



SILVATREE LTD

Landscape Architecture & Garden Design



Health & Safety Policy Statement

Silvatree Ltd recognises its responsibilities under the Health and Safety at Work Act 1974, all subsequent legislation, regulations, and approved codes of practice. It accepts it is its statutory duty to secure and maintain the health, safety, and welfare of all its employees, contractors working on its premises, visiting members of public and all others affected by its activities.

The company will make arrangements for the effective planning, implementation, review and control of its preventative and protective health and safety measures including ensuring that significant risks are assessed, and suitable and sufficient measures are adopted to allow each employee/contractor to carry out their duties without risk to health.

Suitable equipment will be provided and maintained in a safe condition and safe systems of work will be devised.

Roles and Responsibilities

Responsible person.

The responsible person will:

- Ensure the company complies with its statutory obligations and continuously review its health and safety measures.
- Ensure all Risk assessments and COSHH assessments and CDM 2015 (where applicable) are conducted for all workplace activities that have the potential to cause harm.
- Ensure these are implemented and communicated.
- Ensure these are periodically reviewed and records maintained.
- Conduct periodic health and safety inspections and monitor safe working practices. Take appropriate action where necessary.
- Analyse accidents and near misses for trends or systemic issues and take appropriate action where necessary.
- Take responsibility for reporting R.I.D.D.O.R accidents and incidents. <https://www.hse.gov.uk/riddor/>

The employees will:

- Ensure they are familiar with this policy and any safety related guidance.
- Take care of their own health and safety and that of others who may be affected by their actions at work.



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- Report any concerns, issues or inadequate precautions that may affect anyone's health and safety.
- Report any accident or incident including near misses to responsible person.
- Report any defects in equipment without delay and do not attempt to fix unless authorised and specifically trained to do so.
- Use and if applicable wear any item of Personal Protective Equipment (PPE) provided. This is a requirement of law.
- Undertake any Health, Safety, Environmental and operational training necessary by the company.

Sub-Contractors will:

- All must comply with the aims of this policy as a condition of their contract and are required to forward a copy of their risk assessments, method statements, CDM to the responsible person prior to undertaking works on site.
- All contractors and their employees must respond to and promptly comply with any instruction issued by the company employees or responsible person where it affects Health and Safety.
- Every contractor will be responsible for providing its employees with all the necessary PPE.
- All portable tooling and other plant and equipment must be maintained and in good working order and in some instances, evidence may be requested as to the correct testing and certification, e.g. LOLER, PAT.
- Any materials or substances brought to site must be correctly labelled in approved containers and comply with COSHH regulations.
- All contractors must ensure they maintain areas in which they are working in a safe condition and storage areas are kept clean, tidy, and free from hazards.

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