



Bordon Hill Nurseries Ltd.

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Bordon Hill Nurseries Ltd Health and Safety Policy

September 2023 – Version 1.2

Policy Statement

It is my intention to provide and maintain safe and healthy working conditions, equipment, and systems of work for all my employees and to provide such information, training, and supervision, as they need for this purpose. I also accept my responsibility for the health and safety of other people who may be affected by our activities.

I recognise that health and safety can contribute to our overall business performance by reducing costs. I also recognise that accidents, ill health, and incidents are often preventable, and it is my intention to develop the necessary organisational arrangements and culture within the business to control the risks to the best of my ability. This will be achieved by the contribution and participation of individuals at all levels, and we will develop a health and safety culture through the commitment of senior staff / management who will foster a positive approach throughout the business.

Plans will be implemented to further my intention of achieving a high standard of health and safety. Such plans will consider health and safety issues before starting any new job or purchasing any new plant. Hazards will be identified via COSHH and Risk Assessments. Contingency plans will be drawn up to cope with serious and imminent dangers.

Resources will be allocated for the implementation of these plans and steps will be taken to avoid conflict between the demands of the plans and other operational requirements. Resources will be both financial and human and the latter will be developed through recruitment, training and the promotion of health and effective communications.

Structured monitoring and auditing systems will be set up. Our accident, ill health and incident records will be regularly reviewed to analyse causes, trends, and common features.

Action will be taken on unsatisfactory audit findings and on our accident and incident reviews to improve our overall health and safety performance, i.e., they will be used to identify priorities and set objectives.

The allocation of duties for safety matters and the arrangements, which I will make to implement the policy, are set out in the Company Health & Safety Procedures.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed:

A handwritten signature in black ink, appearing to read "AS" followed by a stylized flourish.

Name: Sandy Shepherd - Director

Date: 10/09/2023

1. Introduction

- 1.1 The Bordon Hill Nurseries Ltd recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain a safe and healthy place of work.
 - 1.1.2 ensure that staff are trained to respond quickly and safely in an emergency.
 - 1.1.3 provide adequate instruction, training, and supervision for all staff as well as appropriate safety information for visitors/clients and contractors.
 - 1.1.4 provide and maintain such equipment as needed to ensure that the business activities – that of running and maintaining the business activities can be carried out with no risk of injury to either staff or others as far as reasonably practicable.
 - 1.1.5 ensure safe access and egress.
 - 1.1.6 work to prevent accidents and work-related ill health.
 - 1.1.7 ensure the safety of all personal within the facilities at the premises.

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the **CEO** of The Bordon Hill Nurseries Ltd.
- 2.2 The Bordon Hill Nurseries Ltd **Health and Safety Management Team** has responsibility implementing, communicating, and maintaining all Health and Safety measures at all sites.
- 2.3 All staff are given training to ensure the establishment delivers the highest possible standards of health and safety.
- 2.4 The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999, the Workplace Regulations 1992, the Fire Safety Order 2005, Food Hygiene and Environmental Health Regulations, and all other Regulations that apply to the running of the Business.
- 2.5 The Management will ensure that any activities that could be potentially hazardous to either staff or others are assessed regularly, and any controls needed are put in place to prevent any adverse occurrences.
- 2.6 Through regular checks/continuous monitoring the Management Team will ensure that all areas of Health and Safety is always maintained. **All staff will be required to co-operate** with the management in all safety matters and to report any condition which may appear dangerous or unsatisfactory.
- 2.7 The Management will ensure that all staff undergo regular training updates appropriate to their role to ensure that they are always using current best practice.
- 2.8 In compliance with the Health and Safety (Consultation of Employees) Regulations 1996 and/or the Safety Representatives and Safety Committees Regulations 1977, the Management will, always, consult with their employees on matters that affect their health and safety.

- 2.9 The Health and Safety Management Team will, so far as reasonably practicable, ensure that the Business provides adequate financial resources to meet these objectives.
- 2.10 Copies of this policy are to be available to all employees and other interested parties.

3. Duties:

- 3.1 The Health and Safety Management Team will have at least basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and the relevant Regulations that apply to the running of the business.
- 3.2 It will be the responsibility of each department manager to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.3 To protect the health, safety and welfare of employees and others, the Health and Safety Management Team will:
 - 3.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working in the Business and with the precautions which need to be taken to eliminate or control those risks.
 - 3.3.2 Establish procedures to deal with any emergencies.
 - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 3.3.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees.
 - 3.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 3.3.7 Ensure the safety performance of the Business is monitored and take action to remedy any identified deficiencies.
 - 3.3.8 Ensure that adequate first aid provision is in place to provide adequate emergency treatment for both staff and customers.
 - 3.3.9 Where relevant, ensure that all appropriate Personal Protective Equipment (PPE) is provided to employees, and that, where needed, instruction is given on its use.

4. Designated Health and Safety Management Team Duties:

- 4.1 To ensure that all the Directors/Partners Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means

of preventing re-occurrence.

- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a Training Matrix for all staff.
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc.) are carried out as needed.
- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the Business.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Sandy Shepherd

Position: Director

Date: 10/09/2023

Signature:

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History: Version 1.2 - No Changes