



Health & Safety Policy

EVERGREEN PEST PREVENTION SERVICES LTD

Saturn Court
Spring Road
Ettingshall
Wolverhampton
WV4 6JX

CONTENTS	PAGE NO
1. Health & Safety Policy	3
2. Organisation and Responsibilities	4
3. Arrangements for Health & Safety	7
3.1 Health & Safety Training	7
3.2 Accidents /Incidents	8
3.3 Health and Safety Inspections	9
3.4 Office Safety	9
3.5 First Aid	10
3.6 Housekeeping	10
3.7 Welfare	11
3.8 Health & Safety Signs	11
3.9 Fire Safety	11
3.10 Risk Assessment	12
3.11 Display Screen Equipment	12
3.12 Substances Hazardous to Health	13
3.13 Work Equipment	14
3.14 Electrical Safety	14
3.15 Manual Handling	15
3.16 Visitors	15
3.17 Young Workers	16
3.18 Contractors	16
3.19 New & Expectant Mothers	17
3.20 Smoking	17
3.21 Communication & Consultation	17
3.22 Working at other Sites	18
3.23 Working at heights	18
3.24 Policy Review	21

1. HEALTH & SAFETY POLICY STATEMENT

It is the recognised policy of Evergreen Pest Prevention Services Ltd to comply with the Health & Safety at Work, etc Act 1974 (and Regulations made under it) and to maintain safe and healthy conditions within the working environment.

Evergreen Pest Prevention Services Ltd will, so far as is reasonably practicable;

- Reduce, monitor and review risks to employees, visitors, and members of the public, contractors and anyone who may be affected by our business activities.
- Provide and maintain systems of work, which are safe, and without risk to health.
- Provide and maintain arrangements for the safe transportation, storage, use and handling of articles and substances.
- Provide employees with the information, training, instruction and supervision necessary to carry out their role in a safe manner and to secure their health & safety at work and that of others who may be affected by their acts.
- Keep the workplace safe and ensure that means of access and egress are safe and without risk to health.
- Ensure that all machinery, plant and equipment is maintained in accordance with Regulations and withdrawn from use if unsafe.
- Consult and communicate with employees on matters affecting their health, safety and welfare at work.

In return, the company expects employees at all levels to exceed their minimum legal duties, including offering their full co-operation and compliance with policies and procedures created in the interests of health & safety.

The company expects employees to take care of their own health & safety and that others, from within the company or outside, who may be affected by their acts. Employees are not to interfere with, misuse or wilfully damage, anything provided in the interests of health & safety.

This policy will be reviewed annually, or on significant changes within the business. The company will make any changes known to employees.

HEALTH & SAFETY POLICY	
Date:	
Authorised Signature:	
Position:	

2. ORGANISATION AND RESPONSIBILITIES

The Director, Keith Fellows, has established the overall Health & Safety Policy. As Director, he has responsibility for monitoring the policy.

THE DIRECTOR

- Implementation of this policy, and bringing it to the attention of all employees:
- Compliance with safety precautions that apply to each department, including the regulating of contractors.
- Ensuring that all new entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures:
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment:
- Ensuring that all staff are aware of the location of all fire – fighting equipment and alarm call points in the department, and are conversant with its effective use;
- Ensuring any legal requirements relating to the operation of the company are fully complied with, including (but not limited to);
 - Maintenance of all appropriate registers;
 - Necessary safety training for staff:
 - Statutory inspections of plant and equipment:
 - Provision of first - aid equipment:
 - Accident investigation; and
 - Arrangements for cleaning;
- Ensuring that any responsibilities delegated to subordinate staff are clearly identified.
- Ensuring that access to the premises by customers or other members of the general public is strictly limited to safe areas; and
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- Ensuring that the relevant resources are made available to enable the policy to be implemented.

MANAGEMENT

All managers are responsible for:

- The practicable implementation of the Health & Safety policy, the Health & Safety at Work etc, Act 1974, and other relevant legislation.
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without harm to the health& safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and audits;
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

INDIVIDUAL RESPONSIBILITIES

All employees have responsibilities under the Health & Safety at Work etc. Act 1974. All employees are therefore required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and the company Health & Safety Policy;
- Refrain from activities which constitute a danger to themselves or others.
- Immediately bring to the attention of their manager/supervisor any situations or practices that are noted which may lead to injuries or ill health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the company guidance.

3. ARRANGEMENTS FOR HEALTH & SAFETY

HEALTH & SAFETY TRAINING

3.1.1 Induction Training

Evergreen Pest Prevention Services Ltd. Recognise the importance of suitable and effective induction training in the development and safety of their employees. Induction training will be carried out as soon as possible following employment.

Induction training will cover the items illustrated below;

- The company statement of Health & Safety and Safety Policy and the individual responsibilities of all concerned.
- Procedures for the reporting of hazards and near misses.
- Details of hazards specific to the task, e.g. manual handling, display screen equipment, substances hazardous to health.
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers.
- Current first aid arrangements.
- Sources of health and safety information available.
- Correct use of personal protective equipment where provided.

3.1.2 SPECIALIST TRAINING

Specific training will be given to employees where the need is identified, after consultation with the Director.

A record will be kept of all persons attending induction training and personal records will show what training an employee has received.

3.2 ACCIDENTS & INCIDENTS

3.2.1 Accident Prevention

Evergreen Pest Prevention Services Ltd will endeavour to prevent accidents by the following means:

- Ensuring that the premises, equipment, materials, systems of work and access and egress are as safe as reasonably practicable.
- Adequate supervision at all times.
- Competent and trained personnel.
- Employees will be encouraged to report hazards to their manager.

3.2.2 Accident & Incident Reporting

Evergreen Pest Prevention Services Ltd recognises that accident prevention, and any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

The company will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor.

All accidents that occur in the office, however minor, will be entered into the accident book. If the accident is reportable under RIDDOR 1995 e.g. the injured person has to be absent from work for three consecutive days or more, then form F2508 will be filled in and sent to The Health & Safety Executive or completed on the HSE web site.

3.3 HEALTH & SAFETY INSPECTIONS

Health & safety inspections and audits will be carried out to ensure that Evergreen Pest Prevention Services standards of safety are maintained.

Records of these inspections will be kept by the Director to ascertain whether standards have changed.

Recommendations arising from the inspections will be communicated to all employees, where necessary.

3.4 OFFICE SAFETY

To assist in minimising risks to health and welfare the following safety procedures should be adhered to:

- Surplus waste paper and packing materials will be removed daily.
- Management of cables to defined routes, so that they do not present a trip or hazard or an overload to a circuit.
- Check on lights and lighting levels to ensure that they are suitable for the tasks being undertaken.
- Shelves and storage areas are to be such that stretching and awkward lifting is avoided and as a general principle large heavy objects should be stored at low level and lighter items at high level.
- **Cleaning chemicals must be kept away from foodstuffs in kitchen areas.**

3.5 FIRST AID

Evergreen Pest Prevention Services Ltd shall provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances that employees are injured or become ill at work.

The company shall ensure that a person trained in first Aid shall be present at all times. Employees will be informed of the company's first aid arrangements and the identities of trained First Aiders via the induction talk and by the use of notices/memo's.

The contents of the first aid boxes will be as recommended in the a Approved Code of Practice under the Health & Safety (First Aid) Regulations 1981.

Regular checks will be carried out on all first aid boxes, including those in vans.

3.6 HOUSEKEEPING

Evergreen pest Prevention Services Ltd recognises that poor housekeeping can be a major casual hazard of accidents; this can include spillages, articles left in access ways and inadequate systems for storage or refuse.

All employees are required to maintain access routes and work areas in a clean a state, as is reasonably practicable in relation to the work at hand. Waste materials must not be allowed to accumulate and must be removed to suitable receptacles on a regular basis throughout the working day.

Storage areas shall be kept tidy.

3.7 WELFARE

Evergreen Pest Prevention Services Ltd will use the workplace (Health, Safety and Welfare) Regulations 1992 and the guidance from the Approved Code of Practice as a minimum for its standards.

Facilities will be checked on a regular basis to ensure they comply with the Regulations.

Should an item of equipment fail, the company will repair or replace the equipment as soon as is reasonably practicable without endangering any employee.

3.8 HEALTH & SAFETY SIGNS

Evergreen Pest Prevention Ltd will display safety signs as deemed necessary by current legislation and regulations, and wherever management believe that additional information would be beneficial for the health and safety of employees and visitors.

3.9 FIRE SAFETY

Evergreen Pest Prevention Ltd will maintain fire fighting equipment as deemed necessary for its premises as required under the Fire Precautions (Workplace) Regulations 2003) and will ensure that a fire co-ordinator is in place to carry out fire drills and ensure equipment registers are kept.

3.10 Fire and Emergency Drills

Under the management of Heath & Safety at Work Regulations 1999, Evergreen Pest Prevention Services Ltd is required to carry out a suitable and sufficient risk assessment for all work activities. Significant risks must be recorded and communicated to all staff. The assessment will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, the a new risk assessment will be made.

As with most regulation generic assessments are acceptable to the HSE where regularly repeated operations are carried out and the Director will maintain a folder of these.

A risk assessment must:

- Identify all hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings.
- Identify any specific group of employees or individuals who are especially at risk.
- Identify others who may be at risk, e.g. visitors, members of the public.
- Evaluate current control procedures, including the provision of information instruction or training.
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk.
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.

3.11 DISPLAY SCREEN EQUIPMENT

Evergreen Pest Prevention Services Ltd will carry out annual assessments on employees and their workstations, taking into account the criteria outlined in the schedule to the regulations, to comply with the Display Screen Equipment Work – Guidance on Regulations.

Evergreen Pest Prevention Services Ltd will ensure that all new employees are given a self-assessment questionnaire and a further workstation assessment as necessary.

Evergreen Pest Prevention Services Ltd will comply with the regulations in that period breaks are made available to DSE users.

Records will be kept of all assessments made on employees and their workstations.

3.12 SUBSTANCES HAZARDOUS TO HEALTH

To comply with current legislation, Evergreen Pest Prevention Services Ltd will apply the following:

- Keep an inventory of all the chemicals used in servicing, maintenance and cleaning.
- Carry out a suitable and sufficient risk assessment for each chemical used.
- Obtain material safety data sheets from the manufacturers or suppliers of each substance.
- Develop and commence a training programme informing users of the risk.

3.13 WORK EQUIPMENT

The provision and use of Work Equipment Regulations 1998 apply to the functioning and safety of Evergreen Pest Prevention Ltd.

In order to minimise the risk of injury from work equipment, the company will put in place arrangements for the assessment of risks and then create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- A full assessment of all new or second-hand equipment purchased.
- All equipment purchased will comply with any relevant product safety standards.
- All hired or rented equipment will be required to comply with the regulations, and will include the provision of comprehensible information on safe use.
- Inspection of the equipment and testing where necessary.
- A log for all equipment that could give rise to serious injury.
- Adequate and identifiable means of isolation, where appropriate.
- The provision of suitable and effective safety devices.

- The provision of suitable and effective controls.
- Suitable and readily comprehensible signs and warnings.
- Suitable general, task and emergency lighting.
- Suitable training.

These arrangements will be reviewed at least annually and on any significant change in the type, nature or use of equipment.

In areas where the workforce has employees whose English is poor, the information will be provided in appropriate languages, either written or spoken.

Employees are reminded that they have a legal obligation under the Management of Health & Safety at Work Regulations 1992 to inform their manager of situations where they see serious and imminent danger to health & safety, or any matters where they see a shortcoming in our arrangements for health & safety protection.

3.14 ELECTRICAL SAFETY

Evergreen Pest Prevention Services Ltd only permits persons classed as 'competent' under the Electricity at Work Regulations 1989, to work on electrical equipment.

All electrical work carried out on the premises will be in accordance with the latest regulations published by the Institute of Electrical Engineers for Electrical Installations.

Under the Electricity at Work Regulations 1989 there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire. Testing of equipment will be in relation to its use and environment and at a frequency determined by the maintenance schedule. Any equipment found to be faulty will be removed from service immediately and labelled accordingly. Records will be kept for the life of the equipment.

Evergreen Pest Prevention Service Ltd expects employees to carry out visual inspection of electrical equipment prior to use and to report all defects for repair before the equipment is used. No employee is to knowingly use defective equipment. These guidelines apply whether the equipment is owned by Evergreen Pest Prevention Services.

3.15 MANUAL HANDLING

Evergreen Pest Prevention Services Ltd will comply with the Manual Handling Operations Regulations 1992 by carrying out the following:

- Avoiding Hazardous manual handling operations as far as is reasonably practicable.
- Making a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
- Reducing the risk of injury from those operations so far as is reasonably practicable – with particular consideration being given to mechanical assistance.
- Individual assessments will be made where required to assess the suitability of the person for the task.

Properly based ‘generic’ assessments will be made where work is of a repetitive nature in similar situations and conditions.

3.16 VISITORS

Visitors are unlikely to be aware of the normal precautions taken by employees or of all the safety procedures to be followed. Therefore, the activities visitors are the responsibility of the employee being visited at all times and this employee responsible for the visitor’s Health & Safety. All visitors will be required to sign in via the Visitor’s Book.

3.17 YOUNG WORKERS

An assessment must be made to determine whether workers under the age of 18 years are subject to risks over and above those other workers are exposed to, because of their experience. The length of time they work must also be controlled.

Any temporary workers under the age of 16 (e.g.: those on work experience), shall be assigned to an experienced member of staff who will monitor their activities and be responsible for their safety at all times.

Risk Assessment

- Young workers are by definition, inexperienced in the working practices of Evergreen Pest Prevention Services Ltd. and the necessary safety precautions.
- However, this is true of any inexperienced worker. Managers strictly control the allocation of tasks to inexperienced workers. Inexperienced workers are not allowed to undertake tasks beyond their capacity for working proficiently and safely. Tasks new to anyone are undertaken only under guidance and supervision of an experienced member of staff.
- Therefore, young workers are not subject to risks over and above those other workers are exposed to

3.18 CONTRACTORS

The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our business activities. These duties also apply to a contractor on the premises, in respect of safeguarding our employees from his activities.

Evergreen Pest Prevention Services Ltd will endeavour to employ only competent contractors, who will be selected according to our specifications.

No work will be allowed to begin until copies of the required documentation have been provided.

Contractors carrying out hazardous work e.g.: hot work, electrical installation work or work in confined spaces must obtain a Permit to Access from the Director prior to starting work.

In addition, the Construction (Design and Management) Regulations 1994 may apply to the activities of some contractors. Evergreen Pest Prevention Services Ltd. will obtain competent advice on how to meet the requirements of the regulations.

3.19 NEW AND EXPECTANT MOTHERS

The Management of Health Safety at Work Regulations 1999 and the Maternity (Compulsory Leave) Regulations 1994 apply to any of our employees who are pregnant, breast feeding or who have given birth within the last six months. The Workplace (Health, Safety and Welfare) Regulations 1992 require us to provide rest facilities for new or expectant mothers.

Evergreen Pest Prevention Services Ltd recognises the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a woman notifies her manager that she is pregnant. Additional measures will be applied for six months after the birth.

Our display screen equipment workstations, e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

3.20 SMOKING

Evergreen Pest Prevention Services Ltd operates a no smoking policy

3.21 COMMUNICATION & CONSULTATION

The Health and Safety (Consultation with Employees) Regulations 1992 and the Safety Representatives and Safety Committees Regulations 1977 apply to our work activities.

The company has a duty to ensure adequate communication channels are maintained so that information concerning health & safety matters, including the results of risk assessments, is communicated to all employees.

This will be done by either consultation with individuals, emails/memo's and communication via the health & safety notice board.

Matters concerning health & safety raised by any employee are will be thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the Director for advice and guidance.

3.22 WORKING AT OTHER SITES

The Health and Safety at Work, etc Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to Evergreen Pest Prevention Services Ltd employees who visit other premises in the course of their work.

The company recognises that this work is carried out in places that are not under our direct control. We will provide additional measures, such as information, instruction and training, to ensure their safety on the premises of others.

Where any of our employees are on other premises for anything other than short periods, we will ensure that those in control of the premises are aware of the proposed activities of our employees, by means of a risk assessment.

We will obtain a risk assessment from the person in control of visited premises, covering any of their activities that may affect our employees.

None of our workers will be expected to work on the premises of others without being advised of the hazards they may face and how to deal with them.

We will require all clients to provide our employees with written information on emergency procedures.

Clients will be asked to make available their first aid arrangements, sanitary and washing facilities, and their facilities for rest, eating meals and, where available, their catering arrangements.

Workers on client's premises must conform to all their arrangements for fire, security liaison, such as signing the visitor's book, observing no smoking areas and reporting to named managers before starting or leaving work or moving to a different area.

Workers on client's premises will be required to liaise with a previously identified contact.

3.23 WORKING AT HEIGHT – safe use of ladders

1. **Choice of equipment** – will be determined by

- * The task – height & equipment to be used
- * The site conditions & location
- * The extent and duration of the work
- * The frequency of access required
- * Risks associated with the task
- * Number of people required
- * Only use the Company “Evergreen” ladders/steps.

For some jobs mobile elevating work platforms are better options. Ladders should be used for light, low hazard work of short duration at lower levels.

2. **Stability of ladders**

- * Use on hard, flat, level surface where possible.
Stabilise by tying to a suitable point to prevent movement where possible, or use proprietary stability devices
- * Ensure ladders are fitted with anti-slip feet
- * Place ladders at correct angle (75 degrees or 1m out for every 4m up)
- * Rest the top against a suitable firm surface (not plastic gutters, glass or infill panels).
- * If not secured at the upper end – ensure another operator holds base
During work.
- * Ensure ladder rungs and stiles are clean and not slippery.
- * Ladder accessories may improve stability and should be used where
Appropriate, e.g. stile extensions for stability on slopes.

3. **Ladder suitability**

- * Overall length is not the same as “usable” length – allow 1 metre of
Ladder above the highest rung you use.
- * Avoid standing on the top three rungs.
- * Current best practice is to limit ladder length to a maximum of 9 meters

4, Maintenance

- * Ladders are “work equipment” and subject to the requirements of the *Provision and Use of Work Equipment Regulations 1998*.
- * Ladders are individually identified and listed on an equipment Register which records; - make / type / duty / weight / class rating and Date first put into use.
- * Ladders are inspected regularly (at least 3 monthly) and condition recorded.
- * Procedures are in place for dealing with defects, which includes repairs Or removal from service.
- * Ladders to be checked daily before use – e.g. cracked, bent, or missing rungs; loose defective or missing feet, tie rods or brackets; corrosion of fittings, etc

5. Stepladders

- * Anti slip feet should be present, in good repair and clean.
- * Check they are sturdy and stable prior to use.
- * Only use when they are the most suitable means of access.
- * Avoid using on packaging, soft or sloping ground, or slippery surfaces
- * Use with the steps facing the work activity to avoid imposing a side loading, unless no side load or to improve access to the task.

6. Ladder safety tips

- * Ladders should not be left unattended.
- * Warning signs should be displayed in public areas and protection from traffic is essential.
- * Personal tools and equipment should be secured at all times when going up and down ladders, i.e. use tool belts or carriers.
- * Never use painted ladders – the paint may be hiding defects.
- * Check for overhead electricity lines before putting up the ladder.
- * Get help to carry heavy ladders.
- * Footing will not prevent sideways slip at top of ladders.
- * Use barriers to prevent people walking beneath them.
- * Ensure work area is free from obstacles.
- * Do not place ladders in front of a door unless the door is fastened open, locked or guarded.
- * Always face the ladder when climbing or descending.
- * Only one person at a time may use or work from a single ladder

7. Mechanical Platforms

- * It is Evergreen Pest Prevention Services Ltd policy when hiring such equipment that a fully certificated operator is also contracted with the equipment.

8. Scaffolding

- * On occasions Evergreen Pest Prevention Ltd may be asked to work off other contractors scaffolding, .in these circumstances Evergreen Pest Prevention Services Ltd will ensure:
 - a) Obtain written permission from the main contractor.
 - b) Ensure handover certification is available for inspection

POLICY REVIEW

The effectiveness of the general policy statement and other specific policies in use throughout the company will be regularly reviewed and revised as and when necessary.

Review date: