

Stump Up Limited



Health & Safety Policy Manual

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Revision History and Approval

Rev.	Nature of changes	Approval	Date
1	New Release	Lee Barlow	19/12/2016



Health & Safety Policy Manual

HEALTH AND SAFETY GENERAL POLICY STATEMENT

Stump Up limited provide a fast, efficient and professional way of removing tree stumps from the ground after a tree has been felled. Stump up operates in gardens, parks, and other domestic and commercial locations. It is the policy of the company **“so far as is reasonably practicable”**, to ensure the Health, Safety and Welfare at work of its employees, customers and any members of the general public who may be affected by its work activities. The business will also ensure that direct consultation occurs with employees on matters relating to their own Health and Safety. It is clearly indicated to all persons employed directly by and working on behalf of the business that their responsibility in this field is of the utmost importance and no less than for any other function.

It is the company’s legal duty of care and intent to comply fully with its legal duties, responsibilities and obligations under the relevant Health and Safety legislation, together with any relevant codes of practice and guidance notes that are issued by the Health and Safety Executive (HSE) and its clients.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy;
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work;
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

DocuSigned by:

Signature: 2FACCA2B01F74C7... Date: 20/12/2016

Position: Director

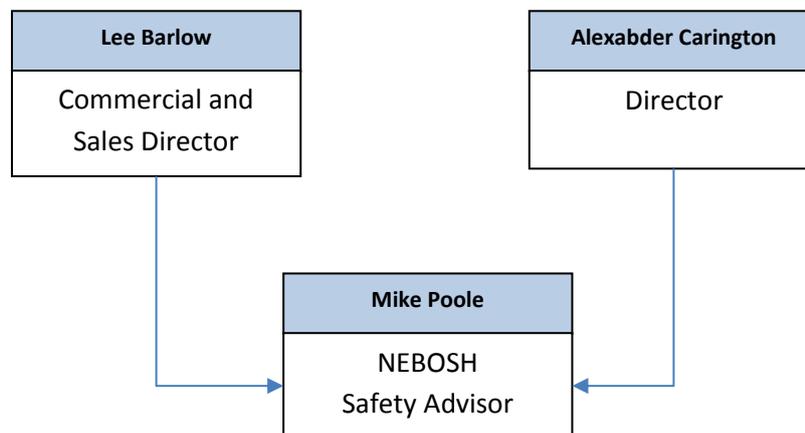
The policy is reviewed on a periodic basis, or following significant changes to the business activities.

ORGANISATION

Health and Safety Management Structure

The director has overall responsibility for Health and Safety and the implementation of this policy, however day to day responsibility for particular issues may be delegated to key personnel. In addition to our legal responsibilities we have appointed a health and safety consultant to act as our competent safety advisors in order that we meet the requirements of health and safety law.

Our safety management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



MANAGEMENT RESPONSIBILITIES

The Directors have recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General Arrangements

- Ensure an effective health and safety management system is maintained and adequately resourced.
- Ensure employees are consulted matters of on health and safety.
- Ensure employers' Liability Insurance cover is implemented and maintained.
- Ensure that new equipment and machinery is assessed for health and safety implication during the procurement process.
- Ensure that contractors assessed for competency and are adequately monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that appropriate health and safety training is provided to all employees.
- Ensure that employees working alone have adequate systems in place to protect them from harm.
- Ensure the health and safety performance of the organisation is monitored.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Ensure measures to reduce stress within the workplace are implemented.

Accidents, Incidents and First Aid

- Ensure accidents and incidents are recorded.
- Ensure accident and incident investigations are completed to identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

- Ensure that adequate arrangements are in place to deal with fire safety at our premises or at our client's premises.
- Ensure employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Ensure emergency equipment is provided, tested and maintained appropriately.
- Ensure adequate Fire Risk Assessments are completed.

Risk Assessment

- Ensure Risk Assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Ensure Risk Assessments are documented and reviewed routinely, or following significant changes to the operational activities.
- Ensure the outcomes of risk assessments are communicated effectively to employees and others.

Premises

- Ensure a suitable and safe working environment for employees with adequate welfare facilities is provided.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Ensure measures to control and manage the risks posed by asbestos are introduced and maintained.
- Ensure good housekeeping standards are instigated and maintained.
- Ensure suitable and sufficient maintenance of the facilities within the workplace.

Equipment

- Ensure all equipment provided by the organisation is suitable and properly used.
- Ensure all work equipment is adequately maintained and safe.
- Ensure portable electrical appliances are adequately maintained, inspected and tested.
- Ensure appropriate hand tools are provided and maintained.
- Ensure that any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

- Ensure all substances are used safely in accordance with their MSDS and subsequent COSHH assessments.
- Ensure all substances are appropriately stored.

RELEVANT LEGISLATION

In most cases Health and Safety legislation requires reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This section sets out details of the main statutes and regulations affecting health and safety at work relating to our operation activities. To ensure we are kept up to date with changes in legislation a periodic review is carried out. Responsible managers will also keep themselves up to date with changes related to their area of responsibility via subscription to HSE safety notices and bulletins.

Legislation

- Provision and Use of Work Equipment Regulations 1998
- The Work at Height Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 as amended
- Employers Liability (Compulsory Insurance) Regulations 1998 as amended 2008
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989 as amended
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Management of Health and Safety at Work Regulations 1999 as amended
- Manual Handling Operations Regulations 1992 as amended
- Personal Protective Equipment Regulations 1992 as amended
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 and 2003
- Control of Asbestos Regulations 2012 Control of Lead at Work Regulations 2002

MONITORING

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review. Monitoring and review help us to check the effectiveness of our Safety Management System.