The nicenstripy

Health & Safety
Policy Document



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# The nicenstripy Health & Safety Policy

This document includes a Statement of Policy of nicenstripy Gardencare Limited and their Franchisees in discharging their Health and Safety responsibilities.

Whilst if you have fewer than five employees you do not have to have a written Health and Safety Policy, the Board of nicenstripy Gardencare Limited strongly recommend that this policy be adopted by all franchisees.

Furthermore, it is a nicenstripy requirement that a Quarterly Incident Report is completed by all franchisee’s and when a incident is deemed major or a fatality or requires by law to be reported to the relevant authorities that the nicenstripy Health and Safety Advisor must be notified as soon as possible. This will allow nicenstripy Gardencare Limited to give help and support, where practical, and also allow for any public relation briefings to be issued to protect, not only the individual franchisee business, but also that of the nicenstripy brand.

# Statement of Policy

The aim of the nicenstripy Health and Safety Policy is to minimise all accidents and incidents for the protection of employees, customers and their staff and members of the public.

All franchisees are required to follow ‘The nicenstripy Health & Safety Policy’ as detailed over the following pages.

The nicenstripy Policy is to ensure every accident or incident is correctly recorded and reported where required.

Further analysis of the H& S Reports will be conducted to improve nicenstripy working practice and/or provide additional training recommendations.

# Definitions

In this document a **“responsible person”** usually the franchisee or any other member of their staff who has been designated by the franchisee to assist in collecting incident information, completing paperwork and taking remedial action.

The term **nicenstripy Health and Safety Adviser** refers to any Director of nicenstripy Gardencare Limited or designated person within the nicenstripy franchise group.

An **“incident”** in this document refers to any accident resulting in fatality, major or minor injury, a dangerous occurrence, or a near miss.

**“First Aid”**

Injuries are any injuries that require first aid treatment but, do not, require any further treatment (e.g. taken to hospital). In this document we exclude very minor cuts and scratches which, are self treated, for example by the application of a plaster. However, it should be remembered that for any accident, no matter how minor, an entry should be made in the Accident Book.

**Reportable “major injuries”** are:

1. Any fracture other than to fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. Chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury:- leading to hypothermia, heat-induced illness, or to unconsciousness requiring resuscitation, or requiring admittance to hospital for more than 24 hours.
8. Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
9. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance of inhalation, ingestion or through the skin.
10. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

**“Dangerous occurrences”** include:

1. Plant or equipment coming into contact with overhead power lines.
2. Accidental release of a biological agent likely to cause severe human illness.
3. Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall.
4. A dangerous substance being conveyed by road is involved in a fire or released.
5. Accidental release of any substance, which may damage health.

Although these definitions are very specific and are not a complete list of possible dangerous occurrences, serious incidents may happen whilst on client or your business premises, which are a cause for concern, then these should be drawn to the attention of the nominated nicenstripy Health and Safety Adviser immediately. Such incidents should be dealt with as if they were a “dangerous occurrence” and the relevant procedure should be followed for this purpose.

In this document **a “near miss”** excludes dangerous occurrences as defined above but includes any other event which did not cause injury, ill-health or damage, but had the potential to do so.

 **“Over-7-day injury”** describes an injury where a person is incapacitated for work for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days) because of an injury resulting from an accident arising out of or in connection with work.

# RIDDOR

**RIDDOR** means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996. RIDDOR requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

# Reportable Diseases

**Include;**

Some **Skin Diseases** such as;

- occupational dermatitis

- skin cancer

- chrome ulcer

- oil folliculitis/acne

**Lung Diseases** including;

- occupational asthma

- farmers lung

- pneumoconiosis

- asbestosis

- mesothelioma

**Infections** such as;

- leptospirosis

- hepatitis

- tuberculosis

- anthrax

- legionellosis

- tetanus

**Other Conditions** such as;

- occupational cancer

- certain musculoskeletal disorder

- decompression illness

- hand-arm vibration syndrome.

**Note:** This list is not exhaustive, and the full list of reportable diseases can be obtained by contacting your nicenstripy Health and Safety Adviser.

# Reporting Health and Safety incidents under RIDDOR

## Franchisee legal requirements

Ensure that any accident to yourself or staff members, no matter how minor, is reported in your individual Accident Book, which should be found either in the first aid box within the van, or in some other central location within your business premises.

Call a first aider for anyone who needs first aid treatment.

Each franchisee must ensure that any incident which occurs within their business and of course area of responsibility and control should be properly investigated.

A designated “responsible person” (usually the franchisee) is to assist in collecting incident information, completing paperwork and taking remedial action.

Note that the reporting of dangerous occurrences and near misses is mandatory.

Communicate to all staff within your business the procedures for dealing with

Incidents and ensure that they have been informed of the name(s) of the responsible person(s).

Ensure that any paperwork is completed and forwarded according to this guidance to ensure compliance with legislation.

Note that the nicenstripy Health and Safety Adviser (any board member of nicenstripy or designated person) does not need to be informed if it becomes apparent that an employee will be off work for more than seven work days as a result of a workplace accident but it would be prudent to bring this to nicenstripy attention particularly if over fourteen days.

Ensure that the nicenstripy Health and Safety Adviser is informed if an employee subsequently dies with one year as a result of an incident at work.

Inform the nicenstripy Health and Safety Adviser if an employee suffers from a “notifiable” disease.

See <http://www.hse.gov.uk/riddor/report.htm> for full details.

# First Aiders

After giving treatment to any injured person, enter the details within your Incident Report Book

In the case of a major injury or fatality telephone the nicenstripy Health and Safety Adviser within 12 hours of the incident occurring.

In the case of a Dangerous Occurrence telephone the nicenstripy Health and Safety Adviser within 12 hours of the incident occurring.

Investigate incidents before completing the relevant parts of any Incident Report Book and recommending remedial action, identifying where possible any immediate or underlying causes.

Ensure remedial action is carried out.

Ensure that any injuries, diseases and dangerous occurrences are reported to the nicenstripy Health and Safety Adviser within 12 hours of the incident occurring.

Ensure that any injuries, diseases and dangerous occurrences are reported to the HSE in accordance with RIDDOR within 12 hours of the incident occurring.

Assist and advise as required with any incident investigation where the incident is serious and, together with the nicenstripy Health and Safety Advisor, provide a report for the Board of Directors.

Accident Reporting Procedure

(used in the event of an injury to a person)

If an employee receives a slight cut or abrasion whilst at work and does not require the assistance of a first aider, they may obtain a small dressing or plaster from the First Aid box.

However, they have a legal responsibility, under the Social Security (Claims and Payments) Regulations 1979, to record any injury at work, no matter how minor. They should do so by making an entry in the Accident Book.

Sometimes an employee may be injured but does not require any of the contents of the First Aid box (e.g. plaster, dressings). Even in such circumstances the employee should still make an entry in the Accident Book.

When an accident occurs and a person is more seriously injured, a First Aider should, immediately, provide treatment.

In the event that the accident causes the death of an employee or a major injury to an employee, arising out of, or in connection with the work of the employer (this also includes a death or major injury as a result of physical violence), the First Aider will contact the nicenstripy Health and Safety Adviser within 12 hours of the incident occurring or as soon as they have finished attending to the injured person.

In the event that the accident causes the death of a non-employee (for example client or member of the public) or leads to the non-employee to being taken to hospital by whatever means, and the injury arises out of or in connection with, the work of the nicenstripy franchisee and/or franchisee’s staff, again the Responsible Persons must contact the nicenstripy Health and Safety Adviser by telephone as soon as they have finished attending to the injured person.

**Note:** For a definition of “major injury” please refer to “DEFINITIONS” as previously listed at the start of this document

# Dangerous Occurrence/Near Miss Reporting Procedure

In the event of a dangerous occurrence or a near miss, the franchisee or responsible person should inform the nicenstripy Health and Safety Adviser as soon as practically possible.

If the franchisee wasn’t at the location at the time of the incident, then he/she must visit the scene of the incident to gather information where necessary. If the incident is a dangerous occurrence the responsible person will contact the nicenstripy Health and Safety Adviser as soon as practically possible.

#  “Over-7- Day” Injuries

According to RIDDOR “where a person is incapacitated for work for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days) because of an injury resulting from an accident arising out of, or in connection with, work the responsible person shall send a report thereof to the relevant enforcing authority.”

The report must be made within 15 days of the accident.

# Reporting The Subsequent Death Of An Employee

Under RIDDOR there is a requirement to report the subsequent death of an Employee who dies as a result of a reportable injury within one year of the incident.

In order for this to happen the responsible person must monitor the progress of any employee seriously injured in an accident at work. As soon as the responsible person becomes aware of the subsequent death of an employee, they should inform the nicenstripy Health and Safety Adviser immediately.

Reasonable steps must also be taken to monitor the progress of any employee who is seriously injured and leaves their employment within a year of the incident.

# Reporting Of Cases Of Disease

Certain occupational diseases that affect employees have to be reported to the Health and Safety Executive. Examples of such diseases can be found under “Reportable Diseases” as previously listed in this document.

The requirement to report a case applies only where a written diagnosis from a registered medical practitioner has been received.

In such circumstances the franchisee or responsible person will have to check whether the employee’s job involves work activities specified under Schedule 3 of RIDDOR, which are linked to certain diseases.

In any event your nicenstripy Health and Safety Adviser must be informed of any notifiable diseases, to ensure that the correct form can be completed and submitted to the Health and Safety Executive.

# Personal Protection Equipment

Franchisees are required by law to provide PPE for their staff free of charge unless specified in their contract of employment (i.e. steel toecap boots to be provided by employee and worn at all times).

In addition to nicenstripy corporate attire the standard requirement for PPE wear is;

1. 1 pair gloves
2. 1 pair safety goggles
3. 1 hard hat
4. ear plugs and/or ear-defenders
5. sun block

All PPE to be checked on a weekly basis as suitable.

Yellow Safety vests/jackets to be provided in certain situations and on some commercial sites to comply with their Health & Safety procedures.

Each vehicle must carry a fully equipped First Aid Box and Fire Extinguisher

Each vehicle will have at least one qualified First Aider

For more specialised work such as chainsaw use and tree work, the law requires additional PPE. No employee should be allowed to use any equipment if he does not possess the necessary Qualification or Competence Certificate.

Chemicals and Fuel must be stored and carried according to legal requirements prevailing.

# nicenstripy Reporting

Franchisees are required to complete the Health &Safety Compliance Form in the event of encountering a dangerous occurrence or other serious incident as soon as practical and forward a copy to the nicenstripy Health and Safety Advisor by email.

Minor incidents that have been logged in your Accident Reporting Book should be logged in the Health & Safety Compliance Form and forwarded to the nicenstripy Health and Safety Advisor by email by the end of each month.

Should there be nothing to report, there would be no requirement to complete and return a Nil Report.

All franchisees must participate to ensure that we comply with our Health and Safety obligations.

# The nicenstripy Health & Safety Compliance Form

|  |  |
| --- | --- |
| **Franchisee Name:** |  |

|  |  |
| --- | --- |
| **Date being reported:** |  |

**Brief summary of all entries made in your Incident Report Book**

**Details of any Incident that resulted in injury where staff where off work for more than Seven Consecutive Work days.**

**Details of any improvements to working practises or staff training undertaken as a result of an incident.**

**Details of any claim made or still being processed under your Employee Liability insurance and if applicable PL.**

**To be completed by the nicenstripy Health and Safety Advisor:**

**Details of recommended changes to the nicenstripy Health and Safety Policy / Procedures as a result of any incident reported above:**

Franchisees Signature: ……………………………….. Date: ..............................