

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

|                           |
|---------------------------|
| <b>MEO LANDSCAPES</b>     |
| <b>GREG MEO – Manager</b> |
| <b>GREG MEO – Manager</b> |

| STATEMENT OF GENERAL POLICY  | RESPONSIBILITY OF:<br>Name/Title | ACTION/ARRANGEMENTS (customise to meet your own situation)  |
|--|----------------------------------|---|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.  | GREG MEO<br>MANAGER              | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)  |
| To provide adequate training to ensure employees are competent to do their work.   | GREG MEO<br>MANAGER              | Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.       | GREG MEO<br>MANAGER              | Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.  |
| To implement emergency procedures – evacuation in case of fire or other significant incident.  | GREG MEO<br>MANAGER              | Escape routes well advised and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.   |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | GREG MEO<br>MANAGER              | System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.<br>Toilets and washing facilities are to be supplied by the customers. On site facilities<br>Staff trained in safe handling/use of substances.  |

|  |   |        |  |
|--|---|--------|--|
| Health and safety poster is displayed:   | OFFICE – HALL FARM HOUSE                  |        |  |
| First-aid box and accident book are located:<br>Accidents and ill health at work reported under RIDDOR:<br>(Reporting of Injuries, Diseases and Dangerous Occurrences Regs)<br><a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923 | OFFICE - HALL FARM HOUSE AND FORD TRANSIT |        |  |
| Signed: (Employer)   |   | Date:  | 23/August/2010                               |
| Subject to review, monitoring and revision by:   | GREG MEO                                  | Every: | 12 months or sooner if work activity changes |