



Organisation & Arrangements Section

Contents

Health & Safety Policy Statement.....	3
Safety Instructions & Rules	4

Organisation

Responsibilities	5
Employee Consultation.....	9
Employee Security	9
Health and Safety Committee.....	10
Migrant Workers - Communication	10
Employees, Contractors & Recruitment.....	11
Temporary Workers.....	12
Disabled Persons	12
General Conduct and Disciplinary Procedures.....	13
Drugs & Alcohol.....	14
Smoking Policy.....	15


Arrangements

Accidents/Incidents and Reportable Occurrences - RIDDOR.....	16
Asbestos.....	18
Auditing & Inspection.....	18
Control of Substances Hazardous to Health (COSHH)	19
Display Screen Equipment (DSE)	19
Equipment - Electrical.....	19
Electricity at Work.....	20
Equipment - General	20
Fire	22
First-Aid.....	23
Health Surveillance	25
Manual Handling	26
Noise	27
Permits to Work.....	27
Personal Protective Equipment (PPE).....	28
Respiratory Protective Equipment (RPE)	28
Risk Assessment.....	29
Safe Working Procedures.....	31
Risk Rating Matrix	32
Safety Performance.....	33
Training	33
Vehicles.....	34
Vibration	35
Visitors & the Public	35
Welfare.....	36
Working at Height.....	36
Young Persons & Vulnerable Adults	36

Health & Safety Policy Statement

It is the policy of the company

- ◆ To promote and encourage high standards of health, safety and welfare (HSW) at work through hazard identification, risk assessment and risk reduction as an integral part of our overall business strategy.
- ◆ To take all reasonable measures to avoid risk to employees and to other persons including the general public who may be affected by our work by;
 - a) Providing and maintaining safe places of work, access and egress.
 - b) Providing sufficient suitable work and protective equipment to carry out the work safely.
 - c) Providing and maintaining plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
 - d) Allocating sufficient resources (financial and otherwise) for health, safety and welfare.
- ◆ Our Director, Peter Scott Jnr, has overall responsibility for the policy and to ensure safety is given proper priority. Managers & others assist through delegated responsibility in issuing instructions and setting a personal example in promoting this policy.
- ◆ Our employees are legally bound to co-operate in executing this policy and ensuring everything reasonably practicable is done to avoid and/or reduce risks and that work is done in a manner not to cause injury to themselves or others. The co-operation of everyone is vital for the success of this policy and peoples well-being.
- ◆ That any breach of the policy or any safety requirement by anyone in work areas will be regarded seriously and may attract disciplinary action or the imposition of penalties.
- ◆ To provide information, instruction, training and supervision for work to be done safely and to know hazards, risks and the precautions/control measures to be taken.
- ◆ To seek health and safety advice as necessary.
- ◆ To monitor policy and workplace safety performance regularly.
- ◆ To consult on HSW issues with employees or any other person. To consult and co-operate with others to ensure HSW is maintained to a high standard and that others activities do not prejudice the safety of our employees.
- ◆ To comply with the Health & Safety at Work Act 1974 and all relevant legislation.

Signed		Date	31/1/18
Name	Peter Scott Jnr		
Position	Director		

Safety Instructions & Rules

These are general instructions for employees, contractors and others and are in addition to any specific rules that may apply in the work areas.

Compliance with these rules form part of your contract of employment and are in the interests of safety for yourselves and others.

Failure to work to these instructions may result in disciplinary action or determination of your contract/employment.

- ◆ Safety protective equipment to include helmet, footwear (steel cap), glasses/goggles, hearing protection plugs/muffs, dust mask & high visibility jacket must be worn when required and as required in risk assessments and site rules applicable to the location at which work is being done.
- ◆ Obey all warning signs.
- ◆ Vehicles must be parked so as not to cause risk to others and in designated spaces when on site or the highway. Drivers must obey the Highway Code.
- ◆ Do not take risks and do not work at or gain access to a place where there is a risk of falling e.g. a platform not fully boarded or without guardrail or cross any guardrail.
- ◆ Equipment, plant and apparatus must be properly maintained and used. Records of inspection and maintenance may be required to be produced.
- ◆ Do not operate any plant or machinery unless you are trained so to do.
- ◆ Any person using or under the adverse influence of alcohol or drugs will be suspended; especially where safety to others may be affected.
- ◆ Fire extinguishers must not be moved or negligently discharged.
- ◆ Welfare facilities are to be treated with respect and any damage or complaints notified immediately.
- ◆ Waste must be disposed of/recycled in the designated manner.
- ◆ Noise to be controlled as far as possible to minimise nuisance. Radios may not be used if a nuisance may be caused. Ear-phone devices are not to be used where could affect the hearing of alarms and/or warnings.
- ◆ All injuries, however minor, must be reported and an entry made in the accident book.
- ◆ Employees must participate in training where required. Employees should inform their manager of any training they have identified that they believe is necessary to fulfil their work activities.

Organisation

Responsibilities

All employees of the company should be aware of their legal and moral responsibilities to maintain safe and healthy workplaces and working environments; not only for themselves but also for others.

Management

Peter Scott Jnr is the Director responsible for Health, Safety & Welfare (DHSW) and has an overall responsibility for health and safety within the company.

DHSW responsibilities

- ◆ To have a policy backed by organisation and arrangements, company procedures, risk assessment and safe working procedures.
- ◆ To ensure the policy is brought to the attention of employees and others needing to know.
- ◆ To ensure liaison with clients and others affected by our works.
- ◆ To ensure that those objectives are understood and implemented by all employees and others as required.
- ◆ That policy and arrangements are regularly reviewed (at least annually) and updated when necessary.
- ◆ That risk assessment is carried out and recorded.
- ◆ That safe working procedures are implemented & maintained.
- ◆ That information is communicated to employees and others as required.
- ◆ That consultation on health, safety and welfare (HSW) matters takes place with employees and others as required.
- ◆ That adequate resources are available to meet HSW commitments.
- ◆ That only competent persons are employed.
- ◆ That the training needs of employees are regularly reviewed and courses organised as necessary.
- ◆ That employees and trainees are adequately supervised.
- ◆ That accidents and incidents are properly recorded, reported and investigated.
- ◆ That statutory inspections of equipment, when required, are carried out.
- ◆ That statutory records are maintained.
- ◆ To ensure that personal protective equipment is identified and made available.
- ◆ To ensure adequate emergency procedures are in place e.g. fire prevention and precautions.
- ◆ To ensure adequate welfare and first-aid arrangements are put in place.
- ◆ That the human rights of employees and others are protected and respected.

Operations Manager

- ◆ Overall responsibility for ensuring that all transport, transfer station and depot operations are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees, customers, the general public or others who may be affected by the Company's activities;
- ◆ Responsibility for ensuring that the Transport Manager, Basildon Depot Manager and West Thurrock Transfer Station Manager discharge their Health and Safety responsibilities as defined in this document;
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken;
- ◆ Ensuring that all new employees complete their induction training and carrying out some of this training themselves; and
- ◆ Ensuring that all other necessary training, as defined in the training matrix, has been carried out for employees under their control.

Resources Co-ordinator

- ◆ Manage the company's health and safety control systems including Permit to Work, Key Control and site security and report accident statistics in agreed timescales.
- ◆ Manage the company's purchasing of PPE and workwear to ensure the most cost-efficient solutions are obtained whilst at the same time ensuring required safety standards are maintained.
- ◆ Prepare and conduct all necessary driver and health and safety training to ensure full compliance with regulatory consents and relevant legislation and advise the operations Manager on the Company's performance including HGV tachograph infringements, vehicle fuel consumption in agreed timescales. Training includes driver CPC, SAFED, asbestos awareness.
- ◆ Act as the contact point with the company's independent Health & Safety Adviser.
- ◆ Investigate all accidents and incidents which are reported. Reporting these to the company's Health and Safety Adviser and ensuring all necessary corrective and preventative actions are carried out.

Transport Manager

- ◆ Ensuring that all transport operations are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees, customers, the general public or others who may be affected by the company's activities.
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken.
- ◆ Ensuring that all new employees complete their induction training and carrying out some of this training themselves.
- ◆ Ensuring that all other necessary training, as defined in the training matrix, has been carried out for employees under their control.
- ◆ Ensure that all health and safety issues relating to transport operations are brought promptly to the attention of the Resources Co-ordinator.

Basildon Depot Manager

- ◆ Ensuring that all transfer station operations are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees, customers, the general public or others who may be affected by the company's activities.
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken.
- ◆ Ensuring that all new employees complete their induction training and carrying out some of this training themselves.
- ◆ Ensuring that all other necessary training, as defined in the training matrix has been carried out for employees under their control.
- ◆ Ensure that all health and safety issues relating to Basildon Depot operations are brought promptly to the attention of the Resources Co-ordinator.

West Thurrock Transfer Station Manager

- ◆ Ensuring that all transfer station, MRF operations, daily operator checks and maintenance activities are, as far as is reasonably practicable, conducted without detriment to the health & safety of employees, customers, public or others who are affected by activities.
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken.
- ◆ Ensuring that all new employees complete their induction training and carrying out some of this training themselves.
- ◆ Ensuring that all other necessary training, as defined in the training matrix, has been carried out for employees under their control.
- ◆ Ensure that all health and safety issues relating to West Thurrock operations are brought promptly to the attention of the Resources Co-ordinator.

Fabrication & Maintenance Manager

- ◆ Ensuring that the maintenance and fabrication activities under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees, suppliers, members of the public or others who may be affected by activities.
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken.
- ◆ Ensuring that all new employees complete their induction training & carrying out some of this training themselves.
- ◆ Ensuring that all necessary training, as defined in the training matrix, has been carried out for employees under their control.
- ◆ Ensure that all health and safety issues relating to Grays operations are brought promptly to the attention of the resources co-ordinator.

Sales Manager

- ◆ Ensuring that the sales department activities 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 the company's activities.
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken.
- ◆ Ensuring that all new employees complete their induction training and carrying out some of this training themselves.
- ◆ Ensuring that all necessary training, as defined in the training matrix, has been carried out for employees under their control.
- ◆ Ensure that all health and safety issues relating to sales operations are brought promptly to the attention of the resources co-ordinator.

Employee responsibilities

- ◆ To understand the company policy and procedures on health, safety and welfare (HSW).
- ◆ To carry out their duties according to the policy and procedures and as given in instruction and training.
- ◆ To co-operate in ensuring and maintaining a safe workplace and environment for each and every job.
- ◆ To properly use, maintain and store Personal Protective Equipment (PPE). Misuse of PPE will be regarded as misconduct and disciplinary action may be taken against offenders.
- ◆ To maintain in good and serviceable condition PPE, other equipment and tools and to report defects.
- ◆ To work in a safe manner at all times and not to take risks.
- To report any unsafe conditions or substandard practices affecting the safety of themselves or others.
- To report any shortcoming in the HSW management system.
- ◆ To report any accident (however minor), incident or near miss.
- ◆ Not to use equipment for purposes for which it was not intended.
- ◆ Not to use equipment, tools, vehicles, machines, for which they have not been trained or authorised by the company.
- ◆ Not to engage in horseplay.
- ◆ Not to be at work under the influence of alcohol, drugs or other substances, that could adversely affect safety.
- ◆ To report the taking of any prescribed medication which they have been notified could affect their performance or safety in carrying out their duties e.g. could cause drowsiness and not to operate machinery.
- ◆ Those employees designated as drivers to abide by the requirements set out in the use of vehicles risk assessment as well as the Road Traffic Act, highways legislation and the Highway Code. The use of a mobile phone (unless hands free & no hazard is created) in a 'moving' vehicle is prohibited.
- ◆ Be responsible for good housekeeping in the area in which they are working.

Financial Controller

- ◆ Ensuring that the finance 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 the company's activities.
- ◆ Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, investigated and appropriate remedial action taken.
- ◆ Ensuring that all new employees complete their induction training and carrying out some of this training themselves.
- ◆ Ensuring that all necessary training, as defined in the training matrix, has been carried out for employees under their control.
- ◆ Ensure that all health and safety issues relating to finance operations are brought promptly to the attention of the resources co-ordinator.
- ◆ In conjunction with resources co-ordinator regularly reporting the negative financial impacts of recorded accidents and incidents to the business to the Director.

Employee Consultation

The Health and Safety (Consultation with Employees) Regulations requires an employer to consult with employees on health and safety matters. The method of consultation with employees, under the regulations, is by direct consultation.

The Manager is appointed as the Representative of Employee Safety (ROES). Employees will;

- ◆ Receive updated information on HS&W.
- ◆ Refer concerns on HS&W to the DHSW.
- ◆ Be free to talk to visiting safety officers and/or enforcement officers.

Employees are encouraged to talk with the DHSW regarding any HS&W concerns e.g. an “open door” policy.

Elements of safety briefings and team briefings are regarded as consultation meetings. Minutes may not necessarily be taken. Appropriate notes must be made on the briefing record by the presenter and reported back to management.

Employee Security

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

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

In order to assess the risk, incidents will be reported in the site Accident Book and investigated by the Resources Coordinator. Incidents are discussed at monthly managers meetings and will be reviewed at the quarterly health & safety meeting. Employees are asked to complete an incident form 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.

Health and Safety Committee

A Health and Safety Committee will be established. This committee will comprise of management, supervisors and other individuals from the workforce (Representatives of Employee Safety). This committee will report to the Managing Director and will discuss the following issues;

- ◆ The introduction of any measure which may substantially affect the health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements.
- ◆ The Company's arrangements for getting competent people to help comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law).
- ◆ The information supplied to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- ◆ The planning and organisation of health and safety training; and
- ◆ The health and safety consequences of introducing new technology.

The role of representatives of employee safety is to;

- ◆ Communicate on all health and safety matters to their colleagues within their work areas.
- ◆ Encourage all personnel to be involved in matters of health and safety.
- ◆ Attend Health and Safety Committee meetings.
- ◆ Assist with risk assessments.
- ◆ Assist with accident investigation.

Migrant Workers - Communication

The company may employ migrant workers (either directly or engaged through a subcontractor) who have a limited understanding of spoken English. We recognise that although health & safety law doesn't generally require employees to be able to speak English, we have a duty to provide comprehensible information to workers, though this does not necessarily have to be in English.

We may communicate with non-speaking, or limited English speaking workers by using one, or a combination of the following methods;

- ◆ Translating our written information into a relevant language.
- ◆ Employing the services of a professional interpreter.
- ◆ Asking an employee who has a good understanding of spoken and written English to act as an interpreter.
- ◆ Implementing a 'buddy system' – partnering them with experienced workers who speak the same language.
- ◆ Using simple, clear English in training sessions and by training supervisors to communicate clearly.
- ◆ Using non-verbal communication methods as an additional aid, such as by using videos or internationally recognised signs and symbols (which could include hand signals).

Employees, Contractors & Recruitment

There are occasions when others are employed or used e.g. self-employed or specialist contractors.

These persons must;

- ◆ Declare any disabilities or any adverse health condition that may affect safety, e.g. occupational asthma or dermatitis, vertigo from work at height, claustrophobia that may affect safety in restricted or confined spaces and/or previous back condition that may be affected by manual handling.
- ◆ Declare any previous adverse exposure e.g. hazardous substances, noise or asbestos.
- ◆ Read the safety policy and agree to be bound by it (and where appropriate receive a copy and sign a receipt for it or sign that they understand the requirements).
- ◆ Give details of any H & S certificates or registrations they may hold.
- ◆ Have received a HSW induction on the policy and working procedures of the company.
- ◆ Agree to participate in skills and safety training as required for their well-being, others and the business.
- ◆ Participate in any health surveillance as set out in the Management Regulations.

The health surveillance form can be found in the Forms & Record Keeping Folder in the HSE Management System.

No declaration under this section is meant to affect the human rights of any person under that legislation or affect employment under disability legislation (unless employment will lead to the person or others being put at unacceptable risk).

Internal employees

The DHSW and Manager will carry out the recruitment of employees.

The education, experience, training and other qualities of candidates will be considered against the criteria required to perform the tasks required by the job profile and the safety considerations required by the job.

Safety considerations are important in employee selection where employees are likely to be required to work in hazardous conditions and high-risk areas.

Contractors and the self-employed

The DHSW will carry out the selection of contractors. The DHSW makes the final decision for appointment.

A contractor safety assessment and/or interview and/or other appropriate method of selection may be used. The methods will depend on the scope and extent and the technical requirements of the works to be contracted.

The experience, qualifications, training, resources, references, reputation, safety record will be considered. For the purposes of HSW the responsibility for employee's actions apply to sub-contractors and the self-employed and specialists that they employ.

Temporary Workers

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 permanent 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 only retained for short periods they will be given information on emergency procedures, and will be continually supervised.

Responsibility for implementing this policy lies with the departmental manager (or nominated deputy) 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 their employer's 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 that bring their own PPE. This will apply, for example, to staff using display screen equipment bringing their own spectacles if they need visual aids or collection staff bringing their own safety boots.

We will provide additional supervision for all work experience employees.

Disabled Persons

It is company policy not to disadvantage any person from work within the business providing that for health and safety reasons (either physiological or psychological) it would not be appropriate because of the danger to themselves, work colleagues or others.

Reasonable arrangements/modifications, where practicable, will be carried out to allow a disabled person the opportunity of work; and to the extent of modification required by legislation to accommodate disabled employees.

Employment will be considered on a case by case basis taking into consideration disability and the type and environments of the work required to be carried out. A major consideration will be the ability to work safely both to themselves and others.

There is no intent to infringe the Human Rights of any person disabled or otherwise.

General Conduct and Disciplinary Procedures

The Company's disciplinary procedure is based on rules which set standards of behaviour and the procedure to be followed in the event of a breach of the rules. This is necessary to promote fairness and order in the treatment of individuals.

Its main aims are to promote efficiency, health and safety and good working relationships. In the majority of cases, these aims are best achieved through correction rather than punishment and the promotion of self-discipline rather than coercion.

The purpose of the Company's disciplinary procedures is to ensure that adequate arrangements exist in order to provide for the fair treatment of individual employees and promote efficiency in its operations.

Disciplinary Procedure

It is the Company's requirement that all employees, in accordance with their conditions of employment must execute their duties and responsibilities satisfactorily and maintain standards of competence, performance, attendance and conduct appropriate to their position. It is management's responsibility to ensure that where this requirement is not met, appropriate disciplinary action is taken.

Stages of the Disciplinary Procedure

After a disciplinary meeting (and provided that there is no further investigation to be carried out), the Company will decide whether or not disciplinary or other action is justified and will inform the employee in writing.

Stage 1	Written Warning – live for 12 months
Stage 2	Final Written Warning - live for 12 months
Stage 3	Dismissal

Note: Warnings will be recorded on the employee's file but will normally be disregarded for disciplinary purposes after the set period stated above, subject to continuous satisfactory conduct or performance, unless otherwise stated in warning letters. Where repeated conduct or poor performance cannot be tolerated in the future, written warnings may be placed for longer periods or permanently on file. In such cases employees will be advised of this in writing.

Gross Misconduct

Generally, gross misconduct includes any serious breach of conduct or duty that brings the Company into disrepute, or actions that are inconsistent with the relationship of trust and confidence required between the Company and its employees. If the Company, after conducting an investigation and holding a disciplinary meeting with the employee (as above), is satisfied that gross misconduct has occurred, the result will normally be dismissal without notice or a payment in lieu of notice.

Right of Appeal and Appeal Procedure

If an employee feels that disciplinary action taken against them is wrong or unjust they should appeal against the decision to the Operations Manager. Employees have the right to be accompanied by a fellow employee or trade union official at appeal meetings. An employee should confirm the grounds for their appeal in writing.

Drugs & Alcohol

No person will be permitted to be at work if believed to be incapable of working safely or maintaining safety from the influence of drugs & alcohol.

Employees taking prescription drugs or proprietary medication (e.g. cough and flu remedies) should notify the company of any side effects notified to them by the doctor or dispensing chemist. Where described as “may cause drowsiness” do not drive or operate machinery.

Where any person is identified as incapable as above the person will be immediately removed from the work area and suspended from work until an enquiry is held by the company and it may be treated as gross misconduct, which could lead to disciplinary action and possible dismissal.

Note: Where a person remains at the workplace consideration will be given to their safety e.g. put in a place of safety & accompanied until assessed as capable of remaining safe for themselves or others. Where a person is asked to leave site; consideration will be given to their safety e.g. transport home arranged.

Our employees will comply with the requirements of client/site on which they may be working. Requirements communicated at specific induction(s).

The Company will investigate any such incident before deciding whether to require you to undergo a medical examination (see below) or whether your abuse of alcohol or drugs should be treated as a disciplinary matter.

Drug Addiction & Alcoholism

Should the Company’s investigation suggest that this incident indicates an illness related to a problem with drink or drugs, then the following stages may apply:

Stage One

You will be required to undergo a medical examination in order to ascertain whether there is an illness related to a problem in relation to drink or drugs which is affecting your ability to work. It should be noted that a refusal on your part to undergo a medical examination will be treated as a disciplinary matter. You may be suspended from work with pay until the problem has been resolved.

Stage Two

On receipt of the medical report, its conclusions will be discussed with you. If the report recommends a programme of rehabilitation you will be required to attend such a programme. If you are offered a programme of rehabilitation and refuse, this may be treated as a disciplinary matter and could lead to your dismissal.

Stage Three

Your progress through the rehabilitation programme will be monitored, and the Company will be kept fully informed. During the rehabilitation programme, any failure to comply with the programme will be treated as a disciplinary matter and could lead to your dismissal.

Stage Four

On the successful completion of your rehabilitation programme, you will return to work and a return to work interview will be conducted with you. Should any subsequent incidents regarding

substance abuse occur, they will be treated either as a disciplinary matter or investigated under our sickness procedure and could lead to your dismissal.

The Company undertakes to ensure, as far as possible, that any employee's drug, alcohol or solvent abuse problem and its ongoing treatment will remain confidential.

Informing the Police

Supplying, selling or possession of illegal drugs is a criminal offence. If it is known that such drugs are in the possession of an employee, or being used, sold or distributed on the premises, the Company will be in breach of the law if appropriate action is not taken. Employees involved in these unlawful activities will be liable for summary dismissal for gross misconduct.

You should be aware that the Company will not hesitate to inform the police if it believes that there has been an abuse of controlled drugs for which criminal sanctions are appropriate.

Moving plant

The use of moving plant makes it vitally important that all staff are able to concentrate fully, and adhere to the safe systems of work established in the Company. Therefore, the following rules must be observed;

- ◆ Do not come to work under the influence of drugs, alcohol or solvents.
- ◆ Do not consume drugs or alcohol, or abuse solvents during rest breaks.
- ◆ Check with your doctor/pharmacist about the side effects of prescribed drugs, and inform the Company.
- ◆ Do not ignore any colleagues who suffer from alcohol, drug or solvent abuse. Encourage them to personally address the issue, for example by contacting the Operations Manager/Director. If they are unwilling to address the issue, report the situation to the Managing Director. This will aid in safeguarding yourself and your work colleagues.

Smoking Policy

The Health Act 2006 applies to smoking 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 to comply with both the Health Act 2006 and the Workplace (Health, Safety and Welfare) Regulations 1992 to protect non-smokers from the effects of tobacco smoke. 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, buildings and company vehicles (including company cars and vans).

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 worldwide that proves that smoking can lead to fatal diseases.

For clarity this policy relates to E-cigarettes as well as to real cigarettes

Accidents/Incidents and Reportable Occurrences - RIDDOR

Unsafe situations

Any situation leading to an accident or a potential accident is immediately made safe, as far as possible, to enable work to continue. The senior person present is the responsible person to ensure that unsafe situations are effectively managed.

Where a situation cannot be made safe for work to continue, work will be suspended and the area demarcated as hazardous until it can be made safe. The Manager will immediately notify the DHSW of the event and make a preliminary investigation.

Personal injury

Any accident, near miss, injury (no matter how small) or damage caused to or by any employee or others must be reported at once to the Manager.

All accidents and injuries shall be entered onto a company accident/Incident report pro-forma. This report must be given immediately to the Director responsible for Health & Safety (DHSW) who will organise an investigation to be conducted by a suitably competent person.

The company accident book is available for employees to have entries made as requested.

The form can be found in the Accident Reporting Folder in the HSE Management System.

If possible the name and address of any witness should be obtained and recorded on the accident/incident report.

When on site the person in charge must be informed and a record made in their accident book as appropriate.

Occupational disease

When the company is notified of a case of industrial disease (substantiated by a medical certificate or report) by an employee or their representative, it will be recorded and investigated and be referred to the company's insurers.

Statutory reporting

Only fatalities and major incidents may be reported directly to the HSE (by telephone/see below) - all others to be reported via the internet (HSE website) using www.hse.gov.uk/riddor/report.

Where required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) a report is required to be made to the enforcing authority. This will be done by the DHSW or his appointed external adviser.

Major injury or death

In the event of a fatal or major injury, as defined in RIDDOR, the DHSW will immediately inform the relevant enforcing authority (Local Authority for works in occupied premises) by calling via the National reporting system Tel: 0345 300 9923 weekdays 8.30am to 5.00pm only.

Out of hours call the duty officer who can be contacted on 0151 922 9235.

7 day time off injury

Where time off from normal work (i.e. unable to carry out their normal duties/job) because of an accident exceeds the seventh day (beginning the day after the accident and including normal days off) the DHSW will make a report in the prescribed form (Form F2508) within fifteen days (of the date of the accident) via www.hse.gov.uk/riddor/report.

Accident & incident investigation

All accidents & incidents will be investigated. The result of investigations and the actions taken or to be taken to prevent recurrence will be recorded on the pro-forma.

The investigation will determine and record the causes of the accident and any remedial actions to prevent recurrence and the record signed and dated to that effect.

Any RIDDOR reportable event, accident, dangerous occurrence or occupational disease will be fully investigated by the DHSW or his appointed external adviser and records of the investigation maintained.

The DHSW will ensure that investigations are carried out by an appropriate (suitably competent) person (depending on the seriousness of the event).

A nominated responsible person will be appointed by the DHSW to develop and implement an appropriate action plan to prevent recurrence.

Enforcement notices investigation

Any enforcement notices or other action issued against us by an enforcing authority will be investigated by a specially convened panel under the auspices of the DHSW.

As required the DHSW will formulate and implement an action plan to fully address and ensure compliance with notice requirements.

Data protection

The Data Protection Act requires that personal information should not be able to be viewed by persons making entries.

Completed company report forms and/or the tear out page from the HSE pro-forma accident book (if used) are to be given, immediately, to the DHSW for safekeeping.

The DHSW is responsible for data protection in these matters.

Asbestos

Disclosure of the presence of asbestos containing materials (ACM)

Asbestos can be present in our premises in two ways: as part of the structure of the buildings and as wastes which we receive.

As part of our legal duty under Regulation 4 we will survey all our buildings for asbestos, and produce a plan and register showing where the asbestos is, and giving details of the types of asbestos, its condition and what action is being taken regarding it. The plan and register will be made available to anyone doing work on our sites who is likely to disturb any asbestos containing materials.

All staff will receive asbestos awareness training.

With regard to asbestos wastes received on our sites we have a safe working procedure, which will be made available to all staff, and new staff, as part of their induction process. A fundamental principle of this procedure is that Ahern Waste Management Services staff remain out of the area when waste is being received and take no part in the clear up of any spillage.

The procedure can be found in the Safe Working Procedures Folder in the HSE Management System. Also see additional details in the Information & Guidance Folder.

Auditing & Inspection

The company will carry out regular inspections of the work place. A report should be completed by the Manager to ensure that the premises are safe for employees.

Example of report content;

- ◆ Safe segregation of materials.
- ◆ Safe access and egress.
- ◆ Site tidiness.
- ◆ Availability of safety aids and equipment.
- ◆ Erection of safety signs and notices.
- ◆ Tools.
- ◆ Health hazards.
- ◆ PPE.

Records will be kept. These show that procedural checks and safety inspections are carried out and that safety requirements and needs are being met.

Control of Substances Hazardous to Health (COSHH)

A COSHH risk assessment is made where a substance may give rise to injury, disease or illness. The DHSW is responsible for them and ensuring they are kept up to date.

Hazardous substances are not to be used without a COSHH assessment having been carried out. Where a new substance is introduced the relevant COSHH assessment will be made and the relevant training carried out.

Included as part of COSHH assessment are those relating to exposure to biological hazards e.g. Weil's disease, which may be encountered in the building.

Assessments will be used in the on-going training of employees who will be expected to become familiar with them.

Substances are grouped into assessments that require similar controls and precautions allowing for simplicity in understanding the requirements and in the issue and use of Personal Protective Equipment.

The procedure and COSHH Assessments can be found in the COSHH Folder in the HSE Management System. Also see additional details in the Information & Guidance Folder.

Display Screen Equipment (DSE)

DSE equipment is used within our office and we have identified employees as 'users' as per the Display Screen Equipment Regulations.

All users are instructed in the health hazards of DSE work and in how to set up a workstation to minimise those affects. Information & training is given to users to enable them to avoid adverse muscular skeletal effects and Repetitive Strain Injury (RSI).

The company's policy is to provide a free eyesight assessment/test under the regulations when requested.

The procedure and DSE assessments form/s can be found in the Display Screen Equipment (DSE) Folder in the HSE Management System. Also see additional details in the Information & Guidance Folder.

Equipment - Electrical

Portable electrical equipment is defined as electrical equipment not hard wired, but excluding equipment that is not easily moveable (as set out in HSE guidance).

230v may be used e.g. in offices where appropriate, RCD protection device must be used at the socket outlet.

The user must inspect electrical equipment each time it is used e.g. visual check.

- ◆ Inspected/tested annually by a competent 'person' (Electricity at Work Regulations).
- ◆ Visually inspected quarterly by the responsible Manager or competent person.
- ◆ Class 1 equipment (with an earth wire) is PAT (portable appliance test) 'tested' 6 monthly or as assessed.
- ◆ Records of formal inspection is maintained (on the company pro-forma, or as supplied by the tester).

Electricity at Work

All electrical systems on our premises will be inspected on a regular basis by a competent contractor.

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

No individual shall bring into any department, electrical equipment that has not been inspected by a competent person. Anyone found to have brought unauthorised equipment on site will be subject to the Company's disciplinary procedures.

We will ensure that any electrical contractors employed to carry out electrical work on our premises are competent, are members of an appropriate body and comply with all relevant safety standards.

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

All portable appliances will be given a visual check by a trained person at a frequency of at least once every six months and a thorough electrical test undertaken by a competent person at a frequency of at least once a year. The fixed electrical installation supplying the Company facilities shall be inspected by a competent specialist electrical contractor at a frequency of at least once every 5 years.

Equipment - General

Procedures & risk assessment

There are specific and general hazards and risk associated with tools and equipment.

The use of tools, equipment is dealt with in specific risk assessments and safe working procedures where there is more than a significant risk.

Where equipment is hired it must be ascertained that it is suitable and sufficient for the work i.e. the right equipment is being hired and that it is fit for use (e.g. tested and inspected).

It must also be confirmed that any operator supplied with equipment is competent.

No employee under the age of 18 years may use plant or equipment without being trained and passed as competent and be under supervision.

Hazards

Specific sections of the policy should be referred to in order to identify the hazards applicable to any particular plant item used in an activity.

Hazards associated with the use of tools, equipment and plant arise out of;

- ◆ Unskilled operation & incorrect use.
- ◆ Poor installation & maintenance.
- ◆ Defects unchecked.
- ◆ Noise & vibration.

Each employee must check plant and equipment daily and report any defects to their Manager. Defective equipment shall be removed from service until repaired by a competent person or replaced.

Eye protection must be used when using power tools safety glasses/goggles to minimum BS EN 166 – medium impact resistant.

Planning

Ensure that equipment available is in good order and has been fitted with all necessary safety devices, guards and noise control measures and that any necessary testing and thorough examination is carried out at the prescribed intervals.

Where we supply equipment to site ensure copies of necessary test and thorough examination certificates and instructions for the safe use of the equipment where applicable are available with it on site.

Determine whether any preparatory work is required for the use of equipment on site and ensure that requirements are planned.

Training

To ensure that operators are trained and experienced to competently operate the equipment and to carry out any appropriate inspections and routine maintenance.

Training will be provided to all operators and, where relevant, only holders of an approved qualification (e.g. NPORS, IPAF, CPCS, CTA, FCEC or CITB) will operate plant. Where appropriate the operator should possess an operator's certificate.

Abrasive wheels

Only trained and authorised employees are allowed to change Abrasive Wheels. Operators of abrasive wheels must wear protective equipment at all times during use, especially impact resistant goggles of BS EN 166 – Grade medium for impact resistance.

Explosive impact tools

Only trained and authorised employees are allowed to operate this equipment. Operators must use the required Personal Protective Equipment (PPE) e.g. Impact resistant goggles of at least BS EN 166 – Grade high for impact resistance.

Electrical

The main controlling regulations are the Electricity at Work Regulations (EAW) & the Provision and Use of Work Equipment Regulations (PUWER).

Within the European Union safety requirements are made through European Directives on Health and Safety at Work and our procedures meet the UK requirements of the directives. The company will provide suitable equipment meeting the standards required by the regulations.

Where hired equipment is used the required certification must be issued at the time of hiring, otherwise the equipment will not be accepted for use. Equipment will be maintained fit for use and regularly inspected.

The procedures can be found in the Safe Working Procedures Folder in the HSE Management System.

Fire

It is essential for all employees and others to be vigilant with regard to the prevention of, and precautions relating to fire. The DHSW takes responsibility for fire issues.

The RRO – Fire Safety Order sets out the requirements to deal with fire and for fire risk assessment.

Assessment of fire risk

The following is useful in determining the extent and significance of the risk from fire;

- ◆ The general environment.
- ◆ Whether flammables are in proximity to the work and can they be moved.
- ◆ Other persons in the area who may be affected.
- ◆ The availability of fire-fighting equipment.
- ◆ The proximity of fire alarms or means of raising an alarm or calling assistance.

Precautions

Precautions such as the following must be taken. This should not be considered as a definitive list (circumstances and conditions being variable);

- ◆ General environment condition (wind, type of building, escape routes).
- ◆ Move flammables away, if this cannot be done ensure they are covered with flame retardant sheeting.
- ◆ Ensure fire-fighting equipment is available.
- ◆ Know the position of fire alarms and telephones.
- ◆ Maintain awareness in restricted and confined spaces, fire can spread very quickly, do not get cut off from your escape route.
- ◆ Where others are creating a fire hazard, employees may retire until safe conditions restored.
- ◆ The fire alarm/audible device at all depots will be tested weekly and recorded in the fire book held on site.
- ◆ Weekly fire alarm tests at all depots & will be signed in the fire book held on site.

General procedures

Employees coming across a fire must immediately raise an alarm and call assistance (this is the priority) using our procedures as appropriate.

An employee may attempt to fight a fire; they must not put themselves in any danger, but should preferably withdraw and let other trained persons tackle it.

An employee may take emergency action as required to save life or to avoid serious personal injury to any party and/or to protect our assets.

In the event of the absence of the nominated fire marshal the Departmental Manager will take responsibility. The lead Fire Marshall will collect the sales register.

The visitors book is located in the Transport office and this will be taken to the assembly point by the Transport Fire Marshall.

The Transfer Fire Marshall will collect a print out from the weighbridge of the vehicles in the Tipping Hall.

First-Aid

In our operations there is the possibility of serious personal injury.

Responsibility is to ensure that all first aid kits are kept stocked and contain the relevant leaflets. On site the person in control becomes the appointed person.

The appointed person should ensure that trained assistance is called, as required, and to liaise with the emergency services.

Guidance is that appointed persons should be emergency first aid trained.

First aid kits

First-aid kit will be kept at the head office and may be placed in company vehicles and/or at the point of work.

It is the responsibility of the appointed person/first aider to ensure they are maintained. Employees must inform the appointed person of any use of the kit and when replenishment of items is required.

A list of emergency contact numbers should be kept with the first-aid kit. Where there is no running water eye-wash bottles must be with/adjacent to the kit.

Treatment

Where there is any doubt about the condition or treatment to be given medical assistance is called using the public emergency services by dialling 999 on any telephone (but see below for 'site').

Emergency telephone 999 & 112 on mobiles

Employees are expected to make themselves familiar with site emergency procedures and use them when required, i.e. where the first-aid box is located and how to contact a first-aider and how to contact the emergency services (some sites have specific arrangements through their security employees/reception).

Employees are expected to make use of the facilities provided. Employees must not feel constrained in calling assistance from the emergency services if in their opinion any delay could result in a serious or life threatening condition.

Site authorities must be told immediately of any such action (by appointed person) so that reception arrangement can be made for an ambulance.

HIV and Other Blood Borne Diseases

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:

- ◆ Keep all wounds covered.
- ◆ If there is a spillage of blood, do not touch the blood. Contact the Operations Manager or one of the First Aiders, as they have been trained in how to clean up such spillages safely.
- ◆ 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 be provided with appropriate protective equipment. All first aiders should keep disposable protective gloves.

Employees suffering from HIV are not obliged to report their condition to their 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.

Health Surveillance

This section refers to health surveillance, as assessed for activities in the business e.g. COSHH, noise, vibration, musculoskeletal affects and stress.

A company form is available to record basic health surveillance observations.

The forms can be found in the Forms & Record Keeping Folder in the HSE Management System.

These observation reports will be used by management to assess the requirement for formal health surveillance of the person to be undertaken.

Any comments received by supervisors will be logged on the company "Basic Health Surveillance" record pro-forma and then investigated under the direction of the health and safety manager. Where there is a specific complaint the worker will be referred to a health specialist (initially the company selected medical practitioner) and subsequently as necessary to a specialist e.g. stress councillor, occupational health nurse.

COSHH

During normal supervisory activities Supervisors make basic enquiries of employees as to any adverse reactions to skin or signs of occupational dermatitis e.g. scaliness or redness of hands through the use of materials or substances.

It is not perceived from the substances and their proper use (using the controls and precautions in the assessments) that there is a requirement for formal health surveillance.

Vibration (hand arm) HAV

See arrangements/risk assessment for HAV.

Musculoskeletal

Our employees may be at risk from suffering injuries or pain with joints, ligaments, muscles & nerves caused by work activities. Statistically, the most common types of musculoskeletal disorders (MSD's) related to our work activities are upper limb disorders, repetitive strain injuries and back pain.

Manual Handling

The activities for manual handling in our business are general and non-specific. Manual handling assessment is included in the general works activities and on site risk assessment.

Where a more specific activity is identified then a stand-alone assessment is made.

The form can be found in the Forms & Record Keeping Folder in the HSE Management System.

The Manual Handling Operations Regulations control the moving of loads by persons at work and requires;

1. **Avoidance** - the company aims to avoid manual handling tasks wherever possible.
2. **Risk assessment** - where unavoidable and there is the likelihood of risk of injury. See risk assessments for manual handling. Under the Regulations Guidance (parameters given) and/or where a task is not complex and is easily explained the assessment need not be written down.
3. **Provision of mechanical aids** - wherever possible mechanical aids will be employed to minimise the risk of injury to employees. On sites and where there are unmade paths/roads it may not be possible or practical to use wheeled mechanical aids. Where site equipment is available it will be used e.g. fork lift truck/tele-handler, hoist, conveyor, chain block & pulley systems.
4. **Minimisation of the risk** of injury as far as reasonably practicable.
5. **Assessment of individuals** - see health surveillance section.

The requirement of the regulation is to avoid manual handling wherever possible and make an assessment of the manual handling task through a hierarchy of provisions to minimise the risk of injury.

Any assessment will be undertaken using the TILE principles;

Task	Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?
Individual	Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem? Is specialist knowledge or training required?
Load	Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?
Environment	Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or personal protective equipment that restricts movement?

Also see additional details in the Information & Guidance Folder.

Employees should follow a simple procedure (or refer to Kinetic Manual Handling training information available) to minimise strain in lifting and moving items;

- ◆ Do not lift or move items beyond your personal capability.
- ◆ Think about the task to be done - can it be avoided or done more easily?
- ◆ Keep a straight back.
- ◆ Ensure firm grip.
- ◆ Vision not obstructed.
- ◆ Avoid twisting, bending and stretching and move in straight lines.
- ◆ Use mechanical aids whenever possible.
- ◆ Use team lifting.
- ◆ Use gloves when handling rough items.

Noise

Where a risk assessment has identified that noise is an issue then the DHSW will engage a competent person to undertake a noise assessment using appropriate calibrated noise measuring equipment.

Assessment has shown that for the type of tools used and length of time of use it has been assessed that some employees would be exposed to over the Personal Daily Exposure Limit; 87dBA(Lepd)8hrTWA.

Employees are instructed to wear hearing protection (ear-muffs or ear plugs – normal commercial standard) at all times when using equipment emitting loud noise i.e. not able to hear a person talking normally at 1m from the ear (above the Upper Action Value of 85dBA8hrTWA).

[Also see additional details in the Information & Guidance Folder.](#)

Permits to Work

In the course of our work, our employees and contractors may undertake high-risk activities, tasks or processes, which require the use of a permit-to-work (PTW) control procedure. Such activities which may be undertaken include;

- ◆ Electrical work.
- ◆ Work in confined spaces.
- ◆ Pressure testing.
- ◆ Excavation work.
- ◆ Mechanical (maintenance).
- ◆ Welding or other hot work.

We will ensure that the Supervisor, the Project Manager or the competent person appointed by them is in control of the PTW procedure and will issue/close each permit issued.

[The procedure can be found in the Safe Working Procedures Folder in the HSE Management System.](#)

Personal Protective Equipment (PPE)

PPE as appropriate will be supplied to employees and casual visitors as required to comply with statutory requirements and where the Manager feels it is necessary and where risk assessment deems it to be required.

PPE will be worn as the site rules require.

All employees issued with PPE will inspect it before every use, wear and/or use it properly and keep it clean and in serviceable condition. Misuse will be regarded as misconduct and may result in disciplinary action.

Fit, comfort, choice and co-ordinated use

Employees will be consulted as to the wear-ability for them of the PPE, as required by the regulations. Consideration will be taken of; personal preference (reasonable choice), fit and comfort, co-ordination with other PPE required to be worn/used.

Maintenance and storage of PPE

Employees must inspect PPE before each use. Where found unserviceable it will be replaced before work is continued. For non-disposable PPE, defects must be reported to the Manager.

PPE is required to be inspected by Manager at intervals of not more than 1 month and this is a part of the normal workplace inspection routine.

Issue

PPE is issued to individuals & recorded.

The form can be found in the Forms & Record Keeping Folder in the HSE Management System.

This is to prevent sharing and cross-contamination. It also reinforces the duty of the individual to look after and maintain PPE and to store it correctly. These issues are dealt with within employees training.

Respiratory Protective Equipment (RPE)

We will ensure that all reasonably practicable steps are taken to reduce the exposure to hazardous substances as low as possible by use of control measures. RPE will be provided to all employees in situations where it is likely that exposure exceeds the exposure limit.

All RPE provided will fulfil the following;

- ◆ Comply with all requirements for Respiratory Protective Equipment.
- ◆ Reduce employee exposure to hazardous substances to as low as is reasonably practicable, as a minimum to below the exposure limit. This RPE will give the highest protection that is reasonably practicable for the work conditions, taking account the other potential hazards and features within the work area which may cause difficulties to the wearer (e.g. snagging of airlines or puncture of blouses).

Risk Assessment

Under the Health & Safety at Work Act an employer must assess the risks their activities present to employees and others.

The significant findings (including controls and precautions) and any groups especially at risk must be recorded. Assessments must be kept up to date and be readily available.

These assessments are made to satisfy the requirements of legislation and may not prevent liability at Common Law; but the basis of acting within a duty of care to others is a common precept of both systems of law.

Risk assessment is carried out for all activities and where the risk outcome is regarded as significant a written record is made and kept available for reference.

An overall assessment of activities is done to identify those activities that have “significant risk” and have to be recorded in writing. Only those risks identified as being significant or worthy of note have been recorded in writing to comply with the Management of H & S at Work Regulations (MHSWR). Risk assessments are reviewed to confirm existing and/or assist in up-dating as required.

The generality of employing young persons has also been considered in our risk assessments and they have been considered to be suitable and sufficient for tasks involving young people.

For the employment of a particular young person a review of existing assessments will be made. Persons under 18 years are considered to be trainees and will be under competent supervision.

Generic

Generic risk assessments where appropriate are used/made. They are reviewed and confirmed or changed for specific job conditions.

The management regulations allow for generic assessments where the work is similar e.g. operating and working on machinery. Where the generic assessment is suitable for particular job conditions, no further action need be taken. Where conditions are such that there is a significant risk to be dealt with then an addition to the risk assessment, specific for the task, is added or amended.

Methodology

The objective of risk assessment is to achieve a “picture” of the consequences or outcomes in any given situation and is based on;

1. The likelihood or frequency of an event occurring.
2. The severity of the outcome.

Controls can then be identified and measures prioritised and actions taken to meet relevant statutory provisions i.e. minimise the risk by working through a hierarchy of control measures and precautions.

It can be relevant to use simple numerical systems to produce risk ratings or indices which can help greatly in the consideration of factors making up the whole, or elements of, an assessment.

Procedure

Identify the hazards defined as “the potential to cause harm”.

List those which could reasonably be expected to result in significant harm such as;

Slips, trips, falls (poor flooring)	Fire (from flammable materials)
Chemicals (solvents)	Moving parts of machinery
Projectiles (chipping)	Electricity
Dust	Manual handling
Fumes & Noise	Poor lighting
Low temperature	Vehicles/Plant (fork-trucks, cranes)

Identify who may be harmed

Office employees	Machine operators
Maintenance personnel	Cleaners
Contractors	Members of the public
Employees with disabilities	In-experienced workers
Visitors	Lone workers

Identify other applicable legislation and regulations

Such as COSHH, Noise, Asbestos, Manual Handling for example. These do not have to be repeated but should be incorporated into the overall assessment or suitable reference made to where the information can be found.

- ◆ Refer to or incorporate other authoritative methods/systems of work materially affecting the assessment into the assessment such as safety rules, permit to work systems, codes of practice, management instructions and code of practice, work instructions, safety cases. Do we meet the standards? Do our practices represent best practice?
- ◆ Determine the **likelihood** of the harm being realised such as;

Who might be affected (machine operator, repair person). How many & how often.
- ◆ **Severity** of the consequences to them such as;

The categories of injury, industrial disease or dangerous occurrences set out in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) can be used as a guide.
- ◆ Identify **control measures and/or precautions** to reduce or eliminate the risk such as; new methods of work, replacing the hazardous substance with one that is non/less hazardous or provide information to employee's & others about the risk. The last resort should also be to provide suitable PPE.

Recording

The significant findings of assessments will be recorded. These may be as stand-alone assessments or integrated into procedures, as required.

Implementation

The results of assessments will be implemented.

The findings and results of assessments will be communicated to all as required.

Monitoring

After control measures and/or precautions have been taken the assessment will be monitored in practice to ensure it is suitable and sufficient. Where adjustments are required these would be done and the assessment monitored again.

Review

Assessments will be reviewed annually or when required (change of legislation, ACOP, Guidance). If required they will be re-done to ensure that the risk(s) have been reduced and that no new hazards have been introduced.

Where appropriate, due cognizance will be taken of judgements given in court cases (criminal and common).

Safe Working Procedures

These are developed to give guidance on the set up and execution of work. They may take the form of specially developed statements for specific complex work or standard generic procedure/work instruction for routine works.

Within the company these are kept to a minimum and that employees are competent and trained in the classes of works that they will be required to undertake.

The relevant risk assessments and safe working procedures, required for the activity, may be brought together to form a cohesive safe working procedure.

Site risk assessments and safe working procedures are reviewed for each job and where required amended to be made job specific.

The DHSW/Manager is responsible for ensuring that this procedure is complied with; normally at pre-contract and pre-work stages. The DHSW and Manager all participate in developing safe working procedures. The External Adviser may assist in this process.

Stand alone and specific

The company has developed stand-alone risk assessments and safe working procedures.

Risk assessments are available for specific higher risk or specific activities.

Incorporated into procedural documents

The company also has risk assessment and safe working procedures incorporated into procedural safety documents (in policy arrangements section, appendices).

Some of these are formally attached to the safety policy as appendices and these must be considered as an integral part of the company's safe systems of work.

Risk Rating Matrix

Likelihood

Index	Description
5	Almost certain
4	More than even chance
3	Even chance
2	Less than even chance
1	Almost impossible

Severity

Index	Description
5	Permanent total incapacity or death
4	Permanent partial incapacity / disabled
3	RIDDOR reportable Absent from work more than 7 days but with subsequent complete recovery
2	Absent less than 7 days with complete recovery
1	Minor injury with no time lost and complete recovery

		Likelihood				
		5	4	3	2	1
S e v e r i t y	5	High	High	High	Med	Low
	4	High	High	Med	Low	Low
	3	High	Med	Med	Low	Low
	2	Med	Low	Low	Low	Low
	1	Low	Low	Low	Low	Low

High	Needs to be addressed quickly and the risk factor reduced
Medium	Needs to be given attention and risk factor reduced where possible
Low	Can be regarded as acceptable

Note: Some interpretation of the matrix needs to be done as blind use can give misleading information. The matrix can be regarded as a useful management tool in achieving a measurable risk assessment “as far as reasonably practicable”.

Safety Performance

To comply with requirements to monitor and review safety performance in the company the following arrangements are made;

Management review

A review of the company safety policy and arrangements and safety management system will be carried out annually and as required e.g. should legislation or an Approved Code of Practice (ACOP) or HSE guidance change significantly.

This may be carried out in consultation with the external adviser.

Any shortfall in the system or changes identified e.g. changes in law of HSE guidance will be made and the changes briefed to employees.

It is anticipated that at the same time as the above an audit of the safety systems and arrangements will also be carried out.

Audit

An annual audit of the safety management system and policy and arrangements will be carried out. The DHSW, assisted by the safety adviser, will do this.

A comparison will be drawn on current compliance and performance. The targets and objectives for the future will then be established.

Training

The Management of Health and Safety at Work Regulations require an employer to ensure that an employee is competent through experience or training to carry out the duties assigned, without danger to themselves or others.

Our employees will receive training in the skills required to carry out their duties for the company. Records of training will be kept including the company safety induction & competency cards where applicable.

Employees must not attempt to carry out any activity for which they have not been trained or authorised to carry out by the company; unless under training and close supervision. This includes training in the results of risk assessments including those for hazardous substances under (COSHH).

For site works, employees will be encouraged to undertake H&S training appropriate to their activities, e.g. CSCS & ECS. We recognise that many work sites specify this as a mandatory requirement and we will ensure that our employees and contractors under our control comply with this at all times.

Refresher training should be carried out as required and at intervals not less than those recommended by certification bodies as appropriate or as assessed by the company.

Trainees

All employees under 18 years of age will be regarded as 'trainees'. Young persons under training will be closely supervised and be under close personal supervision if training on high hazard tasks e.g. machinery with dangerous parts.

Induction

The Induction syllabus includes safety issues such as;

- ◆ Company policy, organisation and arrangements including consultation.
- ◆ Site instruction and rules.
- ◆ Risk and COSHH assessments and safe working procedures.
- ◆ Emergency procedures e.g. first aid and fire.
- ◆ Reporting of accidents and incidents.
- ◆ Use of tools and equipment and electricity.
- ◆ Use and care of Personal Protective Equipment (PPE).

Team briefing

The company briefs employees at regular team briefings and/or Safety Briefings. Safety issues are always an agenda item and this forms part of the consultation process.

All employees are given a team briefing/ induction before commencing work.

The form can be found in the Forms & Record Keeping Folder in the HSE Management System.

Vehicles

Only licensed and/or certificated employees authorised by the DHSW (or nominated officer of the company) may drive company vehicles or plant.

The nominated driver will carry out a user safety check of the vehicle/plant at the start of each working day and before driving off. The driver will report any defects. The driver will not drive a defective/un-roadworthy vehicle.

Vehicles will be regularly maintained and serviced and kept roadworthy. Maintenance of vehicles will be carried out, according to the requirements of the road traffic legislation and PUWER and the results recorded (e.g. servicing and MOT records maintained).

Drivers must comply with the requirements of the Highway Code (and any laws of a host country) and of the rules when on a site.

Employees using own vehicles on the business of the company;

- ◆ Must be authorised by a responsible Director and must have a valid licence to drive the class of vehicle concerned.
- ◆ Must ensure that the vehicle is roadworthy.
- ◆ Must ensure that they have insurance to cover business use.
- ◆ Must ensure that a daily check/inspection of the vehicle before driving off.
- ◆ Must be aware of the requirements of the vehicles risk assessment.

Rescue services

Drivers should use the facilities of a convenient rescue service in the event of an accident or breakdown.

Emergencies

The driver or others must ensure the safety of people as their first priority. Response to emergencies is set out in the vehicles risk assessment.

Mobile phones

The use of hand held mobile phones is prohibited by a driver whilst the vehicle is not parked. The use of a hands free phone installation is allowed provided that this does not give rise to any hazard.

Vibration

The operation of tools can transmit vibrations to the hands and upper limbs of the holder. In the work that our employees and contractors carry out there is some use of power tools.

The operators of vehicles and plant can be subjected to whole body vibration which can affect the operator's health.

The exposure to any form of vibration can be managed administratively e.g. job rotation, so that the action value (EAV) is not exceeded and detailed health surveillance/monitoring is not required, or the Limit Value (ELV) is not exceeded.

Note: Battery equipment does not exceed the Upper Vibration Exposure Value, even if used throughout an 8hr working day.

The procedures can be found in the Safe Working Procedures Folder in the HSE Management System. Also see additional details in the Information & Guidance Folder.

Visitors & the Public

The business, in recognition of our responsibilities to the general public and others, is committed to ensuring that none of our operations present hazard or risk to them.

This applies especially where work takes place on our site/premises where this is taken account of in the way in which our risk assessments and safe working procedures are compiled.

It is our intention to minimise any impact by maintaining for example safe access and egress, and ensuring warning and other explanatory and safety signs are posted.

Pedestrians may have to be controlled whilst loading or unloading vehicles or gaining access to our site/premises.

Typical precautions may include;

- ◆ Protection from falls of materials.
- ◆ Public footpaths/highways, stairs, corridors, vestibules maintained in a safe condition.
- ◆ Installation of temporary lighting.
- ◆ Maintenance of access for emergencies e.g. fire, first aid.
- ◆ Protection against contamination from site operations (spread of solvent vapour, dust, sprays).
- ◆ Minimisation of nuisance from noise.

Welfare

Facilities are provided as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

The company is responsible for providing or making available suitable welfare facilities for its employees whether they are direct employees or sub-contractors. Such welfare facilities are to be suitable and sufficient for all working on site and may be arranged separately or jointly with others under a shared welfare arrangement.

Working at Height

Our employees do undertake work at height and we ensure that the requirements set out in the Work at Height (WAH) Regulations are adhered to at all times.

We will ensure that a robust risk assessment is undertaken as part of an overall safe system of work for each activity, task or project that requires our employees to work at height, including temporary access.

We acknowledge that work at height will only be undertaken after the consideration of other means that does not require work at height i.e. first element of the work and risk assessment.

As part of the planning process, we will ensure that other risks are considered, such as the water, stairwells or excavations being adjacent to the works. We will not carry out work at height when the prevailing weather conditions could jeopardise the health or safety of our employees or others.

We will take into account all of the WAH regulations & schedules, including those concerning fragile surfaces, falling objects, danger areas, inspections & working platforms.

Competent persons (contractors) will be used to erect scaffolding & mobile access towers. Any employee erecting these must hold the appropriate CISRS or PASMA training card/certificate.

The procedure can be found in the Safe Working Procedures Folder in the HSE Management System. Also see additional details in the Information & Guidance Folder and Equipment Inspection Record form in the Forms & Record Keeping Folder.

Young Persons & Vulnerable Adults

The requirements of the Management Regulations in relation to children, young persons & women of child bearing age, and pregnant ladies and nursing mothers, are acknowledged.

Children and young persons

The company does not employ children for work experience.

See trainees/apprentices in training section - regarded as a trainee until reaching the age of 18 years. While under training the person will be under competent supervision and mentoring/monitoring.

Women

When notified that a lady is pregnant, a risk assessment shall be carried out to ensure that there are no significant risks to which the lady will be exposed and consideration of any health damage to the unborn child is considered.