

Sharp Skips

Health & Safety

HEALTH & SAFETY AT WORK ACT 1974

OUR COMPANY POLICY

March 2005

Reviewed March 2006

Reviewed July 2008

Reviewed and amended December 2009j

Reviewed and amended June 2010

Reviewed and amended July 2010

Reviewed and amended July 2011

**STATEMENT OF GENERAL POLICY, ORGANISATION
AND ARRANGEMENT**

1. General Policy Statement

It is Company policy to provide and maintain safe and healthy working conditions for all employees, and to provide adequate information, training and supervision for this purpose. The responsibility for the health and safety of all other persons who may be affected by any acts of omissions on the part of the Company is also acknowledged.

Allocation of the various duties and responsibilities concerning safety matters, and the particular arrangements made in order to implement this policy, are set out within this document.

All employees should, at all times, respond by taking reasonable care for the safety of themselves, their colleagues and all other persons by observing the appropriate items of legislation, codes of practice, safety instructions and guidance notes.

The policy document will be kept up to date by means of periodic reviews in the context of revised or additional legislation or changes in working conditions.

The name/appointment of the person to be responsible for the full implementation of this policy document is:

Terry Sharp

Signature Date

Appointment **DIRECTOR**

2. **Organisation**

2.1 Directors are responsible for:

- a) ensuring that adequate resources are made available to achieve the required health and safety standards in areas for which they are accountable
- b) ensuring that resources are used properly and effectively to maintain health and safety standards
- c) reviewing the standard of health and safety performance and establishing programmes necessary to improve performance in areas for which they are accountable
- d) providing the Director responsible for health and safety with such reports as may be required regarding health and safety matters.

2.2 The Health and Safety Director is responsible for:

- a) implementing the general safety policy in all areas, whether of direct responsibility or relating to other departments
- b) promoting the safety, health and well being of all employees
- c) ensuring that safe working practices are developed, implemented and adhered to as appropriate, and that these are monitored to ensure their continued effectiveness
- d) ensuring that employees are adequately trained to perform their duties without undue risk to themselves and to other persons
- e) ensuring that good housekeeping standards are maintained
- f) investigating, recording and reporting all personal injury and property damage
- g) maintaining accurate and up to date statutory registers as necessary
- h) Take reasonable steps to ensure that Sharp Skips complies with health and safety legislation.
- i) ensuring that First Aid facilities are available at all times
- j) ensuring that all fire fighting equipment is maintained in serviceable condition
- k) undertaking risk assessments within their areas & for recording the findings of significant risks.
- l) ensuring that effective control measures are exercised with regard to substances hazardous to health and flammable liquids/gases, general risks etc.
- m) ensuring that all fire fighting equipment is maintained in serviceable condition

- n) undertaking risk assessments within their areas & for recording the findings of significant risks.
- o) ensuring that effective control measures are exercised with regard to substances hazardous to health and flammable liquids/gases, general risks etc.

2.3 All company employees should:

- a) be aware of and confirm to the Company Safety Policy and safety procedures at all times whilst at work
- b) wear appropriate personal protective clothing and use appropriate safety equipment and devices as necessary for the task to be undertaken
- c) conform to all instructions given by Supervisors and others with a responsibility for health and safety
- d) do nothing which jeopardises the safety of him/herself and/or others
- e) report all injuries, near miss accidents and property damage incidents to his/her Supervisor
- f) ensure that the work area is tidy and clear of hazards

2.4 This policy statement will be made available to each employee on request and displayed prominently on the health and safety information board.

It may be supplemented from time to time by additional documents containing Codes of Practice, Safe Working Procedures and Guidance Notes.

Advice on health and safety matters is available from professional advisors where necessary.

3. **General Arrangements**

3.1 Health and Safety items will be monitored by the Health & Safety Director.

3.2 Accident Reporting and First Aid

All accidents/incidents that have caused, or have the potential to cause, injury or damage to employees, visitors or property are to be reported to the appropriate person and an investigation into the cause initiated. This requirement applies equally to 'near misses'. Accidents are to be entered in the Accident Report Book. All employees are advised not to make statements about any accident or incident until first discussing the matter with Company Management.

It is emphasised that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 are a legal obligation. The Company will ensure that defined reportable incidents will be notified to the HSE on statutory form F2508, and by e-mail or telephone (where major incidents occur).

Arrangements for obtaining First Aid are displayed upon notices posted throughout the premises.

3.3 Personal Protective Equipment

The availability of, and the requirement for, personal protective equipment is kept under constant review and items are supplied as necessary for particular work activities. Personnel will be instructed in the correct use, care and replacement of equipment at the time of issue and at regular intervals thereafter.

3.4 Welfare Arrangements

The Company will ensure that facilities are readily available to provide for the welfare of employees. These will include potable water, washing facilities, and a refreshment area away from the work stations.

3.5 Fire Precautions

All Company accommodation is subject to regular inspection in order to ensure that fire prevention arrangements, fire fighting equipment and means of escape are satisfactory. Action to be taken during fire or other emergencies is detailed on posted notices. These are to be observed by all employees together with fire prevention requirements. No smoking is permitted on Company premises.

3.6 Machines, Equipment and Chemicals

Where machines or similar equipment present a hazard to personnel, suitable guards and/or protective devices are to be provided. These items must be used and regularly examined for correct operation. Any defect in machine equipment, guard or other protective device must be reported immediately to management so that remedial action can be taken. Only authorised personnel may carry out repairs.

Appendix No. 1 to this document referring to the Control of Substances Hazardous to Health Regulations 2002 provides further information.

3.7 Safety Training

All staff will be given training appropriate to their work and environment, with particular reference to safety aspects. On appointment, all staff will receive induction training which will include manual handling, fire safety, issue and use of PPE, and will be given a manual outlining all aspects of their safety training. This will be signed for and the receipt placed on their personal record.

Specific safety training will be provided for those using display screen equipment.

Refresher training will be provided to operations staff, in particular with relation to involvement in machinery and handling

Where staff are required to use hazardous chemicals they will be made aware of the risks involved and the precautions to be taken. This training will also include first aid measures appropriate to any incident arising from the use of such materials.

3.8 Safety Monitoring

Health and safety meetings will be held on a six monthly basis, and will comprise representatives of management and a member of staff from each department. These representatives will collate staff concerns to be tabled at the meeting. The meetings will be minuted and these minutes displayed on the staff notice board.

3.9 Housekeeping

Good housekeeping is a fundamental requirement for safety within each area and there are established procedures for regular cleaning and removal of rubbish. All employees are required to co-operate by maintaining a high standard of housekeeping, making full use of storage facilities and ensuring that all designated means of escape routes are kept clear at all times.

3.10 Maintenance of Premises

There are established arrangements for the provision, inspection and maintenance of common services, environmental and welfare facilities to be recognised and/or statutory standards. The building fabric, fixtures, fittings, electrical services etc are regularly inspected by competent persons so as to maintain these standards. Any faults or defects should be reported to Management so that remedial action can be taken.

3.11 Working At / Visiting Other Premises

When working at, or visiting, the premises of other companies or organisations all employees must first report to the premises Manager, or delegated representative, in order that the local safety arrangements and hazards may be explained. Appendix No. 2 to this document provided guidelines and further information.

3.12 Enforcing Authority and Safety Information

An abstract of the Acts and Regulations applicable to Health and Safety (as required by The Health and Safety Information for Employees Regulations 1989) will be prominently displayed in each area.

3.13 Legal and other Requirements

Sharp Skips will maintain a process for identifying and assessing the legal and other requirements applicable to it. This information will be kept up to date and communicated to its employees and other relevant interested parties as appropriate.

3.14 Contractors

Where contractors are engaged on premises occupied by or managed by the Company, controls are to be implemented to ensure that work is carried out safely and without

putting staff or others at risk. Appropriate safety provision should be included in the terms and conditions for each and every contract. Throughout the period of contract an appointed manager/supervisor will liaise with the contractor at least once daily to ensure that contract personnel are aware of company safety policy and to ensure that safe working practices are adopted. Contractors must comply with our safety requirements.

4: **Provision of Professional Advice**

The Company has entered into an agreement with Mike Batt, Health and Safety Management, to act as their competent person for the purpose of health and safety advice and management.

APPENDIX 1 to Health & Safety Policy Document

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 - (COSHH)

These regulations were formulated to control the exposure of employees to any substance hazardous to health. They also require that suitable records of any exposure are initiated and maintained in order that any long term effects upon health can be investigated.

It is the policy of this Company that no member of staff will be exposed to hazardous levels of substances at any time during the course of their work.

Therefore a complete survey of work processes will be undertaken at least annually and the assessment of hazard, control, monitoring and recording procedures required by the Regulations and Approved Codes of Practice instituted.

When the survey indicates the possibility of exposure to a hazardous substance, including biological hazards, the necessary action will be taken to avoid any exposure above the recommended safe levels.

Each member of staff involved will be informed regarding the potential hazard and fully trained in all procedures required to minimise exposure.

All substances procured for use by this company will be screened as regards to their contents. An assessment will be carried out as to what hazard they present. The findings will be communicated to relevant staff, and recorded.

All substances will be stored in quantities and in containers which comply with current statutory requirements

APPENDIX 2 to Health & Safety Policy Document

GUIDELINES FOR EMPLOYEES VISITING OTHER BUSINESS PREMISES IN THE COURSE OF THEIR WORK

Employees, as part of their work, may be required to visit other business premises. In every case, it is essential that the visiting employee reports to the Premises Manager or a delegated representative. A responsible member of Company Management should be made aware of the time of departure, destination, mode of travel and estimated time of return.

When on other premises, take note of Health and Safety advice provided, including all warning signs and notices. Do not enter any hazardous zone unless certain that you are accompanied by a person with authority for that area and are properly protected. If the area and/or process is under investigation for assessment of a hazard, ensure that you are properly protected until it is confirmed that this is not necessary.

ENVIRONMENTAL POLICY

POLICY STATEMENT

Sharps Skips will continue to control its activities to avoid unnecessary or unacceptable risks to employees, customers, the general public and the environment by planning, implementing and monitoring its operations using the concepts of Best Practicable Environmental in all Company activities.

All standards shall comply with or exceed regulatory control (i.e. Environmental Protection Act 1990) and/or relevant codes of practice as appropriate.

The Company intends to continue to develop and improve operational standards where feasible by ongoing assessment, controls and monitoring of emissions into the atmosphere of noxious or offensive substances that may adversely affect people and the environment.

The objectives of the policy are:

- to develop safety and environmental awareness amongst employees at all levels.
- to encourage full and effective consultation.
- to provide all employees with relevant information.
- to maintain a safe and healthy working environment.
- to prevent nuisance to the community and to avoid damage to the environment.
- To increase the percentage of materials recovered and recycled from the incoming waste stream
- To reduce the amount of waste being landfilled by the Company
- To raise awareness of the benefits of separating waste at source
- To maximise re-use and the amount of energy recovered from waste
- To minimise the use of energy, materials and non renewable natural resources
- To assist customers to reduce the environmental impact of waste by providing a reprocessing service
- To develop new uses for recycled materials
- to comply fully with all relevant statutory requirements.
- to take positive steps to conserve resources.

It is the Company's intention to minimise waste and pollution thereby reducing costs in both financial and environmental aspects.

This statement and associated documentation relating to Organisation and Arrangements shall be disseminated to all relevant staff and shall form a constituent part of the Company Statement of General Safety Policy.

ARRANGEMENTS FOR ENVIRONMENTAL POLICY

Because it is recognised that pollution may cause substantial or irreparable damage to the local or wider environment, Sharps Skips have ensured total integration of environmental

consideration into all its policies, plans and practices as appropriate, with the intention of minimising environmental impact of all business activities, viz:

- design of buildings
- emissions produced (smoke, fumes, dust, over effluvia, noise, effluent).
- energy usage.
- choice and handling of materials/substances (material source, re-cycled materials etc.)
- disposal of wastes.

The Company is also committed to:

- minimise any disturbance to the local and global environment and to the quality of life of the local communities in which the Company operates.
- comply fully with all relevant statutory regulations.
- maintain premise structure/appearance in good condition.
- take positive steps to conserve resources and energy usage.
- carry out all necessary assessments of the workplace environment, determine adequate controls and monitor effectiveness.
- provide adequate information and training to ensure proper use of equipment, substances (use and storage) and safe disposal to avoid unacceptable effect on staff and/or the environment.
- keep the public informed of any aspect of change that may affect them in their locality.

As part of the Company's environmental strategy to facilitate management control of environmental practices and assess compliance with company policies, a systematic examination by means of a regular Environmental Audit will be conducted by the Safety Adviser or other competent person to quantify performance with regard to:

- ensuring compliance with legislation.
- ensuring efficiency of business activity.
- predicting future controls.
- establishing confidence of employees, neighbours, customers, suppliers and the general public.
- providing a benchmark for measuring environmental performance.

APPENDIX 4 to Health and Safety Policy Document

ALCOHOL & DRUGS POLICY

Introduction

The following sets out the company policy on drugs and alcohol. The policy recognises the need to ensure that all employees, and the company, conform to the legal requirements covering this subject.

The Policy

- No person will drive a company vehicle or work on other duties whilst under the influence of drink or drugs. In simple terms we operate a zero tolerance policy.
- The above applies in total to the working day / environment.
- No employee should accept alcohol from any person whilst on company business at any time.

Why do we have a policy?

We endeavour at all times to prevent risks / accidents to all employees, customers and the general public from the use and misuse of alcohol and drugs by our employees and others working with or for the company. We also use this policy to prevent any effects alcohol and drugs may have on our business performance, and as important, protect our employees who drive company vehicles from drink and drive convictions.

Who does this policy effect?

Without exception, all employees and directors of the company, all people who have access to our vehicles, and all contractors who may work for, or on behalf of, the company.

What if I take medicine?

All employees must be fully aware that if medication is prescribed, or advised by a medical practitioner or pharmacist, they must advise them of the nature of this company policy in order that appropriate information on the possible side effects and workplace safety can be given.

Screening testing for alcohol and drugs.

We reserve the right to screen any employee who would appear to have taken drugs or alcohol either at work or prior to coming to work. This would normally be carried out by a urine sample.

We would also consider screening any potential employees for drugs or alcohol, failure to agree to this by the candidate may result in them not being employed. We would also test when there was a clear reason i.e. abnormal behaviour by current employees, was apparent.

Random testing.

We do not operate a random testing policy, however we reserve the right to operate one subject to us giving all employees adequate notice of intent (2 weeks).

We are here to help.

Any employee who needs advice or help on any drug or alcohol concerns should contact in the first instance their own manager or the company Managing Director. Every effort will be made to assist the employee in this situation.