

# HEALTH & SAFETY POLICY OF

# BENNETT

Head office

49 Cremorne Road, Four Oaks,  
Sutton Coldfield, West Midlands  
B75 5AQ

14th February 2025

In conjunction with

**SAFE***contractor*



The contractor accreditation scheme for business

*"Helping you make an assured choice"*

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## Introduction

This document sets out the Health and Safety arrangements we have established in conjunction with **SAFEcontractor**. We have adopted this standard policy and tailored it to represent our organisation. We recognise that our activities have an impact on the environment and are committed to preventing pollution. We will minimise any affect through seeking continually to improve our environmental performance.

The following is a description of the type of work that our Company undertakes:

### Description of Work:

Bennett Landscapes & Maintenance Ltd is a grounds maintenance contractor for business clients throughout the UK.

### Industry Sectors:

Landscape/Amenity Horticulture

This document sets a base level of health & safety awareness, the Company is committed to achieving higher levels of Safety, Health and Environmental awareness among its management and workforce and through membership of **SAFEcontractor** our organisation will develop and improve health and safety knowledge, standards and performance.

## **PART 1 - General Statement of Policy**

The directors of Bennett Landscapes & Maintenance Ltd are fully committed to providing safe and healthy working conditions to ensure the health, safety and welfare of all workers and others that may be affected by our operations and to discharge our moral, legal and economic responsibilities. We aim to establish, maintain and continually improve on the highest standards of health and safety performance within our industry. In support of this commitment, Bennett Landscapes & Maintenance Ltd will establish and maintain a series of objectives and targets, which will be reviewed on a periodic basis.

Our commitment extends to the provision of all necessary resources in connection with health and safety at work. We also recognize our responsibility for other persons when they are on our premises.

We fully recognize that failure to adequately manage the health and safety elements of our business will result in harm to people and loss and are fully committed to the prevention of work related injury and ill health. To this end we are committed to the elimination of hazards and the reduction of OH&S risks by using a hierarchy of controls; elimination, substitution, engineering controls, administrative equipment and provision and use of adequate Personal Protective Equipment.

At Bennett Landscapes & Maintenance Ltd health, safety and welfare ranks equally with our other business objectives, where health and safety management is a key responsibility and must be an integral part of all activities. We are committed to continual improvement of the OH&S Management System and will consult with workers at all levels in the implementation of this policy and require the full support, participation and cooperation of all workers to ensure the effective implementation and maintenance of the policy and OH&S management system, as a collaborative effort.

The Company's Full Health and Safety Policy and procedures are retained at the main operational office for reference, together with a copy with the Health and Safety Plan for each location.

In addition to these goals, it is the policy of Bennett Landscapes & Maintenance Ltd to maintain compliance with relevant health and safety legislation and all other associated requirements.

This policy will be reviewed on an annual basis and updated as necessary. It is available to all interested parties on our website.

**Signed:**



**Name: Matthew Bennett**

**Date: 14/02/2025**

**Position: Director**

## **PART 2 – Organisation and Responsibilities**

### **2.1 Head of Company**

The head of the Company has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

### **2.2 Health and Safety Co-ordinator / Representative**

Named person responsible for H&S: Matthew Bennett

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2012
- All employees have their assessment packs, including documents; Risk assessment general information & guidance, site-specific risk assessment, machinery risk assessments

## **2.3. Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **PART 3 – Arrangements**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees and other workers and encourage participation on the following issues:

- The content of this policy
- Hazard and risk assessment
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

We will achieve this directly with the employees and other workers via regular safety meeting, tool-box talks, e-mails and memos posted on the staff notice board.

## **3.2 Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

## **3.3 Risk Assessments**

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition employees and other workers throughout their work carry out risk assessments continuously. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

## **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site-specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

## **3.5 Co-operation with Clients**

Employees and other workers will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

### **3.6 Welfare Facilities**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### **3.7 Work Equipment**

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Matthew Bennett in order to ascertain that the equipment is suitable for its intended use.

No worker will use work equipment for which they have not received specific training.

No worker will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

### **3.8 Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to workers as and when necessary for work activities.

Training will be provided for on the safe use, storage and maintenance of the relevant equipment before issue, and the workers on receipt of the equipment will sign a written record detailing what PPE has been issued and the hard copy kept on file.

Workers have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Matthew Bennett

### **3.9 Hazardous Substances**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by workers, and health surveillance undertaken where necessary.



Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office.

### **3.10 Health surveillance**

Health surveillance is completed for all workers at induction and then annually –  
See Work instruction Health surveillance process BLMHS022

### **3.11 First Aid & Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all workers at all times when they are at work.

Head Office – A first aid box is located in each van and at our operating premises Units 10 and 21/27 Poplar Drive Birmingham B6 7AD.

Qualified First Aiders / Appointed Persons: Dean Richardson and Lewis Roberts

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of workers on site.

All accidents MUST be reported to Matthew Bennett and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor (Matthew Bennett) as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 7 working days
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

### **3.12 Asbestos**

Before any work commences on a client's site, all workers are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- Stop work immediately
- Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- Evacuate the immediate area and prevent access by others e.g. the public
- Inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- Do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

### **3.13 Manual Handling**

All manual handling activities are avoided where possible.

The tasks where manual handling activities involve a risk of injury and which cannot be avoided are identified and a risk assessment carried out using the principles of Load, Individual, Task and Environment, as related within the Manual Handling Operations Regulations. The risk assessment is reviewed annually or when there are reasons to suspect it is no longer applicable.

The significant findings of the risk assessment are recorded and made known to the relevant employees.

Safe systems of work are implemented to reduce the risks of injury from manual handling as far as is reasonably practicable. Workers are routinely monitored to ensure safe systems are being followed.

All manual handling aids are routinely serviced and maintained as appropriate.

All workers involved with manual handling activities are given training in safe systems of work and basic good manual handling techniques.

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Workers are advised not to manually handle loads, which they feel incapable of moving safely.

### **3.14 Fire Safety & Emergency Procedures**

It is the Company's policy to take account of fire hazards in the workplace. All workers have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is: Matthew Bennett in conjunction with an external suitably qualified fire equipment contractor

In the event of a fire, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

### **3.15 Sub-Contractors**

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

Activities that we sub-contract include:

- Tree Surgery
- Hard landscaping (Infrequently)
- Maintenance (Infrequently)

Sub-contractors health & safety arrangements are assessed during the selection process and by the satisfactory completion of the Sub-contractor Check Sheet (BLMP003) and submission of the requested documents.

Sub-contractors are be controlled by a combination of purchasing operations and checks for performance using specific KPIs. We manage / supervise / monitor sub-contractors activities by the following means:

- Site Specific Induction (BLM/OSW005)
- Where applicable the named onsite supervisor
- Inspection Sheet (BLMOSW011)
- KPI trends and analysis
- Internal Audits
- Non-conformance and corrective action data
- Management Review

### **3.16 Public safety**

The safety of members of the public, visitors and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

### **3.17 Other Important Health & Safety information**

The company will put its Safety Health and Environmental Policies into practice by pursuing the following objectives. We will:

- Meet all relevant legislation, regulations and government guidance, and wherever possible meet the industry codes of practice on safety, health and environmental issues;
- The Company shall provide and maintain places, machinery and systems of work that are safe and without risk to health or the environment when properly used, as far as is reasonably practicable.
- Ensure that all our staff (and sub-contractors) through training and consultation are competent and develop a good understanding of the safety, health and environmental impacts of our business and what is expected of them to minimise these;
- Make efficient use of natural resources by minimising waste, conserving energy and water and seeking to use re-cycled materials wherever possible;
- Seek to use the most environmentally efficient modes of transport and reduce unnecessary travel;
- Seek to continuously improve our clients and our own waste stream.
- Raise awareness and encourage participation in environmental matters and Participate in discussion with staff and clients about environmental issues
- As far as is reasonably practicable, the Company shall make arrangements to ensure use, handling, storage and transport of articles and substances are safe and without risk to health or the environment when properly used.
- Ensure that all our suppliers are aware of this policy and the company helps them apply similar environmental standards to their own work.
- Communicate with local communities to ensure that our work causes the minimum amount of disruption; and has the minimum impact on the local environment;
- Report annually on our Safety, Health and Environmental performance and how, in particular, we have met our annual Safety, Health and Environmental targets.

### **3.18 Monitoring and Review of Company Safety, Health & Policy**

At regular intervals, Matthew Bennett or an appointed member of staff will randomly visit sites to assess workers' compliance with Company Policy and minimum legal and regulatory requirements.

At regular intervals, meetings are held with workers to discuss Company safety where matters under following headings examined:

- Accident statistics and recording procedures
- Company performance in accident/incident prevention
- Compliance with its Policy
- Reports of inadequacy
- Areas for improvement, and means of achievement
- Training
- Review and where necessary implement revision of Safety, Health, and Environmental policy.

### **3.19 Control of Drugs and Alcohol at Work**

Workers must not:

- Report for work under the influence of alcohol
- Report for work having taken illegal drugs (eg. heroin, cocaine, cannabis, amphetamines etc)
- Report for work having taken prescribed drugs unless agreed with their doctor in advance; or
- Consume or be in possession of illegal drugs or alcohol whilst at work

#### **Detection of Alcohol and Drug Abuse**

Should the Manager in charge of an office or site/location suspect that a worker is under the influence of alcohol or has taken drugs, the worker will be immediately removed from their place of work pending an investigation. In certain circumstances medical advice may need to be obtained. The Company accepts that the effects of certain medical conditions can resemble the effects of drink.

#### **Disciplinary Action:**

The Company will regard breach of these procedures as a serious matter. Whilst each case will be treated on its own circumstances all disciplinary measures up to and including dismissal will be considered even for a first breach.

In particular, failure or unreasonable refusal of a test will lead to disciplinary action.

### **3.20 Lone Workers**

A full assessment of the risks relating to lone working is carried out to confirm whether an unaccompanied person can do the work safely.

A safe system of work is developed in writing to cover the lone working activities.

Work activities that cannot be safely undertaken by a lone worker will be prohibited and made known to all workers.

Lone workers will be given adequate training in lone working, specific safe systems of work and the significant findings of the risk assessment.

### **3.21 Petrol/Diesel Driven Equipment**

The handling of fuel, especially petrol, carries a risk of fire/explosion.

You must minimise the risks;

- Refuel machines at least 10 metres away from any possible sources of ignition.
- Do not smoke in the vicinity of petrol or diesel.
- Do not refill a hot engine, wait for it to cool.
- Avoid topping off and follow Operational Control Procedure CP3.
- Petrol must be stored in containers of no larger than 15 litres.
- Petrol or diesel must not be carried in employees' private vehicles.

Should petrol or diesel come into contact with exposed skin; wash immediately with soap and water.