

CPO-14 Health & Safety Policy

General Statement

Coombes Forestry Ltd (COOMBES) is fully committed to ensuring the Health, Safety and Welfare of its employees, contractors, visitors and any other persons who may be affected by its actions or activities at all times. The organisation endeavors to ensure that suitable processes are in place at all times so as to ensure that risks throughout the Company's activities are kept to as low as reasonably practicable.

COOMBES firmly believe that Health and Safety is integral to the organisation and as such, is committed to the prevention of injury and ill health and continual improvement in its OH&S management and performance. We will ensure that sufficient resources are provided for the effective implementation of the COOMBES Safety Management System and that suitably qualified and competent persons are appointed to support the achievement of this.

COOMBES recognise that strong Health & Safety performance is good business sense and makes for a positive business investment and the implementation of safety standards throughout the organisation will be led from the very top of the Management Team. In line with this, Senior Management has ownership of health and safety and all employees are expected to follow the processes and procedures that have been agreed and implemented by COOMBES.

To this end, COOMBES has implemented a number of systems and arrangements to achieve the following aims and objectives:

- Maintenance of BS ISO 45001:2018 certification for COOMBES;
- Provision of the highest standards of Health & Safety that can reasonably achieved with the continued reduction of RIDDOR reportable incidents through effective incident reporting and investigation;
- Provision and maintenance of systems of work which are safe and without risk to the health and safety of its staff and visitors with this policy available to all interested parties.
- Effective lines of communication with relevant enforcement bodies and local authorities;
- Compliance with all relevant legislation and associated guidance and codes of practice;
- Effective dissemination of information and provision of training, instruction and supervision to employees and contractors so as to ensure that they can carry out their activities safely and without risks to others and include the participation and feedback of workers.
- Provision of competent health and safety information and advice throughout the organisation;
- Ensuring that all organisations contracted to work for COOMBES are made aware of safety rules and standards that need to be followed whilst working on their sites.
- Minimisation of safety, health and wellbeing risks through a comprehensive risk assessment process which is used to decide on priorities and to set objectives for managing OH&S hazards and reducing risks, these will be monitored on a frequent basis.

We are aware of the impact of climate change and the importance of making our operations as sustainable as possible so we can do our bit to mitigate this issue. Detailed information on the individual roles, responsibilities and arrangements for the Management of Health and Safety at COOMBES can be found within the associated policies, procedures and working documents that support this statement.

This policy will be regularly reviewed (minimum annually).

Signed on behalf of Coombes Forestry Limited



Managing Director – Shane Coombes

February 2026

Arrangements

Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our workforce. We eliminate these risks wherever possible. Where we cannot achieve this, we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically and new work activities are risk assessed.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Consultation

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation, we have established a process for Managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

Defect Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees to let us know, through their managers or representatives, about their concerns for health and safety at work. We also maintain a system whereby defects which may cause an accident (a close call) can be reported. This system is checked on a regular basis and defects corrected.

Display Screen Equipment (DSE)

Some employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where these identify issues, we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Lone Working

We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place, we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we have been unable to do this, we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Work at Height

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

Young Persons

When we employ young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people are closely supervised whilst at work. Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

New and Expectant Mothers

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake 'one to one' discussion and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

First Aid

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements.

Accidents, Accident Reporting and Investigation

Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented.

We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book. Accidents or incidents that fall under the requirements of RIDDOR will be reported to the ORR or HSE as appropriate.

Training

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional refresher training that may become necessary. All training is recorded and detailed on the Competence & Training matrix.

Equipment

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The workforce is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding. Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Where we use equipment, such as climbing and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements.

All equipment used is logged and copies of inspections and maintenance records are held.

Purchasing

When we purchase or hire new work equipment and materials, we consider the health and safety implications of its use. We also look to obtain the safest available equipment and substances. We always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. We consider the hazard and risk data that is provided, and inform and train our employees as necessary.

Occupational Road Safety

We ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licensed drivers, use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected and maintained.

Hazardous Substances and Occupational Health

In the course of business, COOMBES may use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless deliberately misused. The COSHH register lists all of the chemicals and substances that we use and they are assessed. Where there is potential risk, we implement suitable control measures and provide clear instruction and information to the workforce. Where we use horticultural herbicide and pesticides that are approved only for professional use they are handled and used only by people trained in accordance with the requirements of the Food and Environmental Protection Act and following the DEFRA Code of Practice for Using Plant Protection Products. COOMBES will use services of a BASIS approved advisor and maintain our BASIS Storekeeper Certification

Asbestos

We survey all areas of the premises or sites under our control to establish the location and condition of asbestos containing materials. An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. We check regularly to ensure the condition of any asbestos remaining in the premises or on site is maintained. Contractors coming to work for us are informed of its presence.

Personal Protective Equipment

Some of the work we undertake requires use of personal protective equipment (PPE). This includes assessing the risk to those employees who work outdoors and are exposed to the sun or inclement weather. We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day-to-day care of the PPE issued to them, to report damage and to request replacements.

Welfare

COOMBES recognises its duty to ensure that suitable welfare facilities are provided for everyone while at work. The essential facilities to be provided are as detailed below

All welfare facilities must be readily accessible and have adequate heating, lighting and ventilation. Arrangements are made to ensure that welfare facilities are kept clean and tidy.

An adequate number of toilets are provided at all times with clean hot and cold water and drying facilities. There is storage for work clothing and drying rooms. COOMBES provides facilities for taking breaks which are sheltered and adequately heated and supplies of clean, drinking water. Where the work is transient, there is a provision for welfare vehicles cabins or, as a last resort, local facilities.

Contractors

From time to time we employ contractors to work for us or to do work on our behalf. We expect them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed, we ask them to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors. Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors sign in and whilst working their adherence to our site rules is frequently monitored.

Stress

COOMBES recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work-related stress, we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required. All employees have been enrolled into the Health Assured Employee Assistance Programme which is accessible to staff 24 hours a day through www.validium.com. Details of the scheme can be found through the website.

Construction

COOMBES recognise that as a principal contractor for some of our clients for construction work, we have specific responsibilities under the Construction (Design and Management) Regulations. We make arrangements to comply

with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.

Fire Safety

COOMBES have nominated the Senior Health & Safety Advisor to take responsibility for coordinating fire and emergency arrangements and for the regular review of our fire risk assessment. We have appointed a competent person to identify fire risks, potential emergency situations and people who may be affected and the assessment remains current. We have provided fire-fighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment. We review our fire procedures and precautions every year and make sure that our Fire Risk Assessment remains valid. Employees receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly. Details of the action we take to maintain our fire safety equipment, arrangements and procedures are kept in our Fire Safety Log-book. Visitors receive information on fire safety on first coming to the offices or on site. Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training

Portable Electrical Equipment

COOMBES recognises its duty of care to provide safe plant & equipment for employees and all reasonable steps will be taken to ensure all portable electrical equipment is safe to use. These arrangements outline the roles and responsibilities of managers of staff working with portable appliances and provide guidance on fulfilling their legal obligations in line with HSE (IND(G)236 and HS(G)107. Portable electrical equipment is taken to be an item of equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and a plug and socket. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply, or is likely to be moved while connected to the supply. Extension leads, plugs and sockets, and cord sets which supply portable equipment are classed as portable equipment since they operate in the same environment and are subject to the same use as the equipment they serve. Testing will be carried out by a competent person per the recommended guidance. All electrical equipment, which requires testing and/or inspecting, is logged in the asset register and made available on the day of testing. Records of inspections/testing are maintained using the asset register and any equipment which is provided for use by staff who are involved in home working is subject to the same frequency of inspection and testing of the company's in-house electrical equipment. Any equipment which is deemed unsafe and needing repair or disposal is removed from use and labelled accordingly. All electrical equipment is disposed of in accordance with 'The Waste Electrical and Electronic Equipment' Regulations (WEEE regulations).

Document Change

Version No	Description of Change	Changed by	Approved by	Date of Change
1.0	Re-release of document in line with new company file structure	GB	SC	13/02/2025
2.0	Header updated with new Target 100 Logo – reviewed for 2026	GB	KB	06/02/2026
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