



P F Ahern (London) Ltd
Oliver Close
West Thurrock
Essex RM20 3EE

Tel: 01708 865599
Fax: 01708 686638

P.F. Ahern (London) Ltd

Health and Safety Policy

SIGNED

DIRECTOR

DIRECTOR

DATE

15th September 2008.

P.F. Ahern (London) Ltd
Health and Safety Policy Statement

P.F. Ahern (London) Ltd recognises its duty to comply with the Health and Safety at Work, etc Act 1974.

P.F. Ahern (London) Ltd will, as far as is reasonably practicable:

1. Provide adequate resources to maintain health and safety.
2. Carry out risk assessments and review them when necessary.
3. Provide and maintain systems of work which are safe and without risk to health.
4. Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
5. Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
6. Carry out health surveillance, where required.
7. Ensure that all machinery, plant and equipment is maintained in a safe condition.
8. Make adequate provision and arrangements for welfare facilities at work.
9. Keep the workplace safe and ensure that access and egress are safe and without risk.
10. Monitor safety performance to maintain agreed standards.

The duties of employees are to:

1. Provide adequate resources to maintain health and safety.
2. Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
3. Co-operate with others in the company to fulfil our statutory duties.
4. Not interfere with, misuse or wilfully damage, anything provided in the interest of health and safety.

To ensure that this policy is effective, we will:

1. Review it annually, or on significant changes in our business.
2. Make any such changes known to employees.
3. Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

P.F. Ahern (London) Ltd

General Health and Safety Policy Statement

1. INTRODUCTION

This policy states our intentions, and arrangements for ensuring the health and safety at work of P.F. Ahern (London) Ltd employees, visitors and contractors, whilst in P.F. Ahern (London) Ltd offices and any other buildings that it operates within.

Supplementary to this general Policy Statement, as necessary, there will be specific policies and procedures describing, in detail, health and safety provisions in each part of the organisation.

2. STATEMENT OF INTENT

It is the policy of P.F. Ahern (London) Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate.

3. OBJECTIVES

In order to achieve compliance with the statement of policy, P.F. Ahern (London) Ltd has set the following objectives:

- To set and maintain high standards for health and safety at its sites;
- To identify risks and set in place programmes to remove or reduce these risks;
- To ensure that these standards are communicated to all employees;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To ensure the dissemination and discussion of relevant information on safety and health issues;
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and residents;(This meaning any peripatetic, temporary, contractors, or visitors);
- To monitor its operation at each site.

4. RESPONSIBILITIES

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

The Senior Management Team (SMT) of P.F. Ahern (London) Ltd has established the overall Health and Safety Policy. The following are responsible for implementing and monitoring the policy principally through the Senior Management Team, local Health & Safety or Liaison Committees and local site management:

Lilian Scott - Managing Director for P.F. Ahern (London) Ltd

Patrick Ahern - Managing Director for P.F. Ahern (London) Ltd

Peter Scott Jnr - Development and Resources Director for P.F. Ahern (London) Ltd

William Couper - Operations and Personnel Director for P.F. Ahern (London) Ltd

Gary Lee Clarke – Area Waste Facilities Manager for P.F. Ahern (London) Ltd

SENIOR MANAGEMENT TEAM (SMT)

The SMT are responsible for:

- Keeping the Health and Safety Policy under review and ensuring that it is revised as and when necessary;
- Monitoring the Policy's implementation, and setting targets or objectives where appropriate;
- Reporting on progress to the SMT and Directors for P.F. Ahern (London) Ltd;
- Bringing to the nominated persons attention any faults or areas of weakness in the Policy or its implementation;
- Ensuring that the relevant resources are made available to enable the policy to be implemented.

LINE MANAGEMENT

All line managers are responsible for

- The practical implementation of the Health and Safety policy, the Health and Safety at Work etc. Act 1974, and other relevant legislation;
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities;
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and audits;
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

INDIVIDUAL RESPONSIBILITIES

All employees are required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with P.F. Ahern (London) Ltd guidance.

5. HEALTH AND SAFETY COMMITTEES

Health and Safety Committees will be established on each site where there are more than 10 employees. These committees will comprise management, supervisors and other nominated individuals from the workforce. These committees will report to the SMT and has responsibility for:

- Identifying all areas of health and safety which have policy implications, including health and safety legislation, with regard to employees, residents, visitors, and contractors while in offices or on estates of P.F. Ahern (London) Ltd;
- Evaluating implications of these issues, and their prioritisation with regard to resources and implementation;
- To advise the organisation on all matters concerning health and safety.

SAFETY REPRESENTATIVES

The role of the Safety Representatives who sit on each committee is to:

- Communicate policy on all health and safety matters within their work areas;
- Encourage all personnel to be involved in matters of health and safety;
- Attend Health and Safety Committee meetings;
- Carry out periodic inspections to identify unsafe equipment, working conditions, practices and fire hazards, make reports of findings and recommendations regarding the remedying of any defects;
- Assist with risk assessments;
- Assist with accident investigation.

6. CONTRACTORS

All Contractors working on P.F. Ahern (London) Ltd sites are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

7. COMMUNICATION

The name of the person designated with the responsibility for health and safety on P.F. Ahern (London) Ltd offices and sites is to be prominently displayed for the information of all employees.

8. CONSULTATION AND TRAINING

The SMT and Directors are committed to involving employees at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training. Internal or external Health and Safety consultants will be used to provide professional health, safety, and occupational advice, as required.

9. POLICY REVIEW

The effectiveness of general policy statement and other specific policies in use will be regularly reviewed and revised as and when necessary.

P.F. Ahern (London) Ltd
Accident / Incident Investigation Policy

It is our Policy to investigate:

- ⇒ all accidents resulting in any reportable injury or losses of any assets;
- ⇒ all accidents, however minor;
- ⇒ all near-misses.

Employees should be aware that Health and Safety Enforcement Officers can enter our premises without an appointment, at any reasonable time, to ascertain if the requirements of the law are being met. If they have reason to believe that a situation exists or may arise in which there is potential for serious injury or death, if such an officer does arrive:

- We will extend to them full co-operation.
- We will co-operate with our insurers, in order to reduce our premium as far as we can.
- If the insurers have any advice on reducing risk, we will follow that advice where reasonably practicable.

P.F. Ahern (London) Ltd
Accident Reporting Policy

It is our policy to report all accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. We will also record all injuries in the Accident Book, as required by the Social Security (Claims and Payments) Regulations 1979.

The depot manager is responsible for reporting all notifiable accidents to the enforcing authority.

Our enforcing authority for reportable accidents, diseases and dangerous occurrences is the local office to each depot of the Health and Safety Executive.

Employees must report all injuries to their manager immediately after treatment.

The Accident Book must be fully completed for all injuries incurred at work, however minor. An Accident Book will be kept at each separate location of our business.

If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by their manager, the first-aider, the appointed person, or a nominated person.

Following any accident of any severity that requires treatment, the employee's line manager will notify the depot manager who will:

- complete an incident / accident investigation report;
- notify the enforcing authority, if the accident is reportable.

Following any accident of any severity that requires treatment, the employee's manager will take statements and retain any other documents related to the accident, such as containers (with contents listed), equipment logs, environmental or process recordings, etc.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.

Although it is not our legal duty, we will notify the enforcing authority of injuries to non-employees, e.g. contractors, if the injury takes place on our premises and we become aware of it.

Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

P.F. Ahern (London) Ltd
Alcohol and Drug Abuse Policy

Alcohol and drug abuse have serious implications for users and for their work, particularly with machinery or in hazardous situations.

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- smell of alcohol;
- slurred speech;
- unusual lack of co-ordination;
- changes in behaviour, particularly aggressiveness.

No alcohol can be consumed on the premises whilst employed by the company. No alcohol can be consumed prior to, or during the working day. The exception to this is during specified functions.

Anyone found taking alcohol or drugs on the premises or during the working day, without prior authorisation is guilty of gross misconduct, and will be disciplined accordingly.

Anyone found to be intoxicated by alcohol or drugs on the premises or during the working day will be removed, may be found guilty of gross misconduct and disciplined accordingly.

P.F. Ahern (London) Ltd
Contractors Policy

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our business activities. These duties also apply to a contractor on the premises, in respect of safeguarding our employees from his activities.

We will endeavour to employ only competent contractors, who will be selected according to our specifications.

No work will be allowed to begin until copies of the required documentation have been provided.

One of our main duties is to ensure adequate co-operation between the business and the contractor. No contract will commence or continue unless the Premises Manager has been placed in charge of liaison with the contractor.

In addition, the Construction (Design and Management) Regulations 2007 may apply to the activities of some contractors. We will obtain competent advice on how to meet the requirements of the Regulations.

The use by contractors of our welfare facilities will be permitted only if they have requested this before commencing work. Permission will be granted depending on the nature of their operations.

P.F. Ahern (London) Ltd
Display Screen Equipment (DSE) Policy

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with DSE.

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries picking up boxes of paper, etc. Although DSEs do produce some radiation, the levels produced are no more than those from the environment in many areas.

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

- sitting in an immobile position for long periods;
- high rates of repetitive finger movements, with the wrists bent;
- poor circulation to the legs;
- pressure from the seat/chair upon the thighs.

Visual fatigue may result from the following:

- poor screen display, such as low contrast or flickering;
- high levels of ambient light compared to the screen display;
- reflections or glare.

These can produce eye strain, headaches or other related symptoms.

It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users, we will try to apply the principles to all DSE workstations regardless of the category of user.

In order to achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the use of DSE. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

Responsibility for implementing this policy lies with the appropriate local manager.

P.F. Ahern (London) Ltd
Electricity at Work Policy

The Electricity at Work Regulations 1989 apply to our workplace. We will fulfil our obligations under the Regulations. All electrical systems on our premises will be checked by a competent contractor to make sure that danger to anyone on site is prevented.

Managers must make sure that any new equipment they purchase is CE marked and complies with the Electrical Equipment (Safety) Regulations 1994, where appropriate.

Wherever necessary, specialist electrical assistance will be obtained from outside the company.

No individual will be able to bring into any department of the P.F. Ahern (London) Ltd electrical equipment that has not been checked by a competent person, and if found to have, disciplinary procedures will be brought against them.

We will ensure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body and comply with all relevant safety standards.

We will train all staff in basic electrical safety and company procedures, to ensure they:

- know how to use equipment safely;
- know what they are not permitted to do;
- understand what action they should take in an emergency involving electricity;
- know who is authorised to carry out electrical work;
- know who to report any electrical problems to.

All our first-aiders have been trained in the treatment of electrical shock. If there is any accident involving electricity, a qualified first-aider should be summoned immediately.

The Depot Manager will draw up an inventory of all electrical equipment on the premises, with the help of departmental managers. All portable appliances will be given a visual check by a trained person at least every six months, and a thorough electrical test by a competent person at least once every year. The fixed wiring installation supplying electrical sockets, lighting or other wired-in equipment will be inspected by a competent specialist electrical contractor every 5 years.

P.F. Ahern (London) Ltd
Employee Security Policy

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 apply to our business. These impose duties that include assessing the risk of violence, such as assault or verbal abuse, and protecting employees from those risks as far as reasonably practicable.

We will try to eliminate or reduce the likelihood of violence at work wherever possible. We will assess the risks to all our staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.

It is not our policy to accept that facing aggressive behaviour is part of an employee's job, or that reporting incidents may reflect badly on them.

In order to assess the risk, incidents will be reported in the accident book. These are reviewed at the quarterly meeting. Employees are asked to complete the accident book if there are any incidents that subject them to:

- physical assault, whether or not injury results;
- verbal abuse, shouting or swearing;
- threatening behaviour, with or without any form of weapon;
- anything that they feel might damage their health through anxiety or stress.

For those jobs that are identified to have increased risks, we will introduce physical controls where reasonably practicable, followed by sufficient information, instruction and training to enable the employee to minimise the risk.

P.F. Ahern (London) Ltd Fire Safety Policy

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

For these, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls as appropriate:

- inspection of the structure of the premises for fire safety annually;
- fire detection equipment to be installed and inspected regularly;
- fire alarms will be regularly tested;
- fire suppression apparatus will be inspected regularly;
- emergency lighting will be provided as appropriate;
- fire extinguishers will be placed at clearly labelled fire points;
- emergency exit routes and signs to be kept clear at all times;
- we will train staff in the use of extinguishers, procedures for fire drills and evacuation;
- records of training, induction, drills, alarm tests and fire certification will be kept on the premises. Where the premises are occupied on a sub-let basis, this information is held by the depot management.

All depot managers will be required to attend a Fire Safety course provided by an appropriate external agency. Supervision and monitoring of visitors, including contractors will be carried out by the Depot Manager (or their assistant). Precautions in respect of persons with disabilities will be implemented. These arrangements will be reviewed at least annually and on any significant change in the business or the premises. Improvements and alterations may be carried out, following advice from the Fire Prevention Officer, our insurers, or our safety advisor.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our arrangements for health and safety protection.

P.F. Ahern (London) Ltd First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 require that all employers make adequate provision for first-aid in respect of employees.

We recognise our legal duty to make sufficient provision for first-aid to employees, including those travelling or working away from our premises. We will assess risks to employees and make appropriate first-aid arrangements to deal with the risks. We will reassess the first-aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

Additionally, we will ensure that contractors on our premises either have sufficient first-aid provision, or if their work involves no special risks, the contract may include their use of our facilities, by agreement.

Medical assistance

In the event of anything other than minor injuries, medical assistance must be sought. Our first-aider(s)/appointed person(s) will normally summon assistance. The name and normal location for each first-aider/appointed person is displayed on a poster at the entrance/exit of each department or area and a complete list is held at reception.

Management responsibility

Management responsibility for all first-aid functions is held by the local manager, who will be responsible for promoting and implementing the policy, together with allocating, or obtaining allocation for sufficient resources to enable it to be implemented. He will also be responsible for:

- reporting notifiable accidents to the appropriate authority;
- encouraging staff to take training in first-aid, or as an appointed person;
- authorising refresher training, as required.

Implementation

They will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of first-aid matters. These functions will include:

- providing first-aid cover;
- keeping adequate first-aid equipment and supplies;
- recording details of accidents and treatments.

The names of all qualified First Aiders will be displayed prominently on each site.

P.F. Ahern (London) Ltd
Smoking at Work Our Policy

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to smoking in rest areas at our workplace. There are also laws that prohibit smoking in certain areas or activities.

Our risk assessment will take into account the effects of tobacco smoke on non-smokers where this may pose a risk to their health.

We recognise that non-smokers have a right not to breathe tobacco smoke. We are legally required by the Workplace (Health, Safety and Welfare) Regulations 1992 to protect non-smokers from the effects of tobacco smoke in rest areas. We will make provision for this by prohibiting smoking in all buildings/ premises except in specifically designated external areas.

Smoking is not permitted anywhere within the offices or buildings.

Any member of staff or any visitors who uses any of these facilities does so at their own risk including the dangers of passive inhalation of nicotine fumes. P.F. Ahern (London) Ltd endorses extensive research world wide that proves that smoking can lead to fatal diseases.

Vehicles

Smoking in any of the P.F. Ahern (London) Ltd vehicles is prohibited.

P.F. Ahern (London) Ltd
HIV and Other Blood Borne Diseases Policy

We recognise that some of our employees may be concerned about HIV and other blood borne diseases, such as hepatitis B, in our workplace.

We will carry out risk assessments for potential exposure to blood borne diseases, and implement any control measures necessary to protect our employees.

Our workplace is low risk, and there is no significant risk of contracting blood borne diseases in everyday work situations. However, all staff should follow these procedures:

1. Keep all wounds covered.
2. If there is a spillage of blood, do not touch the blood. Contact the Depot Manager or one of the First Aiders, as they have been trained in how to clean up such spillages safely.
3. Injuries must only be treated by a qualified first-aider or appointed person.

There is a significant risk to first-aiders who treat injuries without using appropriate equipment. All first-aiders will be trained in how to protect themselves against blood borne diseases and will provide them with well maintained protective equipment. All first-aiders should keep disposable protective gloves and a protective resuscitation aid at close hand at all times.

Employees suffering from HIV are not obliged to report their condition to the employer. Employees found to be suffering from HIV infection or AIDS will not be treated differently from other employees.

The fact that an employee is suffering from HIV infection or AIDS will not be communicated to other employees without the sufferer's consent.

P.F. Ahern (London) Ltd
The Indoor Environment Policy

The Workplace (Health, Safety and Welfare) Regulations 1992 govern the health and safety of our indoor, working environment.

Where reasonable, we will adapt the premises and facilities to take account of those employees with disabilities.

It is our policy to exceed the minimum health and safety requirements of the law and to provide a working environment that is both comfortable and that maximises the effectiveness of employees.

In order to achieve this, we will put in place arrangements for the assessment of risks from the working environment and provide, maintain and monitor appropriate control measures to minimise the risks identified.

Responsibility for implementing this policy lies with the local manager who will delegate functions as appropriate.

Employees are reminded that they have a legal obligation under regulation 12(2) of the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious imminent danger to health and safety, or any matters where they see a shortcoming in our arrangements for managing health and safety.

P.F. Ahern (London) Ltd
Manual Handling: Our Policy

The Manual Handling Operations Regulations 1992 apply to our work activities.

We consider that preventing this type of injury in our business will improve morale and contribute to our profitability by reducing potential losses.

In consideration of their special needs, we will take additional measures to secure the safety of young employees (under eighteen years old) and pregnant or nursing mothers, including modifying our manual handling risk assessments.

Manual handling operations will be assessed for all activities for any loads other than those which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

Training in lifting techniques can significantly reduce the risk of injury and will be provided for staff involved in all operations identified as having a significant risk. All manual handling operations identified as having a significant risk will have the results of the assessment recorded.

Arrangements and procedures for manual handling operations:

1. Work areas will be kept in good condition, free from slipping and tripping hazards with clear access to the load.
2. Wherever straightforward, loads will be split into smaller loads to reduce the likelihood of injury.
3. All heavy loads will be lifted using a fork-lift trucks.
4. Gloves and safety footwear will be provided to all staff.
5. Wherever reasonably practicable, manual handling tasks will be automated or mechanised.
6. Loads of any weight that are large enough to obscure vision, e.g. empty boxes, must not be carried manually. They will be placed on trolleys or pallet trucks, as necessary, and pulled so that the operator has a clear view of the route.
7. Loads must not be stacked above chest level by hand. A suitable, stable platform must be used to stand on.
8. Excessive loads, or those which may cause the individual to lose balance will only be lifted with assistance.
9. Employees who are engaged in manual handling operations will be trained in the correct techniques, including team lifting and kinetic handling, and any additional techniques for special loads.
10. Employees who are not employed for manual handling operations will not be allowed to carry them out without suitable and sufficient training.

P.F. Ahern (London) Ltd
Noise Hazards Policy

The noise provisions of the Health and Safety (Display Screen Equipment) Regulations 1992 and the Control of Noise at Work Regulations 2005 apply to our working environment. It is our policy to exceed the requirements of the law wherever we can do so reasonably practicably.

Noise on our premises which causes distraction or annoyance will be reduced wherever reasonably practicable.

Our general risk assessment will consider which areas, if any, have noise levels which may harm the hearing of our employees. Areas so identified will be designated as Ear Protection Zones and everyone entering the area for any length of time will wear appropriate hearing protection, including management, contractors and visitors. When use of equipment leads to noise levels above 85dB, ear protection must be worn.

Suppliers of all equipment and machinery acquired will be asked to supply an assessment of noise exposure to potential operators, which will be taken into account in buying decisions.

The effects of noise damage to the hearing are insidious and, because an immediate effect is not felt, employees may feel that the potential for hearing damage is being exaggerated. However, hearing protection is only effective if always used on the access to, and within the area of, all ear protection zones.

1. All noise reduction and insulation arrangements, such as screens, vibration isolation and reduction precautions, will be maintained in an efficient state of repair and the result of tests or maintenance recorded by the manager of the area.
2. Where reasonably practicable and consistent with other business needs, equipment having levels of over 85dB(A) will be chosen on the basis of having the lowest noise level.

P.F. Ahern (London) Ltd
Occupational Ill-Health Policy

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require us to report certain diseases to our enforcing authority.

Supervisors will provide their staff with information on any occupational diseases associated with their work activity, where relevant.

Any employee who notices any of the symptoms of, or is diagnosed by a doctor as having, any relevant occupational disease must report this to their supervisor or the manager as soon as possible.

We will take all reasonably practicable measures to prevent our employees from contracting any occupational disease.

If an occupational disease is contracted, wherever possible we will take steps to protect the employee against further exposure while keeping them in their normal job. If this is not possible, we will try and offer the employee suitable alternative work.

In some cases, we may have to suspend employees to protect their health. This will only be done after all other alternatives have been considered but are not reasonably practicable.

Not reporting an occupational disease associated with your work activity is a disciplinary offence.

Managers and supervisors must report any occurrences of occupational diseases to the Senior Management Team. The appropriate manager will report all cases of reportable diseases to the enforcing authority.

P.F. Ahern (London) Ltd
Personal Protective Equipment Policy

The Personal Protective Equipment at Work Regulations 1992 apply to our work activities.

Personal Protective Equipment (PPE) will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk. This is because it protects only the wearer, so others who may enter the zone of hazard without PPE will be at risk.

Specific assessments to comply with the Personal Protective Equipment at Work Regulations 1992 will be carried out by the manager of each area or department.

For all activities requiring the use of PPE, a record will be made of the protective equipment, the operations and the personnel involved. All collection staff and yard staff will be issued with PPE.

All PPE required by the risk assessment for the activity will be provided without charge, as required by law.

Where PPE must be worn, suitable warning signs will be displayed.

All activities requiring the use of PPE will be monitored and any item found unsuitable or damaged will be replaced as necessary.

Only PPE that complies with the relevant British or European standard will be purchased. Where appropriate, only 'CE' marked PPE (and replacement components of PPE) will be purchased. PPE will be selected which does not interfere with other items of equipment.

PPE will be maintained and replaced as necessary to ensure its effectiveness, including cleaning, disinfecting, testing and repair. Employees must report loss or obvious defects in PPE to management as soon as practicable and safe to do so.

Where PPE is subject to statutory inspection and testing, records will be kept by the manager of the activity.

Training can significantly reduce the risk of injury or ill-health and will be provided for all operations requiring the use of PPE.

In view of the importance of PPE as the 'last resort' against hazards, employees are required by the business and the law to use PPE for the activities specified in our risk assessments. Repeated failure to do so may be considered as gross misconduct.

Employees who use PPE that has obvious defects and fail to report these to their manager as soon as practicable and safe to do so, may be subject to our disciplinary procedures.

P.F. Ahern (London) Ltd
Pregnant Workers Policy

The Management of Health and Safety at Work (Amendment) Regulations 1994 and the Maternity (Compulsory Leave) Regulations 1994 (as amended) apply to any of our employees who are pregnant, breast feeding or who have given birth within the last six months. The Workplace (Health, Safety and Welfare) Regulations 1992 require us to provide rest facilities for new or expectant mothers.

Risk assessments to cover new and expectant mothers will be carried out. These will be recorded and female workers informed of any additional risks they may face if they become pregnant or are breast feeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a woman notifies her manager that she is pregnant. Additional measures will be applied for six months after the birth.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their conditions. If pregnant employees do not provide confirmation from their medical practitioner, we will request medical confirmation.

Our display screen equipment workstations, e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

Additional risks to pregnant women and nursing mothers will be minimised, but in some cases this will not be reasonably practicable, including:

- strenuous manual handling;
- sitting/standing for extended periods;
- work in areas or on surfaces with a higher risk of slips, trips or falls;
- activities which prevent the employee leaving the work area for rest or to use toilet facilities;
- any case where the medical practitioner of a pregnant woman or nursing mother states that her normal work could affect her health and safety.

As required by law, if additional risks to pregnant women and nursing mothers cannot reasonably be reduced, we will find alternative work (with no loss of terms or conditions), or authorise paid leave if alternative work is not available.

P.F. Ahern (London) Ltd
Risk Assessment Policy

We will carry out suitable and sufficient assessments of the risks to the health and safety of our Employees and to others who might be affected by our work activities, in compliance with the Management of Health and Safety at Work Regulations 1999. To ensure that this happens we will:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected by our business.
- Evaluate the probability and severity of potential injury or damage.

Where we identify a risk of serious or imminent danger:

- Establish appropriate procedures for controlling exposure to this special risk, including the stopping and resumption of work
- Nominate sufficient competent persons to implement the procedure for evacuation from the premises and restrict access to the danger area for all who have not received adequate instruction.
- Analyse the options for eliminating, reducing or controlling the identified risks and then take the appropriate action.
- Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.
- Keep records in writing, or electronic form, of the significant findings of risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.
- Appoint competent person(s) to assist us in complying with our statutory duties for health and safety.
- Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

In addition to the above it is our policy to carry out specific risk assessments in accordance with other Regulations and Codes of Practice, as detailed in our Arrangements section of the full Safety Policy.

P.F. Ahern (London) Ltd
Temporary Workers Policy

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to the health and safety of temporary workers employed by our business.

All temporary workers will be given comprehensive information on the risks to their health and safety, including an induction covering the hazards of our business, emergency procedures and the management controls for those risks.

Temporary employees will be exposed to the complete range of risks to which other employees are exposed. They will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Where the temporary worker is retained only for short periods they will be given information on emergency procedures, and will be continually supervised.

Responsibility for implementing this policy lies with the local manager or their assistant, who will delegate functions to the supervisor of the temporary worker.

Arrangements and procedures for temporary workers

Agencies of temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between our business and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our site.

Agencies of temporary staff will be required to provide evidence of employers' liability insurance.

We will provide the agency with details of risks from our activities to the health and safety of personnel supplied by them.

All agency or other temporary workers will be assigned to the supervision of a management member of the permanent staff.

Where personal protective equipment (PPE) is required and agreed with the agency, it will be provided at no less a standard than for permanent employees.

Where there is no agreement, the agency will be required to provide staff who bring their own PPE. This will apply, for example, to staff using display screen equipment bringing their own glasses if they need visual aids, or collection staff bringing their own safety boots.

We will provide extra supervision for all work experience employees.

P.F. Ahern (London) Ltd

Visitors Policy

The Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers' Liability Act 1957 apply to visitors on our premises.

Our policy regarding the control of visitors on our premises is as follows:

1. We must be aware that the visitor is on our premises.
2. Rules of the site should be explained to our visitors on their arrival.
3. As far as possible, visitors will be accompanied by an employee. Visitors will not be permitted to wander freely around working areas. This is important for safety and security reasons.

Should a fire occur, the person who is accompanying the visitor will take him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible.

If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the company's accident reporting system must be followed.

All visitors must:

- follow the fire procedures displayed on the premises;
- adhere to any 'no smoking' controls and our policy;
- park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles;
- either be accompanied or authorised to enter the premises;
- remain within authorised areas and must not enter any restricted areas unless accompanied;
- not take anything from the premises without permission;
- report all incidents and/or injuries to the host;
- wear protective clothing, which will be supplied when necessary.

P.F. Ahern (London) Ltd
Work Equipment Policy

The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment. Where reasonable, we will adapt the work equipment, or its use, to those employees with disabilities, as long as this creates no additional hazards.

In order to minimise the risk of injury from work equipment, we will put in place arrangements for the assessment of risks and then create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- a full assessment of all new or second-hand equipment purchased;
- all equipment purchased will comply with any relevant product safety standards;
- all hired or rented equipment will be required to comply with the Regulations, and will include the provision of comprehensible information on safe use;
- inspection of the equipment and testing where necessary;
- a log for all equipment that could give rise to serious injury;
- adequate and identifiable means of isolation, where appropriate;
- the provision of suitable and effective safety devices;
- the provision of suitable and effective controls;
- suitable and readily comprehensible signs and warnings;
- suitable general, task and emergency lighting;
- suitable training.

These arrangements will be reviewed at least annually and on any significant change in the type, nature or use of equipment.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, or any matters where they see a shortcoming in our arrangements for health and safety protection.

P.F. Ahern (London) Ltd Hazardous Chemicals Policy

P.F. Ahern (London) Ltd operates an approved supplier list for the provision of hazardous chemicals to all its sites. The supply of Chemicals to P. F Ahern (London) Ltd is operated under CHIP (Chemicals Hazard information and packaging for supply Regulations 2002).

All chemical substances used by P.F. Ahern (London) Ltd employees have been assessed under The Control of Substances Hazardous to Health Regulations 2002, and both the assessments and Material Safety Data sheets are held centrally and locally on all operational sites. The assessment process will include the following measures to control the exposure to staff and others;

(A) Assessment of risk to Health (B) Implementation of Precautionary measures (C) prevention or adequate control of exposure (D) ensure Control measures are maintained and in use (E) Monitor exposures (F) Where applicable, carry out appropriate Health Surveillance (G) Prepare and review procedures to deal with accidents, incidents and emergencies (H) Ensure employees are properly informed, trained and supervised.

P.F. Ahern (London) Ltd Training Policy

P.F Ahern (London) Ltd will, under The Management of Health and Safety at Work regulations 1999, ensure as far as is reasonably practicable, the Health and Safety of its employees by the provision of whatever information, instruction and training is necessary to undertake any given task. When considering the training needs of staff we will take into account the different levels of knowledge, experience, ability and responsibility. We will also consider the risks involved in the activities and the appropriate methods for the task(s) concerned.

Priority in the delivery of training will be given to areas where there is a legal requirement or where lack of training may result in serious harm (personnel) or damage (Infrastructure/ Plant) etc.

Training material and delivery will be derived from a number of sources including in house/ external and statutory. Training provision will be delivered at a suitable level and pace to ensure the trainee adequately understands the subject and material. Periodic review will be used to assess the benefit/ impact of training provided and where work safety remains a concern then further training will be considered for the employee(s) concerned.

All training undertaken will be recorded and a record kept in the employees personnel file. A training matrix is maintained at all sites detailing all training undertaken by all employees, inc expiry and refresher dates.

P.F. Ahern (London) Ltd
Welfare Policy

P.F Ahern (London) Ltd will as far as is reasonably practicable provide adequate and appropriate welfare facilities for all employees.

Welfare facilities will include those for washing, sanitation, rest and changing as well as a clean area to eat and drink during rest periods.

Toilet facilities will include separate provision for Men and Women. The company will ensure at all times adequate provision of toilet paper and a means of disposal for sanitary dressings. Facilities will be well lit and ventilated and will be provided with Hot and Cold running water. Basins will be large enough to wash hands and forearms and will have a constant supply of soap or other cleansing agent. Paper towels or automated driers will also be provided.

An accessible and adequate supply of fresh, clean drinking water will be provided.

Eating and drinking areas will be in clean areas where risk of food contamination is reduced, and will have a means of heating food and water.

Separate changing facilities will be provided for Men and Women and will be readily accessible, contain clothing storage (inc. pegs/ hangers) and washing facilities, adequate seating, and will ensure the privacy of the user.

The welfare facilities will be maintained in a clean state and good condition with a regular cleaning regime in place.