Grounds Maintenance
Health and Safety Policy

1. **Statement of Policy Intent**

This document sets out the Grounds Maintenance team’s policy and local arrangements for health & safety. The document supplements the University’s general arrangements for health and safety.

The Grounds Maintenance team will conduct its activities so as to protect the health, safety and welfare of its employees and others who may be affected by our activities. In doing so, we will aim to prevent accidents, injuries and occupational ill health so far as is reasonably practicable.

The Grounds Maintenance team will:

- Establish robust health & safety management systems.
- Safeguard employees, and others, from foreseeable hazards associated with work activities and processes.
- Provide safe working environments and safe systems of work, which minimise the risks to health, safety and welfare.
- Provide appropriate information, instruction, training and supervision.
- Ensure that all employees are aware of their own responsibilities in respect of health and safety.
- Undertake workplace inspections and audits to ensure that health and safety management arrangements are robust, that systems are being implemented and that health & safety objectives are being met.

2. **Local Health and Safety Responsibilities**

The strategic management of health & safety within Grounds Maintenance team is the responsibility of the Director of Facilities Maintenance. This includes the need to ensure that suitable H&S management systems are in place and are reviewed periodically.

The Head of Grounds Maintenance, Operations Manager and Senior Gardeners are responsible for the operational management and implementation of the health & safety policy and arrangements. This includes responsibility for the implementation of health & safety management systems and the maintenance of emergency procedures, health & safety records, risk assessments and safe systems of work. The Head of Grounds Maintenance will ensure that the arrangements for health monitoring are effective and staff receive sufficient information, instruction, training and supervision to undertake their role safely.

It is the responsibility of all employees to take reasonable care of their own health and safety, and to ensure that others are not put in risk by their acts or omissions at work. Employees have a responsibility to cooperate with managers to help them comply with their legal obligations.

Specialist advice is available from the University Health & Safety Services team consultants where required.

3. **Local Health and Safety Arrangements**

**Hazard Identification:** We will ensure that workplace hazards are identified and will inform grounds maintenance staff and others at risk of these hazards.

**Risk Assessment:** We assess the risks associated with workplace hazards and staff will be informed of the findings. We will take action where necessary to control risks to an acceptable level and staff will be informed of the control measures required.

A register of Risk Assessments will be maintained and copies of the risk assessments will be held by the Head of Grounds Maintenance. Risk assessments will be reviewed regularly.
Safe Systems of Work: We will develop Safe Systems of Work to cover routine tasks and will ensure that staff are trained and competent to adopt these systems.

Workplace Inspection: We will ensure that regular workplace health and safety inspections are undertaken at representative work sites. A record of the inspections will be maintained by the Head of Grounds Maintenance.

Instruction, Training & Information: We will ensure that staff at all levels have appropriate knowledge and training in order to undertake their specific roles. They will be provided information necessary to allow them to carry out their duties in a safe manner. Staff will be trained to consistent standards.

Staff Consultation: We recognise that employee involvement is essential to successfully manage health and safety at work and as such will actively encourage employee participation in health and safety matters. Staff will be consulted on health and safety issues through staff meetings and Staff Council meetings.

Emergency procedures: We will maintain emergency procedures for reasonably foreseeable emergency events.

Accident Reporting and Investigation: All work-related accidents, incidents and ill-health will be reported and records retained. Grounds Managers will investigate work-related reported events in order to establish the cause, to identify any lessons learnt and to meet any relevant statutory obligations.

Management Systems: We will ensure that robust health & safety management systems are in place for Grounds Maintenance operations. Our arrangements will be periodically audited to ensure they are effective.

Monitoring of Health and Safety: We will review our health and safety arrangements periodically, in order to assess our performance against agreed targets and, where necessary, corrective action will be taken.

Health Surveillance: Annual health surveillance will be provided for staff where this is appropriate.

4. **Review**

This policy will be reviewed and amended as necessary, but at a minimum will be reviewed every 3 years.

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Rupert Taylor

Head of Grounds Maintenance

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Next Review: February 2021