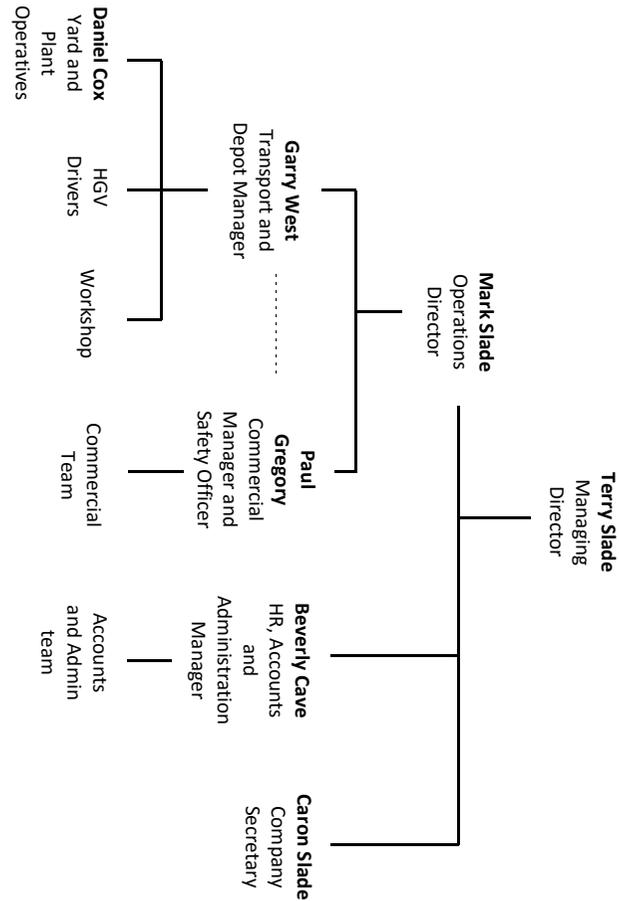


3.28 SMOKING

Smoking is only permitted within the designated smoke shelter in the car park
No smoking is allowed on site or in vans / personnel carriers that are on site
Should anyone be found to be smoking on site, will be asked to leave site.
Smoking is not allowed when fire alarm has sounded or during roll call.

This is a zero tolerance offence.

Company Management Structure



Booklet No

Issued To



Safety, Health and Environmental Policy Statement Document 2016



Company profile

CSH Environmental Ltd is a family owned and run business founded in 1981, operating throughout Colchester and East Anglia as one of the region's leading waste management companies. We have a dedicated team of professionals who are highly trained and skilled, as well as a fleet of our own branded vehicles for every aspect of our services.

We handle over 50,000 tonnes of waste a year through skip hire, wheelee bin and trade waste collection services. Our newly created recycling centre helps us to better divert waste from landfill, with around 90% of your waste being diverted or re-purposed for future use. This first class recycling service is part of our efforts to provide a cleaner, greener future for the next generation.

Having progressed to cover all aspects of waste management, we cover a variety of sectors, including commercial, industrial, retail, public sector and domestic. We can offer safe transportation and disposal of liquid waste as well as hazardous waste, and with staff who are trained to deal with dangerous materials, such as asbestos.



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- Pay attention to the needs of existing employees and document details of training given and received.

Records of all training are held by company and employees are given a certificate of training and a copy is put in their training file. The personnel manager updates the training matrix with expiry dates, inform the employees line manager who then ensures refresher training is booked, once complete the training matrix is up dated once more.

It is company policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure that company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the organisation's undertakings.

Management will ensure that all new employees undertake a thorough induction course on the first day of employment that will include all relevant health and safety issues.

The Management is responsible for the health and safety training of all employees in areas under his/her control. He/she is also responsible for the induction of existing employees who are transferred into other departments.

All health and safety training will be undertaken as far as possible during working hours. All training will be recorded, signed by the employee and trainer and will be retained on each individual employee's personal file for future reference.

3.27 YOUNG PERSONS

Management are aware that there may be additional risks as a consequence of employing young persons and will take all measures that are necessary to minimise the risks as far as reasonable practicable. It is company policy to assess and record any risks to the young persons along with the necessary control measures for future reference.

If any employee has any concerns regarding work or the young person they should address their concerns to the management so that the appropriate measures can be taken to investigate and rectify the problem.

- Inform them that they must not operate any plant, use any power tools or equipment unless being trained under the direct supervision of a competent person.
- Inform the safety advisor that they have been employed and supply details of their position.
- Ensure a risk assessment is carried out, person briefed.
- For work experience, full liaison with the school and parents must take place, with the parents being sent a copy of the risk assessment for them to read, sign and return.
- No lone working.

- Ascertain if the new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measure.
- Warn new employees of any potentially dangerous areas of operations on jobs or in the workplace.
- Warn the new employee of any prohibited actions, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- Ascertain whether there is any training or instruction required and liaise with Management as appropriate, to arrange, e.g. abrasive wheels, use of plant and equipment etc.
- Issue to the new employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defender plugs, wet weather clothing etc., and obtain their signature for the items issued.
- Where necessary, inform the new employee of vehicle servicing procedures etc.
- Show employees the Risk Assessments and standard operating procedures for the work they will be carrying out on site.
- Ensure the induction process has been signed by the employee.
- All HR forms are completed; any training certificates or plant cards, driving licences copies are taken and past to the personnel manager.

3.26 TRAINING OF EMPLOYEES/REFRESHER TRAINING

To fulfil the company duties under the Health and Safety at Work Act the following is carried out:

- Introduce comprehensive safety rules and procedures and induction training programmes for all new recruits
- Provide repeat training (either on the job or in a classroom or equivalent environment) at regular intervals
- Ensure that no employees transferred or promoted from one job or activity to another are permitted to start work in their new job until and unless they have received training and instruction sufficient to enable them to perform the job, this can be on the job training under the control of a competent person
- Ensure that safety representatives are adequately trained
- Provide adequate training for managers at all levels

1.01 HEALTH AND SAFETY POLICY STATEMENT

It is the policy of CSH Environmental Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of its employees/sub-contractors at work and others within the working environment and the discharge of these responsibilities shall be accorded equal priority with those of its statutory duties.

CSH Environmental Ltd acknowledges that the key to successful health & safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management.

All Health and Safety aspects will be risk assessed and a programme of continual improvements drawn up to sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

Arrangements will be made for the provision and implementation of instructions appropriate to the operations being carried out.

The company's approved Standard Operating Procedures (SOP's) and guidelines will, where appropriate, be generally adopted as a minimum standard, or improved upon.

In general terms the Health and Safety at Work Etc. Act 1974 requires all employers to have regard to the following matters as a duty to their workforce:

The provision and maintenance of plant and safe systems of work that are, so far as is reasonably practicable, safe and without risks to health.

For all employees of the company will have a duty of care for their own safety and all others who may be affected by their actions or admissions. They must follow all company policies and procedures with regards to health and safety and co-operation with their employer in meeting their statutory obligations. Report any unsafe situations to their line manager.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals. Accidents or near miss incidents will be investigated and findings acted upon.

Signed

Mark Slade Director

Date:- 22/05/2016

Revision Date: - 22/05/2017

1.02 ENVIRONMENTAL STATEMENT

CSH Environmental Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will:

Establish sound environmental management by:

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice by the use of risk assessments.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process. Developing a relationship with suppliers and contractors so that we will recognise our environmental responsibilities.
- Train staff so they carry out their activities in an environmentally responsible manner. Use tool box talks to address any issues which have an environmental impact.

Provide for the effective use of resources by:

- Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.
- The segregation and grading of waste, suitable storage, handling and transporting of waste.
- Promoting the efficient use of resources, energy and fuel throughout the company's operations.
- The correct use of bunded diesel tanks, drip trays and spill kit. Safe storage of Oils & chemicals to prevent contamination of the ground and local waterways.
- Follow manufactures guidance for the storage and use of hazards materials and substances with regard to the correct disposal of used products.

Co-operate with:

- The communities in which we operate.
- The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

A signed copy of the company's statement is located on the general notice board.

Signed

Mark Slade Director

Date: 22/05/2016

Revision Date 22/05/2017

It is important to report **all** defects, damage, or loss to management immediately to ensure the item is repaired or replaced.

Detailed records will be compiled for all equipment that is issued along with a record of any specific training that has been given.

3.24 SAFETY SIGNS

It is important that you take notice of all warning signs at work. They have been installed for your safety.

All safety signs are colour coded and each colour has a meaning:



Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises.

The Health and Safety (Safety Signs and Signals) Regulations 1996 now state that employers must use a safety sign where there is a risk to health and safety that cannot be controlled by any other means.

Safety signs are now required to convey the messages pictorially as well as in writing to ensure that the information can be understood by everyone in the workplace.

It is important that you make yourself familiar with all safety signs that are displayed around the company premises

3.25 NEW EMPLOYEES

The following procedure is to be carried out by the management where the new employee will be required to work.

All new employees will have Induction Training, see company Induction Form, prior to working on site this induction will cover the following:

- What he/she will be required to do and to whom he/she will be directly responsible.
- Issue the new employee with details of their responsibilities for safety matters. Also show the new employee where the complete Company Policy for Safety, Health and Welfare is kept and explain its purpose.

- * Slurred speech
- * Unusual lack of co-ordination
- * Changes in behaviour, particularly aggressiveness.

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

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

Employees might be required to undertake contract/client random drugs test.

Employees will be required to undertake contract/client drugs test after accidents, or serious near miss reports.

Drugs properly prescribed by a general practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he/she is employed, in a healthy and safe manner.

Employees should advise management if they have any medical condition or are taking medication that could affect their work and the health and safety of either themselves or others.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

3.23 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The company will compile detailed risk assessments for all work activities that are undertaken by the organisation. Where risks cannot be controlled by any other means, then suitable personal protective equipment will be provided and full training provided.

Where equipment is required to be worn, safety signs will be displayed in prominent positions. All personal protective equipment or clothing supplied will be:

- Have a CE mark and relevant BS standard
- Stored in the PPE room at the main office block.
- Fit correctly.
- Be comfortable and fully adjustable where required.
- Be compatible with any other personal protective equipment that is required to be worn e.g. safety glasses and ear defenders.
- Be task specific, as required by the risk assessment.
- Be replaced as required free of charge.

Before any employee is issued with personal protective equipment they will be instructed on the following points:

- The importance of wearing the equipment and how to wear the safety equipment correctly
- How to maintain and clean the equipment correctly

2.0 ORGANISATION

2.01 ORGANISATION CHART

See FINAL PAGE OF THIS DOCUMENT

2.02 ORGANISATIONAL RESPONSIBILITIES

CSH Environmental Ltd will assess the risks to workers and any others who may be affected by their work activities. Any significant findings of the risk assessment will in accordance with the regulations be recorded, and monitored.

The managing director and directors will initiate and administer the policies direct to senior management and the staff of its workforce in consultation with safety representatives as may be appointed.

It is the Director's responsibility to ensure compliance overall with statutes, law, training, monitoring etc. and site management and staffs responsibility to comply and ensure compliance with those elements that fall directly within his/her control.

Company personnel will be informed of changes in legislation or company policy as a result of safety consultation meetings either by notice boards, wage slips, by email or verbally.

The company will respond to employee/safety representative's initiatives so far as is practicable, reasonable or falls within the requirements of statute. We require any subcontractor engaged on or about the work to comply with the above. Disciplinary action will be taken against any person employed by the company that wilfully and knowingly breaks the law or company policies.

CSH Environmental Ltd has made the following arrangements:

Consider the findings of safety visits or audits and any other matters concerning health and safety that the employees/sub-contractors wishes to raise at review meetings.

Safety organisation and control is a function of line management and will be accorded equal priority with other management functions as far as day to day operations are concerned. It is the duty of members of the management team structure with the assistance of safety personnel to monitor the performance of the company's employees / sub-contractors to ensure compliance with the Safety Policy. This will be affected by carrying out regular inspections of work places, reviews of working methods and practices at such intervals as are necessary depending on the nature of the work being undertaken, its location and duration.

2.03 OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY

The Directors are nominated in these arrangements as being responsible for the overall Health & Safety within the company. They will have the responsibility to promote responsible attitudes towards health and safety by the management

team; they will ensure compliance with statutory requirements.

They will also be responsible for ensuring that the Company's obligation, in respect of assessment, control and monitoring of the workplace and work equipment are met.

Will have a detailed knowledge of the Company Health and Safety Policy and ensure that it is implemented and followed by their management team
Initiate the Company policy for the prevention of injury, damage and loss.

Make certain that in estimates for new projects allowance is made for adequate health and safety and welfare facilities and equipment to avoid injury, damage to health and materials.

Are responsible for ensuring development of the company's policy on health and safety matters, they must make sure adequate resources are made available to comply with current legislation.

Make provision for regular safety checks and safety audits.

Will ensure provision for monitoring and reviewing safety procedures:

- Understanding the legal requirements relating to the operations under their control and ensuring that they are observed.
- Provide adequate training to ensure their staff can carry out their work activities safely and competently.
- Pre-planning of operations having due regard as to the health, safety and welfare of employees and sub-contractors personnel.
- Providing for adequate welfare facilities and sanitary conveniences where necessary.
- Checking that there is adequate insurance cover for unusual types of operation.
- Ensure all requirements of the waste licence are complied with.
- Ensure all requirements of the HGV operator's licence are complied with.
- Anticipating any special hazards which might arise on any of the operations under their control, e.g. overhead or under-ground electric cables and poor ground conditions.
- Ensuring that each manager and supervisor under their charge knows and understands their responsibilities for health, safety and welfare, and that they understand their responsibilities to co-ordinate the activities of all site personnel, in order to implement the Health & Safety Plan at site level.

The company must take all reasonable steps to ensure that anything they are obliged to provide is maintained in an efficient state, in efficient working order, in good repair and is properly used.

3.21 MANUAL HANDLING

Incorrect methods of lifting and handling can often result in back injury, which is one of the most common types of injury in industry.

It is the policy of the company to comply with all legislation that is outlined in the Manual Handling Regulations.

Wherever possible manual handling operations will be avoided as far as is reasonably practicable if there is a possible risk to injury.

Where it is not possible to avoid the manual handling operations, a risk assessment of the operation will be made taking into account the task, load, working environment and the capability of the individual concerned. The assessment will be reviewed if there is any reason to suspect that it is no longer valid. The entire workforce will be informed of the assessment, and will be required to follow all control measures, and report any problems to the supervisor.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

- Wherever reasonably practicable, mechanical devices should be used for the lifting and moving of objects rather than manual handling. The equipment used should always be appropriate for the task in hand.
- Provide training for all employees.
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- The route over which the load is to be lifted or moved should be inspected prior to undertaking the lifting operation to ensure that it is free of obstacles or spillages which could cause tripping hazards.
- Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.

In the event of any accident or injury, a review of the risk assessment must be carried out.

3.22 ALCOHOL AND DRUGS

Alcohol and drug abuse has serious implications for users and for their work, particularly with work equipment and vehicles.

Employees are encouraged to seek assistance if they believe that they have a problem with alcohol, drugs or other substances.

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

- * Smell of alcohol

serious effect, or even be fatal.

Occupational standards have been set in the regulations which must not be exceeded on a daily or weekly basis.

This can be managed by avoiding or controlling the exposure.

Task Based Risk assessments will identify where specialist assessment are required. These specialist assessments will identify the strength and duration of the exposure so additional control measures can be implemented to reduce the exposure to below national limits. Standard Operating Procedures will define the safe working arrangements and provide training and awareness for those involved.

Hazardous materials including gases must be securely stored in an appropriate designed and lockable storage location.

If the COSHH assessment identifies formal monitoring is to be required, the company will ensure only competent assessors are used.

3.20 NOISE

The Noise at Work Regulations 2005 apply to all workplaces and require all companies to carry out assessments of the noise levels within their site and take appropriate preventative action where necessary for the protection of the workforce and the public.

If the workforce is likely to be exposed to noise at or above the lower figure 80 Dba, then a risk assessment must cover the suitable means of control and protection. Guidance of exposure and time limits are set out below.

Exposure assessments

The company will make adequate arrangements for the assessment of exposure where this is likely to be at or above either the first or peak action levels. The assessments should be made by a 'competent person' who should be able to give advice on any action needed to comply with other requirements of the Regulations or on the need for further specialist advice.

Noise assessments must be reviewed when there has either been a significant change in the work to which the assessment relates or wherever there is reason to suspect that the assessment is no longer valid.

Reduction of noise exposure

Where daily noise exposure is likely to be at or above the second or peak action levels the company are required to ensure that exposure is reduced to the lowest level reasonably practicable other than by the provision of ear protectors.

Ear protection

When employees are likely to be exposed to the first action level or above suitable and efficient personal ear protectors are available to those who request them.

For exposures at or above the second or peak action levels suitable ear protectors must be provided which when properly worn can be reasonably expected to reduce risk of hearing damage to below that caused by an unprotected exposure at these levels.

Maintenance and noise of equipment

- Stopping any dangerous activity observed when visiting an operation and drawing the attention of the management team to any contravention of the legal requirements.
- Ensuring that adequate risk assessments are carried out to satisfy those Regulations listed in the Safety Policy Statement and for seeking expert advice where necessary.
- Liaising with the Company's Safety Consultants on all matters relating to Health, Safety and Welfare.
- Keep up to date with changes to health and safety legislation as it affects the waste industry.
- Ensure that Contractors/Sub-Contractors are aware of and fulfil their requirements and that good liaison on factors which could affect safety, health and welfare is established.

The MD will arrange for joint consultation on health and safety matters with management and labour force is fully represented.

CSH Environmental Ltd have a duty to all employees, casual workers, agency workers, part-time workers, trainees, visitors and sub-contractors who may be in the company or using equipment provided by the company. Consideration will also be given to our neighbours and the general public.

Management will ensure:-

- All staff, agency staff and contractors have a site induction. Or are supervised by an inducted member of staff.
- Assess all risks to members of staff and bring the findings to the attention of key members of staff.
- Provide safe machinery, equipment and tools that are suitably maintained at all times.
- Provide a safe place of work for staff and visitors with adequate facilities and safe access and egress.
- Provide adequate training and information to all members of staff regardless of their position within the organisation.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any risk assessments.
- Provide or ensure the correct P.P.E is being used.
- Appoint competent persons to help comply with health and safety

law.

The Health and Safety at Work Act supports various regulations and codes or practices that are required to be followed. One such regulation is the Management of Health and Safety at Work Regulations, which impose specific duties on employers to:

- Carry out risk assessments relevant to all work activities and bring the findings to the attention of employees.
- Appoint competent persons to help comply with health and safety law.
- Provide employees with suitable training and information in clear and concise terms.
- Provide health and safety information and training to temporary workers and contractors who may be working in the premises.

2.04 EMPLOYEES RESPONSIBILITIES

The Health and Safety at Work Act 1974 lays down two main sections which employees are required to comply with.

These are:

Every employee working for CSH Environmental Ltd has a duty of care under the Health and Safety at Work Act 1974 Sections 7 to take reasonable care of himself/herself and any other person who may be affected by his/her acts or omissions.

Employees also have a duty to assist and co-operate with the company and any other person to ensure all aspects of health and safety law are adhered to. Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work which they are qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Immediately inform their line manager of all accidents or incidents that occur regardless of whether first aid treatment is given.

Under no circumstances must employees purposely interfere with or misuse anything provided in the interest of safety or welfare such as guards, signs or fire-fighting equipment.

The Management of Health and Safety at Work Regulations require all employees to:

cover etc.

Fire hydrants

The site has a large pond used to store water in case of fire, the local fire service come and inspect the site, and have a copy of our site layout.

3.18 FIRST AID

First aiders will hold a current first aid certificate, Statutory First Aid, issued by an organisation or employer approved by the Health and Safety Executive.

Equipment and facilities

Location of first aid facilities

Employees will have quick and easy access to first aid facilities on site or in the office. All relevant persons are made aware of the location of first aid facilities and the arrangements for providing treatment during induction.

First aid boxes

They will be readily accessible and clearly marked with a white cross on a green background. Medicines, pressure bandages and home remedies will not be kept in a first aid box.

First aid boxes will be replenished after use and checked frequently by the first aider or appointed person. Some of the items are prone to deterioration after a certain period, dates will be checked and old items replaced.

If any person is injured at work a record must be made in the Accident / Incident report form and a copy must be sent to the personal dept.

The company are committed to ensuring that adequate numbers of trained First Aiders are available at all times to deal with any accidents and injuries that occur. The management will ensure that:

- Employees are familiar with the identity and location of the nearest trained First Aider and the location of the first aid kit.
- The first aid kit is easily accessible at all times.
- Professional medical assistance is summoned where necessary.
- All relevant details are recorded in the accident book.

The names of the First Aiders can be found on the first aid notices, which are displayed in prominent locations around the company's premises, and sites.

If medical treatment is required dial 999 and ask the emergency services to send an ambulance, giving the address and the nature of the injury. If necessary post a look out for the ambulance and crew so that they can be directed to the casualty quickly.

3.19 CONTROL OF SUBSTANCES HAZARD TO HEALTH - COSHH

Exposure to hazard substances can have an instant or long term effect which can have a mild or

- Reporting all defective electrical equipment
- Reporting the misuse of heating appliances
- Reporting any leaking flammable liquid
- Reporting any damaged fire safety equipment
- Extinguishing small fires on discovery **only** if trained to do so. This should only be undertaken if you can do so without taking risks. **The first few seconds are critical.**

All new staff or contractors must receive induction training prior to starting work on site. This will ensure they know how to raise the alarm, where all the fire appliances are located and the emergency escape routes.

Fire risk assessments

The company has used E&J fire services to produce all fire risk assessment.

Fire detections systems.

As part of the new construction process, all new systems of alarm and detection have been installed to BS5839 by E&J Fire services.

Fire Plan

A site fire plan has been developed and displayed on notice boards and is printed on the back of the company induction form.

Each area fire marshal is to carry out and complete a weekly inspection of fire extinguisher, escape route, and fire alarms. Records completed. The fire alarm test is every MONDAY at 10.45 am. Fire drills on site will be held on a regular basis by the senior fire marshal approximately at six-monthly intervals with a record made.

They take the form of an evacuation to ensure that everyone knows how to leave the site quickly and safely should a fire occur.

Routine inspections

Routine inspections are conducted by either CSH Management or E&J fire service who under contract to maintain all fire equipment and alarms, emergency lighting etc. Always remember, only attempt to extinguish a fire if you know what you are doing and it is safe to do so.

IF IN DOUBT GET OUT.

On notification of a fire:

- Evacuate the building by the nearest available exit and proceed to the assembly point located at the main staff car park
- The area fire marshal on site will take charge of any evacuation and ensure that no one is left in the building. And all persons are accounted for at the muster point.
- Fire marshal to direct fire crew and hand over site fire folder which is stored on the wall in the admin/accounts office.

Fire Marshals

- We have 19 trained fire marshals, this is to cover the 3 main parts of the site, holiday

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Report to management of any areas where protection arrangements require reviewing.

2.05 PROCEDURES FOR MONITORING /REVIEW/ IMPLEMENTATION

To keep these Policy Statements and organisational and procedural details they contain fully up to date, the company will review and make amendments to them on May every year, or if new legislation is introduced which affects the Health & Safety of our employees/sub-contractors immediately if statute requires. Or after any event which the company feels it is necessary to review before this date.

All employees/sub-contractors will be expected to report any hazard which affects health and safety to management immediately, also any near misses concerning health and safety must be reported.

The company will keep records of both and after considering reports recorded in the accident book or Register, material/products files, inspecting sites or considering suggestions made by operatives or others, improvements to working practices or systems of work will be implemented.

In any event, the company will make such amendments as may be needed to keep the statement up to date with current legislation so far as it affects the company business and the way in which the work is conducted.

All staff are given a company handbook on joining CSH Environmental, or an updated one if considerable changes are to be made.

3.00 GENERAL ARRANGEMENTS

3.01 ACCIDENT, NEAR MISS AND DANGEROUS OCCURRENCES (RIDDOR)

It is the company's policy that all accidents, industrial diseases and dangerous occurrences are reported and recorded for future reference and to comply with specific legislation.

All accidents/incidents that occur which necessitates first aid treatment to be given will be recorded in the accident book and will be immediately investigated to reduce the likelihood of any reoccurrence.

All employees must immediately report any injury no matter how minor in nature (so treatment can be given where necessary) so they receive the necessary ongoing care, ensuring a speedy return to work. CSH Management will investigate and where deemed necessary put in place measures to prevent reoccurrence.

All injury records will be kept on file for a minimum of three years. In order that serious accidents are reported to the regulatory body it is important to ensure that management is informed if you are injured at work. It our statutory duty to report any person who are off work for more than seven working days due to an accident at work.

All near miss incidents and dangerous occurrences will be investigated and documented on the incident record form.

3.02 DISCIPLINARY RULES

Employees will be subjected to disciplinary action and may be dismissed if after an investigation they are believed to have acted in any of the following ways.

- Deliberately breaking any of the above safety instructions.
- Removed or misused any piece of equipment, labels, sign or warning device which is provided by the company for the protection and safety of its employees.
- Failure to follow risk assessments and standard operating procedures
- Under the influence of alcohol or drugs.
- Dangerous driving of company vehicles.
- Failure to follow the laid down procedure for the use of:
 - Flammable or hazardous substances.
 - Toxic materials
 - Items of lifting equipment & plant
- Behaved in any manner that could lead to accidents including practical jokes etc.
- Under took any action that may interfere with an accident investigation.

3.03 RISK ASSESSMENT & STANDARD OPERATING PROCEDURE

The company accepts that some of its work activities could unless properly controlled create risks to employees and other people, therefore it is the company policy to take all reasonable steps to reduce the risks to an acceptable level using written & verbal risk assessments, complemented with a suitable standard operating procedure detailing how the works will be carried out in a logical and safe manner.

Task based risk assessments & standard operating procedures will have been completed for all work activities undertaken by the company that contain significant risk. Further specialised assessment may be required as identified in the task based assessment examples of these include COSHH, noise, lighting and PPE.

Risk assessments are kept in the risk register and employees will have access to the assessments through the management, or induction packs.

Management will ensure all the work force has been briefed with the relevant risk assessments prior to the commencement of work.

If the work force identify any new hazards that may put someone at risk, it must be report it immediately to the supervisor.

A hazard is something that has potential to cause harm, including ill health or injury.
A risk is the likelihood that a hazard will cause harm during the course of the work activity.

Any electrical installation, whether permanent or temporary, will be carried out by a fully trained and competent electrician.

The CSH Management team will ensure that all power tools provided and used on site are in accordance with Regulations and relevant Standards.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used at site locations unless special arrangements are made and discussed with the management. Lower voltage tools, lighting etc. may be required in damp or confined situations.

All subcontractors must be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Immediate action will be taken against any employee or subcontractor abusing or incorrectly using electrical equipment at site locations.
Any portable generator or other electrical equipment fitted with an earth rod must have the earth rod and connection maintained in good condition.

Only authorised persons (trained and competent electricians) are permitted to repair or alter electrical equipment. Any defects noted on electrical equipment must be reported to a representative of management so that immediate arrangements can be made to have the defects rectified by either an electrician or the hire company.

- All tools must be 110 volts, battery powered whenever possible, leads and lights must be 110 volts. PAT tested every 6 months. 12 months for office equipment.
- Use of 240 volts can only be used if it is protected by an RCD circuit with prior management agreement.
- Distribution of temporary electrics must be set up to avoid slips trips and falls, and cable damage.
- In winter hours site lighting might be used, effect on the local environment has to be considered.
- All contractors will be informed no halogen working lights will be allowed on site. (high risk of fire)
- Ensure periodic inspections of all the company buildings are kept up to date.

3.17 FIRE AND EMERGENCY RESPONSE

All employees, contractors and visitors to sign in on arrival, no one is allowed to enter the site unless they have first received induction training or accompanied by CSH staff. It is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare as set out in the site fire plan.

Fire prevention is critical in all organisations.

Never smoke in no smoking areas and always ensure smoking material is extinguished before being disposed of.

Do not:

- Overload any electrical socket or cable.
- Allow combustible material to accumulate e.g. waste paper.

You can help the company reduce the risk of fire by:

- Competent person to cat scan
- Trail holes hand dug (insulated tools)
- No machine excavations within 500mm of any service
- Support of any exposed services
- Report all strikes

3.13 TRAFFIC MANAGEMENT

A full site specific traffic plan has been produced and is on displayed on the notice boards. The site is of a new construction with clear signage informing drivers of speed limits etc. HGV's have clear information when entering the site of where to go. Staff and visitors have a separate Car park.

This is covered in Risk assessment 003

3.14 RUBBISH CONTROL

The main waste processing is undertaken in the MRF building, it is an unavoidable situation some items of rubbish and liquid will escape from the building. The company has the following daily procedures in place to control this.

- CCTV in constantly monitored
- Doors are closed when possible
- Weather is monitored for strong winds
- The sweeper is sent around the site roads every day.
- Litter picking by hand is used as required.

3.15 MANAGEMENT OF LIFTING

All lifting operation must be properly planned using a risk assessment, method statement, and for crane operations a lift plan.

If any crane use is required, CSH Ltd will use a full contract lift. If crane operations are to be used by sub-Contractors, competency of the appointed person must be proven.

3.16 ELECTRICAL EQUIPMENT

All electrical equipment, power tools, etc. used at offices, workshops, sites or other workplaces must comply with the Electricity at Work Regulations 1989, the IEE Regulations and other applicable regulations, British Standards, Codes of Practice and HSE Guidance Notes.

All installations, whether permanent or temporary, fixed equipment and portable electric tools and equipment are inspected and tested at intervals stated or recommended in Regulations. The result of such inspections and tests must be kept in suitable log books or similar method of keeping a record.

Probable Likelihood

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Possible

Potential Severity

- 1 = Negligible
- 2 = Slight – Minor Injury
- 3 = Moderate - Serous Injury
- 4 = High - Serious Injuries
- 5 = Very High – Fatality Potential

Risk Each will be identify

Rating System work activity assessed to potentially haz-

ardous activities from which the significant risks can be ascertained. A rating of risk is then made by assessing the severity of any injuries or other loss and the likelihood of that injury or loss arising.

The company will use the following.

Potential Severity

	1	2	3	4	5
Probable Likelihood	1 CARE	2 CARE	3 CARE	4 CARE	5 CAUTION
2	CARE	CARE	CAUTION	CAUTION	ALERT
3	CARE	CAUTION	CAUTION	ALERT	STOP
4	CARE	CAUTION	ALERT	STOP	STOP
Records	5 CAUTION	ALERT	STOP	STOP	STOP

An assess-

ment will

be supported by accurate record keeping except where the assessment is simple and can be easily repeated.

Assessment review

The Task Based Risk assessments will be kept up to date and will be reviewed periodically to ensure that it remains valid. In the case of an assessment under COSHH, the review period will not be greater than every 2 years.

Factors that may require an automatic re-assessment include:

- * A change in legislation
- * A change in control measures
- * Any significant change in the work carried out
- * Transfer to new technology
- * Any other reason to suspect that the original assessment is no longer valid or could be improved

Assessments will be reviewed by the management, or the company Safety Advisor. The above process will be applied to all activities undertaken by the company.

3.04 HAZARD DETECTION & REPORTING

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all members of the workforce have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it must be reported immediately to the management. It is management's duty to assess the situation and introduce the necessary control measures, so far as is reasonable practicable, to prevent injury or unsafe conditions.

Our employees are encouraged to use this system enabling potential accidents to be reduced and working conditions improved. It is hoped that this approach will create a positive attitude within the workforce towards safety.

Hazard detection

If a hazard is detected then ensure it is:

- Recorded on the hazard report form
- Liaise with the management who will carry out the necessary remedial action.

Near miss

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These must be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately. To record a near miss contact the management and explain the incident, location and type of problem. They will ensure that the correct remedial action is undertaken.

3.05 WORK EQUIPMENT, PLANT & VEHICLES

All work equipment on site has been assessed to ensure it meets the criteria of the Provision and Use of Work Equipment Regulations 1998.

All fixed machine guards are designed so that they are robust, fastened to something solid and secure. They completely protect any individual at or near the machine from any hazard from moving parts.

Where it has not been possible to use a fixed guard due to the nature of the operation the requirement then a safety interlocking device has been used to prevent the operator coming into contact with any part in the dangerous parts whilst it is moving.

Prior to operation new or reused machinery will be subject to a PUWER 98 risk assessment to ensure robust and secure guarding in accordance with this procedure. Inadequate guarding shall result in the machine not being used until safe to do so.

The relevant manager shall ensure that repairs or maintenance to fixed guards and/or safety interlocking devices are done in such a way that the integrity of the original design is not affected. Removal of a fixed guard or safety interlocking device will only be done after machinery has been made inoperable by suitable isolation. Fixed guards shall be refitted securely before removal of

planned and selecting only competent workers must be applied using risk assessments and method statements.

List below are the minimum standards of compliance expected.

- All access equipment above 600 mm must have edge protection
- All person must be competent in using the equipment
- Only competent scaffolder's can erect and dismantle scaffolding
- A hand over certification and inspection every 7 days
- Ladders for short duration only.
- Ladders, steps, and hop ups must be only class 1 & 2.
- Rescues of people working at height must be considered
- Avoid where every reasonable practical persons on the back of open sided vehicles; unload from the ground with a forklift, or use crash mats.

3.11 WORKING IN EXCAVATIONS

All excavation works will be correctly assessed by a competent person understanding the following information,

- * Soil reports (type of soil)
- * Time of year
- * Depth, length and width
- * Surrounding buildings and walls, loadings, plant, concrete lorry, access road.
- * Activity. (drainage, foundations)
- * Any persons required to enter the excavation, (confined spaces)
- * Services
- * Trees

From this a risk assessment and method statement will be produced which must contain the following points.

- Type of trench support
- Access into the excavation
- Confined spaces control
- Management of underground services
- Rescue procedures

Any excavation which is left open will be fenced off, and made safe. Before work commences all excavations must be inspected.

3.12 UNDERGROUND AND OVERHEAD SERVICES

The site has no overhead power lines on it.

All works near underground services must be risk assessed and with consultation with the service provider.

The following points will be complied with.

- Drawing from service provider

received correct and suitable training and be medically fit for entry.

3.09 HOT WORK

Hot Work is when any work is carried out that is capable of producing flames, generation of heat, friction, sparks or any other form of ignition.

Sources of ignition can be:

Naked flames e.g. welding and cutting, etc

Tar and bitumen heaters

External sparks generated from cutting and grinding activities

All relevant hazards must be assessed by the person authorised to issue the work control permit by personal inspection of the work area. The work control permit will contain a written record of all the precautions to be implemented and followed by those carrying out the work. The work area is to be clearly defined and controlled and the work activity to be monitored and stopped immediately if any breach of the permit conditions is found. The Permit Issuer is to clearly communicate the conditions of the permit to the persons involved in carrying out the work activity. A work control permit is valid for a period of 8 hours.

All hot work a fire watch to be completed at the end of the work to ensure the residual heat present is cooled sufficiently so not to restart a fire. The minimum period for this is 30 mins.

The Fire Watcher will:

- have an appropriate fire extinguisher for the activity being carried out
- have been trained in its operation and use
- have been trained in the site Fire Alarm Procedure
- have been shown where the nearest Fire Alarm point is located
- have the authority to stop the Hot Work at any time
- remain at the job site for 30 minutes after completion of the Hot Work to watch for post-ignition of combustibles
- on completion of the Fire Watch report to the Issuer of the Hot Work Permit to sign-off the permit and to confirm that the area is safe

The person issuing the work control permit will assess whether there is a need to remove any automatic Fire Alarm system off-line.

3.10 WORKING AT HEIGHT

The single biggest killer in the work place, if working at height cannot be avoided then carefully

any isolation.

The relevant manager will ensure that systems are in place to inspect every fixed guard and safety interlocking device. A register shall be created and maintained including the approved inspection frequency, test method and the dates of the last and next inspections

All machinery and equipment will be maintained in good working, with a visual examination conducted before use. Any defects will be reported and never use if it is suspected that the equipment is not working properly or any guards or protective devices are faulty.

Maintenance work will be carried out in a safe and proper manner. This included isolating the equipment from any source of energy, locked off and is made safe before work starts. This may include isolating pipelines, depressurising part or all of a system or supporting parts of equipment that could fall. Servicing and repairs will only be carried out by trained and authorised staff. Machinery, plant or equipment will never be cleaned whilst running. This will only be undertaken when switch off and unplug or lock off.

Employees will always follow the safe operating procedures when operating work equipment and wear any personal protective equipment provide for use with that equipment.

The law requires all dangerous parts of the machinery to be guarded. **It is illegal** for anyone to remove any guards or tamper with any safety devices such as interlocks. Only authorised persons will remove guards and will ensure the machine is isolated and locked off. All plant and equipment, hired or owned must be correct for the task, maintained with records. Listed are the items which require a LOLER through examination certificates.

Items of 12 months through examination

- Excavators used for lifting
- Forklifts
- Goods hoist
- Cranes
- Lorry loaders (Hiab)

Items of 6 months through examination

- M.E.W.P's
- Cranes with man riding basket
- Passenger hoist
- Chain's, shackles and slings

Only competent persons can operate plant with an in date card. CPCS, NPORS or IPAF for M.E.W.P's.

Vehicles are maintained / serviced to manufacturer's recommendation. Commercial vehicles and plant operators will keep a maintenance log recording their findings when carrying out daily inspections.

All employees with a HGV licence who drive on company business on the national highway will immediately report any driving offences, endorsements or driving ban to their manager.

The level of inspection will depend on the complexity of the equipment and vary from a visual inspection to a comprehensive inspection that might include dismantling and testing.

The points taken into consideration when programming the frequency of maintenance will be applied when timescales are decided on for the frequency of inspections:

- The type and class of the equipment
- The frequency of use of the equipment
- The potential of the equipment to cause serious harm
- The likely deterioration of the equipment whether in use or in store
- The environment that the equipment is being used in.

The information required for a maintenance record:

- Its normal storage or use location
- The date that the inspection was carried out
- The name of the person who carried out the inspection
- Any faults found
- Any corrective action which was necessary
- To whom the faults were reported and details of the action taken
- The date when repairs or other necessary action were carried out and by whom.

When hiring equipment, the records and results of the last inspection will be obtained from the hire company before the equipment is used.

No employee will operate any item of plant unless trained to do so.

3.06 ELECTRICAL ISOLATION

All equipment on site is fitted with suitable means for cutting off and isolating the electrical supply together with suitable means to 'lock off' to enable safe working.

For clarity 'cutting off' the electrical energy supply is taken to mean 'switching off', while 'isolation' means switching off the equipment and the prevention of inadvertent reconnection.

Precautions for work on equipment made dead will include adequate precautions to prevent 'dead' equipment from becoming electrically charged, i.e. locking off.

Isolation from the normal electrical energy source may not be sufficient in all cases to prevent charging or re-charging. All conductors will be proved 'dead' at the point of work before work commences.

Written procedures such as permits to work may be used to formalise these types of work activities.

3.07 PERMIT TO WORK

A permit to work procedure is a specialised type of 'safe system of work' under which certain categories of high risk-potential work may only be done with the specific permission of an authorised manager. This permission (in the form of a permit) will only be given if the laid-down precautions are in force and have been checked.

High risk- potential work
Confined spaces

Hot work - welding, burning, etc.
Working at Height and Roof Work
Excavations
Underground and overhead services

3.08 CONFINED SPACES

If working in a confined space, or any area which can become a confined space cannot be avoided then carefully planned and selecting only fit, trained and competent workers will be applied using risk assessments, method statements, and a permit system. The following list will trigger this action.

- Any area which can be come oxygen depleted or enriched
- Any area with restricted air flow, or ventilation
- Any area which can be flammable or toxic
- Any area with high temperature
- One way access or restricted access.
- Any area with communication problems
- Any reasonable specified foreseeable risk
- Any area with rescue problems.

A 'Confined Space' can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. Storage tanks, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, boilers, etc. Hazards associated with confined spaces fall into two categories:

- Hazards associated with conditions which exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases etc.
- Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operations, unsuitable electrical equipment etc.

Work in confined spaces will be carried out in accordance with the provisions of the Confined spaces 1997 regulation and any other applicable Regulations, Code of Practice or HSE Guidance Notes. Information and advice on the legal requirements, recommendations of the Guidance Notes and any other aspect of work in confined spaces can be obtained from Management.

Careful and precise planning of work in confined spaces is necessary and this will be coordinated by Management. Allowance will be made for all necessary surveys, sampling, equipment, monitoring, working procedures, training, etc. to carry out the works in full compliance with all applicable statutory legislation.

All necessary information, instruction and training will be given to persons responsible for working in confined spaces and supervising those works.

Safety equipment will be regularly checked and maintained before, during and after use. Any defects in equipment must be attended to immediately. The systems of work will be documented in the form of a method statement prior to commencement of the works, with all supervisory personnel being issued with a copy.

All employees deployed in the activities which fall into the confined space regulations will have