



BESPOKE RECYCLING
SOLUTIONS

Health and Safety Policy





BESPOKE RECYCLING
SOLUTIONS

UNIT 25-27 ESTATE ROAD NO.5,
S. HUMBERSIDE IND. EST,
GRIMSBY,
DN31 2TG, UK

To all employees/contractors,

Dear Sirs,

Re: Employee/contractor Health and Safety Policy

Please find attached the Company's Health and Safety Policy and Declaration, the main purpose of which is to establish the health conditions of our future employees in relation to their ability to effectively carry out their duties and responsibilities.

The information will be treated as strictly private and confidential.

Once completed and submitted to the Company, should there be any relevant changes to your health, these must be notified to us immediately.

Should you have any comments or queries regarding any of the contents please do not hesitate to get in touch.

Yours Faithfully,

A handwritten signature in black ink, appearing to be 'LB', enclosed in a circular scribble.

Luke Boden

Managing Director

POLICY REVIEW RECORD

A review of the company policy is to be carried out by a senior member of the management team, as often as is required. Regular reviews of the company policy must be carried out to ensure it remains effective and relevant.

It is general company policy to carry out the review annually, as a minimum. Other circumstances when a review of company policy may be required include when there are significant changes to legislation, company operating practices, management structure or personnel, etc.

Review No	Date	Details	Carried out by
1	18/01/2021	Reviewed – in line with current procedures.	LB
2	14/01/2022	Reviewed – in line with current procedures.	LB
3	30/12/2022	Reviewed – in line with current procedures.	LB
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GENERAL STATEMENT OF POLICY

We believe that high standards of health, safety and welfare management are an essential part of good business practice.

As a company we recognise our responsibilities to all employees (and also to others who might be affected by its activities) in accordance with the Health & Safety at Work, etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and other applicable legislation.

The Company endeavours to conduct its operations, so far as is reasonably practicable, in a manner which recognises the health, safety and welfare needs of employees and / or other persons likely to be affected. In order to work towards this objective, the Company focus is on providing:

- a) A safe place of work and access / egress;
- b) A safe working environment and adequate welfare facilities;
- c) Safe plant, equipment and vehicles;
- d) The safe handling, storage, transport and maintenance of articles and substances used at work; and
- e) Necessary information, instruction, training and supervision.

Furthermore the involvement and support of our employees is encouraged, as we believe this to be the most effective means for securing our Health, Safety & Welfare strategy.

The allocation of duties in this policy is set out in Section 3 and the detailed arrangements are in Section 4.

This policy is reviewed annually or as often as is necessary, to ensure it keeps abreast of current legislation, continues the management of health and safety to help reduce accidents and promotes a health and safety culture etc.

Signed: 

Position: Luke Boden
Managing Director

Policy objectives

The objectives of this policy are:

- To promote high standards of health, safety and welfare within the Company and to comply with relevant statutory provisions;
- To promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels;
- To commit to the provision of adequate time and resources necessary to encourage the effective implementation of the Policy;
- To identify duties and delegate responsibility throughout the organisation;
- To create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises;
- To facilitate so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities; and
- So far as is reasonably practicable, to provide employees at all levels with adequate instruction, training and supervision, that training to be repeated as often as considered necessary

Policy Implementation

To ensure information reaches those it affects:

- Health and safety will be included and discussed at all relevant meetings
- The Directors will ensure that the Health and Safety Representatives are supported
- All Health and Safety representatives are to actively promote all aspects of health and safety within their Directorates and areas of responsibility. In particular they are to encourage discussion and understanding of these policies and procedures. This must happen across all disciplines and not just those that are perceived as high risk.
- All managers will establish good lines of communication with everyone for whom they have responsibility. This is not only an integral part of good management but is also an essential part of the feedback process necessary for the continued development of this policy and the related procedures.
- Employees wishing to express views regarding health and safety should use the established line management channels of communication by raising them with their own direct manager in the first instance. They should also be aware of their Staff Association and/or Health and Safety representative so that if they wish, these views can be expressed through these channels.
- Where changes in the Health and Safety Policy are issued, it will be the responsibility of the Health and Safety representative to ensure suitable arrangements are in place to distribute relevant information across all areas.
- All relevant health and safety information will be distributed appropriately, making use of notice boards, intranet, newsletters or by direct mail.
- Where activities could affect the health and safety of members of the public, appropriate steps will be taken to ensure they are informed of the risks and how they will be controlled
- Where necessary Bespoke has prescribed arrangements for key health and safety communications and documentation. These include the reporting of accidents and bullying and harassment etc.
- Wherever possible, it is the desire of Bespoke to establish effective consultation with the workforce to ensure planned systems of work are effective in reducing employee exposure to risk.

- Particular attention will be paid to ensuring that the messages are received and understood by those who are potentially at greater risk including, but not exclusively; young persons; disabled workers; pregnant women and those who either do not have English as their first language, or may struggle with written communication.

ORGANISATION

The policy statement confirms the commitment of Bespoke Limited to achieve, as far as is reasonably practicable, an acceptable level of safety within the Company.

Health and safety responsibilities are as follows:

The Directors

So far as is reasonably practicable:

- To make available sufficient resources for the development, implementation, monitoring, update and adaptation of the company health and safety system;
- To give input into the system in areas of own expertise, so the system built is realistic and may be followed in practice;
- To liaise and work with the Health and Safety Consultant, managers, supervisors and employees etc. to continually improve health and safety within the Company.
- Organise and chair safety committee meetings and ensure proceedings are minuted;
- Make reasonable checks as to the competence of all appointed contractors;
- Report to the Incident Contact Centre (ICC) any accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations);
- Provide adequate first aid resources in accordance with current legislation;
- Provide adequate time and resources to maintain satisfactory levels of health and safety;
- Liaise with the appropriate person to co-ordinate the activities of all contractors and sub-contractors working on our premises to ensure they are working safely and not to the detriment of other persons;
- Provide the necessary resources for the communication of specific health and safety information to all employees and contractors, as necessary.

The following notices are obtained and displayed:

- Signed copy of the health and safety policy;
- Employers' liability insurance certificate;
- Health and Safety Law poster.

And the following documents held:

- BI 510 Accident book;

- Accident report forms in electronic or hard copy format;
- Health surveillance records;
- Maintenance, examination and test records;
- Health and safety training records;
- Performance reports;
- Health monitoring records;
- Waste transfer notes.

Managers / Supervisors

So far as is reasonably practicable to:

- a) Report directly to the owner on matters relating to health and safety;
- b) Carry the day to day responsibility for implementing health and safety and to endeavour to maintain safe working practices in line with Company Health & Safety Policy and that any control measures, devices or items of PPE put into place are used at all times where applicable and not misused or interfered with;
- c) Endeavour to ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of their ability and knowledge at that time, or to seek further assistance / advice if not;
- d) Maintain acceptable standards of housekeeping;
- e) Monitor the health and safety performance of all contractors and report back to the Directors on all shortfalls identified;
- f) Ensure adequate provision for first aid facilities;
- g) Ensure that health and safety information, instruction and training is provided and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty;
- h) In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence as far as is reasonably practicable;
- i) Make appropriate arrangements for all accidents and dangerous occurrences to be reported clearly, accurately and promptly in accordance with the company procedure;
- j) Liaise with the Directors or seek other specialist advice as appropriate, on issues which require further clarification or specialist knowledge on matters relating to health and safety;
- k) Endeavour to ensure that tools, plant, machinery and substances supplied for use, are used for their intended purpose, to their designed function and in compliance with any relevant legislation in a safe and proper manner;
- l) Investigate and report any damaged or defective tools, plant and equipment and ensure that repairs are carried out prior to re-use;

- m) Report and initiate the company disciplinary procedure in the event of an employee interfering with equipment, signs or systems provided in the interest of Health & Safety;
- n) Set a good example on all matters of health and safety.

Employees

So far as is reasonably practicable as stated in the “General Statement of Policy” all employees have a duty to support the health and safety function by:

- a) Complying with the Company Health and Safety Policy Statement and carrying out all operations and work as trained and instructed;
- b) Not performing any work or using any machinery for which they are not suitably trained, authorised and deemed competent to use;
- c) Using equipment correctly, including any safety equipment or personal protective equipment provided;
- d) Reporting to their Manager/Supervisor any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury;
- e) Co-operating with the Company in complying with health and safety legislation.
- f) Reporting injuries, accidents and near misses immediately to their Manager/Supervisor or appointed First Aid Personnel, where relevant;
- g) Ensuring that anything provided in the interests of health and safety is not intentionally or recklessly interfered with or misused;
- h) Advising their Manager/Supervisor of any relevant matters relating to health and safety;
- i) Following safe working practices;
- j) Setting a good example on all matters of health and safety.

It should be noted that disciplinary action may be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and Company Safety Rules.

IF YOU ARE IN ANY DOUBT ABOUT MATTERS RELATING TO YOUR OWN HEALTH AND SAFETY OR THAT OF YOUR COLLEAGUES OR OTHERS THEN SEEK CLARIFICATION FROM YOUR MANAGER OR SUPERVISOR, DO NOT IMPROVISE!

Competent Health and Safety Person

So far as is reasonably practicable, your appointed health and safety advisor oversees and advises on the management of Health and Safety within the Company by working through the owner and endeavours to build and sustain a culture in which health and safety considerations are prioritised.

- a) Report on health and safety matters to the owner at intervals as required;

- b) Act in a supportive role to the Management organisation;
- c) Help the company to analyse and interpret relevant legislation and its impact upon the company;
- d) Advise on possible strategies for compliance with such legislation;
- e) Develop and implement procedures to help achieve legal compliance;
- f) Upon request, provide support and advice to staff on matters relating to health and safety;
- g) Build a system whereby the Company can audit its own health and safety performance subject to spot checks by the Consultant to verify the quality of internal auditing;
- h) Provide and support health and safety training requirements;
- i) Prepare and implement policy for effective accident / incident investigation to facilitate statutory compliance. Liaise with relevant enforcing authorities as necessary;
- j) Liaise with appropriate Insurance companies and their representatives where relevant.

Visitors to the Company

- a) Where applicable, all visitors, contractors and temporary workers attending our sites are expected to comply with our health, safety and welfare policy, associated codes and rules and safe working procedures.
- b) With regard to work related activities, all visitors, contractors and temporary workers are required to report to a nominated First Aider or member of management, any accident, incident or illness occurring to them whilst on site and prior to leaving our site.

Contractors

So far as is reasonably practicable all contractors have a duty to support the health and safety function by:

- a) Complying with the Company Safety Rules and procedures, as instructed;
- b) Not to performing any work or use any machinery for which they are not suitably trained, authorised and deemed competent to use;
- c) Using equipment correctly, including any safety equipment or personal protective equipment provided;
- d) Reporting to the Department Manager any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury;
- e) Co-operating with the Company fully in complying with all matters of health and safety legislation;
- f) Co-operating and coordinating with other Contractors on site;
- g) Reporting injuries, accidents and near misses immediately to the company management or works supervisor and the appointed First Aid Personnel, where relevant;
- h) Ensuring that anything provided in the interests of health and safety is not intentionally or recklessly interfered with or misused;
- i) Advising the Department Manager of any points of health and safety;
- j) Following safe working practices;
- k) Setting a good example on all matters of health and safety.

It should be noted that any reported incident that reflects poorly on the company's existing high standard of health and safety will result in the contractor being asked to leave site immediately with the potential for not being engaged in further works with the company.

SECTION 4

Arrangements for Health, Safety & Welfare

The Management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following section of the safety policy document.

Induction and Training

The company recognises its responsibility to ensure all staff are adequately instructed, informed and trained to carry out their roles and responsibilities in a safe and efficient manner. It is identified that this includes management, employees, temporary staff and contractors.

Initially all new employees are inducted so that they are fully aware of the Company's arrangements for health and safety. Further training is provided when:

- Staff change jobs or take on extra responsibilities;
- Where skill levels need updating;
- Changes are made to the way staff carry out their work.

Training also helps to ensure that the work being asked of people is not beyond their capacity or ability.

The need for possible further training is also identified as part of the risk assessment process. Shortfalls are brought to the attention of those who are responsible for organising training and additional training is provided, as necessary.

Through regular meetings and staff appraisals, employees or their representatives are actively engaged in identifying training needs and establishing if further training is necessary. The company feels this helps towards maintaining a positive health and safety culture.

Specialist training is provided as required to meet compliance with legislation and as identified as per the training needs analysis.

Site attendees are to sign in and out either with the site supervisors or in the log book provided to ensure all persons are accounted for in case of an emergency. Personnel details such as home address and telephone number, and next of kin details must be provided on the initial site entry.

Relevant persons and site supervisors should be alerted to all special medical conditions.

Site attendees are expected to observe all rules and regulations of the Site and to accept that the site supervisors will institute disciplinary procedures if they are in breach of any rules and/or regulations. The rules apply whether the person is a visitor, an employee, or self-employed under contract at the site.

Site personnel must be aware of the site emergency contact list, and noting the numbers where necessary. The list allocated to this site will be made available with this document.

When working on site, employees are required to follow all site rules and regulations as provided within the site specific health and safety induction.

Assessment of Risk

The Company is responsible for the identification and assessment of risk in relation to requirements of the Management of Health and Safety at Work Regulations 1999.

Risk assessments are planned, organised and implemented by the Company's recognised competent person(s).

Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable.

All significant findings are recorded in a manner which can be easily understood by those who may be affected and these findings are brought to their attention by instruction, information or training.

Our risk assessments are subject to regular review so as to ensure the adequacy and accuracy of the implemented control regime. Records are kept in the office and as required by any specific site safety plan.

The Company recognises its responsibility to consider and address the risks to members of the public and other visitors when they enter our premises.

In order to do this the owner will, on an annual basis, check that all procedures for health and safety laid down in this document, all safe systems of working and procedures that the Company has adopted are fully complied with and that a person who is competent regarding health and safety law checks to ensure that foreseeable issues have not been overlooked.

Safe Systems of Work / Tool Box Talks

Where applicable, 'safe systems of work', method statements and / or 'tool box talks' are drafted in conjunction with our risk assessments in order to provide further guidance to those who may be affected by that work.

If a "written" safe system of work / or tool box talk has not been implemented then employees are instructed to use their experience and judgment to undertake the work. If they are in doubt, they should refer the matter to their Manager. Employees are to ask for a specific written safe system of work and / or tool box talk if they have areas of concern.

Method Statements

Method statements are used to communicate information which will identify how a potentially hazardous task is to be undertaken, in a pre-determined safe manner. Method statements are produced by the Company management primarily to instruct those undertaking the task. However, in order to ensure a good level of co-ordination and co-operation with others, upon request, copies are also made available to other parties responsible for the health and safety of other persons who may be affected by the work carried out e.g. Clients / Principal Contractors.

Our method statements are designed to include sufficient detail to allow hazardous elements of work, to be carried out safely. All method statements are communicated to those undertaking the task prior to commencement. It is the responsibility of the Manager to ensure method statements are communicated and operatives' signatures are obtained as proof of communication.

Employees, and where necessary contractors have a responsibility to work in accordance with the method statements produced by the Company, unless by doing so they will knowingly put themselves or others at

risk. If a shortfall is identified where there is potential for injury or damage to property, then employees and contractors are instructed to cease work and notify their Manager, immediately.

Consultation and Communication

The Company recognises that consultation and communication is required between employees and management under current legislation and is essential to promote and ensure the Health and Safety of all our employees.

To achieve this, the Company endeavours to:

- Encourage co-operation between the Company, all its employees and contractors in promoting and developing essential measures to ensure Health and Safety;
- Investigate all complaints made by employees, contractors and others, which relate to their Health and Safety;
- Engage with employees and contractors during the Investigation of potential hazards, dangerous occurrences and near misses in the workplace;
- Engage with employees and contractors during the Investigation of all accidents and their causes in the workplace;
- Encourage feedback from all employees regarding safe systems of work, working procedures, company risk assessments etc.;
- Information is also communicated by displaying statutory notices and safety signage. These are reviewed to maintain compliance with legislation and to promote a positive health and safety culture.

Consultation on health, safety and environmental matters are also facilitated through co-operation and co-ordination of information etc. with respective clients and third parties for any site work, i.e. through regular safety meetings etc.

Construction Work and CDM Regulations

The company recognises that the Construction (Design and Management) Regulations 2015 (CDM) are intended to help ensure the health, safety and welfare of all those involved directly with construction and demolition work and others who may be affected by that work.

The company accepts the definition of 'construction work' as is identified within regulation 2 of the current regulations.

The company is aware that these regulations apply to most of its undertakings and when the company is appointed as a contractor, it shall:

- Plan, manage and monitor the work it undertakes and co-ordinate with the other members of the project team;
- Comply with directions given by the principal contractor;
- Check that the Client is aware of their duties;
- Check that those carrying out work under their control have the correct skills, knowledge, training and experience to carry out work safely;
- Check that those carrying out work under their control have been provided with the correct tools, plant equipment materials and PPE;

- Ensure those carrying out work under their control have been given appropriate supervision, information and instruction to allow them to carry out work safely;
- Comply with the specific requirements of Part 4 of the Regulations which apply to all construction projects; and
- Ensure there are adequate welfare facilities provided;
- Provide any information needed for the health and safety file;

When the company is the sole contractor on site, it shall also:

- Prepare, develop and implement a written construction phase health and safety plan (initial plan to be completed before construction begins).

When the company is appointed in writing by the Client, as a Principal Contractor, it shall also:

- Ensure that it is capable of undertaking work safely and in line with the general principles of prevention;
- Check that the Client is aware of their duties and that a principal designer has been appointed;
- Plan, manage and monitor the construction phase in liaison with other contractors;
- Making suitable arrangements for cooperation between contractors;
- Prepare, develop and implement written plan and site rules (initial plan to be completed before construction begins)
- Provide contractors with the relevant parts of the plan;
- Ensure suitable welfare facilities are provided from the start of work on site and maintained throughout;
- Check and ensure as far as is reasonable, the competencies of all appointees;
- Ensure all workers on site have a site induction as well as any other information and training needed to carry out work safely;
- Consult and engage with contractors;
- Secure the site, provide and maintain adequate welfare facilities;
- Liaise with the principal designer and provide them with relevant information for inclusion in the Health and Safety File; and
- Ensure its nominated site manager is trained to CITB SMSTS standard or equivalent.

Workplace Safety and Welfare

Consideration is given to heating, lighting, temperature, washroom facilities, toilet facilities, falls or falling objects, organisation of traffic routes etc.

It is the responsibility of all employees to ensure that all working areas, offices, showrooms, stores and plant / site areas are kept in the tidiest and therefore the safest condition possible and that all waste materials are disposed of in the appropriate containers provided.

Asbestos

The company accepts its responsibilities under the Control of Asbestos Regulations 2012 in relation to managing the risk from asbestos in its premises. The responsibility for managing any asbestos lies with the landlord as the landlord has the responsibility for maintaining / repairing the building, the company does

liaise with the landlord and has obtained sufficient information from the landlord, to ensure it can manage the risk to its employees.

Where necessary, all employees that may come into contact with asbestos containing materials (ACM) during the course of their work are provided with a suitable level of asbestos awareness training.

The company accepts its responsibilities under the Control of Asbestos Regulations 2012 in relation to managing the risk from asbestos in its premises, so far as to:

- Find out if asbestos containing materials are present on our premises, the type of asbestos present, the amount there present and what condition they are in via an Asbestos Management Survey;
- If unable to confirm to the contrary, we will presume any suspected materials do contain asbestos
- Make and keep up to date, a record of the asbestos containing materials including location and condition;
- Carry out an assessment of risk for all known and presumed, asbestos containing materials;
- Prepare a plan that sets out in detail, how to manage the risk from this material and take adequate steps to put the plan into effect;
- The 'plan' is to be reviewed and monitored and the necessary arrangements put it in place;
- Further to this, we are aware that there is a requirement to provide information on the location and condition of the asbestos containing material to anyone who is liable to work on or disturb it.

Where work is planned involving the removal of asbestos, the company ensures:

- All work is carried out by competent persons in accordance with a written method statement following suitable and sufficient risk assessment;
- All work with licensed ACMs is carried out by a HSE approved licensed asbestos contractor;
- 14 days' notice is given to the HSE by way of submission of ASB 5 form via the HSE website. Submission to be made by the licenced contractor.*
- The HSE is notified of all notifiable non-licenced work to be carried out either via the HSE website or via mobile phone using form ASB NNLW1, (no notice period applies).

* Particular conditions apply where 14 day notice can be wavered. We will liaise with the contractor as necessary should the need arise.

Where notifiable non-licensed work is to be carried out on a regular basis, all employees involved are subject to regular health surveillance and a register of work with asbestos is maintained.

Where work is planned involving the removal of asbestos, the company ensures:

- All work is carried out by competent persons in accordance with a written method statement following suitable and sufficient risk assessment;
- All work with licensed ACM is carried out by a HSE approved licensed asbestos contractor;
- 14 days' notice is given to the HSE by way of submission of ASB 5 form via the HSE website. Submission to be made by the licenced contractor.*

- The HSE is notified of all notifiable non-licensed work to be carried out either via the HSE website or via mobile phone using form ASB NNLW1, (no notice period applies).

* Particular conditions apply where 14 day notice can be waived. We will liaise with the contractor as necessary to should the need arise.

Where notifiable non-licensed work is to be carried out on a regular basis, all employees involved are subject to regular health surveillance and a register of work with asbestos is kept up to date.

Plant and Equipment

Procedures are in place to ensure all work equipment provided for use, meets a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

Personnel are forbidden to operate equipment without the appropriate licences and certificates legally required for the operation.

Notices relating to the operation must be observed and obeyed.

It is Company policy that all equipment purchased will be CE marked where applicable, this helps to demonstrate it is designed and constructed to a suitable standard. All equipment whether CE marked or not is subject of an initial risk assessment. All equipment purchased by the company, is regularly maintained to help ensure operators are able to work safely. Arrangements are made to ensure all equipment hired or leased is supplied and subsequently maintained to a safe standard whilst under the control of the company.

Where applicable a programme for examining and maintaining tools and equipment is implemented.

So far as is reasonably practicable, adequate instruction, information and training is provided to enable the safe use of work equipment.

The use of work equipment which could pose special risks to the safety of persons in the workplace is restricted by way of authorisation, to competent persons.

Individual Competency

The company accepts that to achieve competency, an individual should have sufficient training, skill, experience and knowledge to be able to carry out the task in question safely. They should also be able to identify potential hazards and hazardous situations, and be able to deal with them in a safe and controlled manner. With some tasks it is also true that physical and mental attitude, as well as being in the correct 'state of mind' can influence whether someone is able to be deemed as competent, or not.

Those authorised to use tools and equipment, should carry out visual checks of all tools and equipment before use and report defects. Damaged or defective tools / equipment which may affect the health and / or safety of any person should be withdrawn from service until such time as they are repaired, serviced or replaced.

Some equipment is required by regulation to be examined by a specialist competent person and certificated as safe to use. Specialist companies will be instructed to make such examinations in accordance with legislation.

Lifting Equipment and Operations

All operations the company undertakes that involve the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) are suitably pre-planned and carried out in accordance with a written safe system of work. It is the responsibility of the Responsible Manager to ensure a suitable lifting plan is completed and it is the responsibility of the Works Supervisor to ensure work is carried out in accordance with that plan.

For routine, simple operations individual lift planning will be the responsibility of the people using the equipment. This will be backed up generic risk assessments, plans and procedures. Examples include warehouse forklift truck, mobile elevating work platform used for maintenance, vehicle tail lift, construction site hoist, overhead travelling gantry crane etc.

For complex or non-routine operations, these lifts will be planned and recorded by the relevant manager.

Lifting operations undertaken by the company involve the use of excavators/fork lift trucks with the appropriate lifting attachment. Any lifts involving cranes will be carried out on a contract lift basis. All plant operators are CPCS qualified.

No person should attempt to lift any object that they are not comfortable with. Larger loads should be broken down into smaller loads and/or team lifting should be considered.

Accident Prevention, Investigation and Reporting

A 'BI 510' type accident book will be held at the Company's head office and all injuries requiring first aid are to be reported to the owner who will make suitable entries into the accident book, no matter where the incident occurred.

This should include accidents to members of the public, contractors and visitors to our premises.

All accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR.

Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) will be reported to the Managing Director for further reporting to the Incident Contact Centre by the most appropriate method in accordance with our RIDDOR reporting procedures.

First Aid

The company will carry out an assessment of first aid needs and provide adequate and appropriate first aid equipment and facilities for employees.

In addition, suitable persons shall be appointed to take responsibility for administering first aid and for maintaining and replenishing the equipment and facilities provided.

The company recognises that it must ensure adequate first aid cover is provided, where work is carried out remotely the management ensures suitable arrangements are in place and able to be maintained, before work is undertaken.

First aid provisions are located within the office and in each company van.

Manual Handling

It is Company policy, as far as is reasonably practicable, to avoid the need for employees to undertake manual handling operations at work which could involve the risk of injury.

Where this is not reasonably practical to achieve, a suitable and sufficient assessment will be made and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

If lifting operations can be avoided by using mechanical lifting equipment or changes in work practices then this is preferable.

No person is to attempt to manually handle any item that is too heavy for them.

A program of manual handling training will be provided to all persons as identified from the manual handling risk assessments.

IF IN DOUBT, SEEK ASSISTANCE

Electricity

As necessary, the Company is responsible for making arrangements to ensure that fixed electrical installations are safe. We will arrange for a competent person to undertake periodic inspections and testing in accordance with the current edition of the IET Regulations.

We will make additional arrangements to ensure that mobile and portable electrical appliances are regularly examined. In addition to these arrangements, the following precautions should be taken before using any electrical equipment:

- Check for signs of damage to equipment, wires or cables. If you find any, do not use the equipment and report the matter immediately;
- Ensure that connection to a power supply is made correctly by means of a proper plug. Ensure that there is no evidence of damage or poor wiring to the plug. Ensure that the plug is properly connected to the power point. Do not overload the power point;
- Do not take chances with electricity. If in doubt about the equipment or circuitry, advise your supervisor and do not use the equipment until you have been assured of its fitness for use;
- Keep the use of electrical extension cables to a minimum. Always use the least number and the shortest length. Cables should be laid and used in a tidy manner. After use coil them up and store them safely;
- Never allow electrical cables or equipment to come into contact with water, other liquids, dust or corrosive conditions likely to impair insulation qualities or affect electrical integrity, unless the equipment is specifically designed for use in the environment;
- Never on any account attempt to use defective electrical equipment;
- Do not attempt repairs to any electrical items, unless you are trained and authorised to do so; report any faults to a Director.

Remember carelessly laid cables may create a tripping hazard, which could result in an accident or injury.

Defective electrical equipment **MUST** not be used.

Fire

The Company has a responsibility to assess the risk of fire and to implement control procedures so as to minimise that risk.

Portable firefighting appliances, emergency lighting and other equipment provided for this purpose are maintained on an annual basis, or more frequently where required, and where applicable, employees are trained in their use.

The Company endeavours to carry out fire evacuation practices at agreed intervals and in accordance with any specific site rules and regulations and a record is kept in the Fire Log Book.

Fire evacuation procedures / action plans are prominently displayed. Site personnel are to make themselves familiar with the relevant exit routes and site safety points, such as the fire assembly point, fire hydrants, first aid kit and escape routes.

For details of these, the site supervisor may be consulted, or through referral to the site notice board.

The fire risk assessment identifies the roles and responsibilities of the Fire, Health, Safety and Security representatives.

Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE)

All site personnel are to wear Personal Protection Equipment when required. This includes any measures to be taken to minimise risk of injury as outlined in the Personal Protective Equipment at Work Regulations 1992.

The Company's policy is to assess the requirements for PPE / RPE and where necessary, provide suitable PPE / RPE and ensure that it is used correctly and maintained in a serviceable condition. Guidance is provided for our employees and contractors on when and how to wear, use, adjust, store and maintain PPE and RPE supplied by the Company.

Contractors are to provide their own PPE / RPE which must be of an equal or higher standard to our own.

Each person is responsible for their own health, safety and welfare and this includes the need to wear items of PPE / RPE as instructed. Disciplinary action may be taken against those who repeatedly ignore these instructions.

Reference should be made to any relevant risk assessment and associated documentation.

Eye Protection

Eye protection should be worn during circumstances where processes present a risk of injury to the eyes and face. For example, protection will be needed against flying chips or particles when using a disc cutter; against arc eye and molten metal splash; when using welding equipment or hot cutting metal; and against corrosive or irritant chemical splashes when working with epoxy resins and concrete. Does the work involve chemicals, dusts, welding/hot cutting or flying particles/chips? Eye and face protection should be selected with the particular risk in mind.

Hand Protection

Gloves are worn to protect against a variety of hazards such as thermal, mechanical or chemical hazards. It is important to select the right type of gloves for the task. The type and degree of protection depends on the material of the glove and the way in which it is made. A compromise may need to be made between

comfort, sensitivity of touch, grip and the degree of protection for the job. Gloves should be the right size, and fit comfortably - too loose a fit will impede work, while too tight a fit may increase the load on the hand.

Head Protection

Suitable head protection (Industrial Safety Helmets) to be worn on site where there is a risk of injury.

Foot Protection

Foot injuries may be caused by the following:

- Crushing caused by heavy objects falling onto part or all of the foot
- Foot penetration due to standing or walking onto a sharp object
- Contact with irritant or corrosive chemicals, for example cement burns when pouring concrete.

Protective footwear should be strong enough to withstand the stresses placed upon it, have protected (steel) toecaps capable of resisting a heavy falling object. If there is any risk of a penetration injury then the footwear should incorporate a steel mid-sole or similar armoury.

Respiratory Protection

- Respirators do not supply oxygen so must not be used in areas where oxygen concentration may be significantly reduced.
- Beards or other facial hair may prevent a good seal between respirators and the face.
- The more sophisticated respirators to be used with greater hazards are graded in terms of maximum exposures or in terms of the multiples of Occupational Exposure Limits (OELs).
- Where contaminants are immediately hazardous to life or health, a respirator should not be used if the concentrations are unknown or above the specified limit of the respirator.

Ear Protection

A combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration. Earplugs, earmuffs, semi-insert/canal caps should be worn when appropriate. Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication.

High-Visibility

HV clothing should provide adequate protection, both during the day and at night, as well as in adverse weather. HV clothing should be of a colour that will allow the wearer to stand out against the ambient background found in the working environment. They should be worn at all times when in effect of conditions such as fog and snow. Some types of loose fitting tabard may snag on moving machinery parts and should be carefully selected for the job.

Noise

A person's hearing may be affected by exposure to noise, whether this is persistent noise or sudden / impact noise. Where it is suspected that hazardous levels of noise may be present a noise assessment will be carried out and reasonably practicable measures would be taken to reduce the levels to as low as practicable.

Should noise levels at or above the statutory action levels still be detected after all practical noise reduction measures have been implemented; then suitable information, instruction, training and hearing protection will be provided and suitable notices will be displayed identifying the areas where hearing protection must be worn.

Display Screen Equipment

It is the Company's policy to conduct risk assessments of Display Screen Equipment (DSE) workstations for regular users.

Our aim is to reduce the risk to as low as is reasonably practicable.

Free eyesight tests are provided for DSE users upon request.

Waste Control and Environmental Care

In accordance with current legislation, the Company acknowledges that it has many legal and moral obligations to minimise the environmental impact of its operations. The Company intends to take all reasonable and practical steps to carry out these obligations in order to achieve and maintain a high standard of environmental performance.

All Directors, Managers and Employees are made aware of their responsibilities, individually and collectively, for complying with these obligations on behalf of the Company and for ensuring that the Company's own procedures are carried out in their respective departments.

It is Company policy is to provide and maintain safe systems of work, to provide all necessary information, training and supervision, and encourage active two-way communication on all matters relating to waste.

Employees are reminded that they too have obligations in respect of the company's performance.

The Company pledges to minimise waste wherever possible by:

- Actively managing and controlling the use of resources and materials;
- Replacing hazardous products with less harmful ones;
- Re-use, repair or refurbish items;
- Re-Cycle oils, plastics, wood, paper and metals in conjunction with our waste collectors;
- Ultimately reduce our waste by active management and regular reviews of our waste production.

Environmental legislation requires the Company to dispose of all wastes in a controlled manner. All waste is initially suitably stored on site before being appropriately disposed of by suitably licensed contractors.

Transfer notes will be kept for a minimum of 2 years.

Control of Substances Hazardous to Health (COSHH)

The Company will carry out assessments where employees and others may be exposed, as a result of workplace activities, to substances that are identified as being potentially hazardous to health.

These assessments are recorded and a hierarchy of control is implemented in the following manner:

- a) Where possible the harmful substances are substituted for less harmful types;
- b) Where harmful substances cannot be eliminated then working practices are employed to reduce the level of risk;
- c) Training and information regarding substances is given to users and others and work instructions issued as necessary;
- d) PPE / RPE is provided where the preceding measures are unable to control the hazard.

Monitoring and review of substances and testing of mechanical controls is carried out as appropriate.

Any hazardous wastes will be disposed of in an appropriate manner, taking into account any guidance contained within relevant Material Safety Data Sheets.

Visitors and Temporary Workers

With regard to workplace activities, where applicable all visitors and temporary workers attending our premises are expected to comply with our health, safety and welfare policy and associated rules and procedures.

The duty to ensure that these are brought to their attention rests with the person responsible for the visitor or temporary employee.

Inspections, Audits and Reviews

The owner and any other nominated person will undertake regular safety inspections of site work. Reports are written with details of corrective or other measures to be taken.

Periodic inspections/audits are also carried out by our health and safety consultant, upon request. Copies of reports are retained at our head office and additional copies are forwarded to the corresponding site. Further copies for Clients or Principal Contractors are made available upon request.

The purpose of auditing and reviewing health, safety and welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so they may be remedied.

Reporting of Health and Safety Defects

Should an employee have any concerns over or observe any deficiencies in the health and safety arrangements at their place of work they are to report it to their immediate supervisor or manager.

The supervisor or manager will resolve the matter as soon as reasonably practicable. If the matter cannot be satisfactorily resolved the supervisor or manager will liaise with the Directors for clarification.

Occupational Health including Surveillance

Where necessary e.g. due to the hazards associated with the types of work carried out, suitable occupational health surveillance will be provided.

In addition persons who have suffered injury, recently undergone surgery, have been diagnosed with certain medical conditions, who have been prescribed certain medications and / or are suffering from tiredness or fatigue may be especially vulnerable or present an increased risk to others through lack of alertness, concentration, focus, error or omission, fainting, collapse, black-out, etc. especially where operating machinery, driving vehicles and / or working at height.

Where you become aware of any condition which may affect your work performance, or affect your safety, or the safety of others, you should bring this to the attention of your manager / supervisor and seek further advice before undertaking your normal work activity. We can then take suitable action and make any necessary modifications. Such modifications may include:

- Carry out a detailed risk assessment in relation to the job;
- Monitor your condition, e.g. eye-sight or hearing tests;
- Providing additional supervision or avoiding lone working where necessary;

- Structuring your working day to give more breaks / more time off as necessary (adjusting salary accordingly);
- Selecting jobs which are suitable, avoiding jobs which are not suitable;
- Seeking advice and guidance from GPs or specialists;
- Consulting with you periodically to discuss how work is progressing in the context of any such issues and whether any conditions are improving or deteriorating, whether any further adjustment is necessary.

Mobile Phones and Devices

Employees are not permitted to use hand held mobile phones while driving or operating plant and equipment on site or driving vehicles on the public highway etc.

Our written mobile phone policy is communicated to all employees as part of their contract of employment.

All site rules and regulations controlling the use of mobile phones must be observed.

Hand Arm Vibration

A person's health may be adversely affected by exposure to persistent or high levels of vibration resulting from the use of tools and equipment. Vibration assessments will be carried out where such circumstances exist or may exist and suitable reasonably practicable measures will be taken to reduce the levels to as low as practicable.

Vehicles

Only suitably licensed / authorised persons are allowed to drive vehicles and licenses are checked at agreed regular intervals. Employees are reminded that they need to declare any prosecutions or those pending that may affect eligibility to drive Company vehicles.

Under no circumstances may a vehicle be driven on a public road or in an area open to the public if you have been disqualified. No vehicle may be driven if you have been rendered unfit medically.

Drivers, on a public road, are ultimately responsible for ensuring that they hold a current licence for the class of vehicle they are driving.

Where vehicles are provided by the company we will ensure they are suitable for the job and are serviced and maintained in a safe, clean and roadworthy condition in accordance with the manufacturer's recommendations.

Where the driver provides their own vehicle for use at work this must meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability and must be appropriately serviced and maintained in accordance with manufacturer's recommendations.

Drivers are asked to complete safety checks and report defects.

Operating machinery and other equipment must be done safely and only when authorised. This includes not simultaneously doing something that would distract from the job execution (e.g. using a mobile phone). Any defects identified with machinery or equipment should be reported to site supervisors immediately.

Drivers under or who appear to be under the influence of alcohol or drugs are not allowed to drive company vehicles.

Employees are instructed to report to their supervisor immediately any illness or injury that could affect their driving capability and must refrain from driving until further investigations have been undertaken and they have been given the all clear by their supervisor to drive again.

All persons using company vehicles must adhere to the Company Vehicle Policy.

Work at Height

Many accidents result from falls from height and these are usually serious. Work at height includes work at any height including in/by excavations. It is essential that work at height is assessed, avoided where possible and where it cannot be avoided fall prevention and fall minimisation measures are put in place.

It is current company policy where possible, to adopt collective passive measures (safe place) over individual active measures (safe person). As a general note, it is essential that all equipment used, is:

- The right equipment for the job;
- Within its certification date;
- Installed properly by competent persons;
- Checked before use;
- Maintained in good condition;
- Not abused by anyone; and
- Never altered or added to, without advice.

If working at height, a second member of the team must be alerted, and a risk assessment should be undertaken to judge whether additional equipment is needed. Ladders and stepladders must be located on a firm level base and only used for short duration light duty.

If an employee is required to work at height and is not satisfied with the equipment, instruction or training provided they must report the fact to their Manager/Supervisor immediately.

Confined Space Working

Before work commences in any confined space e.g. roof voids, cellars, pipe ducts etc., the following procedures are observed, as required by assessment:

- Only fully trained and authorised employees to enter confined spaces;
- If applicable, mechanical and electrical isolation of equipment;
- Provision of ventilation;
- Testing the air;
- Provision of special tools and lighting;
- Provision of RPE equipment / breathing apparatus;
- Preparation of emergency arrangements; and
- Provision of rescue means.

Work is undertaken as per the permit to work, safe system of work and risk assessment.

Lone Working

Should lone working take place, a separate policy and risk assessment will be produced.

Contractors

Contractors are only used if the Company has approved them. This approval requires the following conditions to be met:

- Acceptance of our health and safety policy and rules;
- Suitable and sufficient method statement(s) have been agreed;
- Proof of adequate liability insurance has been provided;
- The contractor has shown proof of having a suitable and sufficient health and safety policy;
- The contractor has shown proof of having suitable and sufficient Risk Assessments etc. appropriate to the tasks to be undertaken.

It is the responsibility of the contractor / sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules whilst working on our behalf. It is also their responsibility to ensure that the health, safety and welfare of our employees, customers and members of the public are not put at risk from their work activities and practices. Where contractors are to carry out work on site they are asked to provide evidence of health and safety compliance by producing method statements, risk assessments or similar documentation.

Their activities on site are monitored by the nominated site representative.

Violence

We are a responsible employer that takes its duties under the Health and Safety at Work Act seriously. We recognise that both violence at work and threatening behaviour are unacceptable and will take appropriate steps where required, to address the problem.

Alcohol / Drugs

Site personnel must show up for work in a fit state, not under the influence of drugs and/or alcohol, and without illness that would put themselves or others in danger.

The consumption of alcohol before and during working hours is strictly prohibited. Employees must not consume alcohol/illegal drugs on the premise or return to work following a break under the influence.

Where there is reason to suspect that any employee or contractor is unfit to perform their normal duties through the effects of alcohol or drugs (including illegal and medicinal drugs) they will not be allowed to carry out work while in that condition. Persons found to be displaying symptoms of alcohol or drug abuse may be subject disciplinary action which may include immediate dismissal.

In the instance of safety critical positions such as driving or operating machinery, the company reserve the right to breathalyse or request urine or blood samples where they suspect alcohol/illegal drug abuse may be occurring.

Equalities Act

The Company recognises its duties under the Equalities Act and similar legislation.

This legislation prohibits discrimination, harassment or victimisation where someone has a “protected characteristic”, are perceived to have or are associated with someone who has a protected characteristic. Part 5 of the Act protects people with a protected characteristic against discrimination in employment, when seeking employment or when engaged in occupations or activities related to work.

Reasonable adjustments will be made in consultation with affected employees where necessary.

Smoking

The Company operates a smoking policy in line with the Regulations. Smoking is only permitted in designated areas outside; smoking will not be permitted anywhere else in the buildings or surrounding area.

Employees and non-employees are required to comply with the Company policy. Any abuse of this policy is dealt with under the Company's disciplinary procedures.

Stress

Stress is a normal consequence of life and some people are more susceptible than others employed or not, and irrespective of the nature of their employment.

It is often difficult to identify whether stress is work-related. Someone who is suffering from the effects of stress may first become aware because of their reduced effectiveness in the workplace. This does not mean that stress is work-related, but it could be.

We will, as far as is reasonably practicable, identify workplace stressors and conduct a risk assessment to reduce stress or control the risks from stress. We take into account the needs of the individuals when designing jobs, building management structures and setting staffing levels. Where appropriate, we consider making adjustments to a person's job and / or working environment. We consult / communicate with employees on proposed action relating to the prevention of workplace stress.

Despite our best efforts, it is likely that some staff may suffer the effects of stress at times. Irrespective of whether that stress is work related, we aim to help employees to identify, manage and reduce stress where possible.

We do not tolerate bullying, harassment or discrimination of any description.

We reserve the right to contact employees who are absent, sick at home and / or on their return to the workplace. We need to identify stress where it is a feature in order that we can help to reduce future sickness absence and to minimise staff turnover

Further information is available in our written Stress policy which is communicated to all employees.

Conduct

Disciplinary action may be taken against employees who persistently or deliberately breach the Company health, safety and welfare rules. Such conduct includes:

- Horseplay;
- Misuse of plant and equipment; or
- Interference with plant and equipment.

Observe basic hygiene rules including:

- Wash hands after using the bathroom and after handling any hazardous substances.
- Do not have meals on the working site, particularly where hazardous materials may come into contact with food or drink.

New and Expectant Mothers at Work

As an employer we have a legal duty under the Management of Health and Safety at Work Regulations 1999 to assess the workplace risks for all our employees, and take practical action to control those risks.

Once the employee has informed us in writing that she is pregnant we are required to carry out a specific risk assessment.

The formal definition of a new or expectant mother is:

- Someone who is pregnant; or
- Has given birth within the previous six months or is breastfeeding.

It is recognised that women who are of childbearing age are also covered by the regulations.

Working at Third Party Sites

When working away all employees are instructed to comply with the Company's policy with regards to the wearing of PPE, use of equipment, driving of vehicles, contractor site rules and regulations, safe working practices etc.

Employees are instructed to respect all property of the customer and any other contractor on site, keep the customer safe at all times and are reminded that whilst working they respect the interest of the Company.

Young Persons

A young person is defined as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Where a young person is employed a risk assessment is carried out by the nominated person to determine any specific risks they may be exposed to.

Due to of their potential lack of experience, maturity and lack of awareness, they are supervised at all times until deemed competent.

All young persons are provided with information, instruction, training and supervision. They are also provided with a mentor (responsible employee), who is willing to accept the responsibility of overseeing the young person.

It is Company policy that young persons are not allowed to:

- Carry out work that is beyond their mental and physical capability;
- Be exposed to substances that are toxic or carcinogenic;
- Carry out tasks that involve risks that can be assumed as being beyond their recognition; or
- Be exposed to extremes of heat, cold, noise or vibration.

Young persons are to:

- Carry out all reasonable instructions given to them by their mentor;
- Refrain from horseplay or practical jokes; and
- Report anything that they feel unsure or unsafe about to their supervisor or mentor.

Environmental Protection

Always respect the natural environment and the local community.

All waste shall be disposed of in the relevant distinctly marked waste receptacle.

To prevent waste being spilled or wind-blown, waste containers should not be overfilled.

Leaking or corroded containers shall not be used and should be reported to the relevant manager.

All waste shall be handled so as to prevent safety or health risks, having particular regard to accumulated waste.

Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs report it immediately.

All waste should only be transferred to a registered waste carrier or manager.

Where practicable, potential waste shall be minimised through:

- The re-use of packaging and containers;
- Consultation with suppliers regarding their packaging systems;
- The careful control of 'spillage' whilst handling liquids, e.g. cleaning materials, acid, engine oil and fuel oils;
- Lighting and electrical appliances to be switched off when not operationally required;
- Bulk fuel installations should be regularly inspected to ensure their continuing integrity.

Hot Weather Working

Working outside in excessively hot weather can lead to severe effects e.g. sunburn, sunstroke, heat exhaustion etc. Employees must not remove items of close skin covering for the purposes of tanning and are required to take sufficient breaks in shaded areas and take sufficient, regular, non-alcoholic, drinks to remain hydrated.

Note! When operating or working next to machinery, during all loading/unloading operations or when working with or next to hazardous substances e.g. pouring cement, etc. shorts must not be worn and all loose clothing must be secured to minimise the chances of chain hooks and other projections catching on clothing which could result in severe injuries to the individual.

Housekeeping

Poor housekeeping is the underlying cause of the majority of accidents involving slips, trips and falls.

- The presence of lubricants, water and oil and general waste on the floor increases the risk significantly. Consequently, the correct control technique is to prevent such substances and articles from reaching the floor.
- Please ensure that all surplus oil and lubricants are removed from the workshop floor to help prevent slips and falls.
- This includes all general waste as well as paints and solvents. No hazardous materials are to be allowed to soak into the ground or poured down drains. All packaging waste should be disposed of in the allocated area.

- Tidy up your own waste and keep your work area clean. Remember, accumulated waste is a fire risk and a tripping hazard.
- Do not leave tools and equipment where they will be a hazard for others.
- Keep all access ways, working platforms, stairs and corridors free from materials, waste and other obstructions.
- Keep changing rooms and rest areas tidy.
- Toilets and washing facilities are provided for your convenience and comfort. Help to keep them clean and sanitary.
- Make proper use of all equipment and facilities provided to control working conditions/environment.

Legionella

Legionnaire's disease is a type of pneumonia that is caused by naturally occurring bacteria. The bacteria proliferate in water at temperatures between 20°C and 40°C with optimum growth taking place at 37°C. The bacteria are also known to colonise warm components and fittings used in water systems. Infection is caused by inhalation of contaminated airborne water droplets.

It is the responsibility of the persons in control of premises to ensure that:

- All systems are regularly cleaned, disinfected and maintained by a competent person;
- In the event of having wet cooling towers or evaporated coolers at the facility they must be registered with the local authority;
- Current records of maintenance must be readily available for inspection by relevant authorities.

Permit to Work Systems

A permit to work provides a formal safety control system when hazardous work is undertaken. The permit to work, a document detailing the work to be done and the precautions to be taken, is a statement that all foreseeable hazards have been noted and precautions defined. It does not, in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.

Requirements of a permit to work system:

- The permit must specify clearly who is to do the work, who is the authorized person responsible for the work, the time for which it is valid, the work to be done and the necessary precautions;
- Until the permit is cancelled, it supersedes all other instructions;
- No person must carry out any work not covered in the permit. If there is a change in the work, the permit must be amended or cancelled;
- Where another person takes over the permit, as, for instance, in an emergency, that person must assume full responsibility for the work, either until the work is complete or he has formally returned the permit to the originator;
- There must be liaison with other work areas whose activities could be affected by permit work; and
- All employees must use all items of PPE provided as instructed.

Weil's Disease

Persons working on plant and equipment which may have had contact with rat urine, or water contaminated by rats may contract leptospirosis (Weil's disease). The infection can enter the body via damaged skin or accidental ingestion through the nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

Personnel working on plant and equipment which are likely to have been contaminated should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

Leptospirosis cards will be issued to those employees at risk and this should be shown whenever you attend your doctor or hospital.

Understanding

Site employees, contractors and visitors must read in full, and comply with the following regulations at all times in order to be covered under the site insurance.

Should anyone fail to understand any of their imposed duties as described within this health, safety and welfare policy, then they should seek clarification / guidance from the owner or respective Manager.

EMERGENCY CONTACT LIST

Bespoke Recycling Head Office

Luke Boden	Managing Director / WAMITAB Officer	07584 551184
Madeleine Teasdale	Office / Health and Safety Representative	07803 182103
Daren Turrell	Site Foreman	07901 981559
Tony Cook	Inspections Manager	07806 733015

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