

# \*\*\*\*\* Nursery/Garden Centre

## Health & Safety policy statement

### 1. GENERAL POLICY

It is the owner's firm intention -

- to ensure that all employees, at all times, work under conditions which are conducive to health and maximum safety.
- to provide and maintain plant, equipment and systems of work which are, so far as is reasonably practical, safe and without risk to health.

### 2. ORGANISATION

- a) It is the intention of the Company to ensure that all work carried out will comply with the Health & Safety at Work Act and subsequent amendments and where approved Codes of Practice are being, all staff will be required to conform and use safe equipment and methods of working.  
Where obligatory safety aids are specified in a Code of Practice these will be provided free of charge to employees.
- b) No one shall intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.  
Deliberate contravention of the Health & Safety Policy by any employee will be grounds for instant dismissal.
- c) Each employee will be responsible for:
- working with care and attention to the safety of himself, his fellow workers, any visitors, members of the public, workmen from other companies, families, friends and trespassers who may be affected by his actions.
  - complying with health and safety legislation; in particular, that contained in any Code of Practice or this statement or otherwise issued.
  - suggesting protective methods where possible and for notifying and detailing any potential health or safety hazard (such as a failure or deterioration in a machine) to his immediate supervisor.
  - ensuring that any visitor etc. to the nursery conform with the Company's safety requirements.
- d) Each supervisor will be responsible for:
- ensuring all his/her workers receive appropriate training.
  - keeping the workplace and it's equipment in a safe condition.
  - carrying out spot checks to ensure that the safety policy is being complied with

**If you have any queries contact \*\*\*\*\***

### 3a. AREA OF SPECIAL HAZARD

MACHINERY	Be aware of the dangers associated with tractors and ancillary equipment; cultivators, compost mixers and potting machines. <ul style="list-style-type: none"><li>• ensure all guards are fitted.</li><li>• do not unblock, lubricate or adjust whilst in motion or operation.</li><li>• ensure adequate maintenance is carried out.</li><li>• read manufacturer's instructions when available.</li><li>• only registered &amp; trained staff to use the fork lift truck.</li><li>• only registered &amp; trained staff to carry out pesticide spraying.</li></ul>
DRIVING	Beware of steep slopes, ditches, blind corners and loose gravel areas. Beware of members of the public walking between the plant centre and gardens.
NOISE	Always wear ear protectors when working on chainsaws.
DISEASE	It is strongly recommended that all workers, including part time and seasonal have an up to date Tetanus (lock jaw) vaccination.
STACKING POTS	Care must be taken when stacking pots to ensure that the stack is secure.
BUILDINGS	Working with glass on roofs and display buildings.
CHEMICAL	Must be used in accordance with the current regulations. They may only be used by certified operators or under direct supervision (within eye or earshot) of a certified operator.
ELECTRICITY	Overhead power cables; extra care is needed with ladders, irrigation pipes, spraying equipment, high pressure water cleaning equipment and tractor loaders.
BOTTLED GAS	The handling of full and empty gas bottles must be done in accordance with the regulations.
COLD STORES	Always leave the door open when entering a cold store.
STRAINS	Incorrect lifting procedures. Attempting to lift too heavy a load. No one should attempt to lift over 34kg (75lb) without prior training and unless they are under supervision. Handling full large bottled gas cylinders. Lifting of large trees.
OTHER	Beware of slippery paths in propagation areas and unprotected canes when working with young trees or climbing plants. All water taps on the nursery are NOT drinking water unless specified. When unloading peat lorries ensure all personnel are safely positioned from possible falling bales. Deep fat fryer

**3b. SAFETY CODE**

The following general rules must be adhered to at all times.

- Read and obey safety warnings.
- Do not use equipment from which guards have been removed.
- Do not ride on a tractor. You may ride inside an empty trailer or in a loaded trailer provided the sides are higher than the load.
- You may **not**, however, ride on the drawbar or sit on the sides.
- Always wash your hands before eating food.

**3c. IN CASE OF ACCIDENTS**

- In the event of an injury at work you must advise the manager immediately.
- In the event of a chemical spillage in the chemical store, seal off the area and clean up the spillage using the absorbent material provided.
- Protect cuts, sores and wounds with suitable non-medicated dressings. Apply first aid to any injury to the skin, however trivial.

The following staff are Appointed Persons with special responsibility for first aid: \*\*\*\*\*

The nearest doctor/ casualty unit is at: \*\*\*\*\*

**OR**

\*\*\*\*\*

**3d. REVISION**

The above statement of policy is subject to revision and addition from time to time as appropriate. These changes will be indicated on the company notice boards.