



## Health and safety policy

### General background

The Jolly Gardener (North East) Limited takes the safety and welfare of our staff and anyone engaged by, or working with, The Jolly Gardener (North East) Limited, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Mr Sean Wray, Managing Director.

This policy is not part of any employment or any other contract. We The Jolly Gardener (North East) Limited, may amend this policy from time to time in line with the needs and practices of our business.

### 1. Part 1: Policy details

#### 1.1. What does this policy cover, and who is covered?

1.2. All staff, contractors and workers and other persons affected by the work we undertake are covered by The Jolly Gardener (North East) Limited's health and safety policy.

1.3. Our policy is to:

- a. understand the health and safety risks arising from our work activities
- b. ensure adequate control of those health and safety risks
- c. consult with our employees on matters affecting their health and safety
- d. provide and maintain safe plant and equipment
- e. ensure safe handling and use of substances
- f. provide the necessary information, instruction and supervision for employees
- g. ensure all employees are competent to do their tasks, and to give them adequate training
- h. prevent accidents and cases of work-related ill-health
- i. maintain safe and healthy working conditions
- j. review and revise this policy as necessary at regular intervals

### 2. Part 2: Key responsibilities

2.1. The ultimate responsibility for health and safety within The Jolly Gardener (North East) Limited is Mr Sean Wray, Managing Director

2.2. The person who has been delegated the responsibility for ensuring that our policy is implemented is Mr Sean Wray, Managing Director.

Name and job title	Responsible for:
Mr Sean Wray, Managing Director	e.g. first aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting
Mr Sean Wray, Managing Director	e.g. fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc.
Mr Sean Wray, Managing Director	vehicle and equipment maintenance
Mr Sean Wray, Managing Director	health and safety training
Mr Sean Wray, Managing Director	general premises maintenance, including carpets, condition of buildings, exits, utilities and services supplied)

2.3. All those covered by our policy must:

- a. co-operate with our relevant supervisors and managers on health and safety matters
- b. not interfere with or misuse anything provided to safeguard their health and safety
- c. take reasonable care of their own health and safety and that of others, and
- d. report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs 2.1 and 2.2 above.)

### 3. Part 3: Arrangements

#### 3.1. Consultation with Employees

Our Employee Representative(s) for H&S:	<b>Mr Andrew Wray, Team Leader</b>
Consultation with Employees is provided by	<b>Mr Andrew Wray, Team Leader</b>

#### 3.2. Risk Assessments

Risk assessments will be done by	<b>Mr Sean Wray, Managing Director</b>
Actions identified will be done by	<b>Mr Sean Wray, Managing Director</b>
Risk assessments will be reviewed by	<b>Mr Sean Wray, Managing Director</b>

#### 3.3. Plant equipment

Plant and Equipment maintenance will be arranged by	<b>Mr Sean Wray, Managing Director</b>
Any problems with plant and equipment should be reported to	<b>Mr Sean Wray, Managing Director</b>
New plant and equipment is purchased by	<b>Mr Sean Wray, Managing Director</b>

#### 3.4. Safe Handling and Use of Substances

COSHH Assessments will be undertaken by	<b>Mr Sean Wray, Managing Director</b>
Actions identified will be implemented by	<b>Mr Sean Wray, Managing Director</b>
The findings of COSHH will be communicated by	<b>Mr Sean Wray, Managing Director</b>
COSHH assessments will be reviewed by	<b>Mr Sean Wray, Managing Director</b>

#### 3.5. Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	<b>Provided to employees on ConnectTeam and physically during onboarding process.</b>
The Employers Compulsory Liability Insurance certificate is displayed at	<b>Online &amp; on ConnectTeam.</b>
The Competent Person for Health and Safety Advice is	<b>DasBusiness Law external legal consultant</b>

Supervision of employees is undertaken by	<b>Mr Sean Wray, Managing Director</b>
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### 3.6. Training

Induction training for new employees will be provided by	<b>Mr Sean Wray, Managing Director</b>
Job-specific training will be provided by	<b>Mr Sean Wray, Managing Director</b>
Training records will be kept in the office and retained by	<b>Mr Sean Wray, Managing Director</b>
Training will be identified, arranged and monitored by	<b>Mr Sean Wray, Managing Director</b>

### 3.7. Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	Exposure to hazardous substances, working in noisy environments, working with vibrating tools and equipment.
Health Surveillance will be arranged by	<b>Mr Sean Wray, Managing Director</b>
Health Surveillance records will be retained by	<b>Mr Sean Wray, Managing Director</b>
First Aid equipment/boxes are located at	In all vans, the office & the garage.
The designated first aiders are	<b>Mr Sean Wray, Managing Director</b> <b>Mr Andrew Wray, Team Leader</b>
The accident recording book is located at	In all vans and the office.

### 3.8. Monitoring and Review

Accidents, incidents and near misses should be reported to	<b>Mr Sean Wray, Managing Director</b>
Accident Investigations will be undertaken by	<b>Mr Sean Wray, Managing Director</b>
Where required, RIDDOR reports will be completed by	<b>Mr Sean Wray, Managing Director</b>
Routine inspections of our workplace(s) will be undertaken by	<b>Mr Sean Wray, Managing Director</b>

### 3.9. Emergency Procedures, Fire and Evacuation

The Fire risk assessment will undertaken by	<b>Mr Sean Wray, Managing Director</b>
Fire extinguishers will be checked routinely by	<b>Annually by Cleveland Fire Security</b>

Fire exit routes and doors will be checked by	<b>Mr Sean Wray, Managing Director</b>
The fire alarm will be tested every	<b>Month</b>
The emergency evacuation assembly point is	Dependent on situation:  Outside: persons will remove themselves from the hazard.  Office/garage: street outside.

Signed

**Mr Sean Wray, Managing  
Director**

Mr Sean Wray, Managing Director  
(Author)  
Date signed: January 9, 2026

Review date 9th January 2027