



ENVIRONMENTAL, HEALTH AND SAFETY POLICY

Revised October 2024

1.0 INTRODUCTION

As a committed and responsible employer to its moral and statutory obligations, Pest and Knotweed Solutions Limited has formulated an Environmental, Health and Safety Policy and Management System.

1.0 INTRODUCTION

2.0 SCOPE of Pest and Knotweed Solutions Limited Policy

3.0 COMPANY STATEMENT OF POLICY defining the intent

4.0 GENERAL DUTIES under the Health and Safety at Work Act

5.0 THE ORGANISATION AND SPECIFIC DUTIES defining areas of responsibility

6.0 GENERAL ARRANGEMENTS, PROCEDURES AND RULES for implementing the Policy defining the means by which **Pest and Knotweed Solutions Limited** objectives can be achieved

The Policy shall be reviewed and updated as often as it is required in the light of changing legislation and work scope.

If any changes or addition to procedures and rules are deemed necessary in the light of accidents or incidents, these will be published immediately. Similarly, if any new procedures or equipment are introduced, the procedures and rules shall be published prior to their commencement.

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2.0 SCOPE

This Policy applies to all full-time and part-time employees of Pest and Knotweed Solutions Limited. It is a Company statement and Policy required by Law and the information given must be read, understood, and complied with by all personnel.

It applies to all facilities being used by Pest and Knotweed Solutions Limited, together with all locations where work is being carried out for clients on other sites and any other locations as stated by Pest and Knotweed Solutions Limited.

Where employees are working on sites under the control of a third party, all personnel must comply with the policy requirements of Pest and Knotweed Solutions Limited in conjunction with any safety requirements laid down by that third party at the site.

It is a condition of employment that all employees of Pest and Knotweed Solutions Limited comply with this Policy at all times.

It is also a Contract requirement that all sub-contractors of Pest and Knotweed Solutions Limited comply with this Policy at all times.

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3.0 STATEMENT OF ENVIRONMENTAL, HEALTH AND SAFETY POLICY AND MANAGEMENT SYSTEM

Pest and Knotweed Solutions Limited is committed to the prevention of accidents and incidents involving personal injury to Employees, Contractors, Sub-Contractors and the General Public.

Pest and Knotweed Solutions Limited is also committed to preventing damage to property, plant equipment and the environment through fire, improper use of equipment or lack of training of its workforce.

Pest and Knotweed Solutions Limited is committed to continuous efforts to improve environmental performance throughout its activities. It will encourage concern and respect for the environment, emphasize every employee's responsibility in environmental performance and provide appropriate operating practices and training.

The Management recognises and accepts their responsibilities to ensure a safe and healthy working environment, with safe systems of work for all employees, and to provide information, instruction, training and supervision as may be required.

Pest and Knotweed Solutions Limited believes that the promotion of Occupational Safety, Health and Environmental measures is a mutual objective for Management and all levels of employees.

Pest and Knotweed Solutions Limited has appointed Mr Gareth Turner as the person responsible for all matters relating to Safety, Health and the Environment.

Implementation of this Policy can only be achieved by compliance with legal requirements, dedication at all levels of Management, commitment of all employees and the adequate funding and resources by Pest and Knotweed Solutions Limited.

This Policy shall be kept up to date, particularly as the business changes in nature and size.

Signed

Date **10th October 2024**

Gareth Turner
Director
Pest and Knotweed Solutions Limited

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4.0 GENERAL DUTIES AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEE (Health and Safety at Work etc Act 1974)

The Health and Safety at Work etc Act 1974 details many duties and responsibilities to be complied with by the Employer (Pest and Knotweed Solutions Limited) and all employees. The following are highlighted for ease of references and are to be complied with at all times.

RESPONSIBILITIES OF EMPLOYER

It is the responsibility of the Employer to:

1. Ensure as far as is reasonably practicable and health, safety and welfare at work of all employees.
2. Provide and maintain plant and systems of work that are safe and without risk to health.
3. Ensure the safety and absence of risk to health during the use, handling and storage of articles and substances, which are inherently or potentially dangerous.
4. Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of every employee.
5. Maintain the workplace in a condition that is safe and without risk to health, and to provide a safe means of access to, and egress from, the workplace.
6. Provide and maintain a safe and healthy working environment with adequate welfare facilities and arrangements.

RESPONSIBILITIES OF EMPLOYEE

It is the responsibility of each employee while at work to:

1. Take reasonable care for the health and safety of himself and of others who may be affected by his acts or omissions at work.
2. As regards any duty 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.
3. Ensure that no intentional or reckless interference or misuse of anything provided in the interest of health and safety is carried out.

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5.0 THE ORGANISATION AND SPECIFIC DUTIES

5.1 THE COMPANY SHALL:

Be committed to comply with health and safety and environmental statutory as they affect the company's operations and business.

Provide adequate time, funds, PPE and materials to enable its health and safety policy to be effective.

Continually review the planning of means to achieve Pest and Knotweed Solutions Limited production in order to take into account safety, health and environmental priorities.

5.2 THE NOMINATED DIRECTOR SHALL:

Co-ordinate all safety, health and environmental matters and ensure that all such matters are adequately recorded and actioned as necessary.

Establish, as far as is reasonably practical and general safety, health and environmental requirements of potential clients at the tendering stage.

Notify the appropriate authorities, where necessary, of works being carried out and liaise with those authorities as to the implementation of any statutory requirements.

Call upon the services of professional consultants for advice and assistance in any areas where safety, health and environmental concerns exist.

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5.3 SITE MANAGERS / SUPERVISORS SHALL:

Be actively involved in the achievement of Pest and Knotweed Solutions Limited aims and have the duty and authority to take any necessary actions to ensure compliance with this policy.

Ensure that they are fully conversant with the Pest and Knotweed Solutions Limited, Environmental, Safety and Health Policy.

Ensure the effective operation of Pest and Knotweed Solutions Limited, Environmental, Safety and Health Policy at all levels for which they are responsible and liaise with Management and client to ensure that all requirements are complied with.

Ensure that appropriate risk assessments are carried out for all Pest and Knotweed Solutions Limited locations/operations and review those of other operations in the vicinity to ensure interfaces are identified and adequately controlled.

Ensure that any sub-contractors conform to Pest and Knotweed Solutions Limited and client safety, health and environmental requirements.

Investigate all accidents, incidents, fire and dangerous occurrences within their area of control.

Take appropriate disciplinary action, where necessary, in the event of non-compliance with this Policy.

Operate all defined Pest and Knotweed Solutions Limited and client safe working procedures as required for each project.

On arrival at a client's premises, before work commencement, all Pest and Knotweed Solutions Limited staff present on site to report to the appropriate person or persons and establish the current emergency procedures and requirements for the working premise.

5.4 EMPLOYEES SHALL:

Observe their legal duty under HASAWA section 7:

(a) To take reasonable care for the health and safety of himself and other persons who may be affected by 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.

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6.0 GENERAL ARRANGEMENTS, PROCEDURES AND RULES

6.1 ALCOHOL AND DRUGS

The consumption of alcohol and the use of controlled drugs are forbidden. Any person found to be using alcohol or controlled drugs will be removed from Pest and Knotweed Solutions Limited or clients controlled premises for his / her own safety and that of others and will be subject to disciplinary proceedings which could result in dismissal.

Management have the authority to remove any of its employees from any of Pest and Knotweed Solutions Limited works locations should health and safety at work be compromised.

Where employees use prescribed drugs this must be always notified to their line manager to ensure that any work allocated is appropriate and does not present a hazard to the employee or others.

6.2 ASBESTOS

Pest and Knotweed Solutions Limited does not carry out work involving the use or handling of asbestos.

Asbestos may still be found in some client locations. It may be hazardous if disturbed. If asbestos is found, report the matter to the Site Management immediately.

Do not enter marked areas where asbestos work is in progress.

Do not disturb any material eg, insulation without consulting the site management.

In the event of exposure:

- Remove contaminated clothing and leave at location.
- Move away from contamination (upwind if possible), but remain in the vicinity, isolate the area.
- Report to Site management, preferably by unaffected third party.
- Avoid entering and contaminating other areas.
- Wait for approved asbestos removal contractors to arrive and follow their instructions.

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6.3 CLIENT SAFETY

Pest and Knotweed Solutions Limited shall co-operate with clients in observing their Safety Rules and Regulations and ensure, through its Site Management and Supervision that these are brought to the attention of the workforce.

All personnel are expected to observe all client Safety Rules and Regulations, directive signs etc and to report accidents, or incidents or dangerous occurrences to their Site Manager/Supervisor.

6.4 COSHH-CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

In accordance with the regulations, information on substances hazardous to health shall be readily available to all employees. Where control measures are necessary or the use of personal protective equipment is required, this shall be made known prior to the issue and use of the substance.

A copy of all COSHH data sheets and assessment sheets shall be retained electronically and be available to all employees. Where hazardous substances are to be utilized, Site Management/ Supervision shall ensure that a copy of the relevant assessment sheet is available at the location. Where hazardous processes are carried on, COSHH assessments shall be referred to in method statements and made available.

Before using any substance or carrying on any process, personnel shall ensure that hazards to health and any necessary precautions to be taken are known. If in doubt, the Site Manager/Supervisor shall be consulted.

When working in any location, the existence of hazardous substances and any necessary control measures shall be established. If information is not readily available from the client, then the Site Management/Supervisor shall be consulted.

Substances must only be transported in suitable and properly labeled containers. Lids must always be secure. Only sufficient quantities for the work in hand to be taken to the workplace. Any remaining substances must be returned to the stores or disposed of in accordance with waste management procedures on completion of the work.

Any new substances purchased shall not be used until health and safety data sheets have been received and assessment as to their effects on health and safety have been made.

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6.5 ELECTRICAL EQUIPMENT, MACHINERY AND TOOLS

All electrical equipment shall undergo regular test and inspection, in accordance with Pest and Knotweed Solutions Limited programme, which will be carried out by a competent qualified service engineer in compliance with legislative requirements.

Records of inspection shall be held at electronically.

A label shall be affixed showing due date for next inspection.

Before use, all electrical equipment must be checked. If any of the following defects are or become apparent:

- Broken casing
- Damaged or exposed wiring
- Damaged plug
- Wear causing overheating
- Missing or broken safety devices or guards
- Broken or missing handles or other attachments
- Missing or out of date inspection label

Then a “DO NOT USE “label must be affixed and the equipment returned to storage.

Labels can only be removed and the equipment returned to service with the authority of the Site Manager/Supervisor following repair.

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6.6 ENVIRONMENTAL AND WASTE Policies

It is Pest and Knotweed Solutions Limited policy to comply with all applicable environmental laws and regulations and apply responsible standards where laws or regulations do not exist.

In accordance with this, environmental matters shall be considered when planning job procedures. Only such processes with the minimum of environmental impact shall be undertaken.

In the preparation of work method statements, due account shall be taken of any impact the work may have on the environment, whether immediate or in the future. Items to be considered shall include, but not be limited to:

Contamination of the soil by spillage.

Contamination of drains, waterways, streams or the water table.

Contamination of the air by the release of gases, vapors, mists, fumes or particulate.

Ground protection prior to commencement of work.

Waste shall only be disposed of in accordance with current regulations and in such a manner as to minimize environmental impact.

General procedures for waste disposal apply to every site and where required specific procedures for a particular site will be incorporated in the appropriate method statement for the site.

As a rule, waste shall be segregated into types and placed in the appropriate skip for that type.

Where skips are not provided or the waste does not come under any defined category, the Site Management/Supervisor must be consulted for disposal instructions.

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6.7 FIRE

All employees shall take every reasonable precaution to prevent the outbreak of fire and make themselves familiar with the procedure to be followed in the event of fire.

6.7.1 FIRE PRECAUTIONS

All buildings, temporary and permanent, shall have appropriate fire precautions as a minimum in accordance with their Fire Certificate. In all cases, an assessment shall be made for the precautions to be taken in accordance with legislation and the use for which they are intended. Such assessment to include:

- The provision of extinguishers/extinguishment systems
- Fire exits and escape routes
- Assembly points
- Alarms and systems
- Appropriate marking in accordance with Safety Signs Regulations
- Appointment of fire wardens

For all work activities producing heat, flame or sparks there must be a fire extinguisher of the correct type in the vicinity.

The area must be cleared of all flammable substances and as far as possible of combustible materials prior to work commencing.

Drain and sewer manholes and vents must be sealed prior to work commencing

Work areas must be checked for any smoldering materials prior to leaving the area.

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6.7.2 FIRE ACTION

On finding an outbreak, an attempt to extinguish it can be made provided that:

- The correct fire extinguisher is available and the method of use is known.
- To fight the fire does not prejudice the health and safety of any person.

In the event of fire:

- Raise the alarm / alert any others in your unit.
- Call the fire brigade by dialing 999
- If it is safe to do so, attempt to extinguish the fire with the appliances provided, but do not take personal risk. Ensure you have a clear exit route.
- Evacuate the building or area using the nearest exit and proceed to the fire assembly point.
- **DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS NOT IMMEDIATE TO HAND**
- Do not re-enter the building until told that it is safe to do so by the fire brigade or the designated fire officer in charge.

The above are the general rules to be followed. However, there may be differences subject to the requirements of the client. If so, the client's procedures must be learned and complied to.

It is the Site Manager's/Supervisor's responsibility to ensure that all employees and visitors are aware of and understand the procedures.

A notice detailing fire action procedures shall be displayed at all work locations.

6.8 HAND TOOLS

All cutting tools, e.g. chisels (wood and cold), saws, knives, files etc, must be sharp and free from chips, cracks, burrs and corrosion.

Striking faces for all hammers, chisels and similar tools must be kept polished and clean. No cracks, chips, burrs, corrosion or similar defects are permitted.

Tools not in use are to be stowed in toolboxes or in a safe location away from the immediate working area.

Screwdrivers are only to be used for the correct task, using the correct size at all times. They are NOT to be used as chisels, punches, scribes, and tin openers, paint stirrers or for similar acts of misuse.

Other miscellaneous tools shall only be used for the tasks that they have been designed for.

Never use the tool facing towards any part of the body unless designed for use in this way.

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6.9 HEALTH, WELFARE AND INJURIES

On selecting employees for work, Pest and Knotweed Solutions Limited shall consider the medical history of applicants to ensure that they are not assigned to tasks to which they are not physically or mentally suited.

Pest and Knotweed Solutions Limited accepts its obligation to provide a healthy working environment. As far as it is reasonably practicable, Pest and Knotweed Solutions Limited shall take adequate precautions to protect the employees occupational health by the provision of protective equipment, protective devices and personal protection. All employees have a duty to use all such items that are provided for their health and safety protection.

It is vital that all employees are committed to personally playing an active part in assisting Pest and Knotweed Solutions Limited by adopting and carrying out work methods to enable this to be achieved.

Adequate welfare facilities shall be provided at all work locations commensurate with work activities and manning levels.

All employees shall be provided with and carry basic first aid kits.

Site Managers shall ensure that all personnel are aware of first aid facilities and their location and the first aid attention is sought for all injuries.

Where appropriate, all work related injuries to employees must be entered in the accident book and reported to the Site Manager/Supervisor.

Injuries to any sub-contractor employee must also be entered in the Accident book and reported to the Site Manager/Supervisor.

It is the Site Manager's/Supervisor's responsibility to investigate all accidents and injuries and submit completed forms to Head Office for the attention of the Safety Officer.

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In the event of an injury reportable to the enforcing authorities, the Safety Officer must be informed immediately to enable compliance with RIDDOR (Reporting of Industrial Diseases and Dangerous Occurrences Regulations).

All absences from work due to illness must be reported to the Site Manager/Supervisor as soon as practicable and these reports to be referred to the Safety Officer. Where a reportable industrial disease is identified, this must be notified to the enforcing authorities in accordance with RIDDOR.

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6.10 HOUSEKEEPING

Housekeeping is the term used to describe those general practices common to all activities undertaken by employees, in keeping the work areas clean and tidy.

All employees must ensure that the following procedures are followed to maintain a good standard of housekeeping:

- Ensure passageways, stairways and fire exits are clear from obstruction.
- Do not leave tools and equipment on floors, ledges, scaffold boards, chairs, tables etc, when not in use - place in one defined area, away from both the work area and walkways.
- Ensure that tools using electrical cables or compressed air hoses are kept to a minimum. Wherever possible route cables and hoses overhead to reduce the likelihood of tripping hazards. Failing this, ensure that cables and hoses are kept separate and routed away from access ways.
- Ensure that heavy-duty bags are placed in the working area for immediate disposal of all forms of rubbish/debris. In addition, any form of hazardous waste, e.g. paints, solvents, chemicals, aerosols, acids, contaminated rags etc, shall be segregated and placed in specifically marked heavy duty bags provided on site.
- Ensure protective clothing is used when collecting debris.
- Do not work around debris/rubbish - remove or arrange for its disposal.
- Reduce the amount of debris to a minimum by maintaining good working standards and disposal of heavy-duty bags regularly.
- Spillages must be cleared immediately.
- In addition to general hygiene / housekeeping with the vehicle cabins. EMPLOYEES USING COMPANY VEHICLES MUST ENSURE ALL HERBICIDES / MATERIALS ARE SECURELY STORED AND LABELLED IN THE REAR OF THE VEHICLE IN ACCORDANCE WITH ALL LEGISLATION.

Poor housekeeping leads to greater risk of injury.

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6.11 INCIDENTS

An incident is defined as an unplanned event, which caused damaged or had the potential to cause injury or damage.

All incidents shall be reported to the Site Manager/Supervisor immediately for completion of Pest and Knotweed Solutions Limited incident Report form.

It is the Site Manager's/Supervisor's responsibility to investigate all incidents and submit completed forms for the attention of the nominated director.

This is necessary to enable Pest and Knotweed Solutions Limited to take steps to prevent their recurrence with potentially more serious consequences and enable Pest and Knotweed Solutions Limited to eradicate unsafe working practices or adopt alternative procedures to fulfill its aim of creating a safe and healthy working environment.

In the event of an incident reportable to the enforcing authorities, the nominated director must be informed immediately to enable his/her compliance with **RIDDOR** (Reporting of Industrial Diseases and Dangerous Occurrences Regulations).

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6.12 MANUAL HANDLING

It is the Site Manger's/Supervisor's responsibility to ensure that risk assessment and training is carried out for manual handling operations.

It is the responsibility of all personnel to observe the following rules:

Before attempting to lift anything, establish the following:

- The weight of the object.
- The center of gravity (its balance).
- Sharp edges or projections (gloves required at all times).
- Accessibility of the object (and where it is being moved to).

Use the Kinetic system of lifting and carrying:

- Correct Stance** - Your position should ensure that the major part of the work would be performed by those muscles that are most suited to the job.
- Straight Back** - If the back is straight the muscles controlling it will be relaxed. It is not possible to strain muscles unless they are under tension.
- Chin In** - This will automatically lock the spine in position.
- Grip** - Always use the palm of the hand or the roots of the fingers rather, than the fingertips.
- Arms Straight** - Keep them as close to the sides as possible. To bend the arms will, In itself, impose a strain on the muscles.
- Foot Position** - Always one foot in front of the other. Forward foot pointed in direction of travel. Rear foot read to thrust and follow through.
- Use of Body Weight** - Use it to counterbalance weight of object and to supplement or even take place of muscular effort.

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6.13 MOBILE PLANT

Must only be used by trained and authorised personnel.

Must be checked before use.

Must only be used for the purpose for which it was intended.

Servicing will be carried out in accordance with manufacturer's guidelines and statutory and legislative requirements. A notice shall be displayed on the equipment showing due date for next inspection/service.

The owner of hired plant must be notified of the need for inspection/service.

All mobile plant must be switched off before refueling. Extreme caution must be exercised during refueling to avoid spillage and contact with sources of ignition.

All mobile plant shall be fitted with or there shall be available in the immediate vicinity a dry powder fire extinguisher.

6.14 NOISE

Assessments of noise levels at client controlled work locations shall be sought as required from the client by the Site Manger/Supervisor.

Such information shall be freely available to all employees.

Should assessments reveal that personnel are likely to receive exposure to noise levels exceeding 80dB(A) over a period of eight hours daily or 40 hours weekly, the areas concerned shall be designated "Hearing Protection Zones", all personnel will be notified and the use of hearing protection will be mandatory for all entering or working in that area. Notices shall be displayed at all access points.

The type of protection required is dependent on the intensity, frequency and duration of exposure to the noise. The requirements shall be identified in the assessment.

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6.15 OFFICE SAFETY

The following are rules and procedures, which will minimize the potential for health and safety problems in the office environment.

- Passageways, stairways and fire exits must be kept clear at all times.
- Cables and leads must be routed to avoid tripping hazards.
- Filing cabinets must be filled from the bottom upwards. Heavy objects must be stored as low as possible. Pull only one drawer at a time. Close drawers after use.
- Flammable and combustible materials must be kept clear of heat sources.
- Fire extinguishers must not be obstructed.
- Knives and scissors must be kept closed and stored safely when not in use.
- Before leaving work switch off electrical appliances and disconnect from socket.
- Floors shall be maintained in good condition with sufficient friction to avoid the risk of slipping.
- Display screen equipment workstations shall be assessed in accordance with legislative requirements. If any of the requirements cannot be met the office / site manager must be consulted.

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6.16 PERSONAL PROTECTIVE EQUIPMENT

6.16.1 Eye Protection

Goggles or face shields are mandatory for any job, process or area where there is physical or biological risk of injury to the eyes.

6.16.2 Hand Protection

Gloves must be worn when handling material, which could cause physical injury.

Rubber or Nitrile gloves must be worn when handling chemicals or oils.

NB: Exercise caution when using rotating machinery.

6.16.3 Head Protection

Safety helmets are required to be worn when there is a risk of injury from falling objects or contact with overhead structures. Head protection areas are defined by Pest and Knotweed Solutions Limited and/or client. Notices must be displayed in these areas. However, where an operative perceives the need for head protection in a given situation, it is that operative's responsibility to obtain and wear appropriate head protection.

6.16.4 Hearing Protection

The use of hearing protection is mandatory in designated areas. It is compulsory to use hearing protection when carrying out noisy operations or working in noisy areas. See "Noise".

6.16.5 Respiratory Protection

Masks or other forms of respiratory protection may be required and must be used for certain tasks, which may produce dust or fumes; or when handling substances, which may create harmful vapours; or when working in areas where these conditions exist. Ensure that the correct protection is being used for the potential hazard. Employees shall be advised when respiratory protection is necessary and shall be instructed in its use.

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6.16.6 Safety Harness

When working at height and subject to a risk of falling, then a safety harness shall be worn with the lanyard attached to a secure anchorage.

All of the above equipment shall be readily provided by Pest and Knotweed Solutions Limited and be used when required by legislation and/or Pest and Knotweed Solutions Limited policy and/or client policy.

All equipment shall be maintained in a serviceable condition. If any defects are found the equipment shall be returned to the stores.

Information on the requirements for and use of the equipment can be obtained from the Site Manager/Supervisor.

Before purchase of new PPE, employees will be involved in the selection process.

When new equipment is required, Pest and Knotweed Solutions Limited shall ensure that it meets current standards and that employees are instructed in its use prior to issue.

6.17 PLANT AND EQUIPMENT

Only such plant and equipment as complies with statutory requirements and is in accordance with the appropriate standards shall be used by Pest and Knotweed Solutions Limited.

The safety of machinery, plant and equipment shall be investigated:

- Prior to purchase
- By regular inspection and maintenance to minimize any foreseeable hazards.

Where necessary, appropriate modifications and alterations shall only be carried out following case studies involving manufacturers, engineers and statutory authorities. Where the risk cannot be eliminated, personal protective devices shall be provided as appropriate.

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6.18 SUB-CONTRACTORS

Management shall endeavor to avoid using sub-contractors at all times, however, in the event that certain specialist sub-contractors are employed only competent, IRATA, BPCA, RSPH, Lantra or City & Guilds PA1/6 approved companies with 'Maxi' insurance policies are utilised to carry out any necessary work to Pest and Knotweed Solutions Limited sites, plant and equipment.

Sub-contractors must comply with all relevant statutory and legislative requirements, Pest and Knotweed Solutions Limited requirements and the requirements of the authority responsible for the premises at which work is being carried out.

All machinery and equipment provided by the sub-contractor must be suitable, in good working order and free from defect. All relevant statutory records must be made available for inspection by Pest and Knotweed Solutions Limited prior to the commencement of work. Maintenance, servicing and inspection of machinery and equipment must be carried out in accordance with manufacturer's guidelines and all statutory and legislative requirements.

All necessary information shall be made known to them at the tendering stage of the contract.

6.19 TRAINING

Management shall do its utmost to ensure that only suitable persons are selected and employed and that they are competent to carry out their work safely.

Any specialist training requirements, when identified, will be undertaken by outside or client agency as deemed necessary for all employees.

All new employees shall undergo a Safety instruction and it is the responsibility of the Management to ensure that each new employee is familiar with the safety aspects of his/her job.

Where particular duties involve additional safety and training requirements, e.g. the mounting of abrasive wheels etc, specialist training shall be given. Only trained appointed personnel will undertake such duties.

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6.20 VEHICLES

Only those personnel holding valid licenses of the class applicable and authorised by Pest and Knotweed Solutions Limited may drive Pest and Knotweed Solutions Limited company vehicles. Licenses must be submitted for examination before being authorised and on a six-monthly basis thereafter. Employees must notify management immediately of all accidents, insurance claims on any policy and convictions both current and pending.

Employees are responsible for carrying out daily serviceability checks on the following.

1. Check all lights working.
2. Check screen wiper operation - front and rear.
3. Check screen washer bottle for content.
4. Check screen washers for operation - front and rear.
5. Check operability and security of seat belts.
6. Check operation of horn.
7. Remove all satellite navigation 'sucker marks' from windows.
8. Visual inspection of tyres and vehicle prior to commencement of work.

Weekly serviceability check on the following:

1. Tyre pressures and condition.
2. Cooling water reservoir level.
3. Engine oil level.

Any defects must be reported to the director immediately.

Loads must not exceed the capacity of the vehicle and must be secured in a safe manner.

Passengers are not permitted unless there is adequate seating and they are on Pest and Knotweed Solutions Limited business.

6.21 VISITORS

Pest and Knotweed Solutions Limited has a legal responsibility for the safety and health of all visitors to their sites.

Before inviting visitors to its sites, Pest and Knotweed Solutions Limited shall ensure that they are aware of any special requirements of that site.

All visitors must report to the Site Manager on arrival who shall ensure that they are made aware of potential hazards, have and use the appropriate personal protective equipment and ensure that they comply with Pest and Knotweed Solutions Limited and Site Safety Rules and Regulations.

If a job cannot be done safely. Don't do it!



Pest and Knotweed Solutions Limited

ENVIRONMENTAL, HEALTH AND SAFETY POLICY

Revised October 2024

6.22 WORKING ENVIRONMENT

Whilst Management accepts the responsibility to provide a safe working environment, safe working cannot be achieved without the participation and co-operation of employees at all levels.

It must also be accepted that, because of contracting to various clients, Pest and Knotweed Solutions Limited does not always have control of the working environment. Where this occurs Pest and Knotweed Solutions Limited through its Management and Supervision, shall liaise with the client to ensure that any hazard, which exists, is reduced to a minimum and, where it cannot be entirely eliminated, adequate personal protection is provided.

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ENVIRONMENTAL, HEALTH AND SAFETY POLICY

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6.23 WORKING AT HEIGHT

Under The Work at Height Regulations 2005, Pest and Knotweed Solutions Limited will consider alternate methods of access prior to implementing the use of ladders. Should the need for ladders be required, Pest and Knotweed Solutions Limited and all its personnel will adhere to the following

6.23.1 Ladders

- Must be inspected for condition prior to use.
- Must be suitable and adequate for the job.
- Must be secured before use: tied or “footed”.
- Must be inclined at a ratio of 4:1, i.e. 4 metres up to 1 metre out.
- Must project at least 1.07 metres (3’6”) above any landing place.
- Must never be supported by its rungs.
- Must be supported on firm, level ground.

Do not work from a ladder unless the job can be reached in no other way.

Do not over-reach from a ladder- move it.

Always face the ladder when climbing or descending.

Beware of live overhead cables.

Beware of wet, icy or greasy rungs.

6.23.2 Step Ladders

- Must be checked for condition (including the cords to prevent spreading).
- Must be supported evenly on firm, level ground.
- Must be placed at right angles to the job.

Do not work from more than two thirds up a stepladder.

Do not overreach.

Only one person to use a stepladder at any one time.

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Pest and Knotweed Solutions Limited

ENVIRONMENTAL, HEALTH AND SAFETY POLICY

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6.23.3 Scaffolding

Scaffolding must only be erected or altered by trained and authorised personnel.

If the scaffold is not suitable for the work, or requires alteration, informs the Supervisor, Do not try to “Make Do”.

Under no circumstances are scaffolds to be altered.

Before using a scaffold:

- Consult the “Scaff-tag” and/or Scaffold Register to ensure that it has been inspected and is suitable for the work to be done.
- Ensure that it has been erected correctly; that it is stable, that guardrails and toe boards are in place, that the working platform is fully boarded, that suitable access ladders are in place and secured.

Never climb a scaffold, always use the ladder.

Never work outside the handrail.

6.23.4 Scaffold Towers

Scaffold towers may only be erected by authorised PASMA trained persons. Training will be provided prior to authorization.

Before erecting, ensure that all parts are present and in good repair. Erect the tower in accordance with the manufacturer’s instruction.

- It has been erected correctly.
- It cannot move (wheels must be locked when in use).
- No materials or equipment can fall off.
- The height does not exceed 3 times the minimum base dimension.

Before moving, the tower must be clear of all personnel, materials and equipment.

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6.23.5 Mobile Access Platforms (MEWPS)

Must only be operated by trained and authorised persons holding relevant IPAF certificates.

Must only be used on firm, level ground.

An appropriate safety harness should be used at required.

Personnel to remain within cage at all times while off the ground.

Must not be used as a crane to lift equipment.

Safe working load must not be exceeded. (Load includes personnel, tools and equipment).

6.24 WORKING METHODS

It is the responsibility of all levels of management to ensure that proper and safe systems of work are operated. The safest possible methods of work shall be devised commensurate with Pest and Knotweed Solutions Limited and client operations, taking into account any relevant specialist advice.

Method statements and risk assessments shall be provided for all operations.

Where “Permits to Work” are required, all employees shall adhere strictly to the requirements and conditions of the permit.

Having established a safe system of work, all personnel must comply.

All operational areas must be secured and warning notices posted as applicable.

The reduction of risk is dependent on compliance with: Pest and Knotweed Solutions Limited and client procedures, established systems and operator experience.

Signed

Date: **10th October 2024**

Gareth Turner
Director
Pest and Knotweed Solutions Limited

If a job cannot be done safely. Don't do it!