



BOVERTON NURSERIES LTD,

MILL ROAD, BOVERTON,

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In an emergency

For your own protection you should make a point of establishing escape routes from your place/area of work. All the greenhouses and sheds have an additional way in/out which may consist of an additional door or a plexi-glass push-out. In the event of a fire, the first priority must be to evacuate all personnel along the appropriate escape routes and assemble by the main gate ensuring there is no obstruction of access to the emergency vehicles. Then a roll call is to be taken to account for all members of staff and visitors.

Once the evacuation is complete and their safety assured, assess the situation. If the fire is small use the appropriate extinguisher to put out the fire and then report the fire to the office.

If the fire cannot be extinguished within a few seconds, or you consider it unsafe to try then call the fire brigade by telephoning 999.

Accident and incident reporting

By law Boverton Nurseries Ltd is required to report all accidents that result in absence from work for three days or more. In addition Boverton Nurseries Ltd is required to report all major incidents which are life threatening even if no injury occurs.

All members of staff are required to report accidents at work and all cases of injury, however minor, should for the individuals own protection be recorded in the accident book- in the staff room drawer above the first aid cupboard. Systematic recording in this way can help to identify unsafe working practices and, in the long term, may serve to protect others. The co-operation of all members of staff is sought in the reporting of anything that is unsafe-equipment or working practice- whether or not an accident has resulted, to the office.

Protective clothing

Boverton Nurseries supplies employees with appropriate protective clothing for specialist and dangerous tasks whilst at work (ear defenders, respirators, aprons, chemical suits, gloves and wellies etc.) However each employee is required to provide themselves with adequate waterproof clothing and strong boots preferably of the safety steel toecap type as an allowance for this is provided through the tax code. Staff should ensure that the protective clothing is in good repair and is used correctly. The health and safety act

obliges Boverton nurseries Ltd to provide protective clothing but equally requires that employees should co-operate with the employer in matters of health and safety and make full use of the protective clothing required.

Eye protection is particularly important and must be standard practice to protect the eyes against glare, dust, debris, or chemicals. Note that many household chemicals are potentially dangerous in particular household bleach. Safety glasses, welding face shields, goggles and face shields are available so make sure you use them!

Wearers of contact lenses face additional risks and should always take additional care to avoid any form of eye irritation. Staff should also be aware that sandals, trainers and high heels are not suitable on the nursery.

Noise at work regulations 1989

These regulations require employers to identify areas of high noise, to assess the risk to staff and to take appropriate action to minimise the adverse effects of noise on employees. As a rough guide if you find yourself needing to raise your voice to speak to a colleague less than 2 m (6foot) away then the background noise may be too high and thus ear defenders should be worn. Areas certainly requiring ear defenders include working on or around air compressors and compost mixers.

Manual handling operations regulations 1992

Under these regulations the employer is required to assess the risk to employees caused by manual handling at work. Please read the health and safety manual handling poster in the staff room. As a rule of thumb, assess the object you wish to carry, if you can use a sack truck or such like, then do so. Otherwise, if you consider it might be heavy or awkward ask for help. Then check the area around you and the area you are going to is safe and there is nothing sticking out you may trip on, ensure you bend you knees and keep your back straight when lifting any object.

The control of substances hazardous to health regulations 1994

These regulations came into force on January 16th 1994, and affect all members of staff who work with chemicals or substances which may be hazardous to health. Pesticides, fungicides etc are only to be used by suitably qualified members of staff. Any chemical delivered to the nursery must be stored safely in the chemical room. To use such substances legally, qualified staff must make a risk assessment which may have to be recorded.

General safety

The workplace is not the place for eating, drinking, smoking or applying cosmetics. It follows also that strict hygiene should be observed and hands washed on leaving the workplace. Make sure that your work will not endanger others and consider those downwind of you if for example creating dust whilst working.

First aid provision

First aid courses are offered by the Health and safety executive and employees are recommended to attend. Only trained first aiders are to administer first aid at the nursery. As a matter of routine, you should ensure that your workplace is adequately equipped with first aid equipment the location of which is in the staff room in a labelled cupboard. If an accident occurs always treat the person before the property, contact the first aider –Jonathan Roberts and in more serious cases dial 794080 for the doctors surgery. Life threatening conditions should be treated as they would elsewhere – dial 999 for the emergency services.

Environmental policy statement

Boverton Nurseries Ltd will strive to comply fully with all relevant environmental legislation and will equally attempt to co-operate with all enforcing authorities and government planning agencies.

We will provide the necessary information to enable employees to conduct their work activities in a way that is safe to both people and to the environment.

Whilst conducting its activities Boverton nurseries will strive to minimise any disturbance to the local and global environment and to the quality of life of the local communities.

Boverton Nurseries will strive to maintain the appearance of its premises to the highest practical standards.

We will strive to conserve resources, particularly those which are scarce or non renewable.

We will attempt to assess, in advance where possible, the environmental effect of any significant new development of the nurseries activities and will amend its codes of environmental practice accordingly.

We will attempt to recycle all plastic trays and pots supplied to our customers – currently we have returns of around 85% and we can actually reuse in the region of 90%.

We have been growing significant amounts of bedding in peat free and will offer all customers a peat free alternative growing media if required as well as a peat price, however all peat we use is taken from Non SSSI's.

We also use recycled sheeps wool liners for the wire baskets which are environmentally friendly and also have a biodegradable plastic backing. The plastic is made from maize starch and this also retains water better.