



Green Spaces and Amenities Health & Safety Policy Statement

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Updated: January 2021 Next **Review:** January 2022

INTRODUCTION

In line with the Corporate Health and Safety Policy, this document contains the policy statement of Green Spaces and Amenities Unit.

GENERAL STATEMENT

It is the policy of Green Spaces and Amenities Unit to perform its duties in the safest practicable manner consistent with good practice. The Health and Safety of employees and all those likely to be affected by our operations is the responsibility of the management and as a priority it ranks equal with all other duties carried out.

It is the policy of Green Spaces and Amenities:

- To safeguard the health, safety and welfare of all its employees while at work and to provide, so far as is reasonably practicable, working environments which are safe and without risk to health;
- To conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected are not exposed to risks to their Health and Safety;
- To recognise its obligations to meet all relevant legislative requirements pertaining to Health and Safety which apply to any of undertakings; and
- To arrange and organise its affairs to ensure compliance with the policy.

Green Spaces and Amenities will take all reasonable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own Health and Safety at work;
- A safe place of work, with safe access and egress;
- A healthy working environment and adequate welfare facilities.

This table identifies the key health and safety responsibilities for staff working within the Green Spaces and Amenities Unit.

Name of Post	Responsibility:
<ul style="list-style-type: none"> • Head of Green Spaces and Amenities 	<p><u>Ensures that:</u></p> <ul style="list-style-type: none"> • Green Spaces and Amenities Unit complies with health and safety regulations • Health and safety Issues are given a high priority within the service unit • Health and safety issues identified by staff are acted upon • Resources that are needed to comply with health and safety regulations • The training plan is kept up to date and that health and safety related training needs are prioritised • Records relating to health and safety issues are maintained • Regular audits are undertaken to ensure that the service unit complies with health and safety regulations and recommendations are actioned.
<ul style="list-style-type: none"> • Green Spaces Manager • Bereavement Services Manager • Towneley Hall Manager • Parks Development Manager 	<p><u>Ensures that:</u></p> <ul style="list-style-type: none"> • All activities undertaken by the section comply with health and safety policies and regulations • Facilities are regularly inspected and audited, that the inspections are recorded and appropriate action is taken • All operations are covered by risk assessments and safe systems of work and that these are revised annually • All materials used have COSHH assessments and are correctly stored. • Accidents and near misses are correctly investigated and reported and that appropriate action is taken to reduce the likelihood of accidents being repeated. • Accurate records are kept of health and safety training and assessments. • Health and safety improvements to facilities that are identified in inspections are prioritised and progressed. • Legionella procedures are followed • Staff are aware of their health and safety responsibilities • Training needs identified at Performance Development Reviews are prioritised and that training is provided within resources available • Contractors employed by the unit observe health and safety regulations • Health and Safety Audit action plans are implemented.
<ul style="list-style-type: none"> • Parks Officers • Tree Officer • Senior Park Ranger • Towneley Hall Curator 	<p><u>Ensures that:</u></p> <ul style="list-style-type: none"> • Each task performed by staff is covered by a risk assessment and ensure that new risk assessments for tasks that are not covered are written and recorded. • Staff follow the Safe System of Work for each operation. • Ensure that tasks undertaken by volunteers are covered by risk assessments and that volunteers are provided with necessary PPE • Operations that are not being performed in a safe manner are stopped and instructs the operative how to perform the task safely. • Any facilities and features (such as parks, playgrounds, trees, paths, etc.) for which the officer is responsible are inspected at the required frequency, defects recorded and acted upon. • Any depots for which the officer is the designated person responsible is kept in a clean, tidy and safe condition and that materials and equipment is safely and securely stored. • Materials are correctly stored and issued and that records are kept up-to-date. • Contractors employed by the Unit are insured, provide adequate risk assessments and methods of work and operate in a safe manner.

Name of Post	Responsibility:
	<ul style="list-style-type: none"> Investigate accidents and near misses and ensure that accidents and near misses are reported. PDRs are used to identify any health & safety training needs of staff.
<ul style="list-style-type: none"> Green Spaces Admin Officer 	<p><u>Ensures that:</u></p> <ul style="list-style-type: none"> Sickness and absence records are kept up to date. Accident forms are completed and filed and that reportable accidents are notified to the Safety Officer Health and safety records, such as depot inspection reports are correctly filed and retained. Staff training records are kept up to date Records of clothing and PPE issues to staff maintained Provide updates for workplace H&S files
<ul style="list-style-type: none"> Park Rangers 	<p><u>Ensures that:</u></p> <ul style="list-style-type: none"> Appropriate action is taken to ensure the safety of members of the public using parks and open spaces, including contacting the emergency services as necessary. Provide first aid assistance to members of the public as appropriate The Ranger is familiar with the risk assessments for each task and that they follow the safe system of work for each operation. Any activities undertaken with members of the public are covered by a risk assessment. They assist the Senior Park Ranger to undertake and update risk assessments Any vehicles & equipment operated by the ranger and staff under their supervision are regularly checked and necessary records are completed and defects reported. Equipment is operated in a safe manner for the purposes for which it is designed and in accordance with the relevant Safe System of Work. Materials and equipment is safely handled and stored on site, vehicles and in depots.
<ul style="list-style-type: none"> Team Leaders Towneley Exhibition Supervisor Senior Crematorium Technician Senior Cemetery Operative Senior Greenkeeper 	<p><u>Ensures that:</u></p> <ul style="list-style-type: none"> Their staff are aware of and follow the safe system of work for each operation. Each task performed by staff is covered by a risk assessment and prepare new risk assessments and safe systems of work for tasks that are not covered. Staff have been trained and assessed as competent in the use of equipment and machinery that they operate. Vehicles and machinery are operated safely and with care and are regularly checked and necessary records are completed and defects reported. Any facilities for which they are responsible are regularly inspected and defects are repaired or notified for action by others. Any depots for which the Team Leader is responsible are kept in a clean, safe and secure condition and that materials and equipment are safely stored Accidents or near-misses are reported and that appropriate follow-up action is taken. Staff have available and wear the personal protective equipment that has been issued. Performance Development Reviews are used to identify and record any health & safety training needs of staff.

Name of Post	Responsibility:
<ul style="list-style-type: none"> • Skilled Gardeners • Arborists • Green keepers • Cemetery Operatives • Crematorium Technicians 	<ul style="list-style-type: none"> • Help the team leader to prepare risk assessments and ensure that you are familiar with the risk assessments for each task and that staff working under supervision of follow the safe system of work for each operation. • Ensure any facilities for which they are responsible are regularly inspected and defects are repaired or notified for action by others • Only operate machinery and equipment that you have been trained and assessed to operate safely. • Carry out regular checks on any vehicles & plant operated by you or under your supervision and complete any records report defects promptly. • Report accidents or near-misses promptly to your supervisor • Look after and wear the personal protective equipment that has been issued and request replacement if defective
<ul style="list-style-type: none"> • Gardeners 	<ul style="list-style-type: none"> • Ensure that you are familiar with and follow the safe system of work for each task and if in doubt seek advice from their supervisor. • Ensure that materials and equipment are safely handled and stored on site, in vehicles and in depots. • Only operate machinery and equipment that you have been trained and assessed to use • Operate machinery and equipment in a safe manner for the purposes for which it is designed and in accordance with the relevant safe system of work. • Carry out necessary checks out prior to the operation of vehicles and machinery. • make sure that any assistant gardeners or trainees that you supervise follow the safe system of work • report any accidents or near-misses promptly to your supervisor.
<ul style="list-style-type: none"> • Apprentice Gardeners • Seasonal Gardeners • Agency staff • Volunteers • Work placements 	<ul style="list-style-type: none"> • Make sure that you are familiar with and follow the safe system of work for each operation that you perform and if in doubt seek advice from your supervisor. • Only operate machinery and equipment that you have been trained and assessed to operate safely. • Carry out checks prior to the operation of machinery. • Report any accidents or near-misses to your supervisor • Wear the personal protective equipment that has been provided and request replacement of defective items
<ul style="list-style-type: none"> • Health & Safety Advisers in the Health and safety advisor 	<ul style="list-style-type: none"> • Provide information and advice to the Head of Green Spaces & Amenities about current and proposed legal requirements concerning health, safety and welfare and liaise with management on how to put these requirements into practice; • Investigate accidents where a RIDDOR reportable major injury condition has been sustained or a reportable dangerous occurrence has occurred. • Provide advice to meetings of the health and safety committee. • Liaise with the relevant Statutory Agencies on behalf of the Head of Service. • Prepare corporate guidance and procedures on health and safety issues. • Advise, develop and assist in the delivery of Safety Training; • Monitor health and safety performance including the provision of collated accident/incident statistics at regular intervals • Advise and assist where necessary in carrying out risk assessment

Name of Post	Responsibility:
<ul style="list-style-type: none"> Safety Representatives 	<ul style="list-style-type: none"> To read and understand the Corporate and Service Safety Policies and supplementary guidance. To assist management in ensuring that they are brought to the notice of the employees they represent. To represent employees in consultation with the employer on health and safety matters. To make representation to the appropriate line management on matters likely to affect the health and safety of the employees they represent. To maintain clear and accurate records of any inspections carried out. To be constructive and positively contribute towards developing the Service's health and safety arrangements. To support line management in encouraging and nurturing the right attitude toward health and safety in the workplace and to participate in solving health and safety problems. To look for and suggest reasonable ways of eliminating hazards and controlling risks. To receive information from the HSE and pass this onto the employees they represent. To investigate concerns made by the employees they represent in regard to health and safety. To encourage the employees they represent to report all accidents/incidents in line with the reporting and recording procedures outlined in the arrangements section of this policy. To examine the causes of accidents/incidents involving employees they represent and to provide information to management on the causes and recommendations to prevent recurrence. To encourage the employees they represent to report defects immediately to management and themselves. To lead by example To take reasonable care of the health and safety of themselves, other employees and resources. Formal audits will be carried out by the Health and safety advisor in accordance with the Council's formal auditing programme.

ARRANGEMENTS

Detailed safety arrangements for Green Spaces and Amenities are shown in Appendix 1, which is kept in health and Safety Files.

REVIEW OF POLICY

This Policy and the contents of documents produced as appendices to it or referred to within it will be brought to the attention of all employees, trainees and any other person to whom the contents are relevant. This Policy and associated document will be reviewed regularly and revised as necessary.



Signed:

(Head of Green Spaces and Amenities)

Date: 22.01.21

LOCAL ARRANGEMENTS SAFETY RESPONSIBILITIES

<i>OFFICE or AREA</i>	<i>SERV / DIVn</i>	<i>Last review date</i>	<i>Person responsible for review</i>

<i>The person who is responsible for implementing the safety policy here is:</i>	
<i>Deputy:</i>	

1. GENERAL & SAFETY MONITORING RESPONSIBILITIES

<i>Area of responsibility</i>	<i>Who</i>
First day induction - safety familiarisation:	
Safety training needs and records:	
Risk assessments - Overview (see also para 2):	
Routine safety inspections: (equipment safety checks see para 3)	
Investigating & reporting incidents / injuries:	
Organising fire drills and keeping fire log-book:	

2. RISK ASSESSMENT RESPONSIBILITIES

<i>Area of responsibility</i> strikethrough if N/A	<i>Who</i>
Ensuring that all risk assessments are done:	
<i>Assessing the particular areas of:</i>	
DSE / VDU workstations:	
Manual handling:	
COSHH & asbestos:	
Noise, vibration or other special work:	
PPE:	
Fire safety:	
Other	
<i>NB: For site work - see para 4 for contractor assessment</i>	

3. EQUIPMENT & MATERIALS MANAGEMENT

Area of responsibility <i>strikethrough if N/A</i>	Who
Checking of ladders, step-ladders and other access equipment:	
Inspection / maintenance of electrical equipment:	
Inspection / maintenance of machinery or other special equipment:	
Issuing / checking of PPE:	
Training on all the above special equipment:	
Substances <i>Hazard Data</i> sheets held by:	
COSHH assessment records are held by:	

4. INFORMATION MANAGEMENT and CONTRACTORS / VISITORS

Area of responsibility <i>strikethrough if N/A</i>	Who
Keeping Safety Notices and the H & S information area / noticeboard up-to-date:	
Attending Health & Safety Committee meetings:	
Informing any visitors, including work experience trainees, of safety procedures and "house rules":	
Informing contractors of known hazards which may exist, and of any BBC health & safety standards required from them:	
Risk assessment / contractor evaluation for contracted work:	

5. EMERGENCIES, INCIDENTS and FIRST AID

The accident book * is located / held by:	
First Aider(s) are: OR Appointed Person(s) are:	
<i>NOTE: Appointed First-aiders should usually be responsible for checking and replenishing first aid kits.</i>	
If there are no first-aiders, kits are checked by:	<i>(record card in kit)</i>
First aid boxes or kits are located:	
Fire or bomb evacuation arrangements: <i>(Usually) refer to separate notices – say where</i>	

** refers to compiled records of accident report forms*