Model Policy

**Health & Safety: Grounds Maintenance**

**Insert your company logo here**

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Health & Safety Grounds Maintenance Policy – Statement

1. *As a general principle, when writing a Health & Safety Grounds Maintenance policy statement, it is a priority to ensure that the document is relevant to the Grounds Maintenance Department concerned.

This template can be added to or amended as appropriate.*
2. *Start the statement by expressing the overall aims and commitment of the Grounds Maintenance Department to health and safety e.g.*:

The *Grounds Maintenance Department* is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of the Department’s employees and any other person affected by our activities through applying the high standards set out within this policy.
3. *Describe how the responsibilities for health and safety are shared between members of the Grounds Maintenance Department. Include Contractors in this as well if they have a high level of involvement. Ensure that the wording reflects the correct job titles and structure of the Department e.g.:*

The *Grounds Department*, led by the *Head Groundsperson*, has responsibility for ensuring that we maintain high standards of health and safety. We rely on all of our employees, contractors and sub-contractors to play their part in implementing the Health & Safety Grounds Maintenance Policy and drawing to our attention, areas in which we can improve.
4. *Explain arrangements for implementing the Health & Safety Grounds Maintenance Policy e.g.:*

The Organisation is committed to ensuring that the implementation of the Health & Safety Grounds Maintenance Policy is adequately resourced. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support.
5. *Explain how the policy implementation will be monitored and how often the policy will be reviewed.*It is the responsibility of the [*job title*] to monitor the implementation of this policy and to ensure that it is reviewed at least annually, or more frequently where there have been significant changes to the Grounds Maintenance Department or the nature of the Department’s activities.
6. *Explain how the policy should be read in conjunction with the organisation’s overarching H&S policy.*

This policy should be read in conjunction with [*organisation’s name*] overarching H&S policy which can be found [*location – either hard or soft copy*].

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name – Title

(Note that this policy should be signed by the most senior person in the Department e.g. the Head Groundsperson to demonstrate commitment at the highest level)*

Health & Safety Grounds Maintenance Policy – Organisation

This section of our policy sets out the health and safety responsibilities in line with the Health & Safety Grounds Maintenance Policy.

*Notes on how to use this template:*

*This template is written as an example for a Grounds Department including the responsibilities of the Head Groundsperson (or equivalent leader) and the Day to Day Coordinator. You should aim to ensure that all persons in the Department have relevant responsibilities set out for them and that it is clear who is responsible for each of the activities highlighted within the Health & Safety Grounds Maintenance Policy. This template will need to be tailored to reflect the needs and structure of your Department and you may need to include additional responsibilities, to reflect the activities and issues arising in the Department.*

**The Head Groundsperson** *Substitute with the title of the Department’s leader as applicable*

The Head Groundsperson has overall responsibility for the Grounds Department in regards to health and safety matters and in particular will:

* take a leadership role by setting a good example and acting promptly where health and safety deficiencies are identified.
* ensure adequate resources are provided to implement the Health & Safety Grounds Maintenance Policy.
* review the Health & Safety Grounds Maintenance Policy at least annually and more frequently where appropriate e.g. as a result of changes within the Department, the work activities or legislation and guidance.
* review the health and safety standards and practices of the Department on an ongoing basis.
* ensure that there is an effective mechanism for consulting with Grounds employees on health and safety matters through team meetings.
* ensure that there are appropriate arrangements for the selection and training of employees, considering competence and attitude requirements.
* ensure that supervisory staff are aware of the importance of implementing the Health & Safety Grounds Maintenance Policy and leading by example by following the rules themselves.
* oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as user manuals, instructions and safety data sheets are supplied
* ensure that suitable and sufficient risk assessments are completed and recorded for all facilities under the control of the Department and for all activities undertaken by Grounds employees (e.g. use of machinery/equipment, work at height, lone/remote working, manual handling, exposure to noise, exposure to hand-arm and whole body vibration etc.), and that the findings of the risk assessments are communicated to all Grounds employees.
* ensure that suitable information is held on all hazardous substances stored/used by the Department (e.g. COSHH register, safety data sheet for each substance etc.), suitable and sufficient COSHH assessments are completed and recorded, and that the findings of the COSHH assessments are communicated to all Grounds employees.
* ensure that suitable inspection/maintenance/servicing arrangements are in place for all items of machinery and equipment and that these are appropriately documented (e.g. external servicing of grounds maintenance vehicles and equipment where appropriate, relevant statutory inspections, PAT testing of portable electrical items, periodic internal servicing and user pre-use checks etc.).
* ensure that suitable health surveillance programmes are implemented for Grounds employees where necessary (i.e. whereby a risk assessment has indicated that health surveillance is required).
* instruct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[job titles of employees listed in this policy, reporting directly to the Head Groundsperson or equivalent]* in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal.

**Grounds Day to Day Coordinator**

The appointed Grounds Day to Day Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert job title and/ or name as preferred]* has responsibility for maintaining health and safety standards of the Department as set out in the Health & Safety Grounds Maintenance Policy. In particular, *he/she* will:

* complete a monthly grounds checklist covering the health and safety arrangements described in this policy and in liaison with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert job title and/or name as preferred]* determine any actions to be taken.
* report to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Head Groundsperson or equivalent*] any health and safety concerns which *he/she* is not able to resolve.

###### All Employees

All employees must take care of themselves and others affected by their work and in particular are expected to:

* familiarise themselves with this Health & Safety Grounds Maintenance Policy and risk/COSHH assessments *[and method statements]* relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor.
* follow the safety rules and their training for the work activity and the particular location.
* know the emergency procedures for the location at which they are working.
* use equipment, materials and substances in accordance with information, instruction and training provided to them.
* not use defective equipment or misuse equipment.
* wear personal protective equipment issued appropriate to the job they are doing.
* look after personal protective equipment and report loss or damage to their supervisor.
* report any hazards they identify and/or defective equipment/machinery/plant to their supervisor immediately.
* report any accidents, incidents, near misses, and/or suspected/confirmed occupational ill health (e.g. dermatitis, noise-induced hearing loss, hand-arm vibration syndrome etc.) to their supervisor.
* not work under the influence of alcohol or drugs.

* attend any health surveillance appointments as required.

*Note: Add in any specific responsibilities which may apply due to the nature of the activities, for example rules for working at height etc. If contractors are used to deliver services, it is recommended that separate responsibilities are added.*

**No manager or employee of the Department may undertake or authorise any activity which places employees, or others, in danger, or is in breach of legal requirements with respect to health and safety.**

Health & Safety Grounds Maintenance Policy – Arrangements

**This section sets out the Health & Safety Grounds Maintenance Policy management system and the way in which specific issues are dealt with. The organisation implements its Health & Safety Grounds Maintenance Policy through the following arrangements.**

*We recommend that you review every part of the Arrangements section to check whether it applies to your Department and add additional sections to the Policy as necessary. Alter and add to each section as necessary to reflect the controls in place within your Department.*

*When you have finished, you may find it useful to write an index at the start of the Arrangements section setting out the topics covered in your finalised version.*

**Risk Assessments**

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments for the department are led by [*job title*] who has appropriate experience and has received appropriate training (*you can expand on what type or level of training they have received for completing risk assessments*), with input from individuals with experience of the facilities/work activities being assessed. *Delete or expand the relevant parts of this paragraph as appropriate to your Department.*
The extent to which we undertake the assessments internally depends on the competency required. Where appropriate will take advice from external specialists. *If all assessments are carried out by an external specialist, explain this here.*The significant findings of risk assessments are communicated to staff involved in relevant activities by *[e.g. circulating the risk assessments to all employees, through completion of toolbox talks, a folder of assessments within the department]*. A register is kept of all of the department’s risk assessments, and is held alongside the risk assessments [*state location*]. All risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate, and the register is updated in conjunction with this.

Records of risk assessments are retained for at least *[e.g. 5 years]* and master copies are retained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name or job title]* [*state location*]. *Note that whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference for example, in case they are needed to defend a criminal prosecution or civil claim.*

**Competence and Training**

*Where specific health* and safety skills or competencies are required within the Grounds Maintenance Department this is defined within job descriptions. *Note that there is no specific requirement to document the health and safety competency needs of a job, but it is necessary to identify those needs and ensure they are fulfilled.*

At recruitment, the Department assesses the skills, experience and previous training of all applicants in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changes in legislation or standards.

All Grounds employees [and contractors] are inducted in the contents of this policy with emphasis on their personal responsibilities. All new Grounds employees also receive basic induction training on general health and safety matters, in line with the overall company Health and Safety Policy.

Training will be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment *(delete if there are no young workers in the Grounds Maintenance Department)*.

All training is provided by competent instructors either in-house or externally, dependent on the nature of the training required.

Records of training including the date, name of delegate, tutor details and contents of the course, are held by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name or job title]*. Where refresher training is required, this will be identified by [*state how you record and identify when refresher training is required*].

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

**Hazardous and Dangerous Substances**

We use hazardous and dangerous substances including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. fertilisers, pesticides, fuel etc.]. If you also undertake activities which generate hazardous or dangerous substances such as dusts, fumes, mists or vapours describe these here.*All products in use which contain hazardous or dangerous substances are listed on a register and a current safety data sheet is obtained from the supplier. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. our trained COSHH assessors]* complete and record a COSHH risk assessment of the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures.

We ensure that COSHH risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous or dangerous substances.

When storing hazardous and dangerous substances we check that the storage area is suitable and secure and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire resistant flammables store. *Note that if significant quantities of flammable liquids are stored, these should be held in an external store which has been specifically designed for this purpose.*

A bespoke external storage cage is provided for the storage of gas cylinders including proper ventilation and warning signs. *Delete if not applicable.*

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of hazardous and dangerous substances and their correct use is monitored through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. our monthly workplace monitoring programme]*.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors.

Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe location]* and records of training are held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe location]*.

*Note that it may not be necessary to undertake all of the risk control measures listed, although to ensure legal compliance similar measures will be required to cover all of the areas described.*

**Use of pesticides**

*Include this section if your Grounds Department uses pesticides.*

Our department use pesticides for [*describe activity*].

We ensure that any employee who is required to handle or use pesticides holds the appropriate [officially-designated certificates.](https://www.hse.gov.uk/pesticides/resources/R/Recognised_certificates.pdf)

We will ensure that risk assessments have been completed for all activities that include the handling, use, storage and disposal of pesticides.

Personal protective equipment is provided, as outlined within our risk and COSHH assessments and in accordance with the manufacturers recommendations and Safety Data Sheets.

The pesticides are stored in a locked store room, with access restricted to trained members of staff only, as per our Hazardous and Dangerous Substances section. The store room is constructed of non-combustible material and is constructed in a way as to prevent unwanted releases.

The equipment used to spray the pesticides are checked prior to each use for damage and leaks and suitable records of pesticide application are kept.

**Lone Working**

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’

In our department we have identified the following lone working situations:

*Describe here the types of activities undertaken alone and the job titles of those affected. This may include those working alone in remote parts of a large site or persons working in the premises outside of normal working hours and/or during holiday periods (e.g. outside of term-time).*

We have undertaken risk assessments of these lone working activities and put in place risk control measures including:

*Describe here the arrangements put in place such as communication systems and devices, records of the whereabouts of lone workers, reporting mechanisms, tracking devices and alarms, regular contact with supervisors, additional training, emergency procedures, fitness checks for lone workers, out of hours registration and security arrangements.*
As a result of the risk assessments we have informed staff that the following tasks may not be undertaken as a lone worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe tasks including particular locations where lone working is not permitted, types of activity e.g. work at height, use of machinery etc.]*.

**Manual Handling**

*Most Grounds Departments will need to include this section in their policy’s arrangements section, assuming that staff at least occasionally undertake manual handling activities e.g. carrying supplies/materials, carrying items of equipment/machinery, using hand-held equipment, lifting or lowering items or pushing/pulling wheelbarrows and trolleys etc.*

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[detail work activities which involve heavy lifting or pushing/pulling]*.

Specific manual handling risk assessments are undertaken by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. trained in-house manual handling assessors]*, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by the Department, and the significant findings of the assessments are communicated to employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects e.g. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[examples of equipment provided e.g. trolleys, wheelbarrows, pump trucks)* and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[job titles]* and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. line managers/ supervisors]* monitor to ensure that they are used. *Delete previous sentence if no PPE is supplied for manual handling.* When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Where reasonably practicable, loads are labelled with their weight and, if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter. *If possible, describe here specific examples of how this is achieved.*

Employees involved in significant lifting are trained in the safe techniques to use and are instructed to report to their supervisor any health concerns that may make manual handling more hazardous for them. The significant findings of the assessments are communicated to staff involved in relevant activities by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. circulating the risk assessments to all employees, through toolbox talks, a folder of assessments within the department]*. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out hazardous manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least \_\_\_\_\_\_\_\_\_\_ *[e.g. 5 years]* and master copies are retained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name or job title]*. *Note that whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference for example, in case they are needed to defend a criminal prosecution or civil claim.*

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

**Personal Protective Equipment and Clothing (PPE)**

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk and COSHH assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its’ correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against which it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

PPE is checked during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. our monthly workplace monitoring programme]* and replacements are available on request in between inspections.

*Note that the risk control measures listed are based on statutory requirements and therefore these or similar measures will be required.*

**Noise**

Due to the nature of our work within the department, our employees are at risk from high levels of noise, so we have arranged for a specialist to undertake a risk assessment of noise exposure. As a result of this assessment we have implemented risk control measures including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. limiting exposure times, hearing protection, warning signs, training etc.]*.

The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable.

For tasks which involve exposure above the lower action level (80dB(A)) we recommend and provide hearing protection. For tasks which involve exposure above the upper action level (85dB(A)), we provide hearing protection and enforce its use, and Hearing Protection Zones are designated and signed (where relevant). *Amend this paragraph as required to reflect the level of noise e.g. if noise levels are not above 85dB(A) when averaged, the second sentence is not required.*

Hearing protection has been selected as a result of the noise assessment to ensure that it provides the level of noise attenuation required. Employees who wear it, are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing hearing protection.

Our employees receive regular audiometry testing, as well as at the start of employment in the role. *If noise levels are not above 85dB(A) when averaged, this sentence can be deleted.*

The noise risk assessment/s will be reviewed at least every \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[indicate frequency as determined by assessor]* and in any casewhen there are changes in the equipment used or work patterns.

*Note that the measures described are based on statutory requirements.*

**Vibration**

Due to the nature of our work within the department, our employees are at risk from high levels of hand-arm and/or whole body vibration, so we have arranged for a specialist to undertake a risk assessment of vibration exposure. As a result of this assessment we have implemented risk control measures including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. purchasing reduced vibration tools, limiting exposure time, introducing alternative working methods, changing work patterns to introduce more breaks and eliminate prolonged working, automation, improving the efficiency of the tasks, using jigs and suspension systems, improving the ergonomics of the task, more regular equipment maintenance, providing additional PPE to keep workers warm and dry, vibration-reducing gloves, warning signs, training etc.].*

The purpose of these control measures is to eliminate hazardous exposure and to reduce vibration exposure to as low a level as is reasonably practicable.

We provide health surveillance to those employees who are deemed to be at risk in the form of health questionnaires and where necessary health evaluation by an Occupational Health *Nurse/Doctor*. As a result of this surveillance we are provided with essential advice about any changes which need to be made to an individual’s job, which we then act upon.

The vibration risk assessment will be reviewed at least every \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[indicate frequency as determined by assessor]* and in any casewhen there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

* the health effects of vibration, and how to recognise and report symptoms
* sources of vibration and the actions we have taken to reduce risks
* risk factors and ways to minimise the risk
* the health surveillance programme.

Records of vibration risk assessment are held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe location]*.

Health records are held by our Occupational Health Advisors in accordance with data protection legislation covering medical records. These records are made available on request to the individual employees whom they concern. Collective results and patterns are discussed with employees via our consultation mechanisms. *Note that such discussions are not required if doing so would reveal confidential medical information about individuals e.g. due to the small number of persons involved.*

*Note that it is necessary in most situations to apply all of the management arrangements described here in order to comply with legal requirements.*

**Work at Height**

Whilst we aim to avoid work at height, we have identified the following situations where our staff may be at risk of falling from a height \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[list scenarios]*.

Where work at height is necessary we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the *Work at Height Regulations,* *[the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling -* *include if applicable]*. Where applicable, risk control measures include arrangements for rescue. *Delete this last sentence if you are not involved in work with fall arrest equipment, harnesses, nets, airbags etc.*

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Activities which we have identified as acceptable for work from ladders or step ladders are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe activities]*.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. the use of podiums/ tower scaffolding erected by a PASMA trained person/ the use of cherry pickers by RTITB or IPAF qualified operators]*.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least a six-monthly basis. All work at height equipment including kick stools, step ladders and ladders, are subject to formal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[frequency e.g. biannual]* inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided. *If there are items of access equipment intended only for use by particular staff members describe how access to these is restricted e.g. by locking them in a store].*

*Note that this policy will need to be tailored to cover the particular work at height scenarios which are relevant to the organisation.*

**Work Equipment**

Our Grounds Maintenance Department uses various items of equipment, plant and machinery to complete activities, including: [*list types of equipment used*].

When selecting work equipment for purchase we consider its suitability for the tasks required, and a risk assessment will be completed by a trained assessor with significant findings communicated to relevant employees.

We will also ensure, through training and instruction, that staff who are required to use the equipment understand how to use it safely and the limitations of the equipment.

Where we purchase machinery or equipment from outside of the EU, we recognise that we may become the importer and are consequently responsible for ensuring that the equipment meets conformity requirements as set out within Regulation 10 of the Provision and Use of Work Equipment Regulations and relevant CE Marking and EC Directive requirements. *If there is no possibility of this situation occurring, delete this sentence.*

Portable electrical equipment is subject to portable appliance testing by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. a trained in-house tester/an external specialist contractor]*. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out. *If additional visual inspections are required e.g. of portable power tools, indicate it here including who will carry this out*.

Defects are reported to supervisors who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons. Where necessary, these restrictions are supported by locking off the area/power supply/equipment and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained. *Note that it is possible to put in place risk controls for the use of ‘own tools’ and in some occupations it is common practice for staff to bring their own tools. If staff bring their own tools though, the employer is still responsible for ensuring they are suitable and properly maintained.*

All work equipment is subject to a programme of inspection and where necessary, maintenance/servicing/statutory inspections. This programme is devised taking into account the risk assessment, general good practice and the manufacturer’s instructions. Maintenance is only carried out by persons who have been suitably trained.

Fixed machinery is inspected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. during annual external servicing and our monthly workplace monitoring programme]* as well as by users and supervisors on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Plant/vehicles are inspected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. during annual external servicing and our monthly workplace monitoring programme].*

*Portable equipment/machinery is inspected [e.g. during our monthly workplace monitoring programme and by users during pre-use checks].*

Suitable storage arrangements are provided for work equipment *[including arrangements for safe carriage in our vehicles]*.

Where we hire equipment on a long term basis we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company. *Delete if not applicable.*

Records of inspections/maintenance/servicing are kept by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name or job title].*

*Note that it will be necessary to amend this sectiont to take account of the types of equipment and circumstances of use. It may be preferred to replace suggested statements with very specific information e.g. instead of saying ‘suitable storage arrangements are provided’ it may be preferred to describe the storage facilities in the department.*

**Grounds Vehicles**

Our department has the following vehicles: [*list types of vehicles*].

Plant such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe vehicles]* are only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators are also formally authorised to use the equipment, and keys are removed when the equipment is left unattended and stored securely to prevent unauthorised use.

**Records of training and authorisation for the use of vehicles are held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *[describe location]*.

Driver suitability and fitness is an important safeguard for the use of grounds vehicles and we therefore undertake \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[describe driver suitability and fitness testing regime, e.g. use of an annual driver questionnaire, eye sight tests etc.].*Traffic routes and precautions such as barriers and signs are inspected by staff and supervisors informally on a daily basis and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[e.g. as part of the monthly workplace monitoring programme]*.

All vehicles are subject to a servicing/maintenance programme and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name or job title]* makes these arrangements and also ensures that vehicles for use on the highway are licensed, insured and MOT’d where applicable. All servicing/maintenance records are kept by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name or job title]*.

**Pre-use inspections are carried out by drivers and the results recorded. *You may wish to describe specific procedures instead including the frequency.* Defective vehicles are taken out of service whilst awaiting repair or replacement.**

Safe methods of loading are exercised to ensure security of the load during transit and adherence with load limit rules.

*Note that it may not be necessary to undertake all of the risk control measures listed, although similar measures will be required to cover all of the areas described.*

**Working in Extreme Conditions**

Due to the nature of the work for the Grounds Maintenance Department, outdoor work is common. Therefore we provide our employees with *[describe PPE e.g. thermal clothing, warm jackets, gloves and hats, non-slip overshoes, sun hats, sunscreen etc.]*, and will also plan work patterns to include additional rest breaks, hot/cold drinks facilities etc.