



LANDSCAPE CONTRACTORS LIMITED

Hensting Lane, Fishers Pond, Nr.Eastleigh, Hampshire, SO50 7HH

Tel: (023) 8069 2422 Fax: (023) 8060 1555

www.scandor.co.uk

HEALTH AND SAFETY PLAN

For

**Purbrook Park School
Waterlooville, PO7 5DS**

The Project: Upgrading of natural grass pitches and multi use games area and associated works.

The Client: Purbrook Park School
Park Avenue
Waterlooville
Hampshire
PO7 5DS

CDMC: Currie & Brown UK Ltd
13 Grove Road South
Southsea
Portsmouth
Hampshire
PO5 3QR

Consultant: Richard MacGregor Sports Ground Design Ltd
Sandhill Cottage
Husthwaite
York
YO61 4PQ

Principal Contractors: Mr Trevor Scott
Scandor Landscape Contractors Ltd.
Hensting Lane
Fishers Pond
Nr Eastleigh
Hampshire
SO50 7HH
02380 692 422

Contract Manager: Mark Lilley 07887573172

Contract Foreman: Pete Chant 07889755760

Initial site operations and discussions will be in connection with but not necessarily restricted to the following:

1. Risks to Health and Safety
2. Notifications, Permissions and Site Establishment
3. Protections, Safeguards and Prevention of Nuisance
4. Quality Management and Control
5. Health and Safety
6. Method Statement
7. Labour and Plant Resources
8. Sub-Contractors
9. Handover
10. Risk Assessments
11. Accident and Emergency information
12. COSHH Assessments
13. Appendices

1. RISKS TO HEALTH & SAFETY

i) Risk Assessment

A contract Risk Assessment has been prepared, detailing general foreseeable risks to health and safety (see pages 16-20).

For certain hazards, specific risk assessments have been prepared (see pages 16-20).

Reference will be made to the Scandor Health and Safety Policy.

ii) Personal Protective Equipment

An assessment will be carried out, where necessary, to ascertain the need for the personal protective equipment for employees.

The rulings made by the Client, CDMC or the Principal Contractor will be observed at all times.

Any employee disregarding the Client, CDMC or the Principal Contractors ruling will be asked to leave the contract until compliance has been met.

iii) Other Possible Associated Risks

It is necessary to ensure that the following information, where appropriate, has been gained by the Client or the CDMC for the contract.

- a) The previous use of the land and its surrounding areas. Is the land contaminated, unstable and any other information gained as to the suitability of the land?
- b) Consideration has been taken into account regarding premises adjacent to the contract.
- c) Any planning restrictions that may affect Health and Safety.
- d) The location of existing services such as underground and overhead cables, gas, water, drainage etc.
- e) The existence of any restrictions regarding traffic movement on or around the contract area including access to the site through residential areas with on street parking..
- f) Access to and egress from the site via a gated entrance across a public footway immediately adjacent to pedestrian and vehicle entrances to the school.
- g) Use of adjacent areas by children, school staff and visitors.

- h) Close proximity to occupied buildings to include taking measures for the prevention/ reduction of nuisance/ disruption to the occupants from dust, noise, fumes and vibration etc.
- i) If there are any major changes in the risk levels or circumstances of the contract, the Principle Contractor will inform the CDMC.

2. NOTIFICATION, PERMISSIONS AND SITE ESTABLISHMENT

- a) Scandor Landscape Contractors Limited will liaise with the school or their representative to ensure that all the relevant authorities and any other interested parties are aware that the works are to proceed.
- b) Scandor Landscape Contractors Limited will notify their H&S consultants of their presence on site if and when required.
- c) Scandor Landscape Contractors Limited will ensure that all necessary licenses, permits etc. that are required to carry out the works are obtained prior to commencement.
- d) Scandor Landscape Contractors Limited will display all relevant notices, posters, documentation etc. in accordance with statutory requirements, in a proper manner in a place easily accessible to all personnel.
- e) Scandor Landscape Contractors Limited will liaise with the relevant service authorities to ascertain the extent and positions of all the live services within the working area and will take the necessary precautions to prevent any damage to these services.
- f) Scandor Landscape Contractors Limited will ensure that any sub-contractor whom is appointed for the contract, has supplied all the necessary Health and Safety information, i.e. Safety Policy, Risk Assessment, Method Statements etc.
- g) Scandor Landscape Contractors Limited will ensure at all times that all parties involved with the contract, comply with the Health and Safety Plan and the site rules.
- h) Scandor Landscape Contractors Limited will provide all necessary first aid equipment which will be properly stored at a place easily accessible to all personnel.
- i) Scandor Landscape Contractors Limited will assess in compliance with Health and Safety First Aid Regulations 1981, the requirement for trained personnel.
- j) Scandor Landscape Contractors Limited will have at least one competent person, trained in site management, in charge of the site during all working hours. There will also be at least one qualified First Aider on site at all times.
- k) Scandor Landscape Contractors Limited will instigate a site induction procedure for all operatives prior to commencement on site.

- l) Scandor Landscape Contractors Limited will instigate a booking in and out procedure that will ensure that only authorised personnel will be allowed on site.
- m) Site establishment will involve the bringing to site of all necessary plant, tools and equipment required to properly set up the works required.
- n) Scandor Landscape Contractors Limited will liaise with the CDM Co-ordinator to ensure all conditions of the Construction (Design and Management) Regulations are adhered to.

3. PROTECTIONS SAFEGUARDS AND PREVENTION OF NUISANCE

- a) Scandor Landscape Contractors Limited will ensure that all access and egress are maintained for all lawful visitors.

Access routes will be highlighted where necessary by appropriate signage.

- b) Any other warning notices, temporary barriers and all other appropriate safeguards will be positioned as required to ensure total safety to both the general public and all site operatives and to give total protection to adjacent properties, trees, shrub areas etc.
- c) Hydraulic items of plant will be fully maintained in good working order and will be effectively silenced where possible whilst on site.

All necessary examination registers will be available for inspection

- d) All hand held power tools will be equipped with the proper guards. All necessary safety equipment will be issued for use with all hand held items of plant, i.e. goggles, gloves, ear defenders etc.
- e) All items of grass cutting machinery to be fully maintained in good working order and equipped with proper guards and warning beacons.
- f) All electric tools used on site will be 110v and will be adequately inspected in accordance with IAW Electricity at Work Regulations. They will be powered using portable generators.
- g) Any operations that are likely to cause a larger amount of dust being released will be sprayed with water to minimise the release. Water supply will be taken from the existing main using a standpipe. Necessary licences will be obtained from the local Water Authority.
- h) Site operatives will be fully trained for all operations they undertake and will be equipped with all the relevant safety equipment and clothing.
- i) All necessary COSHH Assessments will be issued for applicable materials to be utilised on site, all employees will be made aware of hazards of these substances and required to wear proper personnel protection.

- j) All necessary risks assessments will be issued as required by the CDM Regulations for incorporating in the Health and Safety Plan following agreement of the Planning Supervisor.
All relevant employees and any other persons who may be affected will be informed of such assessments.

4. QUALITY MANAGEMENT AND CONTROL

- a) Scandor operate under a registered ISO 9001 Quality Management System. Documentation is available for inspection upon request.
- b) All materials used for the works will be checked before use and shall only be obtained from approved and nominated suppliers.
- c) Strict supervision of the whole of the works shall be maintained to ensure complete compliance with the specification.
- d) Test certificates will be obtained where necessary from suppliers for any material used in the works at the request of the C.A.
- e) All materials removed from the site, arising from the works, will be disposed of to a fully licensed landfill site using registered waste carriers.

5. HEALTH AND SAFETY

- a) Scandor Landscape Contractors Limited will appoint a Site Foreman who will be responsible for all areas of site Health and Safety and will be fully conversant with all the current regulations required to ensure a safe working environment. The Site Foreman will monitor Health and Safety performance on a daily basis.
The site foreman will also be the first aider.
- b) Health and Safety will, in addition, be monitored by Scandor Landscape Contractors Limited's own Contracts Manager, who will carry out weekly inspections to ensure that all aspects of the Health and Safety Plan are adhered to.
- c) All safety polices, manuals, accident report books as required will be maintained on site.
- d) All plant and equipment will be tested and certified with regular maintenance checks carried out.
- e) Any site rules, which may have been set out in the pre-contract plan, will be openly displayed on site.
- f) All potentially hazardous material such as cement, paints, adhesives etc. will be securely stored in a lockable container.

- g) All items of plant and equipment will be fully immobilised when not in use. Excavators will be made secure at nights and over weekends to prevent damage and misuse.
- h) All necessary scaffolding and access towers will be fully checked and inspected to ensure full compliance with the regulations of the Health and Safety Executive.

REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

- a) Scandor Landscape Contractors Limited will report any accidents or dangerous occurrence to their Safety Consultants SAGE.
- b) Scandor Landscape Contractors Limited will enter any accident, whether or not reportable under RIDDOR into their Accident Book.
- c) Scandor Landscape Contractors Limited will inform HSE of any fatality, major specified injury, over 3 day injury, or dangerous occurrence.
- d) Scandor Landscape Contractors Limited are to inform their insurance company of any reportable accident or dangerous occurrence.

FIRE AND EMERGENCY PROCEDURE

- e) Scandor Landscape Contractors will, as part of the induction, brief all site personnel of the fire plan. A copy of the fire plan will be displayed in the welfare cabin on site.
- f) Scandor Landscape Contractors will provide sufficient suitable fire fighting equipment that will be place at designated fire fighting points.
- g) Scandor Landscape Contractors Limited will inform all operatives of the fire/emergency procedure, the designated fire fighting points, the name of the fire marshal and where the fire assembly points are.

WELFARE

- h) Scandor Landscape Contractors Limited will provide adequate welfare facilities in compliance with the Construction (Health, Safety and Welfare) Regulations 1996.
- i) Scandor Landscape Contractors Limited will inform all employees of the welfare arrangements for this contract.
- j) Further information is available in the Scandor Landscape Contractors' Health and Safety Manual.

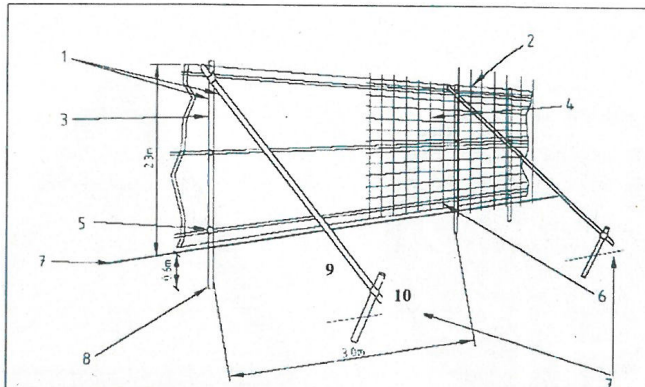
MANAGEMENT, MONITORING AND REVIEW

- k) Scandor Landscape Contractors Limited will ensure that all members of their management team are competent to carry out their duties in compliance with the companies Health and Safety at Work Policy.
- l) Scandor Landscape Contractors Limited will ensure that all personnel from managerial level to site operatives have received job specific training.
- m) Scandor Landscape Contractors Limited will hold periodic management meetings on site to ensure continuous compliance with the Health and Safety Plan. These meetings will be open to all contractors/operatives on site in order that they may offer advice on any matter concerning health and safety.

TREE PROTECTION

- n) Tree protection will be erected in locations indicated on the Tree Protection Plan, drawing no J48.58/02 as attached to the Arboricultural Implications Assessment, produced by Broad Oak Tree Consultants and included in the original Planning Submission.
- o) The protective fencing is to be constructed of a scaffold framework with uprights driven into the ground to a minimum of 0.6m and at no greater than 3m spacing. Onto the uprights, Heras panels will be securely mounted with all- weather notices attached to every 5th panel reading “Keep Out- Protected Area”. The fencing will form enclosed areas to which access will be allowed only to qualified personnel.

Minimum Tree Protection Barrier Requirements / Fencing Example (BS5837:2012)



1. Scaffold poles	6. Wire twisted and secured on inside face of fencing to avoid easy dismantling
2. Uprights to be driven firmly into ground.	7. Ground level
3. panels secured to uprights with wire ties and where necessary standard scaffold clamps	8. Approx 0.6m driven into the ground
4. Weldmesh and/or exterior grade 18mm plywood wired to the uprights and horizontals	9. Angled bracing scaffold poles
5. Standard scaffold clamps	10. Ground anchor as below



Ground Anchor

EXAMPLE OF FENCING SIGNAGE



- p) Protective fencing is to be erected prior to the commencement of site works and remain in place until completion of construction.
- q) Removal of trees to be carried out by qualified tree surgeons.

- r) Excavations in the vicinity of T99 common oak will be done by hand, in accordance with the Tree Protection Plan as referenced above. An Arboricultural Method Statement is being produced by Broad Oak Tree Consultants Ltd.
- s) Any such tree or hedgerow which is seriously damaged during the implementation of the tree protection shall be replaced within 6 months of the occurrence of such damage and by another of the same species in the same position and of not less than 1.6 metres height when planted.

6. METHOD STATEMENT

GENERAL INFORMATION

Scandor Landscape Contractors recognise that different sites represent special requirements for Health and Safety. We will take every care to ensure that our works are secure and our procedures are safe in terms of access to the site and its materials and in regards to the movement of vehicles.

If any asbestos containing materials are found during excavations stop work immediately and contact the contract manager.

A copy of HSG 150 Health and Safety in Construction will be kept on site at all times for reference and information.

Health and Safety and site inspections will be conducted on a weekly basis.

All site personnel will attend a site induction on day one.

Site working hours are:

0800 - 1800, Monday - Friday.

0800 - 1800, Saturday.

No working on Sundays or Public Holidays without consent from the CA.

A site speed limit of 5MPH is to be strictly adhered to. This applies to the whole school.

All site personnel are to park their vehicles on the multi use games area or in the compound once the MUGA is complete. Vehicles will not be parked on The Dale.

All orders will be accompanied by a location and site map and a site contact number. Access to the site will be via The Dale, off the A3.

Deliveries will be co-ordinated with the school starting and finishing times and vehicle movements kept to a minimum.

A banksman will escort any vehicles coming onto or driving off site.

All vehicles will be fitted with warning lights and reversing beepers.

The driver of each vehicle leaving the site will ensure that his vehicle is free from mud or debris. The foreman will also be responsible for delivery vehicles leaving the site in a clean condition. A jet wash will be on hand to clean vehicle tyres.

The road outside the site entrance will be swept/cleaned as necessary and a road sweeper will be hired in as and when necessary so as to ensure the neighbouring roads are kept clean and free from mud. The roadsweeper will be on site prior to any lorry movements so that any mud/debris is immediately cleared of the road.

The construction of the natural grass sports fields requires no removal of materials from site as it will all be used in the levelling process.

All plant will be in good working order, fitted with flashing beacons and reversing beepers.

All plant will be locked in the compound, secured with chains and immobilised each night. All fuel caps will be locked.

All fuel for the plant will be brought to site each morning and poured into the vehicle at the start of each day. Funnels and drip trays will be used to decant the fuel safely. No fuel will be stored on site. Filling shall not take place near drains or watercourses or near planting beds.

Mobile phones will not be used while operating or directing plant.

All personnel will wear PPE required for their works (See labour and plant resources).

Suitable clothing will be worn in conjunction with PPE at all times.

All Scandor employees have attended an emergency first aid course in the last three years.

A comprehensive first aid kit, general-purpose fire extinguisher and fire blanket will be held in the site office. All Scandor vehicles carry a first aid kit.

Any accidents on site will be entered in the accident report book located on site and reported to the Contract Administrator.

Hands must be washed thoroughly before eating in the facilities provided.

Radios will not be used on site.

In dry periods, a water bowser will be on site and used to suppress any dust that may be created by plant movements. The bowser will be fitted with sprinklers and towed behind a tractor to spread water across the site to limit any dust being produced.

Any plant that may cause any dust whilst being operated, such as a petrol saw, will have a dust suppression unit fitted.

All materials are to be stored in the site compound (see attached plan).

PROCEDURE OF WORKS:

All operatives are to attend a site induction prior to commencing works.

All operatives and sub-contractors are required to read and sign the health and safety plan.

Natural Grass Pitches:

Prior to the topsoil strip, the area to be stripped will be sprayed in order to kill off the grass.

Topsoil is to be stripped from the grass pitches and stockpiled in an agreed area.

The sports fields will then be levelled using a cut and fill technique.

Lateral drainage will then be installed followed by installation of the carrier drains.

On completion of the drainage the topsoil will be spread out and regarded to suit the design levels.

On completion of the topsoil grading, a sand gypsum mix will be applied and worked into the topsoil.

The sports fields will then be fine graded and seeded.

Once the grass sufficiently established, drainage grooves will be installed and the area btop dressed with sand.

Multi Use Games Area (MUGA):

Existing macadam and road kerbs on the MUGA are to excavated and removed from site.

Lateral drainage will then be installed along the length of the MUGA and connected to the main carrier drain.

New edging kerbs will be installed at the correct line and level.

Stone sub base will be re-graded to suit the new levels.

4m high twin bar fencing will be installed around the perimeter of the courts and between the area of macadam finish and the area of artificial turf.

Tarmacadam will be laid to the tennis courts.

Artificial grass will be installed on the 5-a-side areas.

A new access path and terrace seating will be installed adjacent to the courts.

A new long jump pit and runway will be installed near to where the existing one currently sits.

7. LABOUR AND PLANT REQUIREMENTS

Labour

- i) 1 No. Site Foreman
- ii) 3 No. Site Operators

Plant

- i) 13 tonne and 5 tonne excavators
- ii) 1 No. Cat-Scan Equipment
- iii) 2no 5 tonne dumpers
- iv) D6 Bulldozer
- v) Tractor and trailer
- vi) Water bowser with sprinkler attachment
- vii) Power washer plus hoses

PPE

- i) Hard Hats
- ii) High Visibility Clothing
- iii) Safety Footwear
- iv) Ear defenders for noise over 85dec
- v) Safety goggles/safety glasses as required
- vi) Safety gloves

6. SUB-CONTRACTORS

Earthworks:

Kestrel Contractors Ltd

1. HANDOVER

On completion of the contract works, Scandor Landscape Contractors Limited will meet the C.A. to complete the hand-over and agree the satisfactory completion of the works.

This Health and Safety Plan is open for discussion. Scandor Landscape Contractors Limited do reserve the right to alter and amend it in the interests of safety, efficiency or economy although all appropriate parties would be consulted before any changes or methods take place.

2. RISK ASSESSMENT –

Health and Safety Plan – Purbrook Park School

SSUE	HAZARD	WHO IS AT RISK	SEVERITY OF RISK L - LOW M- MEDIUM H - HIGH	LIKELIHOOD OF RISK	RECOMMENDATION	CONTROL MEASURES	RISK LEVEL AFTER CONTROL MEASURES
Fuels	Contamination fumes and fire Pollution of the surrounding environment	Site operatives. Local Environment	H	M	Fill away from drains and beds. No fuel left on site. Use of drip trays when filling. Spill kits on site.	Comply with COSHH assessment.	L
Machinery and plant	Injury by movement	Site operatives	H	M	All site operatives to be aware of machinery on site. Banks man to be available at all times. Operatives to wear PPE and hi-vis clothing.	Operatives to have correct certification to use plant. Refer to safe system of work Excavator Dumper	L
Movement of Materials	Injury by movement	Site operatives & local residents	H	M	Material movements during agreed hours only. Banks man to be available at all times. Operatives to wear PPE and hi-vis clothing. Plant to have warning beacons fitted.	5mph speed restriction. Traffic management plan to be strictly adhered to. All operatives to be aware of movement of vehicles.	L

Health and Safety Plan – Purbrook Park School

ISSUE	HAZARD	WHO IS AT RISK	SEVERITY OF RISK	LIKLIHOOD OF RISK	RECOMMENDATIONS	CONTROL MEASURES	RISK LEVEL AFTER CONTROL MEASURES
Services	Injury caused by hitting buried or overhead services during works	Site operatives	M	M	Obtain and study service drawings. Carry out CAT scan prior to excavation. Mark and identify. Hand dig all areas. All operatives, sub-contractors and delivery drivers to be made aware of services.	Site Operatives to observe service locations. Site inductions, toolbox talks. All deliveries to call site 30mins before arrival.	L

Health and Safety Plan – Purbrook Park School

ISSUE	HAZARD	WHO IS AT RISK	SEVERITY OF RISK	LIKLIHOOD OF RISK	RECOMMENDATIONS	CONTROL MEASURES	RISK LEVEL AFTER CONTROL MEASURES
Access and egress from the school.	Vehicle movements	Staff, parents and pupils	M	M	Deliveries to be outside of school opening and closing times.	All suppliers to be informed of specific delivery times. Drivers are to phone ahead prior to arriving on site	L
Access and egress from the site	Vehicle movements	Pupils, staff and site operatives	H	M	All deliveries are to be escorted by a banksman.	Drivers are to phone ahead prior to arriving on site so that site staff are prepared for their arrival..	L

Health and Safety Plan – Purbrook Park School

ISSUE	HAZARD	WHO IS AT RISK	SEVERITY OF RISK	LIKLIHOOD OF RISK	RECOMMENDATIONS	CONTROL MEASURES	RISK LEVEL AFTER CONTROL MEASURES
Working with plant machinery	Exposure to noise	Site operatives.	M	M	Ensure correct ear protection is worn where plant exceeds stated noise regulations	PPE to be regularly inspected and updated when necessary	L
Working with hand held machinery.	HAV's Exposure to noise	Site operatives	H	M	Only trained, experienced operatives use equipment. PPE to be worn. Equipment to be up to date and serviced.	Limit working time and take frequent breaks. Share work between operatives.	L

Health and Safety Plan – Purbrook Park School

ISSUE	HAZARD	WHO IS AT RISK	SEVERITY OF RISK	LIKLIHOOD OF RISK	RECOMMENDATIONS	CONTROL MEASURES	RISK LEVEL AFTER CONTROL MEASURES
Mud/debris on site or migrating onto public highway	Slips, trips, skids	Site operatives Public	H	M	Access park and/or highway swept by hand or roadsweeper as necessary. Jet wash available to clean tyres prior to leaving site	Avoid driving on soils or excavated materials etc.	L
Outdoor working	Exposure, Sunburn, dehydration	Site operatives	H	M	Appropriate clothing to be provided and worn, Sun cream to be provided and worn. Adequate drinking water to be provided. Adequate welfare to be provided.	Information, awareness, training, tool box talks.	L

12. COSHH

1.0 STATEMENT

Having regard to the Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 2002 and requirements we have appraised the working conditions and operations of our landscape contracting business and list on the following pages the results of our findings and actions required.

We fully recognise that whilst our main duty under the Regulations is in respect of employees of Scandor Landscape Contractors Limited, we also have a like duty in respect of any other person who may be affected by the work carried out by Scandor Landscape Contractors Limited (see Appendices I and II).

It is of paramount importance that all work carried out on our sites, known as **SITE**, will be undertaken with due regard to the Health and Safety at Work Act, 1974.

2.0 IDENTIFICATION OF HAZARDOUS SUBSTANCES

Should previously undiscovered contaminated material be encountered during the course of the works see Appendix III.

Our C.O.S.H.H. Assessment has identified six classes of potentially hazardous substances either in use or arising from our company's work practices:

- **PESTICIDES AND OTHER CHEMICALS:** i.e. all the substances used to control weeds, diseases and pests.
- **FERTILISERS:** i.e. the small particles of granular fertiliser which provide a nutrient source for growing plants.
- **ZOONOSSES:** i.e. Tetanus and Leptospira.
- **FUEL AND OILS ETC**
- **FUMES:** i.e. exhaust and from applying other substances.

An assessment of the risks involved, action already taken to reduce risk and any action required, with regard to each of these classes, is detailed in the following sections.

3.0 PESTICIDES AND OTHER CHEMICALS

3.1 Pesticides

3.1.1 The Risks

Risks are involved in:

- *Handling and delivery*
- *Storage*
- *Mixing and application*
- *Disposal (of containers)*

3.1.2 Action Already Taken to Reduce Risk

- (i) The company uses a limited range of only **approved** horticultural and agricultural pesticides, which we consider essential to our commercial viability. (Further details available on request).
- (ii) The company policy is to use residual herbicides on its landscape projects in order to reduce to a minimum the necessity for further herbicide applications.
- (iii) Further herbicide applications will usually take the form of treatments with knapsack sprayers, thus cutting down the quantity of herbicide used and allowing both specific and accurate treatment to be undertaken.
- (iv) All staff handling and applying pesticides have undergone training under the F.E.P.A. Regulations (Foundation Module and Hand Held Sprayer Test [N.P.T.C.]) and hold Certificates in PA1 and PA6. We are entirely satisfied that this training ensures that our staff are competent to mix, apply and dispose of sprays within the laid down safety recommendations.
- (v) Protective clothing is always available and in good condition.
- (vi) The knapsack type sprayers and boom/nozzles are regularly maintained to ensure reliable and accurate operation.
- (vii) Warning signs are used to, firstly, alert and, secondly, keep away other site contractors and the general public i.e. all persons likely to be affected by our spraying operations.
- (viii) Pesticides are stored in a purpose built lockable pesticide store at our Hensting Lane premises.

- (ix) In the event of our vehicles being used to convey chemicals, a portable, purpose built secure chemical cabinet is always used.
- (x) There is tight stock control in the pesticide store with detailed usage and application records being kept.

3.1.3 Action Required and/or Items for Future Consideration

- (a) If we are advised that safer alternative chemicals to the ones we use at present become available - we will consider using them subject to certain criteria i.e. cost and effectiveness.
- (b) A set of Data Sheets giving details of accidents/emergency procedures will be kept in each of our vehicles, which are normally used by those staff trained to apply pesticides.

3.2 Other Chemicals

We have assessed various other chemicals associated with our contracting operations including paints, brick cleaning chemicals, bonding and fixing adhesives, wood preservatives and hygiene chemicals and conclude that there is no risk in using these substances as long as the manufacturer's recommendations are complied with.

3.3 Generally

Data Sheets for all hazardous chemicals are available. Our employees have been trained to use chemicals safely, are aware of accident/emergency procedures and have access to Data Sheets.

4.0 FERTILISERS

4.1 The Risks

Risks are involved in:

- *Handling and delivery*
- *Storage*
- *Application*

4.2 Action Already Taken to Reduce Risk

- (i) All fertiliser is stored in a lockable shed at our Hensting Lane premises.
- (ii) All fertiliser used is purchased from reputable suppliers, applied at recommended rates and contains no pesticides.
- (iii) By using high quality fertiliser an attempt is made to minimise dust content.
- (iv) Protective clothing is always available e.g. gloves, goggles, respirators.

4.3 Action Required and/or Items for Future Consideration

- (a) In some situations where access is not available for a tractor and spreader or a small groundwheel driven applicator, fertiliser has to be applied by hand. There is no other method of accurate placement and we consider that, provided protective clothing is worn, there is no risk to health.

We conclude that no further action is necessary.

6.0 ZONOSSES

6.1 The Risks

Risks are involved in:

- *Contact with urine contaminated items (Leptospira)*
- *Contact with contaminated items (Tetanus).*

6.2 Action Already Taken to Reduce Risk

- (i) We advise that all members of staff should be up to date with their Tetanus protection and continue to have booster injections as necessary.
- (ii) Leptospira is not considered a problem. Regular baiting and extermination of vermin is carried out at our premises.
- (iii) Employees should take the necessary precautions of covering open skin wounds not only when working on other premises but also our own.

6.3 Action Required and/or Items for Future Consideration

No further action is necessary.

7.0 FUEL AND OILS ETC.

7.1 The Risks

Risks are involved in:

- *Contact with skin*
- *Splashing*
- *Possible slippery surfaces*

7.2 Action Already Taken to Reduce Risk

- (i) The company operates many machines powered by small petrol or diesel engines. Due to the nature of the landscape contracting business, fuel supplies are carried in portable containers.
- (ii) In the majority of cases, the company uses five and twenty-five litre fuel cans. In order to reduce spill and splash risk the correct size funnel is always used.
- (iii) Auto-dispensers are used to minimise spillage.
- (iv) Care should be taken when handling all fuel oils and gloves are provided for the handling of waste lubricants, fuels, oils and greases.

7.3 Action Required and/or Items for Future Consideration

No further action is necessary.

8.0 FUMES

8.1 The Risks

The risks involved are primarily from:

- *Engine exhausts*
- *Applied substances.*

8.2 Action Already Taken to Reduce Risk

- (i) Although our machines are usually operated outside, thus presenting no risk of fume inhalation, employees are reminded that engines should only be run if essential and then only in a well-ventilated area.
- (ii) Painting and staining should only be undertaken in a well-ventilated area.

8.3 Action Required and/or Items for Future Consideration

No further action necessary.

9.0 CONCLUSION

We consider that we have undertaken a comprehensive assessment of our landscape contracting operation and, to the best of our ability, believe it to be operated in a safe and thoughtful manner.

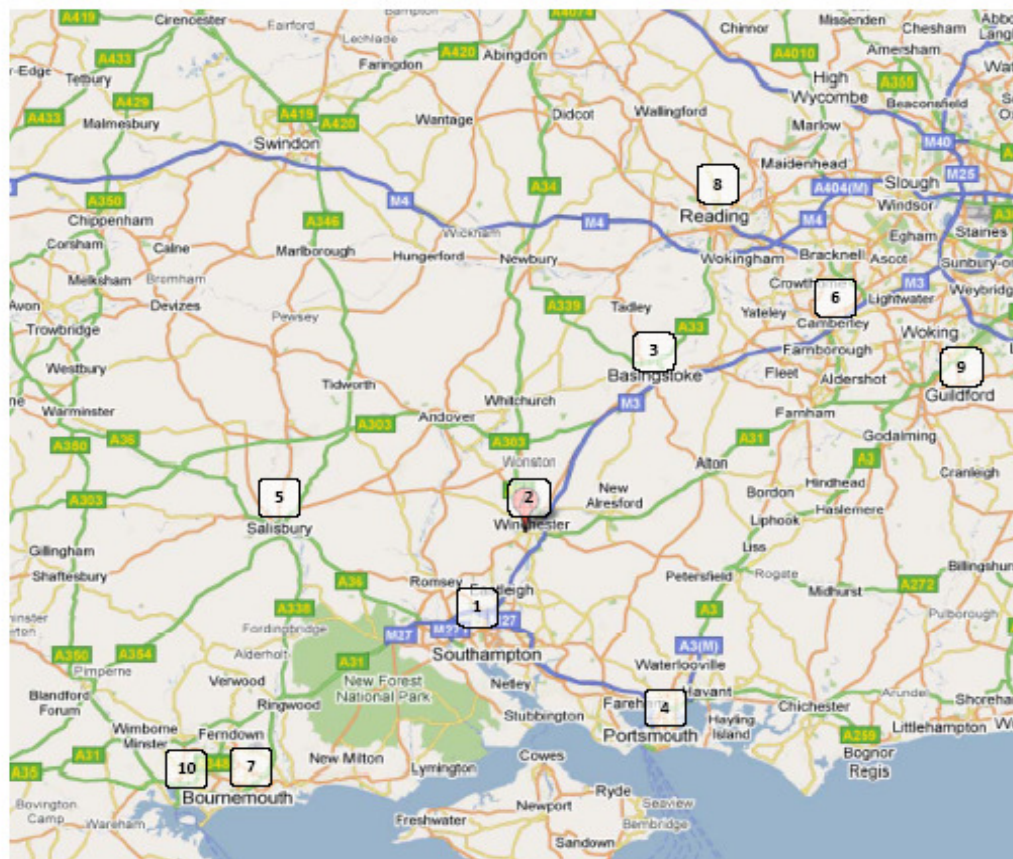
We will update this assessment on an annual basis and are quite prepared to hear from any member of staff who considers there is a problem or who wishes further details concerning any of the foregoing.

We **all** have a responsibility to ensure a safe working environment.

Note: Comprehensive Data Sheets for the majority of substances used by this company are available for reference at our office. In particular, they contain all the necessary information for emergency procedures in case of spillage or accident.

Chemicals and substances to be used relating to this site are contained at the rear of this section.

HOSPITAL LOCATIONS MAP



ACCIDENT & EMERGENCY HOSPITALS

- | | |
|---|---|
| 1. <u>Southampton General Hospital</u>
Tremona Road, Southampton, Hampshire,
SO16 6YD 023 8077 7222 | 6. <u>Frimley Park Hospital</u>
Portsmouth Road, Frimley, Surrey, GU16 7UJ
01276 604 604 |
| 2. <u>Royal Hampshire County Hospital</u>
Romsey Road, Winchester, Hampshire,
SO22 5DG 01962 863 535 | 7. <u>Royal Bournemouth General Hospital</u>
Castle Lane East, Bournemouth, Dorset,
BH7 7DW 01202 303 626 |
| 3. <u>Basingstoke and North Hampshire Hospital</u>
Aldermaston Road, Basingstoke, Hampshire,
RG24 9NA 01256 473 202 | 8. <u>Royal Berkshire Hospital</u>
London Road, Reading, Berkshire, RG1 5AN
0118 322 5111 |
| 4. <u>Queen Alexandra Hospital</u>
Southwick Hill Road, Cosham, Portsmouth,
Hampshire, PO6 3LY 023 9228 6000 | 9. <u>Royal Surrey County Hospital</u>
Egerton Road, Guildford, Surrey, GU2 7XX
01483 571 122 |
| 5. <u>Salisbury District Hospital</u>
Odstock Road, Salisbury, Wiltshire, SP2 8BJ
01722 336 262 | 10. <u>Poole General Hospital NHS Trust HQ</u>
Longfleet Road, Poole, Dorset, BH15 2JB
01202 665 511 |

APPENDIX I

DUTY TO PROTECT OTHER PERSONS

By the very nature of the landscaping business our operations and their effects may, on occasions, come into close contact with other persons (not connected with Scandor Landscape Contractors Limited) at work on the same premises and, ultimately, members of the general public.

Our assessment (set out in Sections 3.0 - 8.0, above) has been drawn up with the above in mind, so far as is reasonably practicable, and we are satisfied that under the auspices of the C.O.S.H.H. Regulations 2002 we will not expose others to unacceptable risks created by work involving hazardous substances.

APPENDIX III

COSHH ASSESSMENTS

COSHH ASSESSMENT RECORD

SITE: Purbrook Park School	
ASSESSMENT RECORD: Diesel/Gas Oil	
1. LOCATIONS WHERE SUBSTANCE IS USED	Contract sites.
2. QUANTITIES AND FREQUENCY OF USE	Bowser to refill plant
3. WHO USES THE SUBSTANCE	Site Foreman.
4. FREQUENCY AND DURATION OF ABOVE	Up to 5 minutes when refilling plant
5. WHO HANDLES/TRANSPORTS THE SUBSTANCE	Site Foreman.
6. CONTROL MEASURES	Machines switched off. Funnels and drip trays used. Rubber gloves and protective footwear used. Where possible refilling to be carried out at the start of the day using the full can.
7. MAINTENANCE PROCEDURE	Avoid spillage. Fuel to be locked up at all times. No empty cans to be left on site
8. STORAGE ARRANGEMENTS LOCATION: QUANTITIES STORED: OTHER OBSERVATIONS:	Site 1000L fuel bowser Fuel storage only accessible by authorised persons.
9. EMERGENCY PROCEDURES:	Satisfactory
10. ACTION REQUIRED:	None
NAME: Mark Lilley	DATE: 06 th October 2014
SIGNED:	

SITE:Purbrook Park School	
ASSESSMENT RECORD: CEMENT	
1.	Contract sites.
2. QUANTITIES AND FREQUENCY OF USE	As determined by contract
3. WHO USES THE SUBSTANCE	Site Foreman and labourers.
4. FREQUENCY AND DURATION OF ABOVE	Up to one day.
5. WHO HANDLES/TRANSPORTS THE SUBSTANCE	Site Foreman.
6. CONTROL MEASURES	Protective clothing. Gloves, goggles and mask when handling the material
7. MAINTENANCE PROCEDURE	Cement to be kept in secure store at all times
STORAGE ARRANGEMENTS • LOCATION: Site store or imported daily – quantity as required. • QUANTITIES STORED: Never more than 20 bags. • OTHER OBSERVATIONS: Storage only accessible by authorised persons.	
EMERGENCY PROCEDURES : Satisfactory	
ACTION REQUIRED: none	
NAME: Mark Lilley	DATE: 06 th October 2014
SIGNED:	

SITE: Network Rail Basingstoke	
ASSESSMENT RECORD: Herbicide	
2. LOCATIONS WHERE SUBSTANCE IS USED	Contract sites.
2. QUANTITIES AND FREQUENCY OF USE	4ltrs per hectare. 1 application
3. WHO USES THE SUBSTANCE	Site Foreman.
4. FREQUENCY AND DURATION OF ABOVE	1 application
5. WHO HANDLES/TRANSPORTS THE SUBSTANCE	Site Foreman.
6. CONTROL MEASURES	Protective Clothing, secure boxes to transport chemical.
7. MAINTENANCE PROCEDURE	No washing out on site. No containers to be left on site. Chemicals to be locked up at all times
8. STORAGE ARRANGEMENTS LOCATION: QUANTITIES STORED: OTHER OBSERVATIONS:	Site 1x5ltrs in van, 4x5ltrs in Chemical store: all chemicals used recorded herbicide application book and signed in and out of the chemical store.
9. EMERGENCY PROCEDURES:	Satisfactory
10. ACTION REQUIRED:	None
NAME: Mark Lilley	DATE: 6 th October 2014
SIGNED:	

APPENDIX IV

EMERGENCY CONTACT NUMBERS.

NEAREST ACCIDENT & EMERGENCY:

**QUEEN ALEANDRA HOSPITAL
SOUTHWICK HILL ROAD
PORTSMOUTH
PO6 3LY**

02392286000

EMERGENCY SERVICES:.....999

SOUTHERN WATER:.....0845 278 0845

SOUTHERN ELECTRIC:.....0800 72 72 82

SOUTHERN GAS:..... 0800 111 999

APPENDIX VI

Check Sheets

All personnel: Please sign this form to confirm that you have read the Health and Safety Plan.

SITE VISITOR RECORD SHEET

SITE VISITOR RECORD SHEET (CONTINUED)

SITE VISITOR RECORD SHEET (CONTINUED)