

MILIEU

LANDSCAPE

DESIGN

Chartered Landscape Architects

Landscape
Institute
Registered
Practice

MILIEU LANDSCAPE DESIGN LTD

HEALTH AND SAFETY

POLICY STATEMENT

MILIEU LANDSCAPE DESIGN *Chartered Landscape Architects*

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Reg. No. 6831733(England & Wales) VAT Reg.No. 948000536

Director: Christopher Forshaw BA(Hons), BLA, C.M.L.I.

MILIEU LANDSCAPE DESIGN LTD

HEALTH & SAFETY – POLICY STATEMENT

The health and safety of our employees is of prime importance to the company. The company aims to provide safe working conditions within a healthy environment. The company will provide all necessary systems, equipment and instruction to achieve this aim.

The company is committed to carrying out it's duties in accordance with the relevant statutory Health and Safety provisions including, but not exclusive to, the requirements of:

- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1992
- Construction (Design and Management) Regulations 2015

All employees are expected to co-operate with the Company in carrying out this policy and have a duty of responsibility for the health and safety of themselves and others in the workplace.

Expert advice will be sought as necessary when determining risk and instigation action to reduce or eliminate risk.

The implementation of this policy will be monitored by the Company, and procedures will be reviewed and amended as necessary.

GENERAL SAFETY POLICY

In the implementation of the Company's Health and Safety Policy the Company resolves to:

1. Continually assess all work activities of employees for risk.
2. Advise clients on all aspects of Health and Safety.
3. Specify materials that avoid or eliminate a risk to health and safety.
4. Design the works so as to eliminate, or reduce to an acceptable level, all risks to the general public and site operatives during the construction phase.
5. Design the works so as to eliminate, or reduce to an acceptable level, all risks to the operators, maintainers and users of the completed works.
6. Comply fully with the duties of the Designer, as indicated in the Construction (Design and Management) Regulations 2007, and to produce design risk assessments for all procedures not covered by statutory regulations.
7. Consider the safety of the general public and site operatives when supervising on-site operations and report unsafe practices to the necessary bodies.
8. Make available to employees all necessary protective equipment and safety devices.
9. Provide training and instruction to enable employees to carry out their duties safely.

Signed (for and on behalf of the Employer)



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Position: DIRECTOR.....

Date: 01/06/2019.....

HEALTH AND SAFETY ARRANGEMENTS

FIRST AID

The first aid facilities provided by the Company shall be of:

1. The provision of the appropriate number of qualified first aiders as described by statutory regulation.
2. The provision of adequate first aid facilities which shall comprise:
 - a) First aid kits appropriate to the size of the workplace/workforce as described by statutory regulations.
 - b) Trained first aiders where required.

FIRST AID TRAINING

1. The Company shall ensure that first aid training is given by persons or organisations qualified to do so. It shall be made available to any member of the workforce expressing an interest provided that there is a need for additional first aiders in the first aid contingent.
2. The Company shall also:
 - a) Explain to new employees what they shall they be required to do and to whom they bear direct responsibility.
 - b) Ensure that any new employees read and understand the Company safety policy.
 - c) Discover whether any new employee has any particular health needs and to make appropriate arrangements for this.
 - d) Ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Company's area of responsibility.
 - e) Bring to the attention of new employees any prohibited or dangerous practises in connection with their work.
 - f) Give clear directions to the locations of first aid boxes.

RIDDOR 95 – (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

1. The Company will abide by the RIDDOR Regulations.
2. A treatment record and accident book are provided with the first aid kit in the main office.
3. The Company will notify the enforcing authority in writing using Form F2508 or F2508A as per the regulations.

DISPLAY SCREEN EQUIPMENT

1. Currently there are four main users and four desktop workstations also there are two laptop computers used within the Company.
2. The Company agree to abide by the Health and Safety (Display Screen Equipment) Regulations 1992 and have provided users within the Company with an information and training guide as recommended.
3. Workstation analysis and record folders are kept of the main users.

HOUSEKEEPING ARRANGEMENTS

General cleanliness and tidiness of the workplace is maintained by using external cleansing contractors who clean the offices twice per week.

MEDICAL EMERGENCY

Persons responsible for medical emergencies within the organisation are the most senior member present at the time of the emergency. This may or may not be a first aider. Medical emergencies will be dealt with in the usual ways by telephoning emergency services appropriate to the medical emergency.

Accident and emergency services are available at Royal Preston Hospital telephone No. 01772 710408.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Staff will be provided by the Company with personal protective equipment as necessary depending upon risk. In addition, staff must comply with all safety requirements when entering other sites with regard to wearing personal protective equipment.

CO-OPERATION IN SHARED WORKPLACES

In view of the nature of the business which requires members of staff to enter and work within other workplaces in particular public spaces, sports complexes, private properties, the staff are required to abide by all regulations relating to health and safety on the site they are visiting. In addition, if the staff are in doubt about health and safety on site, then they have the authority and responsibility to refuse to enter the site and to make their concerns about health and safety known to the Company Directors.

TRAVEL

In view of the large element of travel with consulting landscape architectural services, it is a requirement of the Company that the Employees travel in a safe and legal way at all times. The Company agree to provide safe travel arrangements to enable the staff to visit sites. In addition, time will be allowed for adequate transport between sites and also overnight accommodation to allow for recuperation between visits if necessary.

HAZARDOUS SUBSTANCES

All staff visiting sites must be aware of the Control of Substances Hazardous to Health Regulations and abide by them where appropriate. In addition, all technical staff are encouraged to be members of the BASIS Professional Register.

INFORMATION, INSTRUCTION AND TRAINING

Information will be disseminated through normal company systems. Instruction and training will be given on an as needed basis. Instruction and training requirements will be reviewed on an annual basis by the Health and Safety Officer.

All employers are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Safety Officer will maintain a record of all training that is undertaken.

COMMUNICATION

The Company will encourage the active participation of all employees in promoting good health and safety practices within the Company. All individual employees are encouraged to convey concerns about health and safety to the Health and Safety Officer at any time.

MONITORING AND REVIEWING POLICY/CONSULTATION

The Company will discuss the effectiveness of its health and safety policy at normal Board meetings. It will discuss the report of the Health and Safety Officer and take on board any additional contributions from individual members of staff.

Priority will be given to any action and expenditure that is required to maintain or improve the overall safety performance of the Company.