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## Health & Safety Policy

Reviewed: 10 January 2025

### HEALTH AND SAFETY AT WORK ACT 1974

#### THE HEALTH AND SAFETY POLICY OF KERNOCK PARK PLANTS LTD

Our policy is to ensure that employees, at all times, work under conditions which are conducive to health and maximum safety.

It is our intention to provide and maintain plant, equipment and systems of work which are, so far as is reasonably practicable, safe and without risk to health. It is also our intention to provide such information, safety equipment & clothing, training and supervision as is required for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out herein.

The policy will be updated as required particularly as the business changes in nature and size. To ensure this, the policy and the way it is operated will be reviewed annually. Any revision or changes will be displayed on Company notice boards and/or notified to individual employees by the most appropriate means.

Risk assessment areas and current risk assessments will be reviewed on an annual basis or as applicable.

Bruce R Harnett  
Managing Director

## THE HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

Overall and final responsibility for Health and Safety in the company is that of **Mr B. Harnett (Managing Director)**.

**Mr J. Cooper (Operations Director)** will be responsible as his deputy in responsibility for Health and Safety in the company.

Managers and Supervisors where necessary are responsible for safety in their area and for notifying any hazards or potential hazards as laid down in this policy.

All employees have a responsibility:

- to co-operate with supervisors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- to work with care and attention for their own safety and that of others.
- to comply with this Policy Statement and follow any safety instructions however issued.
- to make suggestions for improvements to safety (e.g. methods, procedures, work layout etc.); and
- to wear sensible clothing to facilitate personal health and safety (e.g. warm, weatherproof clothing, strong shoes or boots and otherwise as dictated by the nature of the work).

Whenever an employee notices a potential Health and Safety problem or hazard which they are not able to put right they must immediately inform their immediate superior who is then responsible for informing the IT Manager or Maintenance Manager as appropriate.

Hazards or problems may include such items as:

- failure or deterioration in a machine, equipment or building.
- deterioration in health and safety equipment or materials (personal protective equipment, guards, signs, etc.).
- use of expendable resources (discharge of fire extinguishers, use of first aid equipment etc.).
- minor, non-urgent problems such as leaking washers or worn hoses.

Safety training, inspections and risk assessments are the responsibility of **Mr J. Cooper** as are Accident investigation and reporting where necessary on Form F 2508 or Form F 2508A or Insurance Company forms and investigations.

Monitoring maintenance of plant, equipment and structures (including Health and Safety in relation to capital, plant, building and maintenance work carried out) is the responsibility of **Mr L. Taylor (Maintenance Manager)**.

The Health and Safety Information for Employees Regulations (1999) posters are displayed in the Hanger, the canteen next to T6, by the notice board in G16 and outside the Staff Room in G19.

H.M. Agricultural Inspector ( H.S.E. ) for this area is based at:

Ballard House, West Hoe Road, Plymouth, PL1 3BL.

Tel: 01752 276300; Fax. 01752 226024

Fire extinguishers, smoke detectors and the Fire Alarm system are checked and maintained on an annual contract by:

Universal Fire & Security – Information can be found on alarm panels

Tel : 01752 511222

The security and intruder alarm system are checked and maintained on an annual contract by:

Universal Fire & Security – Information can be found on alarm panels

Tel : 01752 511222

The Managing Director shall have overall responsibility for chemicals and pesticides and their application. The Pest & Disease Manager will be primarily responsible for application of COSHH chemicals under authorisation by the Managing Director. Only personnel who fulfil the current conditions and appropriate requirements for age, certification etc will be permitted to participate in the application of any pesticides or chemicals.

## GENERAL ARRANGEMENTS AND PERSONAL RESPONSIBILITIES

### ORGANISATION

It is the intention of KPP to ensure that all work carried out will comply with the Health and Safety at Work Act 1974 and any subsequent amendments and, that where approved 'Codes of Practice' are in 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.

No one shall intentionally or recklessly interfere with or misuse, anything provided in the interests of health, safety or welfare. To do so will be considered a disciplinary offence.

Deliberate contravention of the Company's Safety Policy by any employee will be considered to be a reason for disciplinary action and may be grounds for instant dismissal.

### EMPLOYEE RESPONSIBILITIES

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, work-persons from other companies, families, friends and trespassers who may be affected by his/her actions.

Each employee must comply with Health and Safety legislation; in particular, that contained within this policy, or as is otherwise issued.

Each employee should suggest protective measures or methods where possible and should notify and detail any potential health or safety hazard to the supervisor or manager of the area in which they are working. If he/she is not available, a report should be made to the Senior Manager for remedial action to be initiated.

Each employee should ensure that all visitors to the nursery should conform with KPP's safety requirements, beginning by reporting to the Office on arrival. If the office is temporarily unmanned at the time, employees should see that any visitor is accompanied to report to a member of the management team who will relay any necessary information to other members of staff as appropriate.

## SUPERVIROS/MANAGER RESPONSIBILITIES

Each Supervisor/Manager will be responsible for:

- ensuring that all the employees in their area work in the correct manner with due regard for fellow employees, visitors or persons working on the premises.
- seeing that the workplace and its equipment is in a safe condition and in a clean and tidy state. (This includes overseeing the cleanliness and tidiness of the refreshment areas in houses and tunnels).
- ensuring that pathways, entrances and exits are kept clear and unobstructed.
- seeing that the Company's Health and Safety Policy is being complied with.
- notifying the IT Manager of any potential hazards or non-urgent problems by making a written report. This will allow remedial action to be prioritised and completed with a minimum of delay.
- notifying the Maintenance Manager of any emergency situation or incident by the quickest possible means. If it is not possible for the problem or hazard to be immediately rectified, the verbal report should be followed up by making a written report. This report should be passed to the IT Manager so that repairs and problems are followed up and rectified without delay.

## PROCEDURE IN CASE OF ACCIDENTS

First aid posts are situated at the following locations:

- T6 Canteen
- G19 Canteen
- G21 Canteen
- Main Office

Each site administered by the Company is equipped to the necessary standard with appropriate First Aid materials for minor self-treatable injuries.

The first aid boxes (general usage) and accident record/report books are kept in the first aid posts *on all sites*. All first aid required should be highlighted to the nominated personnel to provide access to first aid material (immediate access available in case of emergency) box requires a key from a first aider or manager.

There is a first aid kit in each of the Company vehicles. If an accident occurs while using a Company vehicle, a note of the incident should be made in the relevant First Aid Report book when the employee returns to KPP or the nursery from which the journey was started (as appropriate).

All cuts, sores and wounds sustained while at work, no matter how trivial, should be washed, cleaned and (if necessary) protected with suitable dressings.

Employees must make an entry in the First Aid and Accident report book for every incident that occurs while at work even if no materials or equipment from the First Aid facilities are used. The report books

are checked at regular intervals as this is an additional means of monitoring safety and the possible need for remedial action, repairs or additional safety precautions.

It is each individual employee's responsibility to protect existing cuts, sores and wounds (sustained away from work) with suitable dressings before coming to work.

In the event of injury at work, other than minor self – treatable occurrences, assistance for emergency first aid from a recognised First Aider should be sought via your immediate superior as soon as possible by the most convenient and speedy method.

In the event of an accident involving chemicals or pesticides, **Mr. J Cooper** should be informed as soon as possible. In the event that he is not available, Mr Vivian Dawe must be informed. Any instructions given for dealing with any such incident or accident must be followed.

***The nearest doctor is at:***

Callington Health Centre

Tel: 01579 382666

***The nearest eye treatment unit (and casualty dept.) is at:***

The Royal Eye Infirmary

Tel: 01752 315125 for an appointment unless the need for attention is urgent.

***The nearest casualty unit (24 hour service) is at:***

Derriford Hospital

Tel. 018451558155

***Additional casualty and X-Ray facilities are available at:***

Tavistock Hospital

Tel: 01822 612233

Community Hospital in Liskeard (Tel. 01579 373500) also provides a limited casualty service. However, the facilities at Liskeard and Tavistock have restricted availability so it is advisable to telephone first before going to the one of these hospitals.