



# HEALTH, SAFETY & WELFARE POLICY

Green Corridor  
Main Road Nurseries  
Stanwell Moor Road  
Heathrow  
TW19 6BS

## **POLICY FOREWARD**

The Board of Trustees of Green Corridor recognise their legal and common law duty to look after the safety of its employees, learners and other persons affected by our undertakings. We understand that under Section 2(3) of the Health and Safety at Work Act 1974 we have a legal duty to prepare a health and safety policy and bring it to the attention of our employees and review and revise it on a regular basis.

This policy should serve as the cornerstone to a healthy and safe working environment and culture and as such all Management and staff must familiarise themselves with and follow guidance as appropriate to their role.

### **The policy is laid out in 3 sections:**

#### **Section A**

##### **DIRECTORS STATEMENT OF INTENT**

This is an expression of management intention and recognition of our legal duties and responsibilities.

#### **Section B**

##### **ORGANISATION**

Details the organisation for health and safety and specifies responsibilities of directors, managers, employees, learners and contractors.

#### **Section C**

##### **ARRANGEMENTS FOR H&S**

This section details the arrangements for health and safety including safe working practices, guidance, procedures and systems to be followed by management and employees.

This section aims to provide key information and guidance with further more in depth information for those who require it under Section D.

##### **[APPENDICES TO POLICY](#) (Contained in the Green Corridor Health & safety Manual)**

This is a separate document which contains a wide range of supporting information and detailed guidance that expand where necessary on Section C.

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***This policy was written and developed in association with, and on behalf of Green Corridor by:***

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## SECTION A

### TRUSTEES POLICY STATEMENT of INTENT

It is the policy of the Board of Trustees of Green Corridor to manage its operations in such a way so as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and learners and other persons likely to be affected by its operations including volunteers, clients, sub-contractors, visitors and the general public where appropriate.

As a responsible employer Green Corridor will endeavour to honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated Regulations and Codes of Practice.

Green Corridor will provide:

- a) Safe working conditions and means of access and egress.
- b) Safe plant, equipment and safe systems of work.
- c) Suitable information, instruction, training and supervision.
- d) Adequate welfare facilities.
- e) Appropriate safety measures regarding the use, handling, transportation and storage of articles and substances.

The policy is dependant upon the co-operation of all persons and as such all employees and volunteers have a duty to take reasonable care for their own safety and that of others who may be affected by their acts or omissions and to observe all health and safety rules and procedures laid down by Green Corridor

Green Corridor works with “hard to reach” young people through environmental education programmes and recognises it has a greater duty of care to safeguard these groups of learners. Green Corridor requires a high standard from sub-contractors and self-employed persons who will be required to work in a safe manner at all times and shall consider the suitability of sub-contractors and self-employed persons before appointment.

Prior to commencement of projects Green Corridor will discuss at the pre-contract stage all relevant health and safety issues. Clients will be required to complete a hazard checklist and to pass relevant information regarding safety issues and risks associated with any contract or project.

All levels of staff & volunteers will receive appropriate information, instruction and training, in particular first day induction.

The Board of Trustees recognise that they have ultimate responsibility for health and safety and will proactively pursue the implementation of this policy and will allocate sufficient resources and time to ensure such.

The safety policy will be brought to the attention of all employees and other groups as appropriate and will be monitored to ensure it is effective and reviewed regularly or upon significant change of circumstances.

Signature



(Tim Knight)

Date 10<sup>th</sup> April 2019

(Chief Executive Officer: Green Corridor)

Next regular review due: April 2020



## **SECTION B**

### **Organisation for Health and Safety within Green Corridor and specific responsibilities**

- Chief Executive Officer
- Managers / Supervisors
- Employees
- Learners & Volunteers
- Sub-Contractors and Self-Employed Persons

**THE CHIEF EXECUTIVE OFFICER of GREEN CORRIDOR SHALL:**

(On behalf of the Board of Trustees)

- Read and understand the Company's Safety Policy and their responsibilities as laid down in it.
- Endeavour to ensure this policy is carried out and implemented throughout the organisation.
- Set high personal standards on health and safety matters.
- Keep up to date with relevant health and safety legislation and Approved Codes of Practice and Guidance.
- Record accidents and incidents in the company accident / incident log and report appropriate injuries, diseases and dangerous occurrences to the Health and Safety Executive on form F2508 and by phone if necessary.
- Ensure adequate procedures are in place to vet and identify the competence and suitability of any contractor, sub contractor or self-employed person working on behalf of Green Corridor.
- Ensure Sub-Contractors and self employed persons are made aware of the standards expected with regard to health and safety matters.
- Ensure pre-contract meetings are arranged prior to acceptance of any work and follow guidance laid down in "pre-contract arrangements".
- Provide every employee with comprehensible and relevant information on any potential hazard, the results of any risk assessment, and associated control measures.
- Ensure all hazards that present a risk to volunteers, employees and/or other people's health and safety will be subject to a risk assessment.
- Ensure all tools and equipment owned by the Company are used, operated, maintained, tested and inspected in accordance with the manufacturers' instructions.
- Provide appropriate safety equipment and clothing to employees and volunteers and ensure it is worn.
- Consult with employees and volunteers on matters of health and safety.
- Ensure all levels of staff & volunteers receive adequate and appropriate safety training, in particular first day induction training.
- Discuss health and safety matters at monthly team meetings and Trustee Board meetings.
- Endeavour to determine the cause of any accident or dangerous occurrence and take appropriate remedial action.
- Reprimand at all levels any individual for failing to discharge their responsibilities satisfactorily. Disciplinary action will be taken as considered appropriate.
- Arrange necessary and appropriate insurance's and certificates.
- Comply with and follow any advice, guidance or instructions given by an Enforcing Officer of the Health and Safety Executive or local enforcement agency.
- Undertake regular inspections of site health and safety
- Monitor and review the effectiveness of this policy and general health and safety arrangements on a regular basis.

## **MANAGERS & SUPERVISORS MUST:**

- Adhere to the above instructions and implement them within your area of control and responsibility.
- Follow and implement guidance laid down in the Green Corridor health and Safety Policy and any other guidance.
- Follow and implement control measures described in any risk assessment.
- Encourage employees, volunteers (and self-employed persons) under your direction to follow the above guidance and general safe practice in all activities.
- Stop work activities where there is a significant risk to the health or safety of any persons.
- Seek advice from Head Office / company directors, on any issue that you have concerns about.
- Inform your manager or directors of employees, volunteers or sub-contractors who fail to follow safe practice or your instructions

## **EMPLOYEES MUST:**

- Take reasonable care for your own health and safety and other persons who may be affected by your acts or omissions at work.
- Take care of the health and safety of yourself and others by adopting safe methods of working and using any equipment or protective clothing provided.
- Follow the instructions and guidance laid down in the Company Health and Safety Policy and any other instructions.
- Follow local safety rules and procedures on site commensurate with your role.
- Familiarise yourself with fire and evacuation arrangements.
- Report all accidents, incidents and near misses however small to your manager & site supervisor.
- Report any concerns or problems with respect to health and safety to your manager.
- Obey the instructions of a senior manager.
- Use only equipment you are competent/trained in the use of and have permission to do so.
- Maintain tools and equipment in a safe condition.
- Report defects in any tools, or equipment to your manager.
- Inform your manager of any medication you may be on which may affect you in any way.
- Not consume or be under the influence of alcohol whilst working for, or representing Green Corridor.
- Not engage in horseplay or pranks.
- Not interfere with or damage plant and equipment.
- Co-operate with management/directors on matters relating to health and safety.
- Encourage volunteers to work in a safe manner

**LEARNERS & VOLUNTEERS MUST:**

- Take reasonable care for your own health and safety and other persons who may be affected by your actions.
- Use only equipment you are competent or trained in the use of and have permission to do so.
- Report defects in any tools or equipment to your Green Corridor supervisor.
- Follow instructions in any training or information given.
- Follow any instructions from a supervisor.
- Wear any protective clothing provided. Report any damage to your protective equipment.
- Follow local safety rules and procedures on site.
- Familiarise yourself with fire and evacuation arrangements.
- Report all accidents, incidents and near misses however small to your supervisor.
- Report any concerns or problems with respect to health and safety to your site supervisor.
- Inform your supervisor of any medical condition or medication you may be on which may affect you in any way.
- Not consume or be under the influence of alcohol or non-prescribed drugs whilst working for, or representing Green Corridor.
- Not engage in horseplay or pranks.
- Show respect for other learners and staff
- Not interfere with or damage plant and equipment.

## H&S REQUIREMENTS FOR SUB-CONTRACTORS & SELF EMPLOYED PERSONS: Form 1

### SUB-CONTRACTORS / SELF EMPLOYED PERSONS MUST:

- Comply with all relevant health and safety legislation and HSE Approved Codes of Practice and Guidance.
- Comply with the health and safety requirements of your contract.
- Have in place appropriate insurance's.
- Work in a professional manner at all times giving due regard and respect to other persons and their associated activities at all times.
- Observe and follow all site rules and procedures.
- Ensure persons under their control or employment act in a safe manner.
- Ensure they and their staff have received appropriate information, instruction and training to undertake work in a safe manner.
- Provide and wear suitable personal protective equipment, as necessary.
- Observe all statutory provisions concerning the use, handling, storage and disposal of flammable, corrosive, toxic, harmful, oxidising, explosive or other hazardous substances you may bring on site.
- Carry out risk assessments and implement suitable control measures where necessary.
- Have in place suitable safe systems of work and method statements where necessary.
- Report to the Site Manager/Supervisor upon arrival on site.
- Report immediately any incident, accident, injury, dangerous occurrence or property damage to the Green Corridor supervisor on site..
- Provide their own first aid and welfare arrangements unless arrangements to share site/host facilities have been arranged.
- Not operate any item of plant or equipment without adequate training, experience and permission.
- Maintain workplaces in a clean and tidy condition. Remove waste from site.
- Take precautions against the risk of fire when undertaking hot work.
- Understand that contravention or compromise of Green Corridor site safety procedures will not be accepted and may lead to the exclusion from working on site and consideration for future works for this Company.
- Keep up to date with current best practice.

*I acknowledge and agree to follow and implement the above requirements:*

NAME:	COMPANY:	
SIGNATURE:	POSITION:	DATE:

**SECTION C****ARRANGEMENTS FOR HEALTH & SAFETY**

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## 1. ACCIDENT/INCIDENT REPORTING & INVESTIGATION

### **Green Corridor will:**

- Maintain a local accident book at Head Office.(B1 510)
- Record all necessary details relating to accidents or incidents.
- Report any injury, disease, dangerous occurrence or over 7 day injury to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (Riddor)
- Maintain records of all Riddor reports.
- Maintain records of all over 3 day injuries (however these do not need to be reported to the HSE under Riddor)
- Investigate accidents/incidents where considered necessary. This will be undertaken by the Senior Green Corridor Manager on site in the first instance so as to prevent an immediate reoccurrence. Further investigation will be undertaken by directors and /or the Health & Safety Advisor as considered appropriate.

### **Employees and Volunteers shall:**

- Report all accidents at work, however minor, to the Green Corridor supervisor.
- Assist managers or supervisors with any accident/incident investigation.

See also Green Corridor H&S Manual: Ch 5: Accident reporting and investigation

## 2. FIRST AID

### **Green Corridor will:**

- Provide first aid equipment on site at Green Corridor premises for employees, learners and volunteers.
- Provide first aid equipment in Company vehicles as necessary.
- Discuss the use of shared first aid facilities on site at the contract negotiation stage.
- Provide suitable training for first-aiders and appointed persons as required.

### **Employees and Volunteers shall:**

- Familiarise themselves with the first aid arrangements on site at the start of work.
- If there are no first aid facilities on site, first aid kits must be held by employees.
- A portable first aid kit must be carried in all Company vehicles.

See also Green Corridor H&S Manual: Ch 23: First-Aid

### **3. FIRE SAFETY**

- The Chief Executive Officer is responsible for overseeing and co-ordinating general fire arrangements on site.

#### **Green Corridor will:**

- Arrange for fire risk assessments for company premises and activities to be undertaken on a regular basis.
- Ensure a schedule of inspection, testing and maintenance (of fire detection systems, fire alarms, emergency lighting, and fire fighting equipment) is implemented and records of such kept in the Fire Log.
- Undertake regular fire drills and evacuations at least twice a year. Records of these exercises will be kept in the Fire Log.
- Managers and staff with control of specific areas should ensure safe practice within their areas of control, fire escape routes and doors are kept clear and unobstructed at all times and fire evacuation notices are posted in prominent positions.
- Fire Procedure posters will be prominently displayed in all work areas and where the public may see them. These procedures must be brought to the attention of all staff and contractors.

#### **GENERAL FIRE PRECAUTIONS**

##### **ON DISCOVERING A FIRE**

1. Verbally raise the alarm and immediately operate the nearest fire alarm.
2. Leave the building without delay by the nearest fire exit. Do not stop to collect personal items.
3. Proceed to assembly point. Shut fire doors as you leave. Inform Emergency Evacuation Wardens or senior member of staff of the location and details of the fire.

##### **ON HEARING THE FIRE ALARM**

1. Follow any instructions given
2. Leave the building by the nearest fire exit.
3. Proceed to assembly point. Shut fire doors as you leave.

##### **CONTRACTORS AND VISITORS**

Usher visitors out of the premises in a firm but reassuring manner to the assembly points where all persons should muster so that the Emergency Evacuation Wardens can take a role call.

[See also Green Corridor H&S Manual: Ch 20: Fire Safety](#)

## 4. RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 require that risk assessments are carried out for all work activities to remove or reduce the risks to an acceptable level. These will be supplemented by method statements and safe systems of work where applicable.

### **Green Corridor will:**

- Carry out risk assessments on all work activities and implement safe systems of work.

This will include assessments on common topics such as:

Workplace fire safety  
 Display screen equipment  
 Young persons  
 New and expectant mothers  
 Provision of personal protective equipment  
 Provision of first-aid facilities  
 Provision and use of work equipment including electricity  
 Working at height  
 Hazardous substances including explosive atmospheres  
 Manual handling  
 Noise and vibration  
 Lone working  
 Confined spaces  
 Environmental issues  
 General workplace

The above list represents common areas of assessment and is not exhaustive or definitive.

- Record the significant findings of any assessment/method statement and inform employees and volunteers of such.
- Provide generic assessments where applicable for generic activities.
- Review risk assessments on an annual basis or upon significant change of circumstances.
- Prepare method statements and safe systems of work when required and applicable to an activity or process.

### **Employees and Volunteers must:**

- Follow guidance contained in any method statement or safe system of work.
- Follow the guidance laid down in any generic and specific risk assessments.

[See also Green Corridor H&S Manual: Ch 3: Risk Assessment](#)

## 5. NEW & EXPECTANT MOTHERS

### Green Corridor will:

- Undertake a risk assessment with a view to identifying, removing or controlling the risks to expectant/new mothers using the new & expectant mothers risk assessment checklist.

### Employees and Volunteers shall:

- Inform their Manager or Supervisor if they are a new or expectant mother.

See also Green Corridor H&S Manual: Ch 26: New & Expectant Mothers

## 6. CONTINUED PROFESSIONAL DEVELOPMENT

- Managers and Supervisors should remain aware of current developments, accepted standards and best practice relating to health and safety and issues appertaining to their profession and area of responsibility.
- Managers and Supervisors should inform and keep employees and volunteers up to date with regard to relevant best practice relating to health, safety and welfare issues.
- Full use should be made by managers and Supervisors of sources of health and safety information available from professional organisations and advisory bodies (such as the Health and Safety Executive).

See also: HSE website (a-z) at [www.hse.gov.uk](http://www.hse.gov.uk)

## 7. TRAINING & INFORMATION

### Green Corridor will:

- Identify the training needs of employees and volunteers
- Provide induction training for all new employees and volunteers (to include first day health and safety induction).
- Provide suitable and appropriate information and instruction to employees and volunteers on the hazards and risks associated with any work. This will include tool-box talks on site.
- Provide suitable training to enable employees and volunteers to carry out their duties safely.
- Maintain a record of training undertaken using the training record form over page
- Promote, support and actively encourage all employees to undertake professional development.

### Employees and Volunteers must:

- Follow information contained in any company policy, or guidance.
- Comply with training undertaken and any instruction and information given.

See also Green Corridor H&S Manual: Ch 4: Training & Information



## 8. HOMEWORKING

### **Green Corridor will:**

- Put in place appropriate procedures to enable homeworkers to work safely
- Implement the Green Corridor Home Working Policy
- Inform homeworkers of requirements of the above policy

### **Employees (who are homeworkers) must:**

- Familiarise themselves with, and comply with the requirements of the homeworking policy. This includes:
- Undertake a DSE workstation assessment (Appendix A of Homeworking policy)
- Undertake a basic workplace inspection (Appendix B of Homeworking policy)
- Report all accidents or incidents that occur whilst working on Green Corridor business.
- Report any concerns about homeworking practices or procedures to your manager.
- Take reasonable care of equipment provided by Green Corridor and reporting any damage or defects to equipment.

[See also Green Corridor H&S Manual: Ch 39: Homeworking policy](#)

## 9. DISPLAY SCREEN EQUIPMENT

### **Green Corridor will:**

- Assess the risk to health from Display Screen Equipment (DSE), workstations and reduce the risk identified to the lowest level reasonably practicable.
- Provide Display Screen Equipment users with appropriate information and training on the risks.
- Ensure Display Screen Equipment users are provided with eye and eyesight tests on request.

### **Employees must:**

- Use Display Screen Equipment workstation in accordance with training and instructions given.
- Report any defects, problems or DSE related ill-health symptoms to your line manager.

[See also Green Corridor H&S Manual: Ch 6: Display Screen Equipment](#)

## 10. USE of ELECTRICITY

### Green Corridor will:

- Maintain an inventory of all portable electrical equipment including extension leads. This will contain dates of testing.
- Carry out regular testing of all portable electrical equipment at appropriate intervals.
- Maintain all portable electrical equipment in a safe manner in accordance with the manufacturer's instructions.
- Use low voltage equipment wherever practical. Eg 110volt, 24 volt, battery operated.
- Provide R.C.D's for use on unprotected circuits.
- Ensure all electrical work undertaken complies with the standards laid down in the BS 7671, 1992 Requirements for Electrical Installations, "Institute of Electrical Engineers Wiring Regulations 17<sup>th</sup> edition."

### Employees and Volunteers must:

- Not use equipment that does not have an in date test sticker on it.
- Not operate electrical equipment unless qualified and competent to do so.
- Not work on live equipment unless qualified and authorised to do so.
- Not work on live equipment alone.
- Know the electrical isolation point for equipment.
- Use residual current devices (RCD) where appropriate.
- Use low voltage portable tools where possible eg. battery powered, 110 volt, 24 volt
- Carefully visually examine and check equipment before use.

### ELECTRIC SHOCK ACTION

- Shout for help – switch off power if safe to do so.
- Identify casualty is not in contact with live power source before giving assistance.
- If power cannot be switched off, pull or push casualty clear with a non conductive material only if safe to do so. Eg wooden/plastic broom, pole or chair.
- If casualty is breathing place in recovery position and call ambulance immediately.
- Seek first aid assistance on site.

See also Green Corridor H&S Manual: Ch 13: Electrical Safety

## 11. USE of EQUIPMENT & TOOLS

### Green Corridor will:

- Provide suitable and safe equipment appropriate to the task in hand to employees and volunteers.
- Ensure plant and equipment, hired / bought, conforms to an appropriate BS/EU Standard and has a CE mark.
- Maintain an inventory of plant and equipment that is subject to a regular schedule of testing and inspection. (This will be recorded on the Green Corridor “Record of work equipment” form)
- Maintain, test and inspect all work equipment in accordance with the manufacturer’s guidelines.
- Provide training to staff in the safe use of equipment.
- Include lifting equipment and accessories within the above.

### Employees and Volunteers shall:

- Only use equipment/tools they are trained and competent in the use of. ALL such equipment must be in safe working order and in date for testing.
- Not use site equipment/tools without permission or authorisation to do so.
- Check all equipment prior to use.
- Report all defects in tools or equipment to your Manager – Do not use it if unsafe.
- Ensure all guards and safety devices are in place and not overridden or bypassed whilst using equipment.
- Wear appropriate PPE at all times
- Follow safe procedures when working with or testing systems involving fluids under pressure.

See also Green Corridor H&S Manual: Ch 14: Work Equipment & Machinery  
Ch 15: Grounds Maintenance Activities

## 12. STORAGE

### Green Corridor will:

- Provide suitable means for the safe storage of substances and equipment

### Employees and Volunteers must:

- Store materials and equipment in an orderly and safe manner.
- Store flammables, corrosives, gases and other hazardous substances in a safe manner.
- Store tools and equipment in vehicles in a safe manner ensuring they cannot move free.
- Obtain permission to store plant, tools/equipment or substances or materials on site.

### 13. NOISE & VIBRATION

#### Green Corridor will:

- Consider noise and vibration levels present in any work activity and reduce levels to the lowest reasonably practicable (by means other than PPE in the first instance)
- Assess noise and vibration levels where appropriate and take appropriate control measures (consider noise levels approaching 80 dB(A). Lower exposure action level)
- Consider vibration action levels approaching 2.5m/s<sup>2</sup> for hand arm vibration and 0.5 m/s<sup>2</sup> for whole body vibration.
- Provide suitable and appropriate PPE to employees and volunteers.

#### Employees and Volunteers shall:

- Follow instructions (including safety signs) to wear PPE
- Take care of and wear any hearing protection provided.
- Report any defects in protective equipment to your manager.
- Be prepared to wear PPE if sudden and unexpected significant noise is generated.

### 14. PERSONAL PROTECTIVE EQUIPMENT

PPE will be required in addition to Engineering control measures where it is the only reasonably practicable means of controlling exposure. Equipment will include head protection, overalls, gloves, face masks, goggles, ear defenders and high visibility clothing including vests/jackets.

#### Green Corridor will:

- Provide suitable PPE free of charge to all its employees and volunteers who need it.
- Assess the risk to health and safety from any activity and ensure the PPE is suitable for the task.
- Instruct, train and pass information to employees and volunteers on the use of PPE.
- Maintain PPE in accordance with the manufacturer's instructions.

#### Employees and Volunteers must:

- Use and wear PPE provided correctly at all times.
- Report any loss or damage to your manager.
- Wear hard hats on sites designated hard hat areas.
- Follow safety sign guidance relating to PPE.

#### NO PPE-NO WORK

Green Corridor fully appreciates the importance of wearing appropriate and suitable personal protective equipment and will not allow any volunteer, employee or sub-contractor under our control to work on site without the appropriate PPE.

[See also Green Corridor H&S Manual: Ch 17: Personal Protective Equipment](#)

## 15. WORKING at HEIGHT

### **Green Corridor will:**

- Avoid work at height where possible & only undertake work at height where this is absolutely necessary.
- Undertake an assessment of any work at height and plan activities.
- Provide employees and volunteers with suitable and appropriate access equipment to enable them to carry out their work safely.
- Undertake regular inspections of access equipment and maintain records of such.
- Ensure all ladders and stepladders carry an inspection tag indicating the date of the last inspection and when the next inspection is due.
- Mark access equipment to indicate inspection date and period.
- Maintain access equipment in a safe condition.
- Take out of use any equipment that is not in good condition or that has failed inspection and mark it accordingly.
- Inform employees and volunteers of hazards associated with working at heights, control measures to work safely and provide training when required.

### **Employees and Volunteers should:**

- Not work at height if the task can be done at ground level.
- Follow guidance in any risk assessment undertaken. (A generic assessment may suffice in some low risk activities).
- Use only suitable and appropriate access equipment.
- Consider the risks to yourself and other persons, including site personnel and members of the public before proceeding with the task.
- Never walk on or next to roofs, skylights or fragile materials unless suitable crawling boards / walkways, barriers or suitable procedures are in force.
- Not use site access equipment unless given permission to do so and the equipment is in a safe condition.
- Be aware of overhead hazards such as electricity cables.
- Only erect a scaffold or tower if PASMA trained and competent to do so, following the manufacturer's instructions at all times
- Hoist/raise all materials in a safe manner.

See also Green Corridor H&S Manual: Ch 16: Working at Height

## 16. MANUAL HANDLING

### Green Corridor will:

- Assess the risk to employees and volunteers from manual handling operations.
- Avoid manual handling activities where possible
- Provide equipment such as trolleys, sack trucks and wheel barrows to reduce manual handling.
- Provide information and training on safe manual handling techniques for employees and volunteers.

### Employees and Volunteers shall:

- Avoid manual handling activities where possible.
- Not manually handle any item outside their capabilities.
- Follow guidance and instructions contained in any generic/specific risk assessment.

See also [Green Corridor H&S Manual: Ch 8: Manual Handling](#)

## 17. LONE WORKING

### Green Corridor will:

- Assess the risks to employees and volunteers when engaged in lone working.
- Pass information to employees and volunteers regarding the hazards of any lone working.
- Provide employees and volunteers working alone with suitable communications.

### Employees and Volunteers shall:

- Not work alone in a confined space.
- Inform Head Office i.e. Manager of a contact point when starting lone working and again upon completion.
- Not work alone on live electrical supplies or equipment.
- Follow site procedures when working in a confined space.

See also [Green Corridor H&S Manual: Ch 22: Personal safety & Lone Working](#)

## 18. CONFINED SPACES

### Green Corridor will:

- Avoid the need for staff or volunteers to work in confined spaces.
- Where confined space work is required take professional advice regarding the safe approach to this work.
- Inform staff of the hazards associated with entry into confined spaces.
- Put in place and implement appropriate control measures to reduce any risk to a safe level.

See also [Green Corridor H&S Manual: Ch31: Confined Spaces](#)

## 19. HAZARDOUS SUBSTANCES

### Green Corridor will:

- Obtain “Material Safety Data Sheets” from the manufacturer for all hazardous substances used.
- Carry out risk assessments for all hazardous substances used and hold suitable records.
- Substitute hazardous substances with less harmful alternatives if possible.
- Pass information on assessments to employees and volunteers.
- Store and transport hazardous substances in a safe manner

### Employees and Volunteers must:

- Follow manufacturer’s guidance, and hazard data and any risk assessment information when using any hazardous substance. Information should be known on:
  - Safe use and transportation
  - Hazard presented
  - First aid / emergency procedures
  - Safe disposal
- Ensure good natural ventilation when working with hazardous substances or fume.
- Wear appropriate PPE.
- Dispose of hazardous substances in a safe manner and in accordance with Waste Disposal Regulations and site procedures.
- Not eat, drink or smoke whilst using hazardous substances.
- Always wash your hands after using hazardous substances.
- Clear up spillages immediately, following correct procedures.

See also Green Corridor H&S Manual: Ch 9: Hazardous Substances  
 Ch 10: Biological Diseases & Ill Health  
 Ch 11: Use of Pesticides

## 20. ZOONOSES (Including Weils disease)

### Green Corridor will:

- Provide information & instruction to staff and volunteers on diseases spread by animals to humans (known as zoonoses). This will include: Weil’s disease spread by rats, psittacosis spread by bird droppings, toxicari canis spread by dog faeces and Lyme’s disease spread by tics.
- Information should include: activities / locations where there is a potential for infection, routes of infection, ill-health signs and symptoms and common control measures.

See also Green Corridor H&S Manual: Ch: 10: Biological Diseases & Ill Health

## 21. PERSONAL HYGIENE

### Green Corridor will:

- Encourage strict hygiene procedures with regard to all work activities
- Provide facilities to enable high levels of personal hygiene
- Inform employees and volunteers of the hazards associated with poor hygiene and the accepted control measures. This will include action to be taken in the event of needle- stick or sharps injury.

### Sharps / Needle stick injury – Action to be taken:

1. Encourage bleeding from the wound. Do not suck or rub the wound.
2. Wash area thoroughly with soap and water
3. Cover with a waterproof dressing
4. Notify your line manager and report and record the incident promptly.
5. Contact your local accident and emergency unit/hospital for further advice.

### Employees should:

- Wear appropriate PPE.
- Wear disposable rubber gloves whenever contact with bodily fluids or biological waste is required.
- Dispose of any sharps found in a safe manner in accordance with site rules.
- Consider the advantages of Tetanus immunisation.
- Consider the use of barrier creams where appropriate.
- Remain aware to any signs, symptoms and changes to your body or skin. If you see your GP about any skin problem, remember to tell them about any substance you used frequently or have been contaminated by.
- Wash hands thoroughly after working, especially when using hazardous substances and before eating, drinking or smoking.
- Cover cuts and abrasions with a breathable waterproof dressing to prevent contamination.

See also Green Corridor H&S Manual: Ch: 10: [Biological Diseases & Ill Health](#)

## 22. HEPATITIS

Green Corridor adopts a positive policy regarding good hygiene and the control of infection.

### Green Corridor will:

- Provide information to staff and other groups who may be at risk of exposure to Hepatitis B.
- Offer immunisation to staff who are at risk.

### Who should be offered immunisation

- Staff who regularly work in establishments or peripatetic workers visiting homes, who have direct personal contact with clients suffering from a learning disability.
- Staff who may be subject to violence resulting in cross-infection from bodily fluids passing on blood-borne diseases.
- Where there is a significant risk that staff may come into contact with sharps that may be contaminated

See also Green Corridor H&S Manual: Ch 25: [Hepatitis B](#)

## 23. ASBESTOS

Green Corridor will:

- Manage asbestos on site and will maintain an Asbestos Management Plan which is readily available.
- Maintain a register relating to the type, condition and location of asbestos on site and take appropriate remedial action to control and reduce any risk.
- Obtain information relating to the type, condition and location of asbestos in the work area from the Client. Green Corridor management will request to view the asbestos register where appropriate.
- Inform employees and volunteers of the risks associated with asbestos and precautions to be taken.
- If the circumstances arise where work with asbestos is required seek competent advice so as to comply with the requirements of the Control of Asbestos Regulations 2012. (A specialist contractor licensed by the HSE may be required).
- Ensure unlicensed work on asbestos containing materials will only be undertaken by persons who are competent and have received appropriate information, instruction and training.
- Assess the risk to the health and safety of employees and volunteers exposure to asbestos.
- Inform Subcontractors (as appropriate) of the location of asbestos detailed in the Asbestos Register that may affect their or other person's health.
- Where the composition of a material is not known, presume it is asbestos.

**Employees must:**

- Not undertake or allow any work by contractors to the fabric or systems of the premises without first consulting with the Site Manager and obtaining authorisation.
- Not disturb, drill, work on, remove or dispose of any substance they consider may be, or know to be asbestos, or an asbestos containing material, discovered during work.
- Refer to the Asbestos Register prior to commencement of any work that may disturb the fabric of the building. (Consider especially maintenance or IT cabling activities).
- Inform the Site Manager upon potential discovery or disturbance of asbestos and get advice.
- If they believe they have disturbed asbestos containing material work must be stopped in the immediate vicinity and staff moved to a separate area, the area made secure and the Site Manager informed immediately. Procedures for "Uncontrolled release of asbestos" must be followed.
- Familiarise themselves with the guidance contained in the Health and Safety Manual.

See also [Green Corridor H&S Manual: Ch 12: Asbestos](#)

## 24. SMOKING at WORK

- In the interests of providing a healthy and safe working environment, employees and volunteers or contractors are not permitted to smoke inside Green Corridor premises. This includes company vehicles and areas such as the Barn and polytunnel. This will include electronic and e-cigarettes.
- Smoking will be allowed at the external designated smoking area only.
- No smoking signs will be posted at appropriate locations / entrances to company premises and vehicles.
- Local procedures for smoking on Clients sites must be adhered to.

## 25. CONTROL OF LEGIONNELLA

It is the policy of Green Corridor to prevent, control and minimise the risk from legionella so as to provide and maintain safe and healthy working conditions for all persons who use our facilities.

- Green Corridor will:
- Manage the control of legionella on site.

To ensure compliance with the above Management will liaise and consult with the owner of the Premises to ascertain the level of control measures and procedures already in place. These and any further required procedures should include and cover the areas below:

- Identify and assess sources of risk.
- As appropriate, prepare a written scheme for preventing or controlling any identified risk.
- Implement, manage and monitor any precautions and control measures.
- Maintain records of any precautions and controls taken.
- Liaise with and engage the services of external term contractors as appropriate, to provide technical advice and assistance.

See also [Green Corridor H&S Manual: Ch 10: Biological Diseases & Ill health](#)

## 26. WORK RELATED STRESS

- The management of Green Corridor will adopt and implement proactive procedures to manage and reduce the effects of stress. This will include adopting the HSE's Management standards approach comprising of:
  - Demand: Can employees cope with demands of job
  - Control: Are employees able to have a say about the way work is done
  - Support: Do employees receive adequate information & support
  - Work relationships: Improving work relationships & modifying attitudes & behaviour
  - Role: Do employees understand their role & responsibilities
  - Change: Does the organisation engage employees when undertaking changes
- The provision of support to staff will be given high priority.
- Confidential counselling will be provided where necessary for staff.
- Staff will be encouraged to report issues relating to stress.
- Managers will receive training and information to enable them to be aware of the causes of stress and the recognition signs of stress in others.

See also [Green Corridor H&S Manual: Ch 38: Work Related Stress](#)

## 27. HOUSEKEEPING

### Green Corridor will:

- Maintain high standards of housekeeping internally and externally

### Employees, Learners and Volunteers must:

- Ensure that working sites are kept as tidy as practicable, and that debris is regularly and safely removed.

### This includes:

- Keeping passageways and corridors clear.
- Keeping fire doors clear.
- Not obstructing fire extinguishers
- Providing a final clean when the work has finished and leaving the area safe for further work/occupation.
- Ensuring any bin or tidy bin under the control of Green Corridor is placed in a suitable and safe position.
- Disposing of hazardous substances such as flammables, fuel or paints in a safe manner.
- Ensuring any spillages are cleaned up immediately and disposed of in a safe manner in accordance with site rules.

## 28. HEALTH & SAFETY SIGNS

### Green Corridor will:

- Ensure any vehicles carrying pressurised cylinders are marked accordingly.
- Display a copy of the Health and Safety Executive's Health and Safety at Work poster at the company premises.
- Encourage all staff to obey /follow health and safety signs and road traffic signs.

### Employees and Volunteers must:

- Be aware of safety signs likely to be found on site and their meaning.
- Observe all safety signs especially prohibition and mandatory signs.
- Obey all speed limits, traffic systems and use only recognised access routes whether travelling by vehicle or by foot.

See also Green Corridor H&S Manual: Ch 27: Health & Safety Signs

## 29. LIQUID PROPANE GAS (LPG) & PETROL

### Green Corridor will:

- Adopt safe procedures when working with LPG and Highly Flammable Liquids such as petrol.
- Restrict and control the use of petrol by staff and volunteers.

### Employees and Volunteers must:

- Comply with the manufacturer's instructions for safe use, storage, transport and disposal when using LPG and petrol.
- Store LPG bottles and petrol away from sources of heat and ignition in a well ventilated position, preferably outdoors Petrol should be stored in approved containers.
- Store LPG bottles in an upright position
- In the event of a small LPG leak not involving fire, stop the escape of gas immediately or if not possible and only if **safe to do so** remove bottle to a safe area, preferably outdoors, away from sources of ignition and on level ground and take further action as required.
- If an LPG leak occurs indoors open all windows and doors to aid natural ventilation and tell people to leave the building. Do not switch on any lights or start electrical equipment.
- Inform the Site Manager of any LPG leak or petrol spillage immediately
- Be prepared to raise the alarm and call the emergency services if necessary.
- Check the condition of LPG rubber hoses/pipes and connectors.

Decanting of petrol must only be undertaken by an employee. Volunteers are not permitted to decant / fill equipment with petrol.

### NOTE

- LPG is heavier than air and may flow along the ground into drains or sink to the lowest level of the surrounding area, and be ignited at a considerable distance from the source of leakage.
- At very high concentrations in air, LPG vapour is an anaesthetic and subsequently an asphyxiant by decreasing the available oxygen.

See also Green Corridor H&S Manual: Ch 32: Compressed Gases & Highly Flammable Liquids

### 30. USE of VEHICLES on COMPANY BUSINESS

#### Green Corridor will:

- Identify all risks associated with driving at work within individual risks to each driver.
- Bring the following information to the attention of staff and volunteers )

#### All persons bringing a vehicle or motor cycle on site must:

- Hold appropriate licenses.
- Ensure that your vehicle is maintained in a roadworthy condition at all times.
- Drive with due care and attention whilst on the site.
- Follow all traffic directional signs and keep to speed limits.
- Take care when reversing and manoeuvring as this is a highly pedestrianised site.
- Be aware of delivery / waste transfer vehicles manoeuvring and unloading.
- Park in designated bays only.
- Ensure that you secure and lock your vehicle and do not leave valuables on display.
- Provide copies of documents including: licence to drive, insurance, MOT / roadworthiness of vehicle, etc if requested.

#### If you drive as part of your work (as well as the above), you should:

- Inform your insurer of this fact and ensure that you have appropriate cover for these activities.
- Ensure that you undertake basic checks of your vehicle each day you drive for work.
- Never drive if you feel fatigued or have reason to believe that your driving ability is impaired for any reason.
- Inform your line manager of any medical condition or medication you are taking that may affect your ability to drive in a safe manner.
- Plan driving activities in accordance with the guidance offered by RoSPA. This is available in the Health and Safety Manual.
- Never use a hand-held mobile phone whilst driving.
- Never use a hands-free phone system whilst driving.
- Inform the Director of any prosecutions related to driving or endorsements applied to your driving license (This information will be treated in confidence).
- Managers who's staff drive as part of Green Corridor business should assess the risks to these drivers in consultation with the driver and have in place suitable procedures to plan driving activities and to minimise risk.
- Where practicable driving for meetings should be avoided and consideration should be given to alternatives such as conference calls and electronic methods of communication.

The guidance below relates to persons who use company vehicles or their own vehicle on company business.

- Plan any journey before setting off to include rest stops if it is likely to take longer than 2 hours. When driving for long periods take regular breaks (about every 2 hours). If you feel tired you should NOT continue your journey until you feel it is safe to do so.
- Do not drive under any circumstances if you are not fit to do so or are under the influence of alcohol or non-prescription drugs.
- In the event of an accident or incident please inform your line manager as soon as possible.
- Ensure servicing is carried out by a recognised garage at intervals recommended by the manufacturer and no vehicle is used that is suspected to be in an unsafe, illegal or un-road worthy condition for work purposes until all necessary repairs have been completed.
- Check regularly oil and water levels, screen washer bottle, tyre pressures and tyre wear as per your vehicle hand-book.
- Adjust the seat & head rests to ensure correct posture whilst driving which will help to avoid back and limb problems.
- Green corridor recommends that any motorcycle users wear a high visibility jacket and travel with their lights on at all times to increase awareness of their presence by other road users.
- Drivers must observe the Highway Code and drive in a safe manner at all times. Drivers must adhere to the legal speed limits.
- Drivers are personally liable for any fines they incur.
- Smoking is not permitted in company vehicles.
- Green Corridor remind you that it is illegal to use a hand held phone when in a vehicle with the engine running unless the driver is calling the emergency services on 999 or 112 in response to a genuine emergency when it is unsafe or impractical to stop to make the call. Green Corridor actively discourages the use of hands-free mobile phones to ensure the driver is fully concentrating on driving. Full use should be made of voice mail facilities to leave messages.
- Green Corridor recommends that you have breakdown cover for your vehicle and consider holding additional equipment where appropriate, such as spare tyre, jack and spanner for wheel nuts, first aid kit, high visibility jackets, reflective red warning triangle and flashing beacon within your vehicle for use in the event of an emergency.
- Green Corridor will ask to see and make copies of your driving licence, MOT & insurance certificate which will be held on record and checked annually.

See also [Green Corridor H&S Manual: Ch 28: Minibus & Driving for Work:](#)

### **31. ARTIFICIAL OPTICAL RADIATION & ELECTROMAGNETIC FIELDS**

**Green Corridor will:**

- Identify sources of artificial optical radiation that may be present in the workplace. (Sources may include, high pressure mercury floodlights, spotlamps, welding and plasma cutting equipment, lasers and sources of infra-red and ultra-violet radiation)
- Identify sources of, and levels of exposure to electromagnetic fields that may be present in the workplace (EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz).
- Assess the risks to health and safety from these the above sources of radiation and put in place appropriate control measures to eliminate or reduce the risk to a safe level.
- Follow HSE “Guide for Employers on the Control of Artificial Optical Radiation at Work Regulations (AOR) 2010
- Follow HSE “Guide to the Control of Electromagnetic Fields at Work Regulations 2016: HSG 281

See also Green Corridor H&S Manual: [Ch 33: Artificial Optical Radiation](#)  
[Ch 34: Electromagnetic Fields](#)

### **32. ALCOHOL & DRUGS**

Green Corridor operate a policy that prohibits all persons on site to be under the influence of alcohol or drugs, whether prescribed, purchased at a chemist or classified illegal, that may adversely affect a person’s concentration, judgement or ability to work in a safe manner.

### **33. PURCHASING POLICY**

**Green Corridor will:**

When purchasing goods, supplies, substances, equipment and machinery for use at work give due consideration to:

- Purchasing plant, equipment and tools that complies with recognised British, European and other relevant standards. Eg BS / BSEN standards / CE marked
- Replacing hazardous substances with less harmful substitutes.
- The environmental impact (including carbon footprint) of the use of particular equipment, materials and substances.

### **34. SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY & PROCEDURE**

#### **Green Corridor will:**

- Have in place, implement and review regularly its specific policy and procedure on safeguarding children and vulnerable adults. Copies of the policy are available at Head Office.

The following extract is from section 1 of the policy:

Green Corridor is committed to safeguarding all children, young people and vulnerable adults that come into contact with our work. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/ young person / vulnerable adult is paramount.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The overall aim of this policy is to provide clear direction for employees, workers (incl. subcontractors), volunteers and site visitors about expected behaviour in dealing with safeguarding issues, ensuring concerns and referrals are handled sensitively and professionally in supporting children and vulnerable adults. We also ensure parents and carers are aware of our policies and procedures.

Designated Safeguarding Lead: Sophie Edney

Designated Safeguarding Officer: Jo Dixon

### **35. WHISTLEBLOWING POLICY & PROCEDURE**

#### **Green Corridor will:**

- Have in place, implement and review regularly its specific policy and procedure on whistleblowing. Copies of the policy are available at Head Office.

The following extract is from the policy:

This policy and procedure explains how any employee, volunteer or customer of our charitable work, including children and vulnerable adults, can immediately 'blow the whistle' if they are worried or concerned about something wrong happening in the work place, safe in the knowledge that they will be supported if they come forward. The policy covers serious public interest concerns that, in the reasonable belief of the individual, are either happening now, have happened, or are likely to happen.

Green Corridor (GC) aims to conduct its business at all times with the highest standards of integrity and honesty. We expect all employees and workers to maintain the same standards in everything they do. All those who work for us are therefore strongly encouraged to report any perceived wrongdoing by the organisation or its employees, workers, contractors or agents that falls short of these principles.

The CEO is the nominated sponsor for the Whistleblowing Policy and Procedure and the nominated Escalation Lead for this policy is the Designated Safeguarding Officer, Sophie Edney who is the point of contact for all issues and concerns raised under this policy.

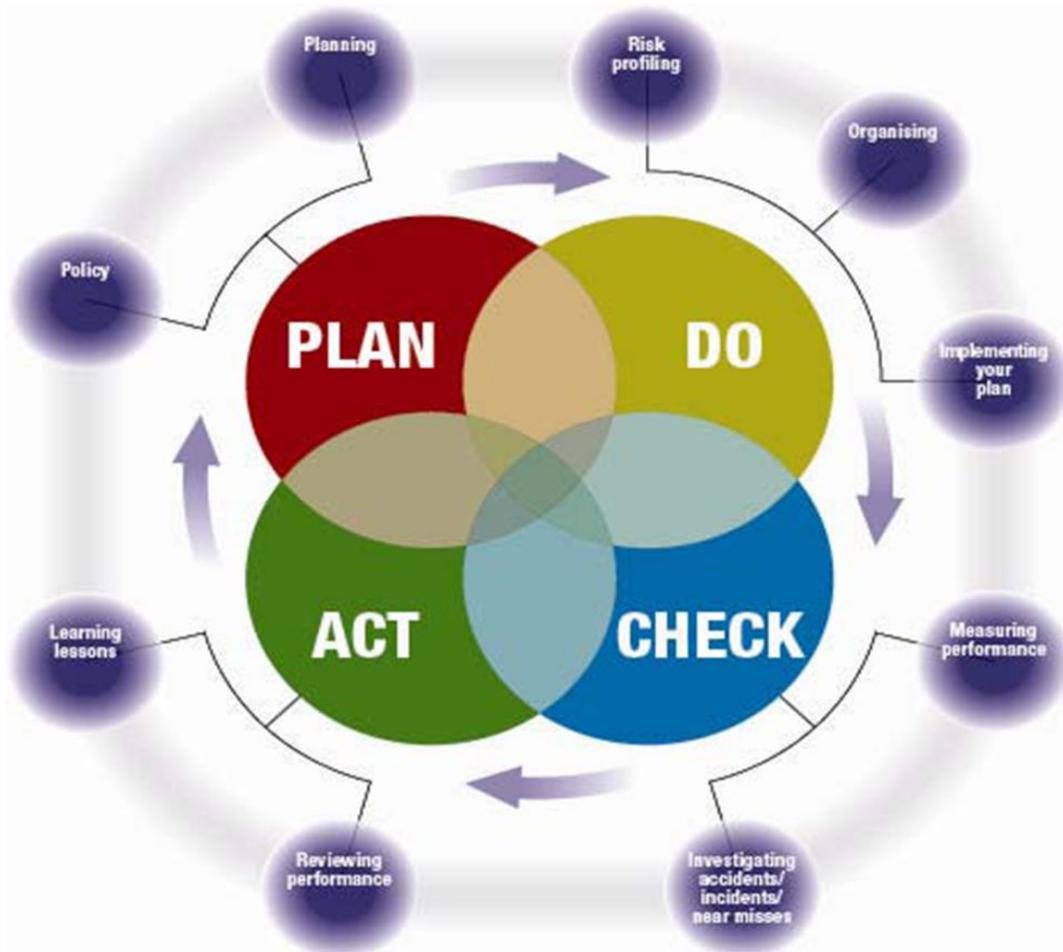
### **36. MONITORING & REVIEW OF HEALTH & SAFETY**

- Health and safety performance shall be discussed and considered at quarterly Trustee Board meetings. The Board will also consider agenda items passed from staff and managers.
- Health and safety performance will be discussed at monthly team meetings.
- Feedback on health and safety will be passed to the Director from the Volunteer Steering Group.
- Senior Managers and Supervisors shall carry out regular inspections of their work areas, record findings and pass completed copies to Head Office for the attention of the Director.
- Regular monitoring, review and update of procedures shall be undertaken by the Director in the light of new/amended legislation, changes to best practice, new policy/directives, or following significant accident, incident or ill-health.
- Operational practice and procedures as laid down in the Health and Safety policy and Company Health and Safety manual shall be constantly monitored by Senior/Line Managers. Any areas of concern or where suggested improvements can be made must be brought to the attention of the Director.
- All employees and sub-contractors must bring to the attention of their line manager / supervisor any issue where there is a risk of injury or harm to any person or where there is a perceived shortcoming in Health and Safety arrangements.
- All accidents, incidents and near misses should be recorded. Significant incidents should be investigated by local managers/supervisors in the first case.
- Accident/Incident report statistics should be analysed by the Trustee Board. This may help identify any increase or trends in particular types of accident.
- The Director shall prepare an annual action plan to ensure continued development and address deficiencies in health and safety.
- This policy will be reviewed on an annual basis or following a change of circumstances or significant occurrence.
- The Health and Safety consultant will upon request undertake visits and monitoring of working site venues.

HSG 65

The purpose of this health and safety policy is to give guidance on a range of essential health and safety issues and is part of the overall strategy of health and safety management based on the requirements of The Management of Health and Safety at Work, Regulations 1999.

Green Corridor will work to the guidance contained in HSG 65 “Managing for Health and Safety” under the model of a ‘Plan, Do, Check, Act’ approach which treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



PDCA	ACTION
PLAN	Determine your policy / Plan for implementation
DO	Profile risks / Organise for health and safety / Implement your plan
CHECK	Measure performance (monitor before events, investigate after events)
ACT	Review performance / Act on investigations lessons learned

See also Green Corridor H&S Manual: Ch 2: Management of Health & Safety

## **37. PRE-CONTRACT ARRANGEMENTS**

The Health and Safety at Work Act 1974 Section 4 places duties on “Persons in Control of Premises” to ensure, so far as is reasonably practicable, that the premises, means of access and egress, and any plant or substances in or provided for use there, are safe and without risks to health of persons.

Section 3 of the Health and Safety at Work Act 1974 also places a duty on an employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety.

Clients should co-operate with Green Corridor on matters of health and safety and comply with any pre-contract arrangements.

Prior to accepting work from a client a pre-contract meeting should take place attended by appropriate client managers with a view to planning with safety in mind.

Green Corridor management will visit the site workplace prior to commencement of work.

- Clients will be required to complete a basic hazard checklist to identify general hazards on site. Further (detailed) information should be produced for any significant risk specifically associated with the proposed works.
- The Client shall inform Green Corridor of any specific site procedures and rules.
- The Client shall inform Green Corridor if the overall work project is subject to Construction (Design and Management) Regulations and accordingly pass details of Principal Contractor, Principal Designer and any other relevant information relating to CDM that should be passed to Green Corridor as a “Sub-contractor”.
- The Principal Contractor shall pass relevant information to Green Corridor regarding the construction phase health and safety plan and arrangements for providing information for the safety file
- The Client must identify sources of asbestos relevant to the work activity and make this known to Green Corridor.
- The Client should pass full information on all health and safety issues to Green Corridor to enable effective planning of the project.

See also Green Corridor H&S Manual: Ch 3 Risk Assessment: “Client hazard identification checklist”

### **38. ENVIRONMENTAL POLICY**

It is the policy of Green Corridor to conserve energy and to prevent any harm occurring to the environment as a result of its business activities. To achieve this aim, we are committed to the operation of an environmental management system, compliance with its requirements and continual improvement of its effectiveness.

Green Corridor recognises that the actions of its employees, its use of energy, materials and processes, may potentially be detrimental to the environment. It therefore endeavours to minimise any such effect by implementing the following guidance:

#### **In respect of employees:**

- Provision of suitable training, information and encouragement to employees to develop environmentally responsible behaviour and awareness and an understanding of the environmental impact of their actions and the safe procedures to be followed.
- Communicating this environmental policy and objectives clearly and effectively to all employees as appropriate.

#### **In respect of work processes:**

- Where significant hazards exist, plans are developed and maintained, in conjunction with site managers, occupiers of premises, emergency services and other appropriate authorities, to prevent environmental incidents and to mitigate the impact of any that occur.
- Assessing the implications for the environment of any proposed works.
- Every effort is made to minimise energy and water usage and wastage.
- Minimising the creation of waste, in particular hazardous waste and recycling wherever practicable.
- The disposal of waste and the discharge to sewers is undertaken in a safe manner giving due regard to the Environmental Protection Act and other relevant legislation

#### **In respect of products used:**

Due consideration is given at the design and planning stages of any work to the potential environmental effects of the products used by the company. This consideration includes:

- The requirements of the Control of Substance Hazardous to Health Regulations 2002 (COSHH) and the Classification, Labelling and Packaging of Substances, (CLP) EC Regulations
- The use of environmentally safe materials and consumables.
- The minimisation of emitted noise, (especially in residential/built up areas)
- The replacement of substances harmful to the environment with more ecologically suitable alternatives.
- The use, where possible of materials that are capable of being recycled.
- The maximisation of energy efficiency.
- The use of environmentally aware suppliers.
- The use of renewable and recyclable packaging materials.
- The carbon footprint relating to materials, equipment, plant and work activities.
- The use of energy-efficient transport, ensuring company vehicles are maintained in an efficient manner taking account of exhaust emissions.
- Due consideration will be given to the requirements of The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 including:

- Reducing waste from electrical and electronic equipment
- Encouraging the separate collection of WEEE
- Encouraging the treatment, reuse, recovery, recycling and sound environmental disposal of WEEE

**In respect of Disposal and Transportation of Controlled Waste**

- Green Corridor accepts its duty of care under the Environmental Protection Act 1990 and subsequent Regulations for the safe and effective management of waste.
- Recognising the requirement under the Control of Pollution (Amendment) Act 1989, for organisations transporting controlled waste to be a “Registered Waste Carrier”.
- Identifying and taking appropriate precautions when working with substances carrying the labels below



Green Corridor will endeavour to follow & implement the guidance on applying the waste hierarchy below.



**In respect of wildlife and environment:**

Due consideration is given at the design, planning and operational stages of any work to the potential harm and disturbance to wildlife. This consideration includes:

- Species (animal and plant) protected by the Environmental Protection Act
- Other wildlife
- Reducing disturbance of natural habitat
- Avoiding the contamination of natural habitats

- Green Corridor will utilise advice & guidance from the following sources;

Energy Efficiency Advice Centres

[www.savenergy.org.uk](http://www.savenergy.org.uk)

Environment Agency

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

## 39. GREEN CORRIDOR HEALTH & SAFETY MANUAL INDEX

The “Green Corridor Health & Safety Manual contains supporting guidance and advice on safe working practices that expand where necessary on Section C “Arrangements” of this policy.

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