have been evacuated safely.
- Meet the brigade on arrival and liaise with them regarding:
 - The position of any people remaining on site if applicable.
 - Any details about the fire if known.
 - Any dangers within the building such as position of services and main fuse boxes.

If Andrew is absent, the above duties will be completed by Mark or Michael.

Monitoring Health & Safety Performance

Andrew works throughout the site daily and our safety advisor inspects the site monthly. Anything posing imminent risk of harm is dealt with immediately and all significant findings are recorded for employee consultation and annual review.

At least annually, our director(s) and our safety advisor review the risk assessments, employee health surveillance data, accident data, lost time data, workplace inspection reports and this policy to decide if the current controls can be improved.

Any employees who have concerns, ideas or suggestions can raise them at any time with a senior member of staff or If preferred, they can contact our safety advisor in complete confidence to discuss any health and safety related matters.