



greenwillows associates ltd

Green Willows Farm, First Turf Fen Drove, Warboys, Cambs PE28 2TZ
Tel: 01487 823198 / 01487 801638 Email: info@greenwillowsassociates.co.uk
www.greenwillowsassociates.co.uk

Ecological Surveys • Habitat Management • Arboricultural Surveys • Vegetation Clearance

Health and Safety Policy February 2022

Contents

1. General: Statement of Policy & Objectives
2. Monitoring and Review
3. Co-operation and Participation
4. Communication to Members of Staff
5. Health and Safety Training
6. Accident, Incident and Near-miss Reporting and Investigations (Including First Aid)
7. Health Monitoring, Welfare and Mental Health
8. Fire Safety
9. Drugs and Alcohol
10. The Organisation (Roles and Responsibilities)
 - 11.1 The Responsibility of the CEO
 - 11.2 Responsibilities of All Staff and Sub-contractors

Appendices

Appendix One: Other Relevant GWA Documents

Appendix Two: General Principles of the Health & Safety at Work Act 1974

Document control

Version change	Sections modified	Sections added
V6 to V7 February 2022	All re-written	All re-written

1. General Statement of Policy and Objectives

1.1. General Statement

1.1.1. Greenwillows Associates Limited (hereinafter referred to as 'GWA') recognises and accepts its responsibility as an employer for providing and maintaining a safe and healthy workplace and working environment, so far as is reasonably practicable, for all its members of staff and to provide such information, training and supervision for members of staff as they need for the purpose. GWA also understands its responsibility for the health and safety of other people who may be affected by the activities of GWA including visitors to the offices.

1.1.2. GWA expects as part of their contractual agreement, all individuals to be knowledgeable of this Health and Safety Policy and be mindful of their individual and each other's obligations as regards safety. This requirement also extends to sub-contractors working on behalf of GWA wherever this may be (see MD053a and MD053b Sub-contractors Agreement).

1.2. General Principles

1.2.1. This Policy is a requirement of the Health and Safety at Work Act 1974 (HASAWA 1974). The general duties of the HASAWA 1974 are listed in Appendix Two. Further regulations on health and safety (H&S), which clarify the HASAWA 1974, where applicable, have been incorporated into this Policy.

1.2.2. This policy is informed by the Management of Health and Safety at Work Regulations 1999, other relevant H&S regulations as listed in Appendix One of the HSE Regulations Guide hsc13, relevant Codes of Practice (COPs) and relevant HSE guidelines for all aspects of GWA's work. Relevant guidelines and COPs are stored in digital format on GWA shared drive and updated regularly (*G:\My Drive\GW TEAM BUSINESS\GW PM - ALL\GW Operations\H&S Info (non policy)\HSE H&S Guides for Reference (updated Nov 21)*)

1.2.3. GWA recognises its duties to persons other than its own members of staff in the conduct of its business, in particular:

- The incorporation within survey preparation of arrangements for health, safety and welfare of non-GWA persons.
- The use and application of Codes of Practice in ecological and arboricultural work undertaken by GWA.

1.3. GWA's Objectives

1.3.1. To ensure the prevention of injury and ill health, including mental ill health, to members of staff and others who may be affected by the activities of GWA, as far as is reasonably practicable.

1.3.2. To conduct and record risk assessments (RA) and write method statements (MS) throughout the business to devise suitable and sufficient safe systems of work for potentially hazardous operations and, where other reasonably practicable measures fall short, to provide

appropriate protective clothing, equipment and devices. See MD83 RAMS Procedures DRAFT and MD084 PPE Policy DRAFT.

1.3.3. To ensure the safety of workers and members of the public and the minimisation of risks to health in all activities GWA undertakes and all equipment/machinery used as far as is reasonably practicable.

1.3.4. To ensure persons are given adequate information about the risks of their work and the work of others and are given proper instruction for safe working, with adequate supervision where appropriate.

1.3.5. To assess and improve the health and safety (H&S) of the working environment on a continual basis.

1.3.6. To promote the co-operation of the members of staff in H&S matters and to promote a positive consultative approach with all members of staff.

1.3.7. To minimise any possible risks to continuity of work, by applying adequate control measures to any work undertaken by GWA as far as is reasonably practicable.

1.3.8. To ensure compliance with all statutory H&S legislation.

2. Monitoring and Review

2.1. This policy statement will be reviewed, added to or modified at least once a year, or whenever circumstances change, particularly when any statutory, organisational, technological or locational changes are made or introduced.

2.2. Health and safety will be an item for discussion at all management meetings. Any discussions will be recorded where necessary in minutes of the meetings.

3. Co-operation and Participation

3.1. GWA expects all members of staff to co-operate in promoting good H&S practice in order to achieve its policy aims. In this respect, members of staff are reminded of their legal responsibilities to co-operate in H&S matters, and to have regard (see sections 7 & 8 HASAWA 1974) to their own health and safety and that of others who may be affected by their acts or omissions, as far as is reasonably practicable. See section 11.2 of this policy.

3.2. Failure to comply with the provisions of the HASAWA 1974 or this Health and Safety Policy, GWA's MD081 Health & Safety Procedures, other relevant H&S policies and safe systems of work could lead to disciplinary and/or legal action.

3.3. GWA actively encourage all members of staff to participate in raising H&S standards and is receptive to suggestion for improvements.

3.4. All employees, freelance staff and sub-contractors working on behalf of GWA whilst on a survey/work site must liaise with any other contractor or client to establish a common code of practice for that particular site, to be recorded in the RAMS. In this way, good H&S standards are maintained, with clarity about each individual's role in establishing a safe working environment.

4. Communication to Members of Staff

4.1. When members of staff start work at GWA they are required to read this Health and Safety Policy and other relevant H&S documents and discuss this with the Health, Safety and Welfare Manager as appropriate. A digital copy of this Health and Safety Policy can be found in the shared drive “Policies and Procedures” folder within “GW Operations”.

4.2. The most current HSE Health and Safety at Work poster will be displayed at all times within GWA Head Office and all satellite offices. All visitors will be acquainted with emergency procedures and fire exits.

4.3. When significant changes are made to any H&S policies and/or procedures these will be circulated to members of staff and relevant sub-contractors who will be asked to confirm they have read and understood them.

5. Health and Safety Training

5.1. GWA make a commitment to train staff according to the requirements for their roles and responsibilities. Health and safety training shall be incorporated within inductions, annual appraisals and regular one to ones and suitable records will be kept.

5.2. Where appropriate, staff and subcontractors will undertake Construction Skills Certification Scheme (CSCS) training and be certificated to a level commensurate with their roles and responsibilities.

6. Accident, Incident and Near-miss Reporting and Investigations (Including First Aid)

See MD077 Accident Policy.

7. Health Monitoring, Welfare and Mental Health

See MD074 Occupational Health & Welfare Provision.

8. Fire Safety

See MD084 Fire Safety Policy & Procedures DRAFT.

9. Drugs and Alcohol

See MD031 Drug and Alcohol Policy.

10. The Organisation (Roles and Responsibilities)

GWA Organisation Structure, including the roles and responsibilities for the overall H&S responsibilities within GWA, are shown in MD011 Organisational Chart.

10.1. The Responsibility of the CEO, as far as is reasonably practicable.

10.1.1. It is the legal duty of the CEO, supported by all members of staff, to prevent all types of accidents and to assist in providing a safe, congenial working environment.

10.1.2. Provide and maintain safe and healthy working conditions as required by existing and new legislation.

10.1.3. Ensure all members of staff under their supervision have received suitable and sufficient training in safe working practices.

10.1.4. Establish and maintain safe practices to achieve maximum safety for all members of staff and the public.

10.1.5. Ensure members of staff know what to do in case of fire and know the location of fire-fighting equipment and relevant staff know how to use the fire-fighting equipment provided.

10.1.6. Ensure first aid facilities and an accident book are provided and maintained and that members of staff know their whereabouts.

10.1.7. Ensure adequate safety supervision is provided at all times, particularly where young and inexperienced workers are concerned.

10.1.8. Provide all necessary safety devices, equipment and personal protective clothing.

10.1.9. Establish and maintain a procedure for reporting all accidents, incidents and near misses and ensure the necessary investigations are carried out.

10.1.10. Ensure all machinery and equipment is properly maintained and safe to use.

10.1.11. Implement effective safety review procedures for all aspects of health and safety at work.

10.1.12. Consult and work with members of staff on H&S matters.

10.2. Responsibilities of All Staff and Sub-contractors

10.2.1. It is the legal duty of all members of staff to prevent all types of accidents and to assist in providing a safe, congenial working environment, as far as is reasonably practicable.

10.2.2. Make themselves familiar with, and comply with this Health and Safety Policy, other relevant GWA policies as listed in Appendix One and relevant method statements (MS) and/or risk assessments (RAs) for both office-based and site-based work, including any site-specific risk assessments, machinery and activities.

10.2.3. Ensure a risk assessment is undertaken for every project on a site-specific basis prior to attending site and all staff working on a site have read and understood it. This must be followed up by a dynamic RA when on site each visit, and any amendments recorded and communicated to all other relevant staff.

10.2.4. Observe rules, controls and safe systems of work at all times in respect of themselves and others.

10.2.5. Report to the Health, Safety and Welfare Manager any behaviour or action of others, whether staff, the public or sub-contractors, that does not comply with the health and safety requirements. Question this behaviour directly immediately, if you feel confident to do so. If you do not feel confident to challenge the behaviour then you must stop work if you feel it is unsafe to continue. Contact your line manager and/or the site supervisor immediately.

10.2.6. Co-operate with GWA, construction firms, clients and site staff in meeting statutory requirements on H&S.

10.2.7. Act in a way that promotes a positive health and safety culture and sets a good example for all others on site.

10.2.8. Wear appropriate, suitable and sufficient PPE, safety clothing and use appropriate safety devices, where provided. These to be determined on a site, equipment/machinery and task basis and must include the health and safety specifications set out by the client. Personal choice to not wear appropriate PPE, as detailed in the RA, is not acceptable and disciplinary action may be taken. See MD082 PPE Policy (DRAFT)

10.2.9. Report all incidents and near misses/dangerous occurrences as detailed in MD027 Accident Policy and Procedures.

10.2.10. All members of staff are responsible for informing the Health, Safety and Welfare Manager and/or CEO of any relevant health issues which could affect the undertaking of any work required.

10.2.11. Undertake relevant health and safety training as necessary.

10.2.12. Follow any training you have received.

10.2.13. Ensure that relevant training is up to date and inform the Health, Safety and Welfare Manager before such training is out of date.

Appendix One - Other Relevant GWA Documents

The following GWA documents must be read in conjunction with this policy:

- MD003 Master Risk Register
- MD011 Organisational Chart
- MD027 Accident Policy & Procedures
- MD031 Drugs & Alcohol Policy
- MD037 Welfare Policy
- MD044 Emergency Evacuation Plan
- MD045 Fire Risk Assessment
- MD053a and b Sub-contract Agreement
- MD067 Emergency First Aid Plan
- MD072 Health Surveillance Policy
- MD074 Occupational Health & Welfare Provision
- MD075 Baseline Health Assessment
- MD077 Accident Policy & Procedures
- MD079 Covid 19 Safe Working Policy
- MD081 Health & Safety Procedures DRAFT
- MD082 PPE Policy and Procedures DRAFT
- MD083 RAMS Procedures DRAFT
- MD084 Fire Safety Policy and Procedures DRAFT

All the relevant documents are listed in the [MD013 GWA Master Document List](#)

Appendix Two - General Principles of the Health and Safety at Work Act 1974

Sections 2-9 are summarised below.

Section 2 of the Act places a duty on the employer to provide and maintain workplaces, plant, systems of work, instructions, and training adequate for the health, safety and welfare of their employees.

Section 3 places a duty on the employer to ensure that persons other than the Employees are not exposed to risks to their health and safety.

Section 4 places a duty on persons who control premises to ensure that they are safe and without risk to health and to persons working there although they are not their own Employees.

Section 5 states that anyone who controls premises must use the best means to prevent the emission of noxious or offensive substances and for rendering harmless and inoffensive any that do not escape into the atmosphere.

Section 6 places a duty on those who supply, erect or install any article for use at work to ensure that it imposes no risk to safety or health, provided that it is properly used.

Section 7 places a duty on the employee to take care of his own health and safety and that of other persons who may be affected by his acts or omissions at work and to co-operate with his employer in enabling to comply with his duties under the Act.

Section 8 places duty on personnel not to interfere with or misuse things provided pursuant to certain legal requirements.

Section 9 prohibits an employer from charging an employee for anything done or provided for health and safety purposes in compliance with a specific statutory requirement.

Health & Safety Policy Reviews:

This policy will be reviewed annually and if there are major changes to the way GWA operates, to HSE or government guidelines or relevant new regulations.

Mary Parnwell (Director and Health, Safety and Welfare Officer) and Steve Parnwell (CEO)

February 2022



Mary Parnwell, Director, Health, Safety and Welfare Manager, NEBOSH Gen Cert Occupational Health



Steve Parnwell Director and Principal Ecologist