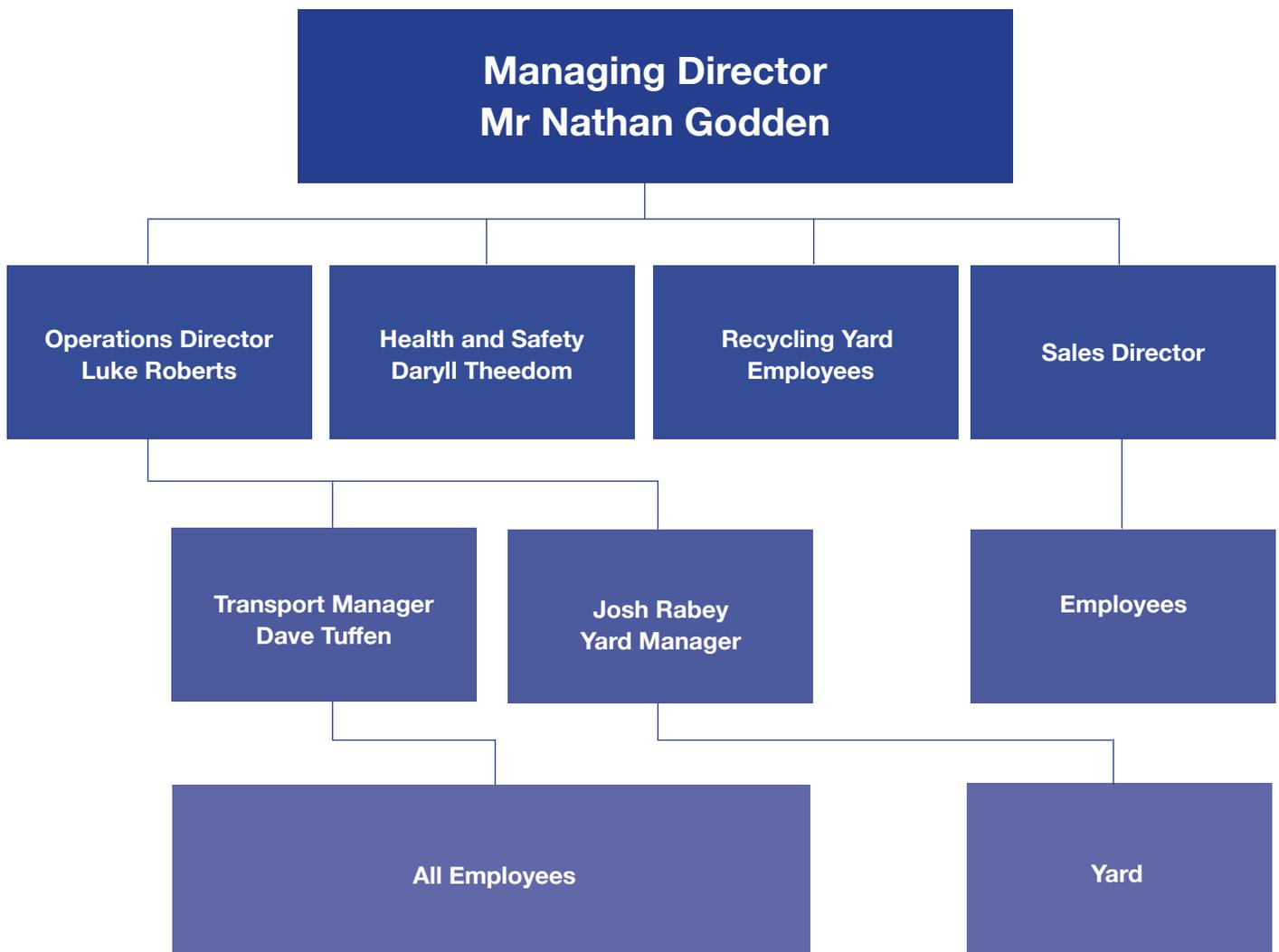




Health and Safety Policy

Organisational/individual responsibilities

Operating structure



Overall and final responsibility for health and safety
Managing Director – Mr Nathan Godden

Responsibilities of the directors

To appoint competent persons (Daryll Theedom) to assist in enabling the company to meet the requirements of the health and safety law as defined by of health and safety at work regulations 1999.

To ensure that the health and safety policy is implemented across the business.

To ensure adequate resources are provided to allow the organisations safety policy and risk assessments to be effective.

To appoint competent manager(s) who are responsible for the day to day management of health and safety at indivual sites.

To positively promote health and safety in all activities undertaken by the company

To actively engage in the assessment of risks in the work activities being undertaken and to understand, initiate and monitor the effectiveness of the implementation of the control measures.

To ensure that all proposed changes to plant, equipment or premises are fully accessed for health and safety impact prior to change or purchase.

To make available to staff, health and safety information within the health and safety file

To monitor accidents and near misses, to investigate and implement appropriate and timely control measures and report accidents to their management.

Take appropriate action when statutory and / or company standards breached.

To ensure that all employees receive adequate information, instruction.

Responsibilities of manager(s)

To ensure health and safety risks arising from the work activity or within the company are investigated and actioned ensuring that appropriate action is taken to rectify unsafe systems or actions.

To make health and safety information within the health and safety file available to staff and any information of risks to which they are exposed.

To monitor incidents and near misses within their area of control, to investigate and implement appropriate and timely control measures and to report

To ensure the provision of suitable safety equipment and PPE.

- To ensure that suitable plant and equipment is provided, maintained and conforms to all relevant statutory provisions
- To ensure that tools and equipment used are suitable for the purpose and comply with all statutory provisions
- To ensure first aid, fire fighting and all other relevant emergency equipment is provided and readily available to ensure a sufficient number of suitable individuals are nominated and trained to deal with emergencies.

To liaise with the nominated competent health and safety advisor as required and to ensure that any suggestions made to improve health and safety are considered and implemented or reported where appropriate.

Non – compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

Responsibilities of employees

To achieve and maintain high standards of health and safety within the company, all employees shall, in accordance with sections 7 and 8 of health and safety at work act 1974 and regulation 14 of the management of health and safety at work 1991:

- Take reasonable care of their own health and safety and that of other and observe fully any safety rules abide by the health and safety policy at times.
 - Neither intentionally, nor recklessly interfere with nor misuse anything provided to safe guard health and safety and will avoid any improvising that may lead to unnecessary risks.
 - Not operate any machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
 - Keep tools and equipment in good condition
 - Co-operate with management on matters of health and safety
 - Report all incidents, incidents or dangerous occurrences to their manager whether injury sustained or not.
 - Attend any training designed to further health and safety
 - Be aware of any fire or emergency procedures
 - Work to the highest possible standards of safety with regard to service users
 - Wear personal protective equipment whenever instructed to do so or in circumstances that require its use
 - Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks
- Non – compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

Competent person

To assist with the ongoing health and safety of employees and to ensure compliance with regulation 7 of the management of health and safety at work regulations 1999 the company engages the service of Daryll Theedom.

Daryll Theedom will provide the following services:

- Assist the company in formulating the policy and procedures required to comply with the act
- Assist the company to identify the risks and hazards which are associated the companies work activities
- Assist the company to produce the appropriate risk assessments and the safe systems of work required as a result of the companies work activities
- Monitor the effectiveness of companies' health and safety management systems by:
-site auditing -monitoring and incident statistics and investigating incidents and accidents

Excel waste management ltd statement of intent

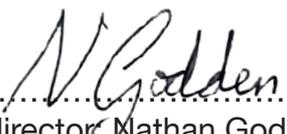
Here at excel waste management ltd we are leading a safer and more positive health and safety culture, we will always take the adequate steps to ensure all our employees, visitors and contractors have the best health and safety and welfare facilities while at work.

Our general intensions are:

- To risk assess all jobs and individuals that require to make sure we minimise the chance of injury or accident at work, any change in activity or environment will then bring in a review of the current risk assessment.
- To consult with all employees on matters affecting their health and safety and to provide support and assistance when needed.
- To provide and maintain a safe premises, plant and work equipment.
- To provide adequate information, instruction, training and supervision.
- To ensure the safe handling of all substances.
- To maintain safe and healthy working conditions and review annually and sooner if re quired.
- To ensure all employees, visitors and contractors follow our health and safety policy to ensure our working environment continues to be a safe place of work and ensure everyone goes home safe.

These provisions will be implemented in accordance with the health and safety act work act 1974, and associated legislations, under section 2 of the act it is the duty of the employer to ensure as far as reasonably practicable, the health and safety and welfare at work of the employees. A policy of this importance cannot be totally effective without the commitment and co-operation of all employees, contractors and visitor to the premises.

Failure to follow and observe these health and safety requirements by any member of staff may lead to disciplinary action.

Signed.....
managing director: Nathan Godden

Excel waste management ltd statement of intent

Employers liability insurance

The managing director(s) of the company is responsible for insuring the activities of the organisation. The company will at all times, have a valid employers liability insurance policy for at least £5 million.

Insurance certificates shall either be displayed at the office in an area where it can be read by employees. There is no legal requirement to keep out of date certificates, however, as far as possible, a complete record of the company's employers liability insurance will be kept.

Risk assessment

In line with the duty placed upon them by the management of the health and safety at work regulations 1999, the company will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. The principle 5 steps to risk assessment will be followed. Risk assessment will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All risk assessments relating to the company's activities are available from the health and safety advisor and in the main office in the premises. We recognise that health and safety standards are moving targets and we aim to continually improve.

Where the assessor is unable to minimise the risk, it will be reported to the managing director(s) of the company.

Accident/injury reporting procedures

Although every effort is in place to minimize an accident at work there are procedures in place for recording, reporting and investigations of any such occurrences.

All persons are required to report all accidents, incidents, near misses and dangerous occurrences to their line manager as soon as possible, failure to do so may breach the reporting of injuries, diseases and dangerous occurrences regulations 2013.

Alcohol and drugs

Alcohol and non-prescribed drugs are not permitted on the premises, nor must employees be under the influence of alcohol or drugs all employees will be required to undertake a starters drug and alcohol test and as a company it is in our health and safety policy to carry out random drugs and alcohol tests any personnel found to be under the influence of these may face instant disciplinary action.

Asbestos

The company has a duty to manage the risks arising from the possible presence of asbestos. A survey of all company buildings has been carried out of the premises and there is no asbestos used in the building of this premises. You must stop work and report immediately to management if you suspect that any materials you are working on or with may contain asbestos.

All employees must complete a visual inspection of electrical equipment before use. Employees shall not attempt to repair or modify any electrical item except with prior written approval. Where faults occur, they shall be reported for action to be taken.

Only trained or qualified staff are permitted to work with electrical equipment. Work on any electrical equipment will not commence until the electrical is properly isolated and disconnected from the source of supply.

Employees at special risk

The company recognises that some workers may from time to time be at an increased risk of injury or ill health resulting from work activities. All employees must advise their manager if they become aware of any change in their personal circumstances which could result in them being at an increased risk while at work. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunity employer, the company would ensure that they would ensure that they make reasonable adjustments of their employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

Environmental

It is the policy of the company to help protect the environment in which we operate. The management will seek, so far as reasonably practicable, to minimise the company effects on the environment by:

- Taking environmental issues into account when planning and conducting business activities
- Complying with regulatory requirements and working with regulatory bodies
- Providing environmentally-friendly products where possible and informing customers of our policy's and aims
- Seeking to control and reduce energy consumption, water usage, waste, dust, light emissions and traffic movement
- Seeking to continually improve the company's performance in the above areas

Fire safety

The company will assess and control the risks from fire in accordance with the regulatory (fire safety order) 2005. The premises are equipped with appropriate firefighting equipment, fire detection and fire warning systems that are suitable and enough for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed. The company will ensure that arrangements are in place to ensure all firefighting equipment is regularly maintained. Suitable records of such maintenance should be kept.

Managers are responsible for checking fire safety hardware during monthly site safety audits.

The company has an emergency plan to follow in the event of fire or sounding of the alarm.

Managers are responsible for giving new employees a basic fire safety induction, covering the risk of fire, control measures in place to protect them and location of the fire assembly point. Further training on the fire awareness will be provided for employees via the fire awareness service from dt safety solutions. Practice fire drills will be conducted on a frequent basis to ensure employee familiarity with emergency evacuation procedures.

First aid arrangements

The company acknowledges that first aid can be life saving and also prevent minor injuries becoming major ones. As a minimum all sites will have the provision of a suitable stocked first aid container, there will be an appointed person to take charge of first aid arrangements and information will be provided for employees on the first aid arrangements at their locations.

Where a risk assessment determines it as necessary, the above minimum provisions will be supplemented by additional provisions.

Managers are responsible for informing employees about accident procedures, introducing them to first aiders and advising them on the location of first aid kits/eye wash stations during their initial induction.

In the event of an accident a nominated trained first aider will be contacted to administer treatment. If it is deemed necessary, an ambulance will be called.

Fork lift trucks

Fork lift trucks are maintained in accordance with manufactures recommendations. They receive an annual service and thorough examination of lifting chains in accordance with the lifting operations and lifting equipment regulations 1998. Attachments receive 6 monthly thorough examinations.

Where a man riding cage is used both the forklift and man rider will have received their 6-monthly examination in accordance with the lifting operations and lifting regulations 1998. During use the area will be cordoned off or supervised to prevent persons walking beneath a raised man cage. The man cage will only be used whilst the forklift truck is stationary.

All operators must undertake daily pre-use checks of the forklift trucks and all defect must be reported immediately to management.

Staff are only permitted to operate a lift truck if they present a certificate of training for that lift truck and if provided at least every 5 years or if deemed necessary such as after observation of poor practices. Basic rules for fork lift truck operators are documented in the staff health and safety handbook.

Hazardous substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the control of substances hazardous to health regulations (cosh) 2002.

All staff exposed to such substances will be instructed in their appropriate use and are advised to follow safe usage instructions. Personnel protective equipment appropriate to the hazardous substances will be provided and supervisors will ensure usage on a day to day basis.

Staff required to use certain substances/chemicals will be required to comply with the following procedures:

- To use substances/chemicals in accordance with the manufacturer's instructions. If in doubt, they should check prior to use with their manager.
- To use the correct personnel protective equipment including foot ware/gloves/masks and eye protection as appropriate
- To clear any spillage/soiling of such substances in an appropriate manner
- To report any incidents/accidents or injuries to their manager

Health surveillance

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments.

Housekeeping

The company will ensure that the highest standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair to reduce the health and safety risk to staff, customers and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all staff to ensure the following:

- Materials and equipment must always be stored safely and tidy
- Walkways and walking areas and exits must be always kept clear and free obstructions
- If water is spilt on the floor it should be wiped immediately to avoid slipping
- Trailing cables should not be left in any walking area
- Where objects are stored in or around a walking area care must be taken to ensure that no long or sharp edges jut out into the walking area

Any concerns regarding cleanliness/hygiene should be reported to the manager.

Information, instruction, training and supervision

The company will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

A staff health and safety handbook will contain important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they should follow in order to remain safe.

Written records of training will be maintained, with all new starters given inductions training relevant to their duties. Training will include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibility's. Specific training sessions will be arranged if there is a change to health and safety procedures, if it is agreed as part of a member of

staffs training and development plan or to inform staff of a specific health and safety concern. Any training and development needs should be reported to the relevant manager.

Staff members have access to all risk assessments relevant to their work and are instructed on any reviews that are relevant to their working area.

Note to employees- if you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be carried out.

Legionella

legionnaires disease is a potentially fatal form of pneumonia that causes flu like symptoms caused by breathing in small droplets of water contaminated by the bacteria.

Air conditioning units on site are closed systems maintained by competent persons. Welfare facilities on site have water systems with regulated temperatures to prevent the proliferation of legionella bacteria, taps and showers are regularly flushed.

The company is committed to managing the risks associated with legionella to comply with the terms of acop 18. Where sites are leased to the company then this duty may be shared with the landlord. Day to day responsibility for legionella management to comply with acop 18 is the senior person on site.

Where a significant risk of legionella is identified then the company will complete a legionella risk assessment and implement a management system in place to control the risk.

Liquid petroleum gas

Lpg cylinder storage on site is in accordance with the lpg association code of practice no.7

Lpg cylinders are stored away from combustibles, digger/grabber vehicle movements and in well ventilated areas on impermeable standing.

Staff are trained in safe procedures for handling and changing cylinders in vehicles and equipment.

Lone working

Lone working should only be undertaken if necessary. Prior to alone it is company policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication.

If employees are working alone on site after normal working hours they must:

- inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.

Persons working alone must not enter any confined space or undertake hazardous tasks

Managing contractors

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.

Prior to appointment, contractors undertaking high risk works will be requested to provide a method statement for any work they intend to undertake at the premises. This should include information on:

- Hazards involved in the work
- Assessment of the risks arising from the hazards identified
- How the risks will be controlled

It is the responsibility of the supervisor to ensure that work is carried out in accordance with the method statement.

Employees and contractor will be advised of risks they may be exposed to and all site rules they must follow prior to commencing work.

The company will undertake regular checks on the contractor's mode of operation and stop any work suspected to pose a risk to either our staff or the contractor

Manual handling and lifting

the company will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible, we are committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties training will be provided to cover:

- The principles of good lifting and handling
- Understanding of how to assess the risk posed by manual handling.
- How to use any mechanical aid provided

Precautions:

Lifting and moving of objects should always be done by mechanical lifting aids wherever reasonably practicable. the equipment used should be appropriate for the task in hand.

The load to be lifted or moved must be inspected for sharp edges, silvers and wet or greasy patches.

When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage.

Employees should not attempt to lift or move a load which 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. These steps should be reversed for lowering an object to the ground.

Manual handling lifting- sorting and totting

Safe working rules for totting are maintained in the staff handbook. Employees are not permitted to enter the totting area until the digger/grabber has fully stopped operation. Ppe must be worn by all operatives carrying out manual sorting and totting. The ppe is described elsewhere in this document and within the risk assessment for the activity.

Mobile phones

The company considers the use of mobile phones health and safety issue. Unless a mobile phone is a requirement of your job, you are not permitted to use a mobile phone, other than At your recognised break times. If anyone needs to get an urgent message to you, they should do so through the main office. Anyone needing to make an urgent call should speak to their manager.

Monitoring and inspection

We will undertake regular inspections and checks to monitor health and safety standards and ensure a health and safety workplace. Daryll Theedom will carry out inspections once a week and more if necessary, to deal with arising risks.

Responsibility for carrying out monthly health and safety inspections will be delegated to designated manager(s) at each site. The manager will conduct this check on the form supplied and should report all findings of the inspections to the managing director(s) as required. The manager or other senior members of the management team will also do occasional health and safety checks.

This policy will be reviewed to reflect the changes in the best practice guidance, techniques and legislations as required and as a minimum once every two years.

New and expectant mothers

once the company have been informed in writing that a worker is pregnant, a risk assessment will be carried out. The risk assessment will be carried out. The risk assessment will consider the type of work normally undertaken and also the working environment pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or process that could affect the health of the child.

Job roles will be adjusted where the risk to the pregnant worker/ nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provisions)
- Heavy lifting is prohibited
- Reduced shifts are provided on demand
- The employee is offered warm protective clothing if working in cold environments
- Coshh assessments will be reviewed to assess impact of working with hazardous chemicals

If all control measures that are reasonably practicable have been taken and a risk still exists to and expectant or new mother, then the following hierarchy of steps will be followed.

Step 1.

Temporarily adjust her working hours of work if it is not reasonable to do so or would not avoid the risk.

Step 2.

Offer her suitable alternative work if any is available, or if this is not feasible you must

Step 3.

Suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

Noise

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80dba or 85dba) a noise assessment will be undertaken and any necessary protective measures put in place to reduce the risk of hearing damage.

Hearing protection is provided for those at risk and hearing protection zones defined with signage

Workers will be instructed in the risks of noise exposure, the controls in place, hearing protection provided and safe working practices.

Health surveillance (hearing checks) is provided for those at risk with results used to review controls and further protect individuals.

Arrangements for the control of workplace noise will be reviewed whenever there is a substantial change in work practice, equipment or exposure e.g. purchase of new machinery, relocation of machinery, increased use of machinery etc.

Pressure system

All boilers and pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems in accordance with the insurance schedule and relevant regulations.

Written schemes of examination and records of inspection shall be maintained.

The company will provide enough information, instruction and training to all those involved in the operation of pressure systems.

Personal protective equipment

ppe includes safety equipment such as protective footwear, gloves, high visibility vests/ jackets and hard hats.

The company acknowledges that ppe forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is however recognised that ppe is often required to bolster other controls as such the company will:

- assess the risk and the ppe to be issued to ensure it is suitable.
- maintain, clean and replace ppe as required.
- provide storage for ppe when it is not being used.
- give training and instruction to personnel on its use and how to look after it.
- Monitor use and condition of ppe

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees to sign a record of issue upon receipt of their ppe. All ppe is provided free of charge.

Provision and use of work equipment

It is the company policy to comply with the law set out in the provision and use of work equipment regulations 1998. We will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. New or second hand equipment must be checked to ensure it meets health and safety standards before it is purchased.

All workers will be provided with adequate information and training to enable them to use work equipment specific to their job role safely. The use of any work equipment which could pose a risk to the wellbeing of person in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment is in good and safe condition. any device or equipment that is defective must be reported to the manager.

No device or equipment should be use outside the manufacture's guidance. employees are prohibited from using any device or piece of equipment for any purpose other than its intended use.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned using the equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The registered manager/operations director(s)/chief executive be the point of reference for queries regarding equipment maintain and testing. Along with the senior management team he/she will identify all equipment that requires testing. It is then the reasonability of the delegated manager to ensure that appropriate servicing/maintenance of equipment is carried out, to record maintenance checks and inform the registered manager/operations director(s)/chief executive of the findings.

Provision and use of work equipment-diggers/grabbers

diggers/grabbers are maintained in accordance with the manufacture's recommendations. They receive an annual service and thorough examination in accordance with the lifting operations and lifting equipment regulations 1998.

Operators undertake a daily pre use checks of all plant and any defects should be reported immediately to their manager.

Staff are only permitted to operate plant if they present a certificate of training for the plant and if provided with written authorisation from management. Basic rules for plant are documented in the staff health and safety handbook.

Provision and use of work equipment- refuse collection vehicles

the use of refuse collection vehicles if fully risk assessed with safety working rules contained within the staff health and safety handbook.

Refuse vehicles can only be operated by trained and authorised staff. Pre-shift checks must be completed before use.

High visibility vests should be worn during all loading and unloading operations.

The lifting parts of refuse vehicles receive a 12 monthly thorough examination in accordance with the lifting operations and lifting equipment regulations 1998.

Safety signs

Where required, suitable and enough safety signs shall be posted in accordance with the health and safety (safety signs and signals) regulations 1996.

Signs will be positioned to provide a suitable warning of the work activity being undertaken.

All safety signs shall be maintained in a clean and clearly visible condition. Safety signs shall be removed when they are no longer required.

Site traffic management

One of the most common causes of fatalities and serious injuries at work involve the operations of vehicles, including lorries and forklift trucks.

The main problems include collisions with pedestrians and between vehicles; reversing of vehicles; falls from vehicles and overloading and overturning of vehicles.

The company will take all reasonable steps to segregate the risk of vehicle-pedestrian collision. Control measures in place are detailed in the work place transport risk assessment.

Drivers are aware of pedestrian presence on site and this is reinforced through the staff health and safety handbook.

Smoking

Smoking is not permitted inside the building or company vehicles. Smoking is only permitted in designated smoking areas. Consideration should be given to the after smell of cigarettes when tending and speaking to service users.

Storage systems

Storage systems within the company consist primarily of fixed pallet racking, shelving, stacked palletised wrapped/ banded goods, stacks of timber, concrete pipe sections and bags of aggregates/ sands.

The integrity of the racking is ensured by correct installation and maintenance of the racking.

Management conduct routine visual checks on the condition of the racking and record such checks along with any damage and repair necessary.

A safe stacking procedure is contained within the staff health and safety handbook. All staff adhere to 'maximum safe load' notices affixed to racking.

In the event of any damage to racking or if there is any uncertainty about the integrity of racking, dt safety solutions will be contacted for advice. Where damage is identified that affects the safety of the racking system, the racking will be offloaded and removed from until remedial repair work carried out.

Pallets/wooden bearers are visually inspected before use and on monthly site safety audit to ensure fit for purpose. Any damaged pallets/bearers should be removed from use immediately.

There should be no tilting stacks- stacking of irregular shaped and unstable stock is prohibited. Ground surface conditions for stored materials are flat and maintained in good condition. Timber stacks and concrete pipe sections are restricted to height to maintain stability.

Stock stored above head height should be banded or shrink wrapped if necessary, for stability.

Materials are stored so that they do not protrude into walkways and become a hazard to passers-by.

Any display good are located or tethered to prevent falling onto persons below or dangerous tampering by young children.

Uniforms

All employees will receive uniforms which must be clean and worn during working hours and must be laundered regularly for hygiene maintenance. If a uniform becomes contaminated it should be stored in the appropriate receptacle and the manager must be notified immediately.

Vibration

The use of certain hand held tools used by company employees pose a risk of hand-arm vibration (hav) related diseases. These tools have been fully risk assessed and information used to inform staff and procurement procedures. the risk is reduced by using vibrating tools for a limited period, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect the early signs of vibration related diseases (e.g white finger).

Violence and aggression

Employees working face to face with members of the public and handling cash are at the greatest risk from violence and aggression. The company will provide training and support to employees who may be at a specific and high risk from threats or violence.

Any employee who feels that they may be at risk from verbal abuse, threats or actual violence should be reported to a manager immediately.

In the event of a member of public /visitor/contractor becoming aggressive, they will be asked to leave the site in a calm and non-threatening way. If the person refuses to leave, then the police will be called. Staff should not try to physically remove the person or engage in arguments.

Basic skills in identifying the warning signs of aggression and violence and conflict resolution training are provided in the health and safety handbook, which, are of particular importance to those who work off site. Employees are not to engage in situations which may risk their own or someone else's safety.

Working at height

The working at height regulations require the following:

- Work at height to be avoided as far as reasonably practicable
- Where work at height can not be avoided, provide suitable and enough measures to prevent persons falling distance liable to cause injury.
- Where a risk of fall remains, use work equipment and other measures to minimise the distances and consequence of a fall

Employees are responsible for using work equipment provided for working at height in the correct manner and to report any safety hazard, fault or deficiency in the equipment promptly to their supervisor.

Working at height – (ladders/step ladders)

All work at height is risk assessed. This includes routine use of ladders. Safety rules for ladders are provided for staff to follow within the handbook. Aeroplane style steps with upper guard rails and hand rails or a-frame ladders are always used in preference to single section ladders.

Ladders and stepladders should be regularly inspected to ensure they are in good repair and safe condition. this check will be recorded and the ladders should not be used. Defective ladders are labelled and removed from use.

Working at height- (fragile roofs/roof work)

A fragile roof is one that does not safely support the weight of a person and any load they may carry. Personnel are not permitted to access any roof without the express permission and permit issues by the manager. Permission will only be granted where the individuals are properly trained, and the work has been thoroughly planned with the implementation of an appropriate risk assessment.

Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken. The risk assessments and method statement shall be signed by the competent person and communicated to all those involved in the roof/access work. Permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

Working hours

Excel waste management Ltd comply with the EU working time directive by keeping a record of hours worked by our employees.

Work off site

Work off site is risk assessed as it is an ongoing activity for the company. Basic rules for drivers working off site are contained within the safety handbook. Operators of vehicles plant and machinery that work off site are fully trained and authorised. All plant and machinery off site receive pre use inspections, regular maintenance and appropriate examinations in line with legislations.

All off work site is scheduled and managed by a competent operative of the company. Clear directives and rules are given to all operatives working of site. Where necessary individual risk assessments and method statements will be prepared by Daryll Theedom.

Operatives are advised to follow site rules of host site. Adequate welfare, first aid and emergency procedural provisions are given to staff working off site.

In the event of violence or aggression directed towards staff, if the situation cannot be calmed easily, the member of staff will leave the clients site and a member of management will retrospectively deal with the complaint.

Workplace welfare and facilities

In line with the workplace (health, safety and welfare) regulations 1992 the company is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets, and washing facilities will be maintained and in good repair suitable for the number of employees on site, along with a rest room with a hot and cold-water supply.

Workplace stress

The health and safety executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The company recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing work place stressors.

The hazard of workplace stress has been included within the company risk assessments. This risk assessment has identified key work place stressors and controls to eliminate stress or control the risks from stress

The company ensures that employees are sufficiently trained to discharge their duties. Workloads and workhours are monitored to ensure that employees are not overloaded. Bullying and harassment will not be tolerated in the work place and the company will when necessary, provide confidential counselling for employees affected by caused by work or other external factors.

Young workers

Persons under the age of 18 years may be employed but only after a risk assessment been carried out to identify any potential risk to the young person in the workplace. Factors considered within the assessment are physical strength, possible smaller size any health issues and any physical learning difficulties. The assessment also takes into consideration inexperience and lack of awareness

Induction training is provided, and clear instruction on the tasks the young person should always not be involved in. a young person will be adequately supervised and will be given the appropriate training before being asked to carry out the task.

Signature: 

Managing Director

Date: 8th January 2020