

Health & Safety Policy Statement

It is the Policy of Countrywide to meet its moral and statutory obligations towards health and safety by applying all aspects of the Health and Safety at Work Act 1974 and other related legislation to its working practices to create a healthy and safe environment for employees, customers and the general public.

Countrywide is committed to the development of a positive safety culture whereby Directors and Managers effectively propagate and communicate the philosophy behind this policy. The Directors regard Health and Safety as a management issue of importance and priority at least equal with those of quality, productivity and efficiency.

The aim is to ensure that all Countrywide staff, visitors or sub-contractors whilst on Countrywide or customer premises conduct themselves in a manner in accordance with the Countrywide Policy Statement on Health and Safety.

To achieve these objectives, Countrywide will:

- Provide and maintain safe places of work and a safe and healthy working environment for all employees in accordance with the requirements of current legislation and Approved Codes of Practice
- Establish local safety policies and procedures and devise and maintain methods and systems of work that ensure, so far as is reasonably practicable, the safety and health at work of all employees and, to the extent required by laws, of others who carry out work under control of or in the name of Countrywide
- Provide adequate information, instruction, training and supervision, so that employees are made fully aware of the risks inherent in their work and are able through the understanding and implementation of good work practices to control those risks to an acceptable and appropriate level
- Use materials, substances and equipment that are either inherently safe or that, subject to appropriate safeguards and procedures and with an effective regime of control and maintenance, can be used in a manner which does not place at undue risk the health or safety of those involved
- Devise appropriate methods of work and provide suitable protective clothing and other safety equipment to ensure that, where identifiable hazards are unavoidable, work can be carried out safely and without risks to health
- Ensure that Managers have the information, training and skills to enable them to make appropriate assessments of the risks from each work activity, and to carry out their duties and responsibilities for the effective management of health and safety
- Ensure that all employees, and others over whose work control is exercised to any degree, are aware of their own responsibilities for safety, and through the provision of information, instruction, training and supervision ensure that their actions do not present unacceptable risks to the health or safety of others
- Make suitable and effective arrangements for dealing with fire, security and other emergencies in accordance with statutory and operational requirements
- Exercise such control as may be necessary or demanded by law over the activities of contractors and others carrying out work in connection with Countrywide business, to ensure that the health and safety of employees and others is not placed at risk by such activities, and in particular to ensure that:

- Contractors are selected based on their competence, experience and reputations in safety matters
- Those who will be carrying out the work are adequately trained and properly equipped to work in a safe manner and
- Appropriate methods of work are planned and implemented to protect the health and safety of anyone who might otherwise be placed at risk from the work.
- Ensure that, when working as a contractor on sites occupied or controlled by others, employees work in a safe manner, and comply fully with any local rules and procedures intended to ensure the safety of persons on or near the site
- Allocate sufficient resources as part of the budgetary process to ensure that this policy, and any associated safety policies and procedures, can be implemented effectively across all work under control of Countrywide; and
- Monitor performance in safety matters and review, from time to time through the audit process, the effectiveness of this policy and the arrangements for its implementation.

These commitments are structured in the following manner:

Organisation and Responsibilities

- Overall responsibility for Health and Safety matters rests with the Countrywide Directors who will ensure effective arrangements and adequate resources are provided for the implementation of the terms of this policy.
- The Directors recognise the need for consistent standards and for a common direction and strategy in all matters affecting health and safety. To this end, their responsibilities will be:
 - The implementation and continuing administration of procedures, including their continuous updating and amending
 - Ensuring that staff always have access to these procedures and
 - Compliance with all statutory regulations regarding: Training, Risk Assessments, Storage, Maintenance, Testing etc.
- Accountability for the day to day practical application of Countrywide's Health and Safety Policy devolves upon Departmental and Line Managers and all persons whose duties involve supervision or administration of staff, to the extent appropriate to their areas and levels of responsibility.
- Employees will be advised at a local level as to the identity of the First Aider for their location and to whom Accidents should be reported.

Managers will:

- Provide and maintain safe and healthy working conditions in accordance with relevant statutory requirements
- Provide safety training as a normal part of the job induction together with special training where appropriate
- Provide and record issue of all necessary safety devices and protective equipment and ensure they are used where appropriate

- Maintain a constant and continuing interest in all aspects of safety by being familiar with and applying Countrywide's Health and Safety Policy and ensuring that any matter of safety is reported to them is dealt with promptly with temporary arrangements being made if necessary
- Ensure that all statutory requirements are met regarding fire precautions; and
- Consider all representations about health and safety from employees.

Duty of the Employee:

It is the duty of every employee while at work to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions while at work. They must co-operate to enable Countrywide to comply with the relevant statutory requirements. It is therefore important that staff familiarise themselves with the procedures and guidance notes issued relating to Health, Safety and Welfare at work.

They should:

- Work safely and efficiently and, where appropriate, must use the personal protective equipment provided
- Report all accidents or dangerous occurrences (including near miss accidents that could lead to injury);
- Co-operate in any investigations of accidents in order to prevent recurrence and
- Make themselves familiar with and conform to Countrywide's policy as regards to Health and Safety at work.

Review

- This policy will be reviewed, as a minimum, on an annual basis, but also after an incident should it prove appropriate.



Mark Heath
Managing Director
Countrywide Grounds Maintenance Ltd
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