

# Health and Safety Policy



**SAFETY AND HEALTH**

**POLICY**

# Health and Safety Policy



## HEALTH, SAFETY AND THE ENVIRONMENT

### 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: 3  
Date: 10/03/17

**Vic Hopkins**  
Director  
Forward Environmental Ltd

**Health and Safety Policy**

## INDEX

<u>1.0</u>	
<u>INTRODUCTION.....</u>	<u>1</u>
1.1 FORWARD ENVIRONMENTAL LTD - WHO WE ARE .....	1
1.2 FORWARD ENVIRONMENTAL LTD - OUR ACTIVITES .....	1
<u>2.0</u>	
<u>ORGANISATION.....</u>	<u>3</u>
2.1 OVERALL RESPONSIBILITY.....	3
2.2 HEALTH And Safety ADVISOR.....	3
2.3 AREA RESPONSIBILITIES .....	3
<u>3.0 HEALTH, SAFETY AND ENVIRONMENTAL RISK MANAGEMENT .....</u>	<u>5</u>
3.1 RESPONSIBILITY TO PERFORM RISK ASSESSMENTS .....	5
3.2 REVIEW OF RISK ASSESSMENTS.....	5
3.3 IMPLEMENTING CHANGE TO RISK ASSESSMENTS .....	5
3.4 EVALUATING PERFORMANCE.....	5
<u>4.0 CONSULTATION WITH EMPLOYEES.....</u>	<u>6</u>
4.1 PERFORMANCE AND CONSULTATION REVIEWS.....	6
4.2 INFORMATION DISTRIBUTION AND CHANGE MANAGEMENT .....	6
<u>5.0 PLANT AND EQUIPMENT.....</u>	<u>7</u>
5.1 TRANSPORT SAFETY.....	7
5.2 FOR WHITE PARK SAFETY.....	7
5.3 FOR OFF-SITE SAFETY .....	7
5.4 REPORTING OF DEFECTS OR PROBLEMS .....	7
<u>6.0 SAFE TRANSPORT, HANDLING AND USE OF SUBSTANCES.....</u>	<u>8</u>

# Health and Safety Policy

6.1  
COSHH .....  
.... 8

6.2 ROAD TRANSPORT OF SUBSTANCES.....  
9

**7.0 INFORMATION, INSTRUCTION AND SUPERIVISON ..... 10**

7.1 STATUTORY NOTICES AND  
NOTIFICATIONS ..... 10

7.2 ADVICE ON HEALTH, SAFETY AND ENVIRONMENTAL  
ISSUES ..... 10

7.3 SUPERVISION OF YOUNG WORKERS/  
TRAINEES ..... 10

7.4 OFF SITE  
WORKERS ..... 10

7.5  
TRAINING .....  
... 10

# Health and Safety Policy

<b>8.0</b>	<b>ACCIDENTS, FIRST AID AND LOSS OF CONTAINMENT .....</b>	<b>11</b>
8.1	FIRST AID EQUIPMENT.....	11
8.2	REPORTING OF ACCIDENTS, INCIDENTS AND LOSS OF CONTAINMENT .....	11
<b>9.0</b>	<b>MONITORING .....</b>	<b>12</b>
9.1	AUDIT .....	12
9.2	INVESTIGATION .....	12
<b>10.0</b>	<b>EMERGENCY PROCEDURES - FIRE AND EVACUATION .....</b>	<b>13</b>
10.1	FIRE RISK ASSESSMENT .....	13
10.2	MAINTAINING EXIT ROUTES .....	13
10.3	FIRE FIGHTING EQUIPMENT .....	13
10.4	FIRE DETECTION EQUIPMENT .....	13
10.5	TRAINING .....	13
10.5	TESTING AND PREPAREDNESS .....	13

# Health and Safety Policy

## 1.0 INTRODUCTION

### 1.1 FORWARD ENVIRONMENTAL LTD - WHO WE ARE

Forward Environmental Ltd is a professional and independent waste management company specialising in all forms of waste management and recycling activities.

While a small company, Forward Environmental Ltd takes its duties and responsibilities seriously, and sees compliance and development of its health, safety and environmental systems as a cornerstone of its business.

### 1.2 FORWARD ENVIRONMENTAL LTD - OUR ACTIVITES

When developing our health, safety and environment systems we have considered all our activities and developed risk based systems to minimise their impact upon the health and safety of our workforce and the wider environment. These activities include:

Maintaining a working Office for sales and administration;

Operating a waste storage and processing site;

Developing waste recycling processes and equipment;

Working on client's sites to deliver our services;

Maintaining and operating vehicles for employee and waste transport;

The use and co-ordination of works with contractors;

The safe handling and disposal of waste materials, including hazardous substances.

For these work activities, we have developed policy positions (within this document) based upon applicable rules and regulations relating to the activities. These activities are supported by specific risk assessments, and standard working procedures for individual activities.

# Health and Safety Policy

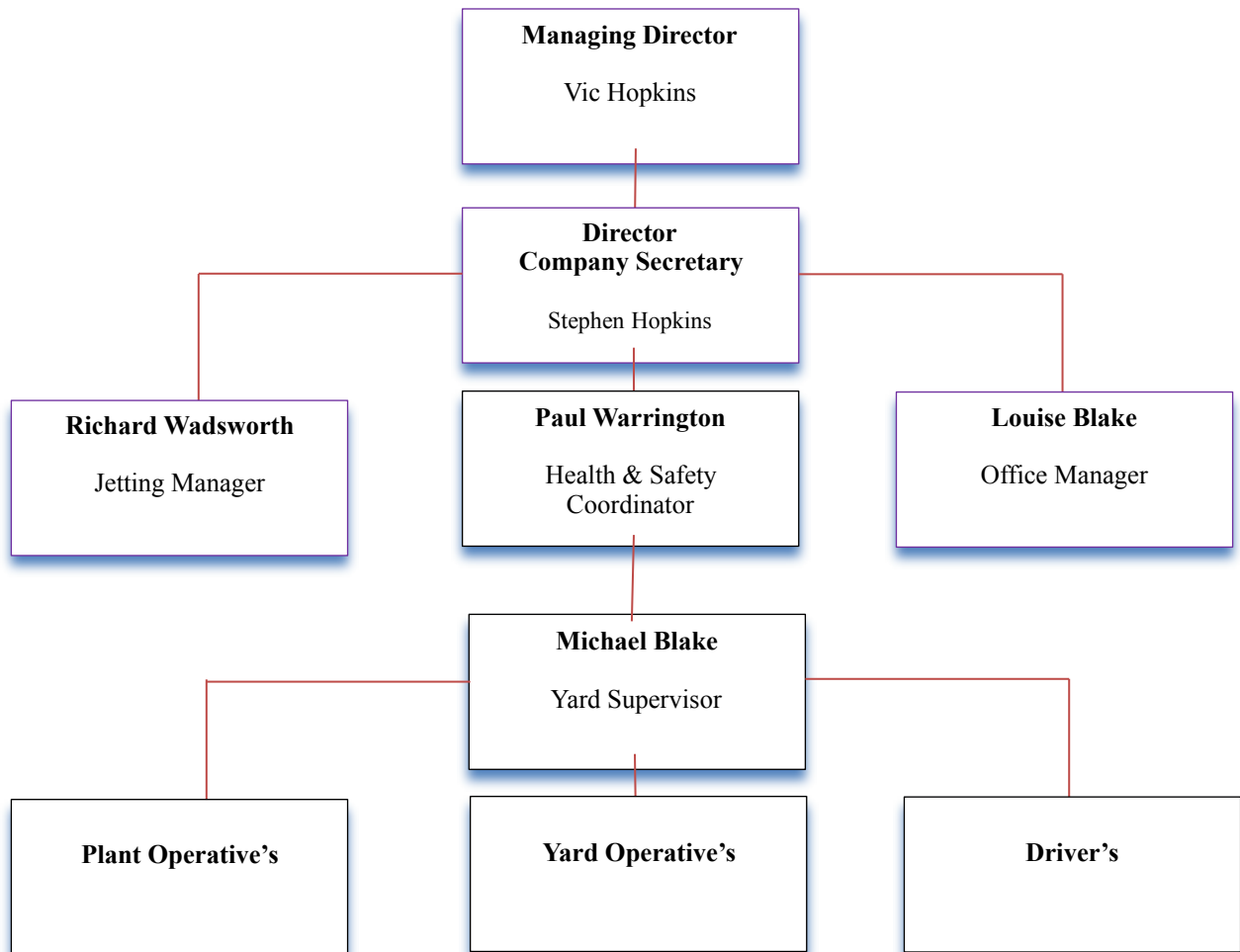
Document Reference:1  
**Page 7 of 21**

Issue Number: 3

Issue Date: 10.03.17

# Health and Safety Policy

## 2.0 Organisation



### 2.1 OVERALL RESPONSIBILITY

Overall and final responsibility for health, safety and environmental performance is that of:



**Health and Safety Policy**

Document Reference:1

Issue Number: 3

Issue Date: 10.03.17

**Page 9 of 21**

Vic Hopkins, Director, Forward Environmental Ltd

Steve Hopkins, Director and Company Secretary, Forward Environmental Ltd

Hereafter these persons are collectively referred to as 'the Board' of Forward

Environmental Ltd.

**2.2 HEALTH AND SAFETY ADVISOR**

Advice and technical support with regard to compliance with Health, Safety and

Environmental Legislation is provided by: Kieron Honeyman, Principal Consultant, KH Plant Training

Hereafter referred to as 'The SHE Advisor'. A copy of qualifications and experience of

The SHE Advisor is responsible for the provision of advice towards the compliance with statutory requirements under the Health, Safety and Environmental Law and associated Codes of Practice or Guidance.

**2.3 AREA RESPONSIBILITIES****Managing Director**

<b>Responsibility</b>	<b>How this will be achieved</b>
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 senior 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.
Understands the company Health, Safety & Environmental policy and responsibilities associated with this position.	Training and competency driven through the group.
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.	Liase with management and carry out ad-hoc inspection.
Keep up to date with legal Health, Safety & Environmental requirements.	Register of legislation. Regular reviews with the HS coordinator.

**Health and Safety Policy**

Document Reference:1

Issue Number: 3

Issue Date: 10.03.17

**Page 10 of 21**

Set a good personal example by actively promoting good health, safety and welfare practices.	
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**Director**

<b>Responsibility</b>	<b>How this will be achieved</b>
The Directors are responsible for ensuring the Forward Environmental Limited Health, Safety & Environmental policy is implemented throughout. 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 and safety coordinator.
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 and safety 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.
Ensures procedures are in place which supports 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.

**Health and Safety Policy**

Document Reference:1

Issue Number: 3

Issue Date: 10.03.17

**Page 11 of 21**

Liaise directly with Health and Safety coordinator on safety issues.	Regular communication & reviews.
Allow for sufficient programming for development of employees in respect of Health, Safety and Environmental training.	Liaise with Health and safety 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 and safety coordinator.
Reporting immediately any failure of the HSE management system to the Health and safety coordinator.	Liaising with Health and safety coordinator. 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.

**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 demolition work. Attendance at Pre - start project meetings. Site Meetings
Accept individual and collective role in providing Health, Safety & Environmental leadership.	Training & Competence Liaise with Health and Safety 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.
Ensures procedures are in place which supports 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.

**Health and Safety Policy**

Document Reference:1

Issue Number: 3

Issue Date: 10.03.17

**Page 12 of 21**

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 and safety 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 and Safety Coordinator.
Reporting immediately any failure of the HSE management system to the Health and Safety coordinator.	Liaising with Health and Safety Coordinator. 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.

**Health and Safety Policy****Health and Safety Coordinator**

<b>Responsibility</b>	<b>How this will be achieved</b>
Assist the MD 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 group HSE standards. Audit monitor and review.
Provide leadership and visible commitment to ensure that Forward Environmental 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.
Liaise 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 MD and Director.	Collate available reports. Attend monthly Business Unit meetings.
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 Managers.	Adopt group procedures.
Maintain records, as identified within this Health, Safety & Environmental manual.	On-going review.
Develop communication media for employees in cooperation with supervisors.	Safety Communication Strategy, Toolbox Talks, Safety bulletins.
Review the accident / incident statistics and report to Forward Environmental Limited Board	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.	

**Yard Supervisor**

<b>Responsibility</b>	<b>How this will be achieved</b>
Engage workforce in improving Forward Environmental Limited Health, Safety & Environmental arrangements.	H&S agenda on team meetings Active participation in training initiatives.

**Health and Safety Policy**

Document Reference:1

Issue Number: 3

Issue Date: 10.03.17

**Page 14 of 21**

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 & method statement. 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 programme. 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.
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 checklist.
Identify Health, Safety & Environmental issues during site/customer visits and report these issues to the Management to facilitate Health, Safety & Environmental planning.	Site Meetings Risk identification training.
Co-ordinate all site 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 and Safety coordinator.	Liaising with Health and Safety coordinator. Comply with incident procedures.
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 company policy procedure. Complete initial investigation following an accident, incident or near miss.	Complete investigation Liaise with Health and Safety coordinator. Follow procedures.
Implement appropriate Health, Safety & Environmental Policy.	Liaise with the Health and Safety 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.	

**Operatives and Drivers**

<b>Responsibility</b>	<b>How this will be achieved</b>
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**Health and Safety Policy**

Document Reference:1

Issue Number: 3

Issue Date: 10.03.17

**Page 15 of 21**

Understand & comply with the requirements of the Company Health, Safety and Environmental Policies and Company health and safety management systems.	FE 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.	Company 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 operations and the safeguards and preventative measures in place for their safety.	Vehicle/ plant 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 in 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 plant and vehicle's are 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.
Inform site management or Health, Safety and Environmental Manager 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.

# Health and Safety Policy

Document Reference:1  
**Page 16 of 21**

Issue Number: 3

Issue Date: 10.03.17



# Health and Safety Policy

## **3.0 HEALTH, SAFETY AND ENVIRONMENTAL RISK MANAGEMENT**

### **3.1 RESPONSIBILITY TO PERFORM RISK ASSESSMENTS**

In accordance with the Management of Health and Safety at work regulations Forward Environmental will ensure that suitable and sufficient Risk Assessments will be undertaken by a suitable and competent person and reported to the board of: Forward Environmental Ltd.

Preventative and Protective measures as identified throughout the risk assessment process will be implemented and information in relation to these measures shall be cascaded through the business to all relevant parties

### **3.2 REVIEW OF RISK ASSESSMENTS**

These risk assessments will be reviewed:

Upon any change in process or management of the facilities or plant of Forward Environmental Ltd;

In the event of any accident/incident or injury occurring during any works by Forward Environmental Ltd;

As required where legislation changes;  
or

Annually.

### **3.3 IMPLEMENTING CHANGE TO RISK ASSESSMENTS**

Amendments to risk assessments will be agreed by the Board of Forward Environmental Ltd, and training schedules for employees will be modified to distribute any amendments in control or management measure's.

### **3.4 EVALUATING PERFORMANCE**

Any changes in control or management measure's will be monitored and reviewed by the Health and Safety Coordinator for a period of one month to ensure the changes have removed/reduced the risks.

# Health and Safety Policy

## **4.0 CONSULTATION WITH EMPLOYEES**

### **4.1 PERFORMANCE AND CONSULTATION REVIEWS**

Six monthly reviews with employees will be conducted to review SHE Policy and performance. The Format of these reviews is as follows:

Review accident and incident statistics and detailed reviews of any Lost Time Accidents (LTAs), Reportable Incidents (to HSE/EA/LA);

Review any regulatory correspondence including site visits by EA and HSE;

Review of performance against any company safety or environmental goals; Management and Employee concerns or suggestions with regard to any health, safety or environmental issues;

Review of any proposed developments by the company for the subsequent six-month period.

### **4.2 INFORMATION DISTRIBUTION AND CHANGE MANAGEMENT** Minutes of the meeting will be displayed on the SHE notice board with any action plans arising from the meeting. The action plans will record:

The action required;

The due date for the action; and

The person responsible for the action.

Persons responsible for the action will sign and date the displayed form on completion of the action.

### **4.3 GENERAL PROVISION OF HEALTH AND SAFETY INFORMATION**

Information in relation to health and safety shall be delivered to employees as often as is required and but not limited to as follows:

- Weekly tool box talks
- Daily task briefs
- Safety alerts (as required)
- Moments of the Month (issued monthly)
- Briefings for Safe Systems of Work and Task Specific risk assessment

# Health and Safety Policy

## **5.0 PLANT AND EQUIPMENT**

### **5.1 PLANT AND EQUIPMENT SAFETY**

Steve Hopkins will be responsible for identifying all equipment and plant, is as required by PUWER and LOLER suitable, strong enough and able to maintain stability for purpose, is maintained as per manufacturers requirements and ensure that a suitable, effective preventative and planned maintenance procedures are drawn up, the equipment will be inspected or thoroughly examined as per Regulation 9 of LOLER if applicable and records of such maintained, all risk specific to its use are risk assessed and the provision of information, instruction and training are given to employees for the use of any plant/ equipment.

Steve Hopkins will check that new plant and equipment meets appropriate Health, Safety and Environmental Standards before it is purchased. Copies of Steve Hopkins Certificates of National and International CPC are attached as Appendix C.

### **5.2 FOR WHITE PARK SAFETY**

Paul Warrington will be responsible for identifying all equipment and plant needing maintenance and be responsible for ensuring effective maintenance procedures and records are maintained in the maintenance manual, 08-5000.

Paul Warrington will check that new plant and equipment meets appropriate Health, Safety and Environmental Standards before it is purchased.

### **5.3 FOR OFF-SITE SAFETY**

Stephen Hopkins will be responsible for identifying all equipment and plant needing maintenance and be responsible for ensuring effective maintenance procedures are drawn up.

Stephen Hopkins will check that new plant and equipment meets appropriate Health, Safety and Environmental Standards before it is purchased.

### **5.4 REPORTING OF DEFECTS OR PROBLEMS**

Any problems or defects found with plant/equipment during daily inspections or whilst at work, should be reported to the yard supervisor immediately. Defect Report Forms will be maintained in the Site Project Management Plan section 10

# Health and Safety Policy

## **6.0 SAFE TRANSPORT, HANDLING AND USE OF SUBSTANCES**

### **6.1 COSHH**

The Health and Safety coordinator with the assistance of the Safety advisor will be responsible for all substances or preparations which need a COSHH assessment, and be responsible for undertaking COSHH assessments. COSHH assessments be developed with reference to specific MSDS provided by suppliers/manufacturers of hazardous substances

The board will be responsible for ensuring that all actions identified in the assessments are carried out.

The Health and Safety coordinator will be responsible for ensuring that employees are informed about the findings of COSHH assessment.

Assessments will be reviewed annually, or when the work activity changes, whichever is the soonest.

### **6.2 ROAD TRANSPORT OF SUBSTANCES**

The Board will be responsible for ensuring that:

All hazardous materials transported are packed in approved UN containers where required;

Material Safety Data Sheets are obtained for wastes disposed of where required;

Labelling of hazardous items and containers is in accordance with the existing Carriage of Dangerous Goods legislation; and

Where required, advice on the requirements of Dangerous Goods regulations will be obtained by the Dangerous Goods Safety Advisor (DGSA). A copy of the DGSA holders certificate of competence is presented as Appendix F.

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<sup>1</sup> 'where required' - some hazardous materials as defined in the Hazardous Waste Regulations 2005 are not subject to UN packaging, labelling and transport requirements. Such items include Refirgeration equipment and other forms of electrical equipment including fluorescent tubes and televisions.

## Health and Safety Policy

### **7.0 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

#### **7.1 STATUTORY NOTICES AND NOTIFICATIONS**

The Health and Safety Law Poster is displayed in the reception and in Unit 1 White Park and Unit 10 White Rose (Process Warehouse).

Copies of Environmental Permits and Notifications are displayed in the reception, and Works Office.

#### **7.2 ADVICE ON HEALTH, SAFETY AND ENVIRONMENTAL ISSUES**

Advice on Health, Safety and Environmental issues is available from health and Safety Advisor (07590501149).

#### **7.3 SUPERVISION OF YOUNG WORKERS/TRAINEES**

Supervision of young workers/trainees will be arranged and monitored by Steve Hopkins. Risk assessments specific to any young person shall be carried out.

#### **7.4 OFF SITE WORKERS**

Stephen Hopkins is responsible for ensuring that any employees working at locations under the control of other employers are given relevant health and safety information.

#### **7.5 TRAINING**

Induction and Job specific training requirements will be provided by Stephen Hopkins. Job Specific Training will be given by the authorised person identified in the training schedule.

## Health and Safety Policy

### **8.0 ACCIDENTS, FIRST AID AND LOSS OF CONTAINMENT**

#### **8.1 FIRST AID EQUIPMENT AND APPOINTED PERSONS**

First Aid Equipment is kept  
at:  
WORKS OFFICE Unit 1 White Park

Mess Room Unit 10 White Rose Recycling Centre

The appointed persons/first aiders  
are:

PAUL WARRINGTON  
STEVE HOPKINS  
RICHARD WADSWORTH  
LOUISE BLAKE  
MICHAEL BLAKE  
JAKE HILL

#### **8.2 REPORTING OF ACCIDENTS, INCIDENTS AND LOSS OF CONTAINMENT**

All incidents and cases of work related ill health are to be recorded in the accident book. The book is kept at the WORKS OFFICE Unit 1 White Park and Mess room Unit 10 White Rose recycling centre. In addition, an accident investigation form should be completed and actions/ findings to be implemented and monitored as required

Any Spillage or other loss of containment must be reported to the Health and Safety coordinator and an investigation report form completed with actions implemented and monitored as required

Reports of any Accident/Incident or Spillage reports will be maintained in the SITE DIARY, located in the WORKS OFFICE Unit 1 White Park.

The Health and Safety coordinator with assistance from the Health and Safety advisor is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authorities under RIDDOR (to the HSE) and WASTE PERMIT (to the EA) requirements.

# Health and Safety Policy

## **9.0 Monitoring**

### **9.1 AUDIT**

To check working conditions, and ensure safe working practices and conformance with environmental permit requirements are being followed, we will:

- Ensure Board and/or the Health and Safety coordinator perform periodic audit and inspections of facilities and grounds of the Workplace;
- Ensure Programmed maintenance of Plant, Vehicles and Equipment is completed to a manufacturer recommended standard where applicable; and
- Ensure safety equipment (Fire systems, etc) are tested to a defined schedule.

The Board will be responsible for ensuring all actions arising from inspections are remediated as soon as practicable.

### **9.2 INVESTIGATION**

PAUL WARRINGTON with assistance from the Health and Safety advisor is responsible for investigating accidents and for investigating work-related causes of sickness absence and reporting them to the board.

THE BOARD is responsible for acting on investigation findings to prevent a re-occurrence.

# Health and Safety Policy

## **10.0 Emergency Procedures - Fire and Evacuation**

### **10.1 FIRE RISK ASSESSMENT**

THE Health and Safety coordinator is responsible for ensuring that the fire risk assessment is undertaken and maintained.

The Board are responsible for ensuring that actions arising from the risk assessment or any review are implemented.

A Site and Office Layout Plan showing relevant information with regard to firefighting equipment, fire detection equipment, first aid equipment and escape routes are displayed at the following locations:

Site Reception,  
Unit 1,  
Unit 3.  
Unit 10 White Rose

### **10.2 MAINTAINING EXIT ROUTES**

Escape routes are checked by the auditor every week (see section 9.1)

### **10.3 FIRE FIGHTING EQUIPMENT**

Fire Extinguishers are maintained and checked every year by the appointed contractor.

### **10.4 FIRE DETECTION EQUIPMENT**

Fire Alarms are tested every week by the auditor (see section 9.1).

### **10.5 TRAINING**

The Health and Safety Coordinator is responsible for maintaining and training employees in the

Emergency Procedure for the site.

### **10.5 TESTING AND PREPAREDNESS**

Emergency evacuation and procedures will be tested every year. Records will be maintained of the performance review



