



Health and Safety Management System

Health and Safety Policy

Document Reference: **FE-P-001**

Issue Number:
7

Issue Date:
31.01.25

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Forward Environmental Ltd

Health, Safety and Environmental Policy



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1. Amendments page

Revision	Section	Details of Change	Issue Date	Authorised by

2. Introduction

This HS&E management manual is divided into two sections, namely “Policy” and “Procedures”. The “Policy” section contains the general company policy, covering all the health, safety and environmental aspects applicable to our operations. The “Procedures” section identifies putting the goals of the “Policy” section into practice and contains the tools to which these procedures are implemented. Although not specifically referred to in each “Policy” sub section, the items covered will have corresponding entries in the “Procedures” section.

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3. Policy Statement

Health & Safety Policy Statement

Forward Environmental Ltd recognises that its activities have the potential to cause harm to employees, third parties and the wider environment which we share.

We recognise our responsibilities to ensure that these risks are managed effectively, and to minimise these effects wherever possible in all our works, to facilitate the controlled and sustainable expansion of our business.

With regard to our commitment to address these issues, we will:

- Never compromise on our commitment to develop and implement best practice for safety and environmental management;
- Ensure that appropriate resources are made available to develop safe systems of work and to provide appropriate training to all employees and contractors;
- Work in partnership with our clients, to understand and conform to their own safety and environmental systems when working at their sites;
- Consider safety and environmental impact in all processes and systems developed, operated and maintained by Forward Environmental;
- Encourage employee, contractor, client and regulatory feedback on our systems to allow full participation in the development of company policy;
- Maintain a zero-tolerance attitude to accidents and incidents;
- Help our clients to meet their own sustainability goals by reinforcing the waste hierarchy of reduce, re-use, recycle before disposal;
- Seek to continually improve our environmental performance with targeted goals with regard to energy and resource use; and
- To review our performance regularly at senior management level and take action/make investment wherever necessary to ensure the general goals of this policy are advanced throughout the business.

As a professional waste management organisation, the Environment is our business, and our people are our strength. Non-conformance against our Policy is not an option.

Signed



Revision: 7
Date: 31/01/25

Vic Hopkins
Managing Director
Forward Environmental Ltd



Environmental Policy Statement

This Environmental Policy applies to all processes of Forward Environmental Ltd that are likely to have an impact on the environment.

Forward Environmental Ltd is committed to minimising the effect of its processes on the environment.

It is our policy to:-

- Comply with all relevant environmental legislation and other requirements.
- Review the environmental risks associated with our processes and implement systems to ensure that these risks are minimised where feasible in order to prevent pollution.
- Implement a system of inspection, testing and maintenance to ensure that environmental risks continue to be controlled.
- Commit to monitor our impacts on the environment through a documented emissions monitoring regime.
- Ensure that staff are trained to be aware of the environmental risks identified and their roles in ensuring that these risks are minimised.
- Audit and review environmental performance to ensure the effectiveness of the EMS is maintained.

Signed

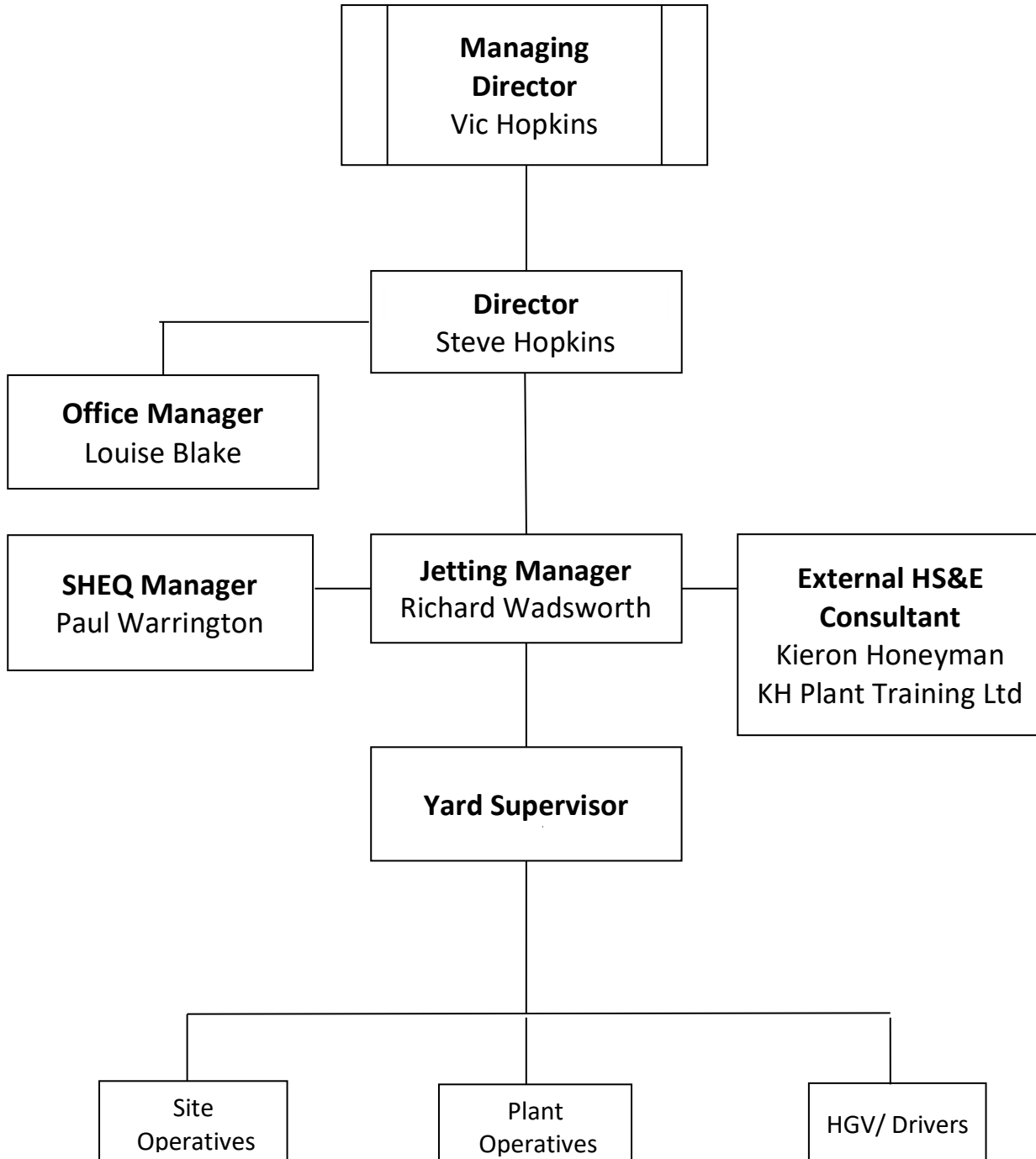
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Vic Hopkins
Managing Director
Forward Environmental Ltd



4. Forward Environmental Limited Organisation

4.1. Structure





4.2. Roles and Responsibilities

Forward Environmental Limited recognises the importance of establishing and developing a health, safety and environmental organisation with clearly defined responsibilities. Without this, the aims of the HSE policy and management system will not be met. The Managing Director assumes overall health, safety and environmental responsibility. However, Forward Environmental Limited supports the Managing Director throughout their area of responsibilities.

It is the responsibility of the Managing Director to appoint persons with the necessary skills, knowledge and competency to positions within the management structure relevant to that position.

For health, safety and environmental management to be successful, it must have a clearly defined management structure that will carry out the requirements of the Health, Safety and Environmental Policy.

All persons within Forward Environmental Limited have defined responsibilities and should be interactive with one another to ensure that the overall objectives of health and safety are met. The position of each person within the management structure is shown on an organisation chart and his or her health and safety responsibilities are defined in writing.

4.2.1. Managing Director

Responsibility	How this will be achieved
Responsible for the effective implementation of the Forward Environmental Limited Health, Safety & Environmental policy and associated arrangements.	Annual review meetings. Health, Safety & Environmental agenda item on management meetings.
Responsible for ensuring that all employees within Forward Environmental Limited understand the responsibilities placed upon them and the organisation by the regulatory framework in which the business operates.	Induction programme implemented. Driving regular communications. On-going reviews.
Provide resource for the effective implementation of the Forward Environmental Limited Health, Safety & Environmental policy, and associated arrangements, including the provision of appropriate information, instruction, supervision and training.	Appointment of competent personnel.
Understand the company Health, Safety & Environmental policy and responsibilities associated with this position.	Training and competency driven through the business.
To ensure that all employees understand the Health, Safety & Environmental policy and the responsibilities placed upon them.	Induction, communication and training.
Provide leadership and visible commitment to ensure that Forward Environmental Limited develops a proactive and accountable Health, Safety & Environmental culture.	Liaise with management and carry out ad-hoc inspection.
Keep up to date with legal and business Health, Safety & Environmental requirements.	Register of legislation. Regular reviews with the HSE Coordinator.
Set a good personal example by actively promoting good health, safety and welfare practices.	

4.2.2. Directors

Responsibility	How this will be achieved
The Director is responsible for ensuring the Forward Environmental Limited Health, Safety & Environmental policy is implemented throughout the business. They are to ensure monitoring of Health, Safety & Environmental performance in their own areas of the business, and throughout the business as a whole.	Performance review. Audit programme. Health, Safety & Environmental agenda item on business meetings, audits and reviews. Carry out audit & reviews.
Have overall responsibility for effective management of Health, Safety & Environment and for those employed by or contracted to the organisation.	Audit programme. Regular review meetings with the Health, Safety & Environmental Coordinator.



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Ensure safe systems of work/risk assessments are completed for all work activities. They are recorded and regularly reviewed covering all identified hazards, processes and activities where a risk to health and safety exists.	Specific method statements/risk assessments completed for all work. Pre – tender meetings. Site Meetings.
Accept individual and collective role in providing Health, Safety & Environmental leadership.	Training & Competence Liaise with Health, Safety & Environmental Coordinator.
Engage workforce in improving Health, Safety & Environmental arrangements.	Ongoing. Communication & development. Active monitoring.
Ensure all levels of staff understand the requirements placed on them by this policy.	Active monitoring.
Development and implementation of a programme to ensure that all employees are competent for the task they are required to complete.	Selection of competent employees. Compliance with standards. Development of role based competency assessment.
Ensure procedures are in place which support the policy statement, and they are effectively communicated, monitored, adhered to and updated.	Active monitoring and auditing.
Ensure adequate workplace equipment is in place, maintained and is tested with the required certification, and that appointed staff are trained in its use.	Active monitoring.
Ensure arrangements are in place for storage and handling of any hazardous substances and that written instructions are available.	Regular reviews and inspections.
Ensure that plant is operated, maintained and repaired by trained and experienced personnel only.	Training plan. Active monitoring.
Have procedures in place to ensure personal protective equipment is issued and used correctly, and maintained in a good condition.	Active monitoring.
Ensure adequate workplace equipment is in place, maintained, registered, is tested and has required certificates, and that staff are trained in its use.	Active monitoring.
Liaise directly with Health, Safety & Environmental Coordinator and External Advisor on safety issues.	Regular communication & reviews.
Appointment of competent sub-contractors and review of RAMS prior to work commencing.	Active monitoring / inspections. Compliance with standards. Contractor assessment.
Allow for sufficient programming for development of employees in respect of Health, Safety and Environmental training.	Liaise with Health, Safety & Environmental Coordinator.
Ensure that all new employees are competent for the tasks that they are required to complete.	Induction. Active monitoring. Training delivery.
Ensure the timely reporting of all accidents, incidents and near misses that occur, including all lost time and reportable accidents, incidents or dangerous occurrences.	Active monitoring. Communication with Health, Safety & Environmental Coordinator.
Reporting immediately any failure of the HSE management system to the Health, Safety & Environmental Coordinator and External Advisor.	Liaising with Health, Safety & Environmental Coordinator/ External Advisor. Comply with incident procedures.
Identify Health, Safety & Environmental issues during site/customer visits and report these issues to the Management to facilitate Health, Safety & Environmental planning.	Pre – tender meetings. Site Meetings. Risk identification training.
Set a good personal example by actively promoting good health, safety and welfare practices.	Ongoing.



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4.2.3. Jetting Manager

Ensure method statements/risk assessments are completed, recorded and regularly reviewed covering all identified hazards, processes and activities where a risk to health and safety exists.	Specific method statements/risk assessments completed for all jetting work. Attendance at Pre – start meetings. Site Meetings.
Accept individual and collective role in providing Health, Safety & Environmental leadership.	Training & Competence. Liaise with Health, Safety & Environmental Coordinator.
Engage workforce in improving Health, Safety & Environmental arrangements.	On-going. Communication & development. Active monitoring.
Ensure all levels of staff understand the requirements placed on them by this policy.	Active monitoring.
Ensure procedures are in place which support the policy statement, and they are effectively communicated, monitored, adhered to and updated.	Active monitoring and auditing.
Ensure adequate workplace equipment is in place, maintained and is tested with the required certification, and that appointed staff are trained in its use.	Active monitoring.
Ensure that no sub-contractor work is undertaken unless the appropriate RAMS are in place and that there is confirmation of appropriate training for the tasks being undertaken.	Active monitoring. Obtain and review subcontractor RAMS and confirmation of competency.
Ensure arrangements are in place for storage and handling of any hazardous substances and that written instructions are available.	Regular reviews and inspections.
Ensure that plant is operated, maintained and repaired by trained and experienced personnel only.	Training plan. Active monitoring.
Have procedures in place to ensure personal protective equipment is issued and used correctly, and maintained in a good condition.	Active monitoring.
Ensure adequate workplace equipment is in place, maintained, registered, is tested and has required certificates, and that staff are trained in its use.	Active monitoring.
Liaise directly with Health, Safety & Environmental Coordinator on safety issues.	Regular communication & reviews.
Ensure the timely reporting of all accidents, incidents and near misses that occur, including all lost time and reportable accidents, incidents or dangerous occurrences.	Active monitoring. Communication with Health, Safety & Environmental Coordinator/ External Advisor.
Reporting immediately any failure of the HSE management system to the Health, Safety & Environmental Coordinator/ External Advisor.	Liaising with Health, Safety & Environmental Coordinator/ External Advisor. Comply with incident procedures.
Identify Health, Safety & Environmental issues during site/customer visits and report these issues to the Management to facilitate Health, Safety & Environmental planning.	Pre – tender meetings Site Meetings Risk identification training.
Set a good personal example by actively promoting good health, safety and welfare practices.	Ongoing.



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4.2.4. Health, Safety, Environmental Coordinator/ Associate advisor as required

Responsibility	How this will be achieved
Assist the Managing Director and Director to ensure that the requirements of the Health, Safety & Environmental policy and associated manual(s) are implemented and managed.	Adoption and development of business HSE standards. Audit monitor and review.
Provide leadership and visible commitment to ensure that Forward Environmental Limited develops a proactive and accountable Health, Safety & Environmental culture.	Active monitoring. Training delivery. Communication.
Development of the risk management process to ensure all assessments are kept up to date and are followed throughout the business.	Audit. Monitoring.
Attend meetings, reporting on HSE performance.	On-going.
Liase with all local authorities where appropriate.	Communication. Site visits.
Provide support, advice and guidance to all employees on issues pertaining to Health, Safety & Environmental management.	Adhere to communication strategy.
Collate monitoring information and present trends to the Forward Environmental Limited Managing Director and Director.	Collate available reports. Attend monthly Business Unit meetings.
Provide an audit resource for the wider Forward Environmental Limited Health, Safety & Environmental audit programme.	Health, Safety & Environmental Action plan.
Ensure that no sub-contractor work is undertaken unless the appropriate RAMS are in place and that there is confirmation of appropriate training for the tasks being undertaken.	Active monitoring. Obtain and review subcontractor RAMS and confirmation of competency.
Complete periodic inspections of the workplace to ensure that Health, Safety & Environmental arrangements are in place, implemented and effective.	Active monitoring/inspections.
Complete incident investigations as appropriate on behalf of the Director and where applicable the supporting Site/ Yard Manager/ Supervisor.	Adopt Business procedures.
Maintain records, as identified within this Health, Safety & Environmental manual.	On-going review.
Develop communication media for employees in cooperation with the Director for Forward Environmental Limited.	Safety Communication Strategy, Toolbox Talks, Safety bulletins.
Review the accident / incident statistics and report to Forward Environmental Limited Managing Director and Director	Collate statistics.
Support the business in ensuring facility arrangements are in place and managed.	On-going.
Ensure all incidents that fall under RIDDOR are reported to Health & Safety Executive.	Incident reports.
Complete periodic inspections of the workplace to ensure that Health, Safety & Environmental arrangements are implemented and effective.	Active monitoring/inspections.
Set a good personal example by actively promoting good health, safety and welfare practices.	

4.2.5. Yard Supervisor

Responsibility	How this will be achieved
Engage workforce in improving Forward Environmental Limited Health, Safety & Environmental arrangements.	H&S agenda on team meetings.



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	Active participation in training initiatives.
Ensure that all employees are inducted prior to commencing work on site.	Induction. Training delivery.
Review method statements/risk/COSHH assessments, to ensure that all hazards have been identified and are adequately controlled.	Contribute, review and complete relevant risk assessment & SSoW. Regular on-site inspections.
Ensure adequate workplace plant & equipment is in place, maintained, registered, is tested and has required certificates, and that staff are trained in its use.	Conform to maintenance programme. Planned preventative maintenance. Active monitoring.
Ensure arrangements are in place for storage and handling of any hazardous substances and that written instructions are available.	Contribute and complete relevant assessment reviews. Regular inspections. Training & communication.
Ensure that no sub-contractor work is undertaken unless the appropriate RAMS are in place and that there is confirmation of appropriate training for the tasks being undertaken.	Active monitoring. Obtain and review sub-contractor RAMS and confirmation of competency.
Procedures in place to ensure personal protective equipment is issued and used correctly, and maintained in a good condition.	Active monitoring.
Carry out regular inspections as appropriate.	Use Yard Supervisors weekly site inspection FE-F-23
Identify Health, Safety & Environmental issues during inspections and report these issues to the Management to facilitate Health, Safety & Environmental planning.	Pre – start meetings Site Meetings Risk identification training.
Co-ordinate all yard activities, and ensure site security at all times to prevent unauthorised access	Site induction Site log register Site security
Reporting immediately any failure of the safety management system to the Health, Safety & Environmental Coordinator.	Liaising with Health, Safety & Environmental Coordinator. Comply with incident procedures.
Ensure all employees and sub-contractors (if applicable) have the appropriate training for their roles.	Review training matrix. Active monitoring.
Communicate safety work instructions to all employees on site in accordance with the documented risk assessments, method statements and safe systems of work.	Communication/Induction Toolbox Talk
Hold regular meetings with employees to ensure that information required by the safety management system is communicated.	Communication/Induction Toolbox Talk
Ensure all accidents are recorded and reported as per group policy procedure. Complete initial investigation following an accident, incident or near miss.	Complete investigation Liaise with Health, Safety & Environmental Coordinator. Follow procedures.
Implement appropriate Health, Safety & Environmental Policy.	Liaise with the Health, Safety & Environmental Coordinator.
Complete regular inspections of employees to ensure that they are meeting the requirements of the documented risk assessments and developed method statements.	Comply with inspection procedure. Review & monitor.
Set a good personal example by actively promoting good health, safety and welfare practices.	

4.2.6. Plant Operators

Responsibility	How this will be achieved
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Understand & comply with the requirements of the Company Health, Safety and Environmental Policies and Company health and safety management systems.	HSE policy and procedures.
Understand and observe the requirements of current plant, vehicle and road transport regulations, appropriate to the equipment being used.	HSE procedures. Trained Operators.
Complete all statutory registers, records and reports and Company inspections and associated records are completed as required and any remedial actions are taken.	HSE procedures.
Ensure that any safe systems of work are followed.	Safe Systems of Work.
Take account of the health, safety and welfare of employees and contractors in respect of activities within your area of operations.	Active monitoring.
Ensure that members of the public, visitors and other site operatives are adequately warned of the likely hazards they may encounter from plant operations and the safeguards and preventative measures in place for their safety.	Vehicle maintenance. Lighting. Visual Aids and audible warning.
Ensure that you only operate equipment for which you have received certified training.	Competency.
Ensure that procedures are carried out so that machinery, plant, equipment, vehicles and power and hand tools are routinely inspected, maintained in good / safe working order, and that daily and weekly checks are conducted and defects made good.	Monitoring & Inspection.
Ensure that Company and contractors' plant in operation is safe and serviceable, is guarded and equipped with safety devices and is tested and certified in accordance with all applicable regulations.	Monitoring & Inspection.
Ensure that repair and maintenance work carried out on site is done in a proper manner and that emergency repairs are dealt with properly as soon as possible after the defect has been noted.	Preventative & planned maintenance.
Report promptly plant defects to management and ensure the need to put dangerous plant out of service until it can be properly repaired.	Plant inspection & reporting procedure.
Set a good personal example by actively promoting good health, safety and welfare practices.	
Report all accidents, incidents and near misses correctly in a timely manner responding to this policy.	On-going.
Use and maintain any personal protective equipment provided to them by Forward Environmental Limited, in accordance with the instructions and training given to them.	Adhere to procedures. Information instruction and training. Active monitoring.



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4.2.7. Site Operatives

Responsibility	How this will be achieved
Understand & comply with the requirements of the Company Health, Safety and Environmental Policies and Company health and safety management systems.	HSE policy and procedures.
Exercise personal responsibility for their own safety and others who may be affected by their acts or omissions.	Proactive management. H, S & E information training and instruction.
Co-operate with the Forward Environmental Limited management team and comply with any requirement placed upon them by the Forward Environmental Limited Health, Safety & Environmental policy and manual.	Information and training.
Inform site management or Health, Safety and Environmental Coordinator immediately of a work situation that presents a danger to their own or others Health, Safety or welfare.	Instruction. Training. Site specific risk assessment. Communication.
Use and maintain any personal protective equipment provided to them by Forward Environmental Limited, in accordance with the instructions and training given to them.	Adhere to procedures. Information instruction and training. Active monitoring.
Follow all safety rules, work instructions or procedures developed by Forward Environmental Limited to control risks to their own Health, Safety or welfare.	Active monitoring.
Use machinery, work equipment or safety devices provided to them by Forward Environmental Limited in accordance with any instruction and training received.	Active monitoring.
Comply with the arrangements for the storage and handling of any hazardous substances and that written instructions are available.	Assessment reviews. Training & communication.
Inform management immediately if they feel that they cannot comply with safety rules, work instructions or procedures prior to the commencement of works.	Information instruction, supervision and training. Communication.
Only carry out work for which they have been trained and within the scope of the documented risk/COSHH assessments and work instructions. If they have not been trained to complete a task or believe that they do not have the necessary competence this must be brought to the attention of their manager immediately, prior to the commencement of works.	Active monitoring. Communication.
Report all accidents, incidents and near misses correctly in a timely manner responding to this policy.	On-going.
Notify employer if they are unfit to carry out duties.	On-going.
Set a good personal example by actively promoting good health, safety and welfare practices.	



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4.2.8. HGV/ Drivers

Responsibility	How this will be achieved
Understand & comply with the requirements of the Company Health, Safety and Environmental Policies and Company health and safety management systems.	HSE policy and procedures.
Ensure full compliance with current UK highway legislation, Driver and Vehicle Standards Agency and specific driver timescales/ hours.	Liase with Director with regards transport management. Tachograph cards.
Ensure the completion and "hand in" of all relevant waste transfer, duty or consignment notes for all collections from client sites.	Company environmental management manual documents.
Take reasonable care of their own and others Health, Safety or Environment matters.	Information, instruction and training.
Read and understand the organisation's Health, Safety & Environmental policy, accept individual responsibilities.	Information, instruction and training.
Use any equipment supplied in accordance with training provided and safety instructions given. This includes personal protective equipment.	Information, instruction and training.
Follow the instructions and information given in method statements, risk assessments and communicate any changes required.	Risk assessment training. Safe systems of work. Communication.
Comply with the arrangements for the storage and handling of any hazardous substances and that written instructions are available.	Assessment reviews. Regular inspections. Training & communication.
Consider the safety of other persons who may be affected by their acts or omissions. Do not engage in horseplay and report any concerns to Line Manager.	Site specific risk assessments. Team supervision.
Use only tools and equipment that are in good condition, and bring to the attention of the supervisor any equipment which is defective or has obvious hazards.	Maintenance procedure. Active monitoring.
Inform management of any Health & Safety concerns.	Instruction.
Set a good personal example by actively promoting good health, safety and welfare practices.	
Report all accidents, incident & near misses to management immediately.	Instruction.



5. Policies and Arrangements

5.1. Accident, Incident and Near Miss Management

The accident / incident and near miss management policy is an integral part of the risk management strategy. All employees must be aware of what constitutes an incident, near miss and the requirements of the Forward Environmental Limited reporting system. The policy & procedures have been introduced to ensure that all safety incidents, no matter how minor are reported and when appropriate, investigated. An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both, and includes acts of non-consensual physical violence done to a person at work. A near miss is defined as any event which under slightly different circumstances may have resulted in injury. An Environmental incident is one that has caused, or has the potential to cause an impact on the quality of air, land or water, fauna of flora or aquatic species or the uncontrolled emissions of hazardous substances.

It is the policy of Forward Environmental Limited that all incidents, whether they result in injury or not, must be reported to the Manager/Supervisor as soon as possible for recording in the initial incident records and investigation purposes and, where necessary, for notifying the appropriate authority as required by the regulations. All incident entries will to be forwarded to the HSE Coordinator once completed. The H&S Regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (the HSE Coordinator) and a written report submitted using F2508 within relevant timeframe;

These are:

- Death at work.
- Major injury at work.
- A person not at work is injured and taken to hospital for treatment.
- Dangerous occurrence.

Where an employee of the Company is unable to return to normal duties as a result of an injury sustained during the course of work for a period of more than 7 consecutive days (exclusive of the day of the event) the responsible person will, as soon as practicable, but within 15 days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease it must be reported forthwith to the enforcing authority on the form F2508A. The disease must only be reported if the responsible person has received a written statement of diagnosis of the employee by a medical practitioner. Records of accidents and injuries will be kept for 3 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.

Environmental Incidents shall be reported direct to the Environmental Agency on 0800 807060, local incidents dealing with local utilities and authorities will be dealt with by local councils.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

5.2. Asbestos

It is the policy of Forward Environmental Limited that all relevant employees are made aware of asbestos, its properties and are protected from exposure to asbestos, where that exposure would be in breach of the CAR 2012. Any material suspected of containing asbestos shall be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature.

FE shall take reasonable steps to locate materials that are likely to contain asbestos, assume that any material contains asbestos unless there is evidence that it does not. Assess the risk of exposure from asbestos and presumed-asbestos materials and prepare and implement a management plan to control these risks.

Ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and a manager is notified.

Only competent persons will be allowed to carry out any work on asbestos, including its removal and disposal.



The main areas of ACM works conducted by FE are:

- Domestic customer deliveries in to site. (Chrysotile Asbestos only)

Booked in advance only – at least 24 hours' notice. The customer must ensure the Asbestos is double-bagged and correctly labelled. The Asbestos waste must also be accompanied by a controlled hazardous waste consignment note. A site operative (who is non-licensed Asbestos trained) will escort the customer to the Chrysotile Asbestos waste container for disposal. The customer will be given the relevant Personal Protective Equipment if they have none, or if the Personal Protective Equipment they have brought is deemed to be inadequate. Under no circumstances will the customer be allowed to unlock, open and place the Chrysotile Asbestos waste into the container unsupervised.

- Fly tipped Asbestos collections.

The customer will contact the FE office to advise the location of the fly tipped Asbestos. Non-licensed Asbestos trained staff will attend the location with all appropriate Personal Protective Equipment and equipment. Once double-bagged, the Asbestos will be returned to the FE yard to be weighed and deposited within the locked container.

- Asbestos waste mixed within general waste skips.

On occasion, Asbestos waste may be contained within general waste skips brought back to the yard. When this occurs, all non-essential staff will be removed from the area and non-licensed Asbestos trained staff will don the appropriate Personal Protective Equipment, cordon off the area and double-bag the Asbestos. A discussion will then take place between the consignee and the site management to decide on the best, legal disposal route for the asbestos waste.

Sources: The Control of Asbestos Regulations 2012
The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.3. Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations, require the employer to consult with employees in good time on matters of health and safety in the workplace. It is the policy of Forward Environmental Limited that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace, including: -

- The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance.
- Planning and organising of required Health and Safety training for employees and health and safety information.
- Any health and safety information the Company is required to provide to our employees by or under any relevant statutory provisions.
- The health and safety consequences for Company employees of the introduction (including the planning) of new technologies into the workplace.

As required by law the consultation required with the employees of Forward Environmental Limited will be with the employees directly, or if elected, a representative of employee safety. Where a representative of employee safety has been elected then the Company management will inform Company employees of the names of those representatives and the group of employees represented by those representatives. Whilst there is no legal requirement to establish a health and safety committee, such an arrangement is considered to be best practice and typically forms one element of an organisation's strategy to manage health and safety and consult with employees.

Sources: The Health and Safety at Work etc. Act, 1974
Health and Safety (Consultation with Employees) Regulations
Construction (Design and Management) Regulations
Management of Health and Safety at Work Regulations



5.4. Communication on Site

Every effort will be made by both management and employees of Forward Environmental Limited to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g. memos, formal safety meetings, verbal, compilation of documentation, etc.). The mode of communication will be agreed upon before work starts and that both site management and operatives are aware of this requirement.

Communications between management and employees of Forward Environmental Limited will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of works. Trade contractors/sub-contractors carrying out work for our Company are expected to have a communications procedure in place, which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Construction (Design and Management) Regulations

5.5. Company Staff Visiting Hazardous Areas/Sites

"Hazardous Areas" in the context of this section relates to any areas of work, FE premises, or on external work sites (e.g. other premises) where Company employees are required to work/visit on Company business. It is the policy of Forward Environmental Limited that when Company employees are required to work in/visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be put into place before entry or any works are undertaken. These procedures will either be in the form of a site induction, specific risk assessment or safe system of work as the case may be and may include from requirement of a permit to work system.

Source: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Construction (Design and Management) Regulations

5.6. Competence (Training)

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst appropriate qualifications are required by the Company before employment, it is not accepted that training will cease for that employee. It is the policy of Forward Environmental Limited that all employees continue training during the course of their employment by various methods ranging from attending residential or in-house courses to "toolbox talks".

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Company Safety Policy. An awareness of safety issues at all levels is an important feature in the promotion of this Policy. Accordingly, in all forms of training, the requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory and records retained of courses and qualifications. The procedures part of this manual details the manager and employee competency matrix.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Provision and Use of Work Equipment Regulations
Environmental Permitting (England and Wales) Regulations
Construction (Design and Management) Regulations



5.7. Confined Spaces

A confined space is defined in the Confined Spaces Regulations, as being “any place by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk”. As entry, working in and exiting from a restricted access area, as well as that of confined spaces is part of the Company’s remit, it will be ensured that such work is done in a safe manner as prescribed by legislation. This will include the provision of suitable and effective risk assessment prior to any working in a restricted space and a safe system of work for entry and exit. Our Company employees will not be required to work in confined spaces if it is reasonably practicable to carry out the work in another way. Detailed risk assessment can be found in the Operations section of this safety policy.

The main types of confined space and restricted access works that are carried out by Forward Environmental Limited are jetting projects. These take place on customer’s sites and each task is arranged in advance, usually to prepare tanks and vessels prior to onsite maintenance. This allows the FE jetting team to conduct a full observation of the task to be undertaken and for the Internal HSE Coordinator to prepare suitable Method Statements and Risk Assessments specific to those works, as well as ensuring all required PPE/RPE is made available for the jetting team.

Source: Confined Spaces Regulations
Management of Health and Safety at Work Regulations

5.8. Dangerous Substances and Explosive Atmospheres

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) impose requirements on employers so far as is reasonably practicable to eliminate or reduce risks to safety from fire, explosion or other events arising from the hazardous properties of dangerous substances in connection with work.

A dangerous substance is defined as:

- a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable;
- any other substance or preparation which because of its physical or chemical properties and the way it is used or is present at the workplace creates a risk;
- Any dust which can form an explosive mixture with air or an explosive atmosphere.

It is the policy of Forward Environmental Limited that all substances used by our employees or affecting our employees will be assessed with regard to the risks imposed on the employee and others from fire, explosion or other events arising from the hazardous properties of dangerous substances in connection with work.

Where possible, dangerous substances will not be used or they will be substituted by another, less dangerous substance.

Where risks cannot be eliminated, Forward Environmental Limited will apply measures to control risks and to mitigate the effects of fire, explosion or harmful physical effects arising from dangerous substances.

Forward Environmental Limited will identify places in the workplace where an explosive atmosphere may occur and classify those places in accordance with the Regulations.

Assessments made under the Regulations will be recorded and retained for future reference by employees and management.

Sources: The Health and Safety at Work etc. Act, 1974
The Management of Health and Safety at Work Regulations
The Control of Substances Hazardous to Health Regulations
The Dangerous Substances and Explosive Atmospheres Regulations



5.9. Disabled Workers

It is the policy of Forward Environmental Limited to treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities. Regular risk assessments are undertaken of the special needs of the disabled and workplace tasks are amended in line with such audits.

Employees with special needs are encouraged to suggest any premises or task improvements to their line managers. Any employees found treating their disabled colleagues with less than the expected standards of respect and dignity will be liable for disciplinary action.

In a fire or bomb threat evacuation, employees are expected to help disabled people to leave the premises swiftly following the pre-planned personal evacuation plan. It is recognised that some manual tasks may be unsuitable for disabled employees and workplace tasks might need to be amended. In certain cases, a task could be moved to another person or appropriate assistance given.

All premises that Forward Environmental Limited occupy will be subject to a DDA assessment.

Sources: Disability Discrimination Act 2005
The Regulatory Reform (Fire Safety Order)

5.10. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations, require an employer to perform a suitable and sufficient analysis of workstations within the company for those employees deemed to be "users", including those provided for use at home for the purpose of assessing the health and safety risks to which those persons using them are exposed in consequence of that use. It is the policy of Forward Environmental Limited that a competent person will assess all workstations so as to ensure compliance with legislation, which in turn will ensure that employees are protected from potential harm. These assessments will be the subject of periodic review. The following definitions apply:

"Display screen equipment" is defined as any alphanumeric or graphic display screen, regardless of the display process.

"User" means an employee who habitually uses display screen equipment as a significant part of their normal work.

"Workstation" means an assembly comprising display screen equipment (plus ancillaries), desk, chair, work surface and the immediate surrounding area, together with any other equipment used at the place of work, e.g. telephone, printers, etc.

"Operator" means a self-employed person who habitually uses display screen equipment as a significant part of their normal work.

Forward Environmental Limited has put in place procedures for completing assessments and these can be found in the Procedures Section of this Policy.

Sources: The Health and Safety (Display Screen Equipment) Regulations
The Health and Safety at Work etc. Act, 1974
The Management of Health and Safety at Work Regulations
The Workplace (Health, Safety and Welfare) Regulations
The Provision and Use of Work Equipment Regulations

5.11. Drug and Alcohol Policy

To assist in the safe performance of our duties, Forward Environmental Limited operates a strict policy of NO ALCOHOL and NO DRUGS policy in the workplace.

No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.



For their own safety, colleagues and members of the public or any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Random and 'for cause' D & A testing will be undertaken through our appointed Occupational Health Business.

Sources: The Health and Safety at Work etc. Act, 1974
Forward Environmental Drugs and Alcohol policy = FE-P-14

5.12. Environmental Management Policy

Forward Environmental Limited is committed to complying with all applicable environmental legislation. In order to achieve and demonstrate this commitment a register of applicable environmental legislation and environmental aspects relevant to the activities is carried out prior to the commencement of contracts. This will ensure that legislative compliance will be incorporated into the site planning stage of the contract and will enable the planning and compilation of a site waste management plan for the contract. All operations and activities will be identified that are associated with significant environmental aspects. These activities and operations, which will include maintenance operations, will then be planned to ensure that they are carried out to specified conditions.

In order to prevent and mitigate the environmental impacts of accidents and emergency situations, Forward Environmental Limited will establish and maintain procedures to identify and respond to these situations. These procedures will be included into our methodology of works, COSHH assessments and individual environmental risk assessments where necessary.

Sources: Environmental Protection Act 1990
The Management of Health and Safety at Work Regulations
The Hazardous Waste Regulations
Forward Environmental Limited Environmental Management manual EM01-001

5.13. Emergency Preparedness

5.13.1. First Aid

It is the policy of Forward Environmental Limited to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of First Aid to employees. Additionally, a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of their daily tasks. The risk assessment process will be used to determine specific risks as necessary.

The assessment outlined in the Procedures Section of this policy will be used as a guide to enable Forward Environmental Limited to determine suitable numbers of First Aid trained personnel.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of First Aid boxes/equipment and the names of First aiders are communicated to staff. Wherever reasonably practicable, COSHH data sheets and assessments will be available for use by First Aiders.



Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/appointed persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents, and to report deficiencies to management for action.

5.13.2. Fire

Forward Environmental Limited recognises the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities all in accordance with best practice and relevant legislation.

To this end we are committed to the principle of fire risk assessment (the effective on-going evaluation of our premises and other workplaces where our employees may be required to work) to determine fire risks and the control measures required to eliminate or reduce the risk of fire to as low a level as possible.

Where necessary, the assistance of suitable persons and/or companies will be enlisted. Forward Environmental Limited is also committed to the provision of suitable and sufficient firefighting equipment, training for identified members of staff in the use of such equipment, and any other such measures as required by the stipulations contained in relevant legislation. The Fire Safety Management Sections in the Procedures Section of this Policy detail the way in which Forward Environmental Limited will ensure that FEL employees and facilities are safe and maintained free from fire risk.

5.13.3. Other

In order to ensure the safety of employees and any other person, it is the policy of Forward Environmental Limited that documented procedures are put in place regarding situations presenting serious and imminent danger. The individual emergency procedures contained in the Procedures Section, set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases it might mean some or all, of the workforce moving to a safer part of the workplace.

A sufficient number of competent persons within the workplace will be nominated to implement those procedures, which relate to evacuation of any part of the workplace.

Forward Environmental Limited will put in place procedures for completing assessments and these can be found in the Procedures Section of this Policy.

Sources: The Health and Safety at Work etc. Act, 1974
Regulatory Reform (Fire Safety) Order 2005
The Management of Health and Safety at Work Regulations
Health and Safety (First Aid) Regulations

5.14. Employment of Temporary/Seconded Workers

Forward Environmental Limited recognises that it has duties to ensure the health and safety of employees who are temporary workers, or employees seconded from other businesses. These duties include the following:

- To provide any operative whom has been employed under a fixed term contract of employment (i.e. Temporary Worker), or who has been provided by another business with comprehensible information on:
 - Any special occupational qualifications or skills required to be held by that employee if he is to carry out his work safely (e.g. working at height); and
 - Any health surveillance required to be provided to that employee by legislation.
 - The specific health and safety features of the jobs in Forward Environmental Limited to be filled by operatives obtained from other businesses.
- To check that the information provided by this Company, to an employer carrying out an employment business, is received by the operative (although it is appreciated that the person carrying on the employment business has a legal obligation to pass this information on once received from this Company).



- Informing the persons responsible for the provision of health and safety assistance to Forward Environmental Limited of the employment of temporary workers or of operatives obtained from an employment business.

It is the policy of Forward Environmental Limited to adhere to the requirements above, and the responsibility for its implementation will be accorded to this Company's director, or a designated subordinate.

Source: Management of Health and Safety at Work Regulations

5.15. Employment of Young Persons

If Forward Environmental Limited employs young persons (defined in The Management of Health and Safety at Work Regulations, as someone under 18 years of age) in the course of company business (including for training purposes), as required by legislation, risk assessments will be carried out on any risks to young persons before they start work, or existing assessments will be reviewed where young persons are already in employment. The young person's risk assessments carried out by their manager will follow the same procedure as that for other risk assessments as described in the Procedures Section of this Policy. As required by legislation, Forward Environmental Limited will comply with the restrictions on work to be done by a young person. Young persons are entitled to a rest period of not less than twelve consecutive hours in each 24-hour period during which they work for their employer. Where young persons' daily working time is more than four and a half hours, they are entitled to take a rest break of at least 30 minutes, which shall be consecutive if possible, and they are entitled to spend it away from their workstation.

Sources: The Management of Health and Safety at Work Regulations
The Working Time Regulations

5.16. Gas Safety

Forward Environmental Limited will only employ competent GAS Safety registered engineers to undertake isolation work on gas appliances, fittings, services, etc. Where necessary, appliances and meters will be adequately protected and guarded to prevent access by unauthorised persons. Forward Environmental Limited will instruct all employees, including those sub-contractors that no works will be carried out in the vicinity of any live gas appliances or services without the appropriate precautions being initiated.

Source: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Construction (Design and Management) Regulations

5.17. Hazardous Substances – COSHH (Control of Substances Hazardous to Health)

Hazardous Substances encompass all those substances - liquid, solid, gaseous or biological, that may pose a hazard to health or environment.

It is the policy of Forward Environmental Limited that all substances used by our employees, or affecting our employees will be assessed with regard to the health risks imposed on the employee and others and Environmental risk during works. The company will also take due regard to the storage and transport of hazardous substances.

Assessments made under the Regulations for controlling hazardous substances will be recorded and retained for future reference by employees and First Aiders. The procedure for making such assessments can be found in the Procedures Section of this policy.



Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
The Hazardous Waste Regulations
Environmental Protection Act 1990
Control of Substances Hazardous to Health Regulations
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations
The Dangerous Substances and Explosive Atmospheres Regulations

5.18. Health, Safety and Welfare on Company Premises

It is the policy of Forward Environmental Limited that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on health, safety and welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their health, safety and welfare whilst on our premises. The Company's risk assessment procedure will be used to identify risks to health and safety on company premises. A breakdown of the various requirements for health, safety and welfare under the relevant health and safety legislation can be found in "Health, Safety and Welfare in the Workplace" in the Procedures Section of this policy.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Workplace (Health, Safety and Welfare) Regulations

5.19. Hire & Supply

5.19.1. Hire

Where equipment is hired in from another organisation, Forward Environmental Limited has a duty under The Provision and Use of Work Equipment Regulations to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof, in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person;
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations, 1998.

5.19.2. Supply

Where equipment is supplied to another organisation, Forward Environmental Limited has a duty under The Provision and Use of Work Equipment Regulations to:

- Ensure that it is supplied in good working order, accompanied by a current inspection/test certificate;
- Ensure that it is supplied with all relevant information and instruction;
- Provide any training as required by the hirer;
- Provide maintenance/inspection schedules as required;
- Ensure that any equipment supplied complies with The Provision and Use of Work Equipment Regulations.

Source: The Provision and Use of Work Equipment Regulations
Lifting Operations and Lifting Equipment Regulations
Management of Health and Safety at Work Regulations



5.20. Internal Audit

To ensure continual improvement in HS&E performance and to support effective risk management throughout Forward Environmental Limited a comprehensive audit procedure and programme will be developed, documented and maintained. Third party certification audits at intervals determined by an external certification body will be carried out. Continual internal and external audits provide senior management at every level within Forward Environmental Limited with information to understand whether the HS&E Management System meets the requirements of the established arrangements and has been properly implemented and maintained. These audit results provide senior management with information on which to fully understand current and future risk that may impact upon business performance and provide a tool to identify, prevent and mitigate risk. Audit procedures are detailed in the procedure section of this manual.

5.21. Lead at work

Forward Environmental Limited is aware of the negative health effects of working with lead and has implemented strict procedures to control over-exposure. The removal and disposal of materials containing lead is the only operation where employees are exposed to lead. No hot work is carried out on lead.

The removal and disposal of lead will be in accordance with company waste management procedures. All employees who undertake work with lead and its disposal will be required to undergo annual health surveillance, through the appointed occupational health surveillance business unit.

It is the policy of Forward Environmental Limited to meet and where appropriate, exceed the requirements placed upon us by legislation and other requirements in all our locations and fields of operation.

Source: Control of Lead at Work Regulations

5.22. Legal Compliance

It is the policy of Forward Environmental Limited to meet and where appropriate, exceed the requirements placed upon us by legislation and other requirements in all our locations and fields of operation.

The legislative framework in which we operate is continually changing; Forward Environmental Limited must remain informed of such changes, in all of our business sectors. To achieve this Forward Environmental Limited will establish and maintain a comprehensive register of legislation, which will be used to ensure compliance of HS&E (Health, Safety, & Environmental) Management Systems, processes and procedures.

Forward Environmental Limited must understand legal and other requirements applicable to our business to ensure risk of non-compliance is managed as failure to meet specific HSE legislation can result in injury, environmental damage and / or prosecution.

Source: Forward Environmental Limited legislation registers

5.23. Lifting Operations, Equipment and Accessories

The result of failure in use, or misuse, of this type of equipment can lead to serious injuries or death, not only to users but also to those in the vicinity of lifting operations. Lifting equipment includes equipment used for carrying persons. Lifting accessories are items such as chains, strops, slings, ropes and "D" shackles.

It is our policy to provide lifting equipment and lifting accessories that are suitable for the lifting operation on which they are to be used and to uniquely identify each accessory and item of lifting equipment, and maintain a register, and mark equipment to show it can be used for lifting persons. Install lifting equipment in such a way as to reduce the risk of the equipment or load striking a person and to ensure that all lifting equipment and accessories are marked to indicate their safe working load and provide any other marking appropriate to the configuration of use and for reasons of health and safety.



Forward Environmental Limited subject all items of lifting equipment and lifting accessories to thorough examinations by a competent person at intervals required by the examination scheme and where exceptional circumstances could jeopardise safety, to ensure that, prior to putting into use; we have evidence that all items of lifting equipment and lifting accessories are thoroughly examined by a competent person.

Prior to carrying out any lifting operations, a specific risk assessment will be carried out and actions taken on their findings. All lifting operations will be properly planned by a competent person, with a lifting plan produced. All lifting operations will be supervised and carried out in a safe manner. All employees employed to carry out lifting operations will be suitably trained.

Source: Lifting Operations and Lifting Equipment Regulations
Management of Lifting Operations BS7121

5.24. Management Review

The Health, Safety & Environmental Manager shall formally review the Health and Safety Policy annually, or more frequently, following any changes. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the Company;
- The arrangements remain unchanged;
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

5.25. Manual Handling Operations

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, Forward Environmental Limited will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by Forward Environmental Limited (as the employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Manual Handling Operations Regulations

5.26. Monitoring (HSEQ)

Progressive improvement in Health, Safety, Environmental and Quality can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of Forward Environmental Limited that a systematic audit of all safety arrangements will be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area.



Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the Company and improve the overall safety culture within the workforce.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Construction (Design and Management) Regulations

5.27. Noise at Work

Excessive noise in the workplace presents a risk to all personnel, and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provisions to protect their employees from levels of noise that could pose a risk to their hearing.

It is the policy of Forward Environmental Limited to comply with the Control of Noise at Work Regulations, 2005, insofar as they affect our own employees and those persons not in the employ of the Company. A noise survey will be carried out by a competent person to ascertain the actual levels, where any doubt exists as to whether any machinery or plant owned or used by Company employees are exposed to a daily or weekly level of noise output in excess of 80dB, or a peak output in excess of 135dB.

Where the daily or weekly levels are less than 80dB no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good commercial practice.

Where the daily or weekly noise levels exceeds 80dB and/or a peak pressure of 135dB then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and advised to wear hearing protection. The Company shall supply, maintain and replace such protection free of charge.

Should the survey reveal a daily or weekly level over 85dB, and/or peak pressure of over 137dB, then the Company shall do all that is possible to reduce these levels so far as is reasonably practicable. Identified areas will be marked as Ear Protection Zones in accordance with BS 5378, and the wearing of hearing protection shall be made mandatory. Health surveillance will also be introduced with hearing checks being set up as necessary.

Employees have a duty under these Regulations to wear protection provided. Records will be kept of all surveys and subsequent action taken.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
The Control of Noise at Work Regulations

5.28. Non Compliance Management

Non-compliance management is required to ensure continuous improvement of the HS&E system refers to every level of non-compliance. This includes;

- Breach of legislation.
- Breach Forward Environmental Limited requirements.
- Work instruction or method statements not being followed
- Health & Safety Executive prohibition and improvement notices
- Non-compliance to internal and external audits

Sources: The Health and Safety at work Act, 1974



5.29. Occupational Health Programmes and Health Surveillance

Forward Environmental Limited can potentially come into contact with a number of hazardous substances (i.e. lead, asbestos, COSHH substances) in varying concentrations; or carry out activities with identifiable hazards that may possibly, if not effectively controlled, lead to ill health issues, however these will be monitored on a regular basis. Through assessment of our company working activities and in compliance with current legislation, it may be necessary to carry out health surveillance for our employees following assessment of individual work processes. Once assessed and in compliance with our health surveillance company procedures an occupational health programme or health surveillance will be carried out on any of its employees.

If a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, then such health surveillance and monitoring would be initiated by the management of Forward Environmental Limited in conjunction with our appointed occupational health unit.

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by Forward Environmental Limited (and their effects on health) and legislative requirements.

It is company policy that all new employees before commencing employment will complete a preliminary health medical questionnaire, which will be reviewed by our occupational health consultants.

Sources: Management of Health and Safety at Work Regulations
Control of Vibration at Work Regulations
Control of Noise at Work Regulations

5.30. Occupational Road Risk

Forward Environmental Limited recognises that driving is a significant risk to the health and safety of its employees and is committed to providing a safe place of work without risk to our partner's safety and others who may be affected by our activities. To assist in the safe performance of our duties, Forward Environmental Limited will assess driver operations to include:

- driver competence
- vehicle fitness for purpose
- shift working and total hours worked
- unaccompanied working
- the nature of the goods being transported

Forward Environmental Limited recognises its responsibility to do all that is reasonably practicable to reduce the risk associated with occupational road risk (ORR) and make staff aware who use a vehicle as part of their job aware of the hazards and appropriate controls associated with ORR.

Forward Environmental Limited has established the following hierarchy of control (for ensuring safety and environmental protection):

- avoidance of travel (particularly in adverse weather)
- alternative mode of travel
- reduce level of travel
- establish specific control measures to reduce risk
- provision of information, training and instruction
- mitigate the consequences of a RTA through the provision of vehicles that are fit for purpose and where practical meet the highest safety and environmental standards

Furthermore, Forward Environmental Limited recognizes that certain specific circumstances can increase ORR and will establish a policy and minimum requirement within this document. Policy and minimum requirements have been established for the use of mobile telephones within vehicles and adverse weather conditions.



The purpose of the driver risk management is to ensure that all hazards to employee and others who may be affected by our operations associated with our driving are identified and the risks controlled, so far as is reasonable practicable.

Sources: The Health and Safety at Work Act 1974
The Management of Health and Safety Regulations
The Road Vehicles (Construction and Use) Regulations

5.31. Outside Contractors Working on Forward Environmental Limited Premises

It is the policy of Forward Environmental Limited that in situations where outside contractors (e.g. utility company personnel, cleaners, maintenance personnel) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. These measures may include any or all of the following:

Induction training (to include the hazards and/or risks posed by this Company's operations);

- Supervision by a competent representative of Forward Environmental Limited who is aware of the hazards presented in the area of works to be performed;
- Ensuring that personal protective equipment has been provided and is being worn, as required;
- Verifying that the outside contractor is competent and trained to carry out the proposed tasks;
- Ensuring that outside contractors' employers have received appropriate safety information relative to their proposed tasks, issued by this Company, and that outside contractor employees have been informed of such information prior to their works commencing.
- Permit to work where necessary

The measures to be taken will be dependent upon the hazard presented and the control measures as recommended by the risk assessment procedures. Likewise, Forward Environmental Limited requires that any proposed works by outside contractors' employers which includes elements of risk or hazard to this Company's employees, is communicated by that employer to this Company's authorised representative in the form of a risk assessment or similar, prior to works commencing on the premises.

Source: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.32. Personal Protective Equipment (PPE)

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of Forward Environmental Limited that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the management immediately. PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level. Forward Environmental Limited also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when it is not in use.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Personal Protective Equipment at Work Regulations



5.33. Protection of the Public

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of Forward Environmental Limited's activities is to be identified in the risk assessment procedure and the control measures required preventing such injury or ill health implemented as part of the risk assessment procedure.

Sources: Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.34. Record Management

Health, safety and environmental documents and data are managed to ensure the safety of our employees, stakeholders (including customers) and reduce our environmental impact. In addition, by the managing of such information we meet the requirements of specific legislation, ensure safety where operation / process are to be used again, provide evidence in cases of litigation, demonstrate the organisation's Hazard performance, complete trend analysis, plan maintenance and identify training needs.

The management of documents and data also includes ensuring that all relevant employees have access to the most up-to-date documents and records essential to ensure their safety and the prevent environmental harm.

Documents and records that are retained include statutory forms and records, procedural, pre-employment and employment records, medical records, this list is non exhaustive.

5.35. Risk Assessment

The purpose of risk assessment is to identify the risks to health and safety to employees, as well as others affected by Forward Environmental Limited's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable. In order to comply with legislation, Forward Environmental Limited will require that written risk assessments be compiled by designated competent personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will be held at places where the risk is likely to be encountered and measures will be taken by Forward Environmental Limited to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers. All risk assessments compiled will be subject to annual review or in event of any changes. Company procedures for carrying out risk assessments can be found in the procedure section of this safety policy.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.36. Safety Programme

The Health Safety & Environmental Coordinator (assisted as required by the external safety consultant) shall undertake periodic reviews of the Forward Environmental Limited Safety Programme to ensure that the Company is in compliance with the Policy. This review shall check that:

- All the responsibilities allocated in the Policy are understood and are being performed;
- The procedures set up in the Policy are being complied with and remain effective following any changes to relevant legislation;
- Records, as required in the Policy, are being adequately compiled and retained;
- All the necessary reports are being prepared and forwarded to the relevant persons within the Company and the relevant Enforcing Authorities.

He will also evaluate:

- Management and employee attitudes to health and safety;
- The effectiveness of the training carried out and the requirements for further training;
- The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.



The results of the review shall be compiled into a report for the Managing Director & Director and shall include recommendations of the action to be taken to rectify any non-compliance.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.37. Smoking at Work, Including Passive Smoking

Forward Environmental Limited is committed to a No Smoking Policy. Smoking is prohibited in all Company buildings, including offices and warehouses, on Company premises, including entrances to site, leased or owned by the organisation and in Company vehicles, including lorries, vans and cars. By “premises” is meant any building or substantially enclosed public or private area occupied by one or more members of staff. Such spaces include lifts, corridors, stairways, lavatories, rest rooms, reception areas or entrances.

This policy will apply to contract and sub-contract employees and will be included in contract documentation.

Smoking is also not permitted on customer’s premises or directly outside their premises.

Source: Part 1 of the Health Act 2006

5.38. Stress at Work

Forward Environmental Limited is committed to protecting the health, safety and welfare of its employees. Work-related stress has been recognised as a significant hazard that may damage the mental and physical health of our employees and that work-related stress is a health and safety issue which is taken seriously.

Workplace stressors are identified through risk assessment and controls put in place to eliminate stress or control the risks from stress. These risks will be regularly reviewed.

The organisation will provide training for all managers and supervisory staff in good management practices, this detail can be found in the procedures section of this policy.

Source: Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.39. Sub-Contractors Safety Information

Safety information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Sub-Contractors and persons under their control and forms part of the Terms of Contract. Sub-Contractors are required to ensure that:

- They and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
- Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
- They comply with all the relevant legislation applicable to the workplace;
- They provide the correct protective equipment and clothing to their employees at the contractor's expense;
- Employees remain within the designated areas of their work;
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed, the Contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Common Law. Failure to comply with our Company’s Health and Safety Policy or any legal requirements will lead, at our Company’s discretion, to suspension of the Contractor’s work, at no cost to the employer, or to termination of the contract. A Sub-Contractor procedure has been produced and can be found in the procedures section of the health and safety management manual.



Source: Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.40. Vibration at Work

Excessive vibration in the workplace can present a risk to all personnel, and may lead to irreparable damage. Regular, long-term exposure to vibration can lead to ill-health, for example vibration white finger. Regulations regarding vibration at work require that employers make provisions to protect their employees from levels of vibration that could pose a risk to their health.

Exposure to vibration at work can occur through two main routes. These are:

- hand-transmitted vibration (known as hand-arm vibration or HAV)
- Vibration transmitted through the seat or feet (known as whole body vibration).

It is the policy of Forward Environmental Limited to comply with the Control of Vibration at Work Regulations, insofar as they affect our own employees. A vibration survey will be carried out by a competent person to ascertain the actual levels, where any doubt exists as to whether any machinery or plant owned or used by Company employees are exposed to a daily or weekly level of vibration levels in excess of daily exposure limits and action values.

Employees have a duty under these Regulations to comply with control measures introduced. Records will be kept of all surveys and subsequent action taken including health surveillance.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
The Control of Vibration at Work Regulations

5.41. Working at Height

The Company identifies that working at height is one of the activities carried out by our employees. It is the main objective of Forward Environmental Limited to reduce the hazards associated with working at height by process of selection of access equipment appropriate to the conditions. These conditions will be identified by initial assessments and selection process to identify what methodology of work will be adopted. Consideration will be given to the hierarchy of selection of equipment appropriate to the time and risk.

Sources: Working at Height Regulations
Management of Health and Safety at Work Regulations

5.42. Working with Electricity

It is the policy of Forward Environmental Limited that no person in its employ be allowed to work on or near any live conductor, the policy is to:

- Ensure the safety of persons from accidental contact with live electrical conductors when working on or near electrical equipment.
- Prevent harmful electric shock, burns, arcing and fire or explosion from electrical ignition.
- Isolation and disconnection of services prior to any demolition work being carried out.

Portable and office electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under Electrical Procedures at Work in the Procedures Section will be used as a reference point for all items of electrical equipment utilised by this Company.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Electricity at Work Regulations



5.43. Work Equipment

It is the policy of Forward Environmental Limited that all work equipment used in the course of Company activities, whether provided by the Company, on lease or loan to or from another Company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions and at intervals set by this Company.

Work Equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole. All personnel who use work equipment and those who supervise them, will have available to them adequate health and safety information and where appropriate, written instructions in the safe use of that equipment. All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment. Where applicable, manufacturers and suppliers of work equipment to Forward Environmental Limited, will be requested to supply pertinent safety instruction and information, this will relate to the work equipment's function and safe usage.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations
Provision and Use of Work Equipment Regulations

5.44. Working on or Alongside Roads

The operations of Forward Environmental Limited may include the need for employees to work alongside public roads. Such operations are recognised as being hazardous to company employees, pedestrians and road users alike. This Company's management undertake procedures to minimise the hazards presented by assessing the hazards and likely risk and implementing control measures to reduce the risk as far as reasonably practicable. Control measures will be based on the findings of risk assessments (together with any other assessments required by legislation) and the requirements of specific legislation dealing with work on or alongside roads. Additionally, it is the policy of Forward Environmental Limited to devise and implement safe systems of work that address the risks posed by working alongside public roads.

Sources: The Health and Safety at Work etc. Act, 1974
Management of Health and Safety at Work Regulations

5.45. Welfare Arrangements

We recognise that a safe and healthy work environment is not only a legal requirement but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is the policy of Forward Environmental Limited to provide a comfortable work environment which is safe and without risk to health by controlling the following factors affecting our general working environment to ensure compliance with legislation: temperature, ventilation, lighting, including emergency lighting, individual workspace requirements, general layout of work areas, providing and maintaining safe access to and egress from the workplace. Also, the segregation of pedestrian and vehicle movements wherever possible to avoid the risk of injury.

To provide and maintain the following welfare facilities: - An adequate number of toilets for the gender mix at our premises. Washing, changing, rest and clothing storage facilities where appropriate. Ensure the workplace, its



equipment, services and facilities are maintained. Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.

Source: Construction (Design and Management) Regulations (when applicable on client premises)
Workplace (Health, Safety and Welfare) Regulations
The Health and Safety at Work etc. Act, 1974

5.46. Waste Management

It is the policy of Forward Environmental Limited that where waste is generated, during the course of company activities, then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution, then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

Sources: Environmental Protection Act, 1990
Control of Substances Hazardous to Health (amendment) Regulations
Transport of Dangerous Goods (Safety Advisers) Regulations
Hazardous Waste Regulations
Forward Environmental Management Plan EM01-001

5.47. Working Time

It is the policy of Forward Environmental Limited that all employees follow the requirements of the working time regulations; this will be laid down within individual employee's contracts of employment. When planning work all managers must factor in time periods for the job and include impact from travelling constraints, journey times to sites, welfare arrangements and time scale spent on site. When organising the workforce, consideration to be given to weekly working periods and rest periods.

Source: The Health and Safety at Work etc. Act, 1974
Working Time Regulations