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HEALTH AND SAFETY AT WORK ETC ACT 1974

HEALTH AND SAFETY POLICY

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1.0 SAFETY POLICY STATEMENT

The Company is aware that control of health and safety in its operations and arising out of its work activities is an essential function of good management that leads to efficient operations, the protection of its workforce and the quality of its work.

It is the Company's policy to give a high priority to the health and safety of all of its employees in their working environment.

The Company is committed to providing, so far as is reasonably practicable, a place of work that is safe and without risk to the health, safety and welfare of all our employees, sub-contractors and any other persons including members of the public.

Whilst accepting the responsibilities imposed by the Health and Safety at Work etc. Act 1974 and all relevant Regulations made under them it is the Company's intention to be self-regulating.

This objective can only be realised through clearly defined safety responsibilities and suitable arrangements designed to reinforce the General Statement of Policy.

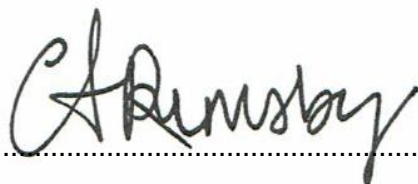
The specific objectives of the Company are:

1. TO PROMOTE HIGH STANDARDS OF HEALTH, SAFETY AND WELFARE AND TO SAFEGUARD EMPLOYEES AND PROVIDE SAFE WORK METHODS AND WORK AREAS AND THEREBY REDUCE INJURIES, ACCIDENTS AND DAMAGE TO PROPERTY.
2. TO CREATE AND MAINTAIN A SAFE AND HEALTHY PLACE OF WORK FOR ALL EMPLOYEES, MEMBERS AND VISITORS TO OUR PREMISES.
3. TO PROVIDE SO FAR AS IS REASONABLY PRACTICABLE THE HEALTH, SAFETY AND WELFARE OF ALL THOSE WHO ARE NOT MEMBERS OF OUR ORGANISATION, BUT WHO COULD BE ADVERSELY AFFECTED BY OUR ACTIVITIES.
4. TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF RELEVANT LEGISLATION, CODES OF PRACTICE AND TECHNICAL DEVELOPMENTS IN CONNECTION WITH THE ORGANISATION'S OPERATIONS TO COMPLY WITH RELEVANT STATUTORY PROVISIONS.
5. TO PROMOTE A POSITIVE HEALTH AND SAFETY CULTURE AND TO COMMUNICATE TO ALL EMPLOYEES SO THAT THEY ARE AWARE AND UNDERSTAND THEIR RESPONSIBILITIES TO THEMSELVES AND TO OTHERS IN RESPECT OF HEALTH AND SAFETY MATTERS.
6. TO IDENTIFY AND TAKE MEASURES TO SAFEGUARD EMPLOYEES FROM ANY POTENTIAL HAZARD TO SAFETY OR HEALTH, RESPECTIVE TO THEIR PLACE OF WORK.
7. TO MAINTAIN PROPER PROVISIONS FOR FIRE PRECAUTIONS, FIRE FIGHTING AND SYSTEMS FOR EVACUATION IN THE EVENT OF AN EMERGENCY.
8. TO INSIST THAT SAFETY INSPECTIONS ARE CARRIED OUT AND THAT SAFETY SYSTEMS AND PROCEDURES ARE FOLLOWED.
9. TO PROVIDE INDUCTION SAFETY TRAINING FOR ALL NEW ENTRANTS AND TO IDENTIFY, SYSTEMATICALLY, TRAINING NEEDS FOR ALL LEVELS OF

EMPLOYEES IN THE AREAS OF HEALTH AND SAFETY AND TO DESIGN TRAINING PROGRAMMES TO MEET THESE NEEDS.

10. TO PROVIDE APPROPRIATE HEALTH SURVEILLANCE, MEDICAL AND RELATED FACILITIES TO SAFEGUARD THE HEALTH AND WELFARE OF ALL EMPLOYEES.
11. TO PROVIDE SUCH WELFARE FACILITIES AS ARE REASONABLE, HAVING REGARD TO THE SIZE AND NATURE OF THE COMPANY.
12. TO PROVIDE ALL NECESSARY RESOURCES TO MINIMISE THE RISKS INHERENT IN OUR ACTIVITY.
13. TO UNDERTAKE RISK ASSESSMENT FOR ALL ACTIVITIES AND TO INFORM EMPLOYEES OF THE RESULTS.
14. TO RE-APPRAISE AND UP-DATE THE HEALTH AND SAFETY POLICY AS AND WHEN NECESSARY FOLLOWING LIAISON WITH HEALTH AND SAFETY CONSULTANTS. COMMUNICATION OF ANY SUCH CHANGES WILL BE MADE TO ALL EMPLOYEES.
15. TO IDENTIFY SPECIFIC DUTIES FOR EMPLOYEES AND TO DELEGATE RESPONSIBILITY PROPORTIONALLY THROUGHOUT IT IN RESPECT OF HEALTH, SAFETY AND WELFARE.
16. AS FAR AS IS REASONABLY PRACTICABLE CONSULT AND LISTEN TO ALL MEMBERS OF THE COMPANY ON MATTERS RELATING TO HEALTH, SAFETY AND WELFARE.
17. TO PROVIDE A FRAMEWORK FOR MONITORING OUR SAFETY PERFORMANCE.

Signed:



CHARLOTTE A RUMSBY, FOR AND ON BEHALF OF THOMAS PLANT HIRE (MIDLANDS) LIMITED)

Date:24th August 2017.....

2.0 ORGANISATION AND RESPONSIBILITIES

The ultimate responsibility for health and safety lies with the Directors', but, to be practical, duties have to be delegated. In this respect certain individuals have been allocated specific responsibilities and are required to monitor performance and activities of subordinates to ensure that the acceptable standards are maintained. The following list identifies predominant persons within the Company, followed by their specific duties:

Charlotte A Wild	Director who is responsible for RIDDOR
Alexandra Day	Director who is responsible for First Aid
The Yard Supervisor	Is responsible for health and safety for works carried out on the premises, i.e. tipping loads, checking loads and operating machinery
Paul Mabbutt	Health and Safety Consultant

Finally, all employees are responsible for safety during their hours at work.

2.1 The DIRECTORS' will:

1. Observe and comment on effectiveness of Policy, and institute any changes. The Policy will be reviewed on an annual basis, unless circumstances dictate otherwise.
2. Promote safe working practices among Company employees.
3. Maintain an up-to-date knowledge of Legislation and Codes of Practice as they affect the Company's activities, particularly the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. However, all Statutory Regulations and Codes of Practice must be adhered to and observed on site, as required.
4. Provide adequate and appropriate training for all members of staff.
5. Arrange for funds and facilities as necessary to meet the requirements of this Policy.
6. In conjunction with site personnel investigate all accidents/incidents, as they affect Company business.
7. Enter all accidents, however small, in the Accident Book.
8. In conjunction with Paul Mabbutt, carry out the appropriate steps as required by RIDDOR 1995, that is, to inform the HSE by the quickest means in the first place and to complete and return the F2508 form within ten days.
9. Comply with all statutory responsibilities and see that the objectives of the Health and Safety Policy are met.
10. Provide appropriate induction training to all new employees as outlined in the Policy and maintain suitable records of all such training.
11. Only employ contractors and sub-contractors who work in accordance with the

requirements of the Safety Policy in their areas of work, and that safety activities are co-ordinated between the contractors, who may be working on the same site.

12. Provide resources and funds for any statutory inspections necessary are carried out as required and maintain appropriate records.
13. Issue method statements and stipulate safe systems of work where Risk Assessment indicates so that all work is carried out in accordance with Statutory and Company regulations and Codes of Practice.
14. Provide and maintain in a safe condition at all times, safe access to and egress from all places of work.
15. Co-operate with and act upon, any requirements of the Health and Safety Executive, Environmental Health Officer or appropriate body as far as is reasonably practicable.
16. Be prepared to reprimand any member of staff who fails to discharge his/her duties satisfactorily and the responsibilities allocated to them.

2.2 The YARD SUPERVISOR will:

1. Comply with all statutory responsibilities and see that the objectives of the Health and safety Policy are met.
2. Provide the necessary support and information to enable employees to implement all aspects of the Policy.
3. Promote safe working practices among Company employees.
4. Be responsible to the Directors' in relation to all vehicles and operational aspects of the business that will be carried out safely as outlined in the Policy.
5. Familiarise himself with the requirements of the Health and Safety Policy and actively promote safety on the site.
6. In conjunction with Paul Mabbutt undertake Risk Assessment as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
7. Implement arrangements with sub-contractors and other contractors on site to avoid confusion about areas of responsibility.
8. Make sure that PPE is available, where appropriate, and that it is used properly and effectively, particularly in relation to the use of substances hazardous to health. Set a personal example on site by wearing appropriate PPE.
9. Plan and maintain a tidy site that is of prime importance in eliminating hazards.
10. In conjunction with the Directors' and Paul Mabbutt investigate all accidents and incidents, as they affect Company business.
11. Provide facilities for welfare, sanitation, fire precautions and emergency procedures and see that they are in place and operational.
12. In conjunction with Paul Mabbutt issue method statements and stipulate safe systems of work where Risk Assessment indicates, so that all work is carried out in accordance with Statutory and Company regulations and Codes of Practice.

13. Provide all new starters with appropriate induction training as outlined in the Policy and maintain suitable records of all such training.
14. Assist the Directors' and Paul Mabbutt to ensure the appropriate steps are taken as required by RIDDOR 1995, that is, to inform the HSE by the quickest means in the first place and to complete and return the F2508 form within ten days. Ensure all accidents, however small, are entered in the Accident Book.
15. Co-operate with and act upon, any requirements of the Health and Safety Executive, Environmental Health Officer or appropriate body as far as is reasonably practicable
16. Be prepared to reprimand any member of staff who fails to discharge his/her duties satisfactorily and the responsibilities allocated to them.
17. Advise the Directors' and all employees of any additional safety requirements which may be imposed by the Client.

2.3 EMPLOYEES will:

All employees regardless of their position have a duty to co-operate with the Company in matters relating to safety, health and welfare.

Particular emphasis is placed on the following:-

1. The wearing of any protective equipment issued.
2. Not to misuse any item of plant.
3. To report defects in plant or equipment.
4. Avoid improvisation.
5. To replace any protective barriers which may have been temporarily removed.
6. Report all accidents to their immediate supervisor.
7. To adhere to Company rules in their place of work.
8. To take reasonable care for the safety of themselves and other persons who may be affected by one's acts or omissions at work.
9. To familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.
10. To ensure the safety of any visitors they may receive on the premises.
11. To inform their immediate supervisor, of any hazardous situation they may recognise or any dangerous or potentially dangerous incident they may witness.
12. As regards any duty or requirement imposed on one's employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer, so far as is necessary to enable that duty or requirement to be performed or complied with.

2.4 CONTRACTORS' AND SUB-CONTRACTORS' DUTIES

1. It is a condition of all sub-contractors orders that they carry out their work in accordance with the requirements contained in the Health and Safety Policy of this Company.
2. All contractors' employees are to abide by all current relevant legislation.
3. All areas of responsibility to be established with site supervision before the commencement of work on site.
4. Where sub-contractors employ more than five persons or more, a copy of their Health and Safety Policy will be required, before the commencement of the work.
5. Risk Assessment sheets with respect to hazardous substances used on site by sub-contractors under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), to be available for site supervision.
6. Any work activity to be undertaken which requires a specific Risk Assessment, i.e., high risk work activity, then a copy of the specific Risk Assessment is required, prior to the work commencing.
7. All plant and equipment is required to conform to the requirements of the Provision and Use of Work Equipment Regulations 1998.
8. All contractors are expected to sign the 'Acceptance of Conditions' form prior to any works commencing - see Appendix 4.2.

2.5 The HEALTH AND SAFETY CONSULTANT will:

Be responsible to the Company for the following:

1. Keeping the Company informed in respect of best current practice, equipment development, hazard recognition and changes in legislation.
2. Liaising with the various regulatory authorities on matters related to health and safety at work, if necessary.
3. Liaising with the Company regarding all health and safety matters including training requirements and organising courses and/or placements as necessary.
4. Circulating information to the Company, as and when required.
5. Liaise with employer's representative and employees to ensure compliance with the Health and Safety (Consultation with Employees) Regulations 1996.
6. In conjunction with the Directors' ensure the appropriate steps are taken as required by RIDDOR 1995, that is, to inform the HSE by the quickest means in the first place and to complete and return the F2508 form within ten days.

3.0 GENERAL ARRANGEMENTS

This section defines the standards which relate to all employees, contractors and sub-contractors, whilst at work, and of visitors to site. It is the responsibility of all employees to observe these arrangements and behave in a safe and reasonable manner whilst at work.

Failure to comply may render employees liable to action involving an established disciplinary procedure, which in cases of gross misconduct may result in summary dismissal.

It should be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties, i.e., fines and imprisonment and potential consequential loss of employment.

The Company recognises that it is not possible to prepare in written form for every safety rule laid down by the Company as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to any reasonable, verbal instruction given.

3.1 ACCIDENT REPORTING AND PREVENTION

It is realised that accidents can occur; therefore the following procedures will be adopted, the main emphasis being on prevention.

Initially all accidents will be reported to the Director responsible for RIDDOR. The Director will carry out a preliminary investigation highlighting the main cause. If necessary or applicable the Director will in conjunction with the Safety Advisor carry out an in depth investigation depending on the serious nature of the accident, e.g.,

1. Anybody absent from work for three days or more including rest days and weekends.
2. Death or a serious injury which requires hospitalisation.
3. A notifiable occupational disease.

All accidents involving a visit to the First Aid Container or more serious will be entered into the Accident Report Book located in the Office and the Director informed.

The Director will be responsible for ensuring the Health and Safety Executive are notified of any reportable incidents. A copy of all reports will be kept and when applicable sent to the insurance company. A list of reportable incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is to be found in Appendix 4.1.

In the event of a Near Miss or Minor Incident it is the duty of all employees to complete a copy of the relevant form which can be seen as Appendix 4.3 at the end of this Policy and hand it to one of the Directors'.

The above reporting procedure which has been in place since 1996 has been simplified and offers a facility to report all cases to a single point, the Incident Contact Centre (ICC), based at Caerphilly.

This centre will mean that you no longer need to be concerned about which office and which enforcing authority you should report to.

You can report incidents in a variety of ways, by telephoning, fax, via the internet, or by post, making it more convenient for you. (The telephone service is available Monday to Friday from 8.30 am to 5.00 pm). You can still report directly to your local HSE office or local authority (by phone and then on form 2508 or 2508A), and these reports will be forwarded to

the ICC for processing.

If you use the internet or telephone service you may not have your own copy of the official reporting forms (2508 and 2508A) - the requirement to keep a record of reported incidents for inspection by visiting officers still remains. To help with this you will be sent a copy of your report and given the chance to correct any errors in it.

This procedure will make reporting easier. It should also improve the quality of the information obtained, allowing for more detailed risk assessments to help HSE and local authorities get a better understanding of trends.

Contacts:

Please send postal reports to the following address:

Incident Contact Centre
Caerphilly Business Park
Caerphilly,
CF83 3GG

For internet reports please go to:

www.riddor.gov.uk

or

alternatively link in via the HSE website:

www.hse.gov.uk

By telephone (charged at local call rate):

0845 300 9923

By fax (charged at local call rate):

0845 300 9924

By e-mail:

riddor@natbrit.com

It should however be noted that any employee wishing to raise any safety problem is encouraged to do so at the time via one of the Directors'.

3.2 ADVICE AND CONSULTANCY

The local inspector's office and telephone number is:

The Health and Safety Executive,
Belgrave House
Greyfriars
Northampton
NN1 2BS
Tel: 01604 738300

The Employment Medical Advisory Service is situated at the same premises with them same telephone number.

The safety consultant's office and telephone number is:

S M Services (Midlands) Limited
1 Chalfont Close
Melton Mowbray
Leics
LE13 0JW
Tel: 01664 853060

3.3 CHILDREN

Children under the age of 16 are not allowed in the transfer station or head office premises or working areas under any circumstances, other than when employed on recognised Youth Training Schemes when the requirements of the Management of Health and Safety at Work Regulations 1999 must be met in full.

3.4 COMMUNICATIONS

Where necessary all employees working away from the transfer station carry a mobile telephone and it is a responsibility of the employees to ensure that effective communication is in place at all times.

3.5 CONTRACTORS AND SUB-CONTRACTORS

A contractor is regarded as any person or Company who enters into an agreement (verbal or written) with a host Company or Organisation to carry out services.

Under Section 3 of the Health and Safety at Work etc. Act 1974, the employer has a duty to ensure the health, safety and welfare of all persons, not in his direct employment - and this includes contractors and sub-contractors.

In essence any contractor, or sub-contractor, working on site will:

- Comply with all statutory legislation, particularly the Health and Safety at Work etc. Act 1974; the Control of Substances Hazardous to Health Regulations 2002 (as amended); and the Management of Health and Safety at Work Regulations 1999 and any other relevant applicable legislation.
- Familiarise themselves, and their personnel, with the work site and any hazards that may be encountered.
- Comply in principle, with the requirements of the Health and Safety Policy of this Company.
- Take precautions to protect the work site, all employees and any others that may be affected by their activities.
- Comply with all occupational health and safety legislation, applicable to the work being undertaken.
- Provide their own personnel with suitable Personal Protective Equipment, at their expense.
- Keep their employees within the designated working areas.
- Engage on any contract, only such persons as are skilled, experienced and competent in the performance of their trade.
- Use only equipment that conforms to the Provision and Use of Work Equipment Regulations 1998.
- Notify the Company of any hazards and risks they may introduce.

3.6 DISCIPLINARY PROCEDURES

Guidance on Disciplinary procedures and actions should be obtained from the Office.

3.7 DRUG AND ALCOHOL ABUSE AT WORK POLICY

This policy is to be regarded as forming part of the Company's Safety Policy.

The Company has a duty to employees, the public and to statutory requirements.

No employee must report for work while unfit through drugs or alcohol or if alcohol has just been consumed or drugs administered. Possession or consumption of drugs (other than prescribed medications that have been declared safe by a medical practitioner). Non-compliance with these rules will result in dismissal.

Definition of drug abuse:

Any use of illegal drugs; misuse of prescribed drugs whether unintentional or deliberate including substances such as solvents and glue.

Effects of drug abuse:

Differing drugs acting on the brain can have nullifying effects with disastrous consequences. Prescribed drugs can combine with alcohol and produce unusual effects of behaviour. Alcohol and depressant drugs are particularly dangerous. Improper use may lead to addiction with all the trauma attached for self, family and friends.

Assistance:

If anyone suspects that they may have a drug problem it is essential that they seek help and professional advice themselves. Help can be obtained from or through your own general practitioner or the Employment Medical Advisory Service (EMAS) or by contacting your employer in strict confidence. All contacts, discussions and any subsequent treatments are in the strictest of confidence. Absence due to treatment will be treated as normal sickness. The consequences of not seeking help will result in immediate disciplinary action.

Trafficking of drugs has to be reported to the police by law.

The fact that some of the work involves hazardous machinery/vehicles and substances hazardous to health greatly increases the importance of ensuring that all operators are completely free of the effects of alcohol and drugs. To report for work under any degree of influence will result in dismissal - there is too much at stake. Do not take risks, if your doctor prescribes drugs of any description you must verify with him that it is safe to work and inform him of the type of work you do and of the existence of this policy.

Screening:

As many lives can be put at risk through alcohol or drug abuse, screening may take place on recruitment and thereafter at random for all duties that demand the guaranteed freedom from drug and alcohol. This is not a case of persecution but of fulfilling obligations on the various pieces of legislation, such as the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Alcohol:

No alcoholic drinks can be consumed on the premises during the working day - unless with the prior approval of the Directors' of that area of responsibility. Any employee who is deemed to be under the influence of alcohol so that it has an effect on a safe and effective working environment will be sent home immediately and subject to Disciplinary Procedures.

3.8 ELECTRICAL EQUIPMENT

Relevant legislation covering electricity on site is contained in the Electricity at Work Regulations 1989.

Portable electrical appliances and extensions leads and any which may be hired in when required, are subject to an inspection and test by a competent person at a frequency determined by that person to ensure they are still safe to use. Documentation to this effect

is available and results of inspections recorded for future reference. Ideally, all 240 volt portable appliances should be used in conjunction with a residual current device (RCD) which would be capable of cutting off the supply to the appliance at an earth fault level of 30 mA.

3.9 EMERGENCY/DISASTER PLAN

This is in response to Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

The kind of possible incidents are:

1. Fire
2. Explosion
3. Exposure to toxic release
4. Flooding
5. Aircraft crash
6. Violent weather conditions

When working on a client's site, procedures under their emergency evacuation should be understood and followed. All Company employees, sub-contractors working on behalf of the company and visitors should be made aware of any emergency evacuation procedures in force.

The Company procedure for dealing with an emergency is:

1. If working in premises other than those at the Leicester Road Industrial Estate all employees must be aware of procedures required by the said premises in case of emergency, i.e., fire escape routes, fire drills, assembly points, etc.
2. If working in the office or on the site then employees are to vacate by the nearest exit and assemble outside at the designated assembly point. No one should re-enter the buildings or site for any reason until advised to do so by the Fire Officer/Incident Controller.
3. In case of fire on any site all persons should be aware of any alarm points and position of fire appliances. Alarms should be raised in any case and appliances only to be used where no personal risk or risk to others is likely.

3.10 FIRE PRECAUTIONS

All fire extinguishers on the premises, are checked by a competent person on a regular basis, and any defects reported and dealt with as soon as possible. Fire extinguishers are subject to an examination and test annually, which is currently undertaken by an approved specialist Company.

In the event of a fire the first consideration is the safety of people. It is the responsibility of employees to know where the fire exits and extinguishers are situated. Fire exits that are clearly identified must be kept clear at all times.

In the event of a fire being discovered:

On discovering a fire

- If you discover a fire, raise the alarm immediately
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided
- If this fails, evacuate immediately to the designated Assembly Point. Ensure that no-one is left on the premises and if applicable and close the door behind you
- Ensure that you or the designated person has called the fire brigade
- Play your part in the roll-call so that you are safely accounted for.

If you hear a fire alarm

- Operate any essential shutdown devices, e.g. machinery
- Immediately leave using the nearest available fire exit
- Report to the Assembly Point for a roll-call
- If you are with a visitor, ensure they accompany you.

Fire marshals

- Encourage staff around you to evacuate and to proceed to the Assembly Point
- Report to the person in charge, noting any absentees.

Person in charge

- Gather all information regarding the evacuation
- Establish if it is a genuine fire or false alarm
- Ensure that the Fire and Rescue Services have been called
- Liaise with the Fire and Rescue Services on its arrival
- If the fire poses an environmental threat then the Environment Agency must be informed.

The Director, the competent person is the designated person with Fire Safety responsibilities, will furnish the emergency services on arrival with all information required to deal with the emergency. In the first instance he will be responsible for ensuring the above procedure is followed.

<u>Classification of Fire</u>	<u>Extinguishing Mode</u>	<u>Extinguisher</u>
Class A Wood - paper - coal	Cooling	Water (Red)
Class B1 Liquids soluble in water - methanol	Oxygen depletion	CO ₂ (Black) Powder (Blue)
Class B2 Liquids non-soluble in water; petrol - oil	Oxygen depletion	CO ₂ (Black) Powder (Blue) Foam (Cream)
Class C Gases or liquefied gases escaping; methane - butane	Oxygen depletion in conjunction with cooling cylinders	Foam (Cream) Powder (Blue) in conjunction with cold water to cool cylinders
Class D Metals such as aluminium or magnesium	Oxygen depletion	Special dry powder containing graphite powder
Electrical Fire	Oxygen depletion	CO ₂ (Black) Powder (Blue)

Class F Cooking oil fires	Cooling	Wet Chemical Dry Chemical
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3.11 FIRST AID

The Company acknowledges the terms of the Health and Safety (First Aid) Regulations 1981. The appointed person is Charlotte Wild. Consideration will be given to training others to become appointed first aiders to cover situations such as holidays, sickness and training courses, with respect to these Regulations.

First aid containers are located in the Office and the Transfer Station, the appointed first aider responsible for maintaining stock levels in these boxes is Charlotte Wilde and the Yard Supervisor.

A minimum stock of first aid items would normally be:

- A general guidance leaflet on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings (approx 12cm x 12cm)
- 2 large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)
- 1 pair of disposable gloves

This is a suggested contents list only; equivalent but different items will be considered acceptable.

3.12 GENERAL SAFETY RULES

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy.
2. All employees shall immediately report any unsafe practises or conditions to the Directors'.
3. Any person under the influence of alcohol or any other intoxicating substance or drug which might impair skills or judgement shall not be allowed on the premises.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the premises if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical or mechanical equipment, in a manner not within the scope of their duties.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other persons.
8. No employee should undertake a job which appears to be unsafe.
9. No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.

10. All injuries must be reported to the relevant Director.
11. No employees should use chemicals or other hazardous substances without the knowledge required to work with those chemicals or substances safely.

3.13 GROSS MISCONDUCT

Rules covering gross misconduct

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or wilful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of equipment.
4. Unauthorised removal of any item of the first aid equipment.
5. Wilful damage or misuse of or interference with any item provided in the interest of health and safety or welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammables or hazardous substances or toxic materials.
8. Smoking in any designated 'No Smoking' area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
12. Misuse of any equipment.
13. Being incapable or work whilst under the influence of drink or drugs.
14. Refusal to obey any reasonable instruction.

The above list is by way of an example and is not intended to be an exhaustive list.

3.14 HAZARD AND RISK ASSESSMENT

Legal requirements under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, require the employer to make a suitable and sufficient risk assessment of each and every workplace. Therefore, a list of all known hazards has been drawn up, by a competent person, a proper assessment undertaken and the findings recorded and made known to all employees so that they are fully aware of them, for each and every job.

There are specific dangers within the workplace, particularly related to this business, due to the nature of the work. Where high risks have been identified written safe systems of work are available to reduce them to acceptable levels.

Assessments will be reviewed from time to time, to ensure control measures are still

effective and hazard criteria has not altered, or a review would be undertaken if there is a suspicion that it is no longer valid or there has been a significant change. It is good practice to review an assessment since proof might be needed, to an HSE Inspector for instance, that the assessment is still valid.

There is a move now towards self-assessment where each employee is encouraged to consider the implications of any job he, or she, is doing and to think about the hazards related to what risk they might bring about.

The health and safety consultant will assess the risks associated with all operational activities. Where high risks are identified, written instruction will be given to reduce them to acceptable levels. These assessments will be reviewed from time to time and dated revisions issued.

This document in conjunction with the COSHH Assessment and individual Risk Assessments is the recognised vehicle for communication of all health and safety arrangements to all staff and those others affected by the Company's operations.

Basic health surveillance is carried out through the keeping of sickness and absence records which analyse circumstances. Should any pattern emerge further surveillance will be affected.

3.15 HAZARDS

3.15.1 Chemicals

Exposure to some substances may injure health. Such effects may be acute (immediate) or chronic (long term).

Exposure may be experienced in one or more of the following ways.

1. Contact with any part of the body including eyes and mucous membranes, e.g., corrosive or irritant resulting in burns or skin problems.
2. Inhalation of mists, vapours, fumes, gases, or dusts, resulting in respiratory inflammation/irritation or further penetration via lungs to the bloodstream and to reach target organs such as heart, liver and kidneys.
3. Ingestion - directly affects the digestive tract - also entering the bloodstream.
4. Micro-organisms can affect the body in various ways, they can cause digestive upsets, infections and can be responsible for diseases which are transmittable from animals to humans.

Assessment of situations that may be encountered are available in the COSHH Assessment which addresses the various classification substances, i.e., toxic, flammable, irritant, harmful, oxidising, corrosive, infectious, etc., some being harmful to the environment.

Training in safe systems of work and information on health hazards will be given to all employees encountering substances hazardous to health. Senior operatives will ensure that these systems are followed. The COSHH Assessment document provided must be read and understood.

When exposure to substances cannot be controlled by engineering or substitution the appropriate proper protective clothing will be worn.

Chemicals will be stored in the proper receptacles provided and segregated.

It will be a disciplinary offence to smoke and eat where chemicals are being used or stored.

The COSHH Assessment must be read in conjunction with this Policy.

3.15.2 Compressed Air

Operators must have received instruction before using. Hoses must be inspected regularly for damage and not left in a position where they can be damaged. After use, hoses should be carefully stored out of harms way.

3.15.3 Hydraulics

Hydraulic systems for the operation of rams, etc. must be regularly inspected for signs of leaks and fractures.

Couplings and non-return valves must be maintained in good working order. Any faulty fittings must be replaced immediately.

The Yard Supervisor will be responsible for periodic scheduled inspection and repair of all hydraulic equipment. Any repair of faulty incidences should be reported to him.

Hydraulic pressures build up to dangerous levels. When breaking into lines that have been under pressure the written system of work must be followed.

3.15.4 Gas Cylinders and Appliances

Gas cylinders must always be stored upright and secured. Spare cylinders must be stored in their designated place, control valves must be turned off at the finish of each period of use. Hoses must not be left lying on the floor where they may be damaged. Always leave hoses in a tidy state after use. Never use a cylinder of flammable gas without a flash-back protector fitted at the control valve end. All users of gas cutting and welding tools must have instruction from a competent person.

Faulty gas appliances are extremely hazardous, therefore strict maintenance schedules will be followed by nominated persons and documented.

3.15.5 Asbestos Bearing Wastes

These wastes are hazardous to health.

Inhalation of fibres from airborne dust leading to possible asbestosis or mesothelioma, both life threatening cancerous conditions.

The Transfer Station is licensed to receive asbestos bearing wastes, the following procedure will be observed:

1. Any asbestos waste containing amosite and/or crocidolite should not be opened and should be referred to the safety consultant for further advice. **If in doubt - ask!**
2. All receipts/collections are in open air where dust is dissipated rapidly.
3. Always stand upwind of any movement whether in the yard, other premises or at disposal site.
4. Gloves are worn at all times when handling asbestos cement products. Outer clothes worn by operators are not taken into their residences. A high standard of personal hygiene is maintained.

5. Demolition is not entered into.
6. Personal Protective Equipment (PPE) and Respiratory Protection Equipment (RPE) is to be worn and be of the correct type when worn and disposed of after use.
7. Small quantities should be double bagged and sealed.
8. Skips/containers should be double lined with polythene and sealed prior to disposal.
9. If there is a possibility of dust, the asbestos should be dampened with water.
10. This operation of movement is confined to outdoor use only.

For further information and guidance can be obtained from - The Control of Asbestos at Work Regulations 2002.

3.15.6 Clinical Wastes

European Waste Codes

18.01.01 - Sharps

18.01.04 - wastes whose collection and disposal is not subject to special requirements in order to prevent infection

Clinical wastes are usually delivered to and collected from site by third parties. The wastes are stored in designated wheelie bins. The handling of wastes is dealt with in the Working Plan, which should be read in conjunction with this document.

3.15.7 Yard

During frosty and icy conditions the large areas of concrete present a real danger from sliding vehicles and personal falls. To avoid this, salt/road grit will be placed at strategic points around the yards. The Yard Supervisor is the nominated person to take responsibility for ensuring that surfaces are treated when slippery conditions prevail.

3.16 HOUSEKEEPING

The cleanliness and tidiness of premises is the responsibility of each and every employee. Accumulation of excess rubbish should not be allowed since adequate waste bins/skips are available which should be frequently emptied for disposal from site.

All gangways and exits must be kept clear of obstructions at all times.

3.17 ISOLATION OF EQUIPMENT

The main purpose of safe isolation is to ensure that any item of electrical, gas or powered plant, equipment or appliance being worked upon is securely isolated or unplugged to prevent any energy being supplied or the equipment or plant being re-energised.

Ideally, when an item of plant, equipment or appliance is to be worked on, i.e., components need changing or adjustments are needed, etc., it should be locked off using a padlock with the key being retained by the person doing the work. A safe written system of work will be introduced to implement this so that this procedure, and only this procedure, is used. The policy will then be reviewed on a regular basis.

3.18 ISSUE OF HEALTH AND SAFETY POLICY

The Company's Health and Safety Policy will be brought to the attention of all new personnel along with their contract of employment of which the policy will form part.

At all initial inductions of new personnel, the policy will be fully explained.

When the policy is revised this will be distributed to all employees who will sign confirmation of receipt. It will be the responsibility of the Directors' to ensure these are auctioned.

3.19 LEGISLATION

All operatives will comply with the relevant piece of legislation which affects the company. Reference will be made in the arrangements of this policy where legislation is applicable.

Main items of legislation affecting this Company are:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- First Aid Regulations 1981
- Noise at Work Regulations 2005
- Manual Handling Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Control of Asbestos at Work Regulations 2002
- Control of Lead at Work Regulations 2002
- Work at Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- Hazardous Waste Regulations 2005
- Lifting Operation and Lifting Equipment Regulations (LOLER) 1998
- Electricity at Work Regulations 1989

3.20 MANUAL HANDLING

It is most important that manual handling procedures should be followed at all times, relative to the Manual Handling Operations 1992. These regulations stipulate that mechanical handling should be practised wherever possible, but, if this cannot be done; manual handling should be undertaken, once suitable written assessments have been done by a person deemed to be competent. This assessment have been undertaken on site and relate to four distinct areas - the task, the load, the person and the environment and involves not only lifting and lowering but turning, twisting, pushing, pulling and carrying also. Techniques in manual handling are monitored and updated as necessary, to alleviate the problem of injury to personnel.

3.21 MOBILE TELEPHONE POLICY

We are a responsible employer which takes the health and safety of our employees seriously. Therefore we are introducing a Mobile Phone Policy in response to the change in the law relating to the use of mobile phones whilst driving.

This Policy will take effect from the date of this document. It will apply to both drivers of company and private vehicles and will affect the use of all hand-held mobile phones, including personal ones.

- It is now illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in

- the vehicle providing they are switched off and not checked during these periods
- The only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make a call
 - Calls may be made and messages retrieved when the vehicle is safely and securely parked
 - Hands-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times
 - Calls made to and from a hands-free mobile phone should be kept as short as possible
 - Any breach(es) of the above policy will be treated as a serious breach of company rules and may be treated as a disciplinary matter.
 - If you are undertaking any work which may be considered hazardous and your telephone rings, stop what you are doing, ensure safe condition prior to answering. If in any doubt do not answer.

Note:

You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

3.22 MONITORING HEALTH AND SAFETY

Mr Brian Jackson will monitor the health and safety performance on the sites.

3.23 NOISE

The Noise at Work Regulations 2005 places duties upon both the employer and employees with respect to noise in the workplace. Employers are obliged to organise a formal noise assessment in the workplace and to make this information available to employees to ensure they are aware of the dangers of noise induced hearing loss.

Under the regulations a daily or weekly exposure level of 80 dB(A) constitutes a lower exposure action value at which employers shall make personal hearing protectors available on request to any employee who is so exposed. At 85 dB(A) the upper exposure action value or 137 dB(A) for peak noise the employer shall provide hearing protectors to any employee who is exposed.

The limits, which must not be exceeded, are 87 dB(A) for daily exposure, and 140 dB(A) for peak noise.

At levels at or above the upper exposure level, the employer shall:

- a) designate the area a Hearing Protection Zone;
- b) demarcate and identify by signs that ear protection must be worn;
- c) where practicable restrict access to the area

Noise assessments have been undertaken on site, by a competent person, and the appropriate recommendations implemented. Where recommended, suitable ear protection is issued and worn by employees.

3.24 OFFICE SAFETY

Office staff should ensure that:

1. All places are kept clean and tidy and that entrances are kept clear.

2. Report to the appropriate Director any defects or projections on equipment or furniture which could cause injury or damage to others.
3. Any spillage should be cleaned up without delay. The person responsible for the spillage should ensure that this is done.
4. The Company recognises that to conform to Regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 1992, users of DSE should be identified; those so designated are entitled to eye and eye-sight tests; both users and workstations should be assessed; and identified users should receive adequate training, relative to their duties. The situation on site will be kept under review at all times.
5. All fire doors should be kept shut, except when in use, and not 'propped' open by wedges or blocked.

3.25 PERSONAL PROTECTIVE EQUIPMENT

Protective equipment is used only when all other methods of protection have failed to provide safety to the individual. Risk assessment of a particular operation will identify where and what type of PPE is required. Having identified a need the company will provide PPE to suit the occasion and the wearer. PPE requirements in the operation of this company have been identified to protect employees from:

1. The effects of substances hazardous to health, i.e., skin and respiratory protection.
2. Effects and hazards of using display screen equipment, i.e., eye strain, postural problems and stress.
3. Noisy and abrasive equipment, i.e., face, eye and hearing protection.

The company provides personal protective clothing to enable all personnel to carry out their tasks safely - it must be used.

When handling specific chemicals, employees must refer to the Material Safety Data Sheets and COSHH Assessment for the precise personal protective clothing required to be worn. When any doubt exists the appropriate Director or safety consultant shall be consulted and he will advise accordingly.

All employees have a legal obligation to wear the appropriate personal protective clothing and to ensure that it is maintained in a reasonable serviceable condition without any obvious defects.

All such equipment must be checked prior to use, any obvious defects identified must be reported to the immediate supervisor. Such equipment will either be discarded or repaired.

Storage for PPE is provided and must be used and kept clean.

It will be the responsibility of the immediate supervisor to ensure that all the equipment including personal protective clothing is checked prior to use and is fit for the purpose. Forms will be completed on issue of any PPE which will record information needed to use such equipment safely, maintain and store it. Such information is required by the Personal Protective Equipment at Work Regulations 1992.

3.26 PLANT AND EQUIPMENT

All items of plant are fully inspected and serviced or overhauled regularly, where necessary, by a qualified person and any defects brought to the attention of the management. Prior to use on site all plant will be checked.

All site supervision will ensure that all persons who are likely to use work equipment have received adequate training for that particular equipment. It must also be emphasised that personnel employed on or near moving machinery of any description should not wear loose or badly fitting garments and those with long hair and/or jewellery should also ensure that some means are employed to prevent entanglement with machinery.

Guards are placed for the protection of the employee and will be best regarded as being there, not just for making the place safe but as a warning that the place is dangerous and that one should keep clear. Guards should not be removed except with proper authorisation. Prior to any work commencing on a machine, isolation of power supplies must have been effected by a competent person. When any maintenance or cleaning work is completed, guards must be replaced securely before plant is restarted. Any defects in machinery guards must be reported immediately.

3.27 PRESSURE WASHERS

All users of the pressure washer must have had instruction and be authorised to use it. Never direct water jets at electrical equipment or the machine itself. Always be aware of other persons in the vicinity and never direct water jets at other people. Read and follow manufacturers instructions. Pressure washers must always be used through an RCD protected circuit.

3.28 SAFE PLACES OF WORK

The provision of a safe place of work, together with an acceptable working environment, is essential for better production and less risk to employees. To this end, management will ensure that the following standards are maintained:

1. Suitable and sufficient lighting throughout the place of work.
2. Safe access/egress of workplaces.
3. Safe storage facilities.
4. Adequate working temperature.
5. Floors are in good order and not left slippery without warning.
6. Sufficient fresh air in enclosed workplaces - ventilation systems.
7. Suitable welfare facilities (i.e., toilets, rest rooms, eating facilities, changing facilities, etc.).
8. Segregated traffic routes, where possible.
9. Work equipment is maintained in good repair.
10. Work equipment is clearly marked as to what it controls and where its point of isolation is.

3.29 SAFE STACKING AND STORAGE

All materials for use will be stacked and stored in a manner that does not cause accidents or injury. Stacking height limits must be observed. All materials must be stored in their allocated place and not left lying around.

3.30 SAFE SYSTEMS OF WORK

Wherever necessary written safe systems of work and method statements are used to instruct personnel on procedures. Tasks unique to this profession, as well as routine tasks, require specific instructions to implement, and, since there may be no direct supervision when site working, written safe systems of work have become an essential part of communications. In some cases, this safe system of work relates to a more formal permit to work system, in order to ensure the safety of personnel.

Safe systems of work and method statements are issued where required and are monitored on a continual basis to ensure they are still valid.

3.31 SAFETY SURVEY/INSPECTIONS

Safety surveys/inspections are undertaken on site to ensure arrangements, already set out in this Policy, are effectively being complied with and to highlight any areas where improvement might be necessary.

3.32 STRESS AT WORK POLICY

General statement

The Company is a responsible employer and are aware of our duty of care regarding the mental health and welfare of our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work.

Legal position

The Health and Safety at Work etc. Act 1974 requires us to take reasonable steps to look after our employees' mental health and welfare. This means that we need to ensure that staff do not have excessive demands placed on them by their job. As stress is also caused by bullying, harassment and violence, we are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, we are legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to inform us.

Definition of stress

The Health and Safety Executive has defined stress as follows:

"The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope."

In other words, stress occurs when the pressures on a person exceed their ability to deal with them.

Procedures

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- At first instance, the employee should inform the Directors'. He or she will treat the matter with sympathy and in confidence
- If necessary, we will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced
- If appropriate, the employee will be referred to a doctor of the company's choice for a medical assessment. Alternatively, the employee may be offered counselling.

Non-work problems

Whilst we are not responsible for causes of stress outside the working environment, we recognise that it can impact on an employee's attendance and work performance. Therefore, we would encourage employees to make us aware of any problems which are causing them concern.

3.33 TRAINING

Training is vital and essential to a successful business, as well as there being a legal requirement, placed on the employer to train, instruct and inform. It is our intent to methodically and systematically assess on an on-going basis, our training needs and to improve performance by appropriate methods. Training includes instruction to enable employees to identify hazards, to introduce systems for controlling these identifiable hazards and the recognition of safe working practices.

Our specific aims are:

- To provide induction training for all new employees or existing employees, where applicable. This would include:
 - Fire procedures applicable to the premises.
 - Location of first aid boxes and names and locations of authorised first aiders.
 - Instructions regarding any *prohibited areas* and *no smoking areas*.
 - Instructions regarding the use of Personal Protective Equipment, including details on when and where to use it.
 - Instruction relating to their specific place of work.
- To ensure employees are fully trained in the use of any equipment they may use and for them to receive adequate safety training specific to the job to enable him/her to perform that job without risk, regarding health and safety.
- To ensure that any new equipment to be introduced is assessed for training requirements before use.
- To see that regular refresher training is provided.
- Adequate training is provided for management, at all levels.

The Company is committed to training personnel in safe working practices, as appropriate to their job or task. The immediate supervisor will be responsible for identifying any additional/remedial training and he will monitor all operational activities under his control to ensure compliance with the Company's Safety Policy in addition to ensuring safety is being maintained in the workplace.

The Company recognises its responsibility with regard to young persons at work, and would comply with the Management Regulations regarding Young Persons at Work.

3.34 TRANSPORT

Note:

Before starting up any vehicle or mobile equipment drivers should check the vehicle and, if it were found to be in any way unsafe. The vehicle should not be re-used until it is safe to do so.

3.34.1 Loading Shovels and Grabs

All drivers of these vehicles will have received the necessary training for this class of vehicle, and are therefore certificated and authorised to drive. Re-assessment driver training will be undertaken at least once during a five year period.

Under no circumstances may anybody stand or carry out any type of operation in the bucket unless an adequate platform has been provided, which conforms to the Regulations.

Drivers must not transport passengers (unless there is a seat duly provided for this purpose). Loaded mobile equipment may not be moved unless such items as the load is secure.

On parking the vehicle the handbrake should be applied, the bucket or grab placed at the lowest height and the ignition keys removed.

3.34.2 Vehicles

At all times employees will comply with the legal requirements of the Road Traffic Acts in the manner of their driving and exercise reasonable care in the handling of their vehicles. All Company vehicles are regularly serviced and maintained, in addition to which drivers are obliged to regularly check oil, water, hydraulics, wheel nuts and tyre pressures. Any faults noted with respect to vehicles must be reported to their immediate supervisor at the very earliest opportunity.

Vehicles must only be operated on public highways by authorised competent drivers or operators under close supervision and instruction. This particularly applies to specialised vehicles.

All vehicles must be operated in accordance with makers/hirers operating instructions. All lorries must only be operated by the company's certificated holders or an operator under close supervision and instruction of a certificated holder.

Vehicles will be inspected daily before use and all defects reported on the Vehicle Defects Sheet and passed to the Workshop.

Where applicable, vehicles will have a valid MOT certificate. Vehicles will only be driven on public highways by those authorised by the Company and also having a valid driving licence issued by the Licensing Authorities.

3.34.3 Driving on Company Business

The Company will ensure that those employees who drive on company business, are insured as necessary. In order to keep our premiums as low as possible and to reduce the risks of accidents, we will make annual checks of the driving licences of anyone who regularly drives on company business. Where the vehicle is provided by us, we will also ensure that it is roadworthy and that the MOT (where required) and road tax are current. Where the vehicle is not provided by us, we will expect the vehicle to be roadworthy and that the MOT (where required) and road tax and insurance are current. We will make annual checks on all appropriate documentation. We will also make every effort to ensure that employees' work is managed in such a way as to avoid the need to take unacceptable risks whilst driving, e.g. breaking the speed limit or driving without due care and attention. Due to the risks of driver fatigue, we actively encourage drivers to take regular breaks. Should an employee have an accident, it needs to be reported to the Directors' as soon as possible after the event.

3.35 VIBRATION

Exposure to vibration from work with power tools held by hand such as concrete breakers, vibrating pokers, sanders, angle grinders, hammer drills, jigsaws, strimmers, mowers, etc., or from other kinds of vibrating equipment, can cause reduced circulation of the blood and damage to the nerves and muscles of the arms. Collectively, the conditions that can result from vibration exposure are known as hand-arm vibration syndrome (HAVS).

The best known form of HAVS is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.

The signs to look out for are:

- a) Tingling and numbness in the fingers
- b) In the cold and wet, fingers go white, then blue, then red and are painful
- c) You cannot feel things with your fingers
- d) Pain, tingling or numbness in your hands, wrists and arms
- e) Loss of strength in hands

Our policy for minimising the risk:

- a) When purchasing or hiring - check manufacturers' literature and information for test levels
- b) Look for alternative ways of working which reduce or eliminate vibrating equipment
- c) Ensure employees use the most appropriate equipment for the job
- d) Minimise the time individuals use the equipment by job rotation
- e) Break up periods of continuous use of equipment by introducing other tasks
- f) Ensure that employees use good posture
- g) Ensure tools are maintained properly
- h) When practicable provide tool support to take the weight of the tool
- i) As a last resort provide vibration absorbing gloves
- k) Regularly questioning employees to see if they have any symptoms

3.36 VIOLENCE

General statement

The Company is a responsible employer and take our duties under the Health and Safety at Work etc. Act 1974 seriously. For this reason we have formulated this policy to help us comply with our legal duties. These include the provision of a safe place and a safe system of work for our staff and others who may be affected by our business activities. We recognise that both violence at work and threatening behaviour are issues of concern to many staff and this could have health and safety implications for the company. Due to its importance, this violence at work policy also forms part of the company's overall Health and Safety Policy.

Violence at work

Violence at work has been defined as 'any incident in which the person is abused, threatened or assaulted in circumstances relating to their work'. Whilst this definition applies to all staff, some may be at more risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- Those who deal directly with visitors and members
- Lone workers
- Those who work outside of normal business hours
- Cash handlers

The legal position

The Health and Safety at Work etc. Act 1974. S2(1) provides that 'it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees'. We also owe visitors such as customers, members and suppliers similar duties. In order for us to fulfil these duties, we will do the following:

- Carry out a risk assessment in order to assess the risks to staff and other visitors
- Decide what control measures, if any, are necessary
- Implement any control measures if the assessment shows that they are necessary
- Monitor any arrangements to ensure that they are effective.

Employees' duties

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Employees are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors.

Procedures

The following are guidelines on action that we will take to reduce the risk of violence to staff and visitors. They are not exhaustive, but are a set of principles to be followed if a risk is perceived.

- As part of the risk assessment process, we will talk to staff across the business in order to assess what, if any, further measures are required
- Staff are actively encouraged to discuss with their managers any concerns that they may have and all approaches will be treated sympathetically
- Any incidents of violence must be entered in the Company accident book as well as being reported to the Directors'. This includes all incidents of violence, threats and verbal abuse
- If an incident causes a member of staff or a visitor to suffer death, major injury or more than three consecutive days off work (including weekends) an accident report will be made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Dealing with visitors

The safety of our staff is paramount. So if anyone finds themselves dealing with rude or aggressive visitors, they must never return aggression as this is how anger can escalate into violence. Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it.

Staff training

Should a risk assessment identify that staff training is necessary in order to reduce the risks, then suitable training will be given.

Advice and counselling

The Company recognises that in the event of an employee being a victim of violence, some

counselling or other specialist help may be required. So it is our intention to deal with these cases constructively and sympathetically. The Directors' will be able to give you advice and guidance on how to obtain help and assistance with any workplace violence related issue. All requests for help will be treated in the strictest of confidence.

3.37 VISITORS AND OTHER PERSONS

The Company is responsible for all visitors to the site. To ensure their safety all employees of the Company are requested to co-operate in the policies created for the safety of non-employees. Visitors must report to Reception. He, or she, will then be instructed in any specific site hazards and precautions taken. These would generally be:-

- To respect *No Smoking* areas
- To wear PPE as directed
- To know how to react to a fire alarm
- To generally follow any reasonable instruction given by their contact on site.

As a general rule unaccompanied visitors are not allowed on any site the Company controls. It is not permitted for any person not directly involved in any operation of the Company to approach or encroach on any of the activities. Bona fide visitors must be directed to the office of the company. Exceptions to this rule are personnel from the Health and Safety Executive. All employees are requested to co-operate in the enforcement of this ruling.

3.38 WASTE DISPOSAL

Note:

You must refer to the Working Plan for Waste Disposal a copy of which is available in the Office.

Any domestic type waste is to be placed in the designated containers. Special waste regulations stipulate the action to be taken with all other waste material. This should be placed in covered skips provided for the purpose.

3.39 WELDING

Those who are involved must be aware of the references in the COSHH Assessment and have had adequate instruction.

3.40 WORKMANSHIP STANDARDS

It is a legal requirement, under the Health and Safety at Work etc. Act 1974, that all work undertaken has to be carried out in a competent and workmanlike manner to ensure the safety and health of all concerned.

4.0 APPENDICES

4.1 Notifications required to be made to the enforcing Authorities (HSE or EHO) under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

1. Subject to Regulation 10 where any person, as the result of an accident including acts of violence arising out of, or in connection with work, dies or suffers any of the injuries or conditions specified in Paragraph 2, or where there is a dangerous occurrence, or a non employee suffers an accident as a result of work activity and is taken to hospital, the responsible person shall:-

- a) Forthwith notify the enforcing authority thereof, by the quickest practicable means, and,
- b) Within ten days send a report thereof to the enforcing authority on a form approved for the purposes of this Regulation or by approved means.

2. The injuries and conditions referred to in Paragraph 1 are:

- a) Any fracture other than to the fingers, thumbs and toes.
- b) Any amputation.
- c) Dislocation of the shoulder, hip, knee or spine.
- d) The loss of sight of an eye, whether temporary or permanent injury to an eye, or a chemical or a hot metal burn to an eye.
- e) Any injury resulting from an electric shock or electric burn (including arcing injuries) which leads to unconsciousness or requires resuscitation or admittance to hospital for more than 24 hours.
- f) Any injury resulting in over 3 consecutive days absence from work, not counting the day of the accident but including any days which would not have been working days.
- g) Loss of consciousness caused by asphyxia or by exposure to a harmful substance.
- h) Any other injury:-
 - i) Leading to hypothermia, heat induced illness or unconsciousness.
 - ii) Requiring resuscitation.
 - iii) Requiring admittance to hospital for more than 24 hours.
- i) Condition resulting from any means of absorption leading to:-
 - i) Medical treatment being required.
 - ii) Loss of consciousness.
 - iii) Illness which requires medical treatment which appears to be caused by exposure to biological agents, toxins or infected materials.
- j) Death as a result of a work related incident within 12 months of that incident, whether previously reported or not.

3. Dangerous occurrences referred to in Paragraph 1 are:-

- 1. Lifting machinery - collapse or failure of lifting machinery, e.g. fork lift truck, lifting chains, block and tackle, access platforms.
- 2. Passenger carrying amusement devices.
- 3. Pressure vessels - explosion, collapse or bursting of boilers' air receivers, which could have resulted in death or notifiable injury, or which stops operations for more than 24 hours.
- 4. Electrical short circuit - short circuit or overloading resulting in fire or explosion which stops operations for more than 24 hours or which may have caused a notifiable injury.
- 5. Explosion or fire - of materials in store which result in suspension of work for more than 24 hours.
- 6. Escape of flammable substances - the sudden uncontrolled release of one tonne or more of highly flammable liquid (Regulation 2 (ii) Highly Flammable Liquids and LPG Regulations 1972 (a)), flammable gas or flammable liquid above its boiling point from any system or plant or pipeline.
- 7. Collapse of scaffolding:-
 - a) More than five metres high and is substantial.
 - b) Over water and danger of drowning.
- 8. Collapse of building or structure:-
 - a) Buildings on which work is being done involving a fall of five tonnes or more of material.
 - b) Any floor or wall being used as a place of work.
- 9. Escape of substance or pathogen - uncontrolled or accidental release resulting in any notifiable injury or other damage to health.

10. Explosives - any unintended ignition or explosion of explosive.
 11. Freight containers - fracture of any freight container including load bearing parts while it is being raised, lowered or suspended.
 12. Pipelines - as defined by Section 65 of the Pipelines Act 1962 (b) either:-
 - a) The bursting, explosion or collapse of a pipeline or of any part, or
 - b) The unintentional ignition of anything in a pipeline or in any way discharged from that pipeline.
 - c) Failure of any safety device.
 13. Conveyance of dangerous substance by road in road tanks or tank containers - overturning, suffer serious damage, uncontrolled release or escape of dangerous substance, fire of dangerous substance.
 14. Conveyance of dangerous substance by road in packages - as above.
 15. Breathing apparatus - any malfunction of apparatus which enables the wearer to breathe independently of the surrounding environment except when:-
 - a) Used in mines, and
 - b) Being maintained or tested.
 16. Overhead electric lines - over 200 volts - any incident where plant or equipment either touches overhead lines or comes close enough to cause a discharge.
 17. Locomotives - any case of an accidental collision between a locomotive or a train and any other vehicle at a factory or dock premises which might have been liable to cause the death or any of the injuries or conditions covered by Regulation 3 (ii) to any person.
 18. Any release of biological agents.
 19. Any malfunction of radiation generators.
 20. Any malfunction of equipment in diving operations.
4. Reporting of Accidents and Dangerous Occurrences - Particulars to be kept when reporting under Regulation 3.
1. Date and time of accident or dangerous occurrence.
 2. Particulars of person affected:-
 - a) Full name.
 - b) Occupation.
 - c) Nature of injury condition.
 - d) In the case on non employees -status (e.g. customer, visitor, bystander, etc.)
 3. Place where the accident or dangerous occurrence happened.
 4. A brief description of the circumstances.
 5. Date reported to the enforcing authority.
 6. Method of reporting
5. Reporting of Diseases - Reportable diseases include:
1. Certain poisonings.
 2. Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
 3. Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
 4. Infections such as leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus.
 5. Other conditions such as occupational cancer; certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reference should be made to Regulation 5 and Schedule 3 of RIDDOR 1995.

4.2 Contractors - Acceptance of Conditions Form

To all contractors working on the premises of Thomas Plant Hire (Midlands) Ltd

Contractor's personnel will confine themselves to their area of work.

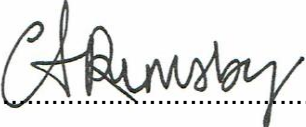
Facilities available such as toilet, canteen and washrooms will be indicated by the relevant Director or his nominated deputy.

This site contains hazards which will be notified to contractors by the Thomas Plant Hire (Midlands) Ltd.

An assessment of any hazards or risks created or introduced by the presence of contractors must be communicated to the Director.

The responsibility for safe working practises rests with the contractors.

It is a condition laid down by Thomas Plant Hire (Midlands) Ltd that contractors working on the premises of the Thomas Plant Hire (Midlands) Ltd will comply with all current statutory safety legislation and regulations applicable to their operation.

Signed  (Thomas Plant Hire (Midlands) Ltd)

Signed (Contractor)

Thomas Tankers Accident/Near Miss Report Form

For every 200 near misses there is one accident. Address the near misses and eliminate the accidents

A near miss is an unplanned incident which could under different circumstances, have resulted in injury to people or damage to property, tools or equipment	
Please enter below details that will help investigate the incident and generate action to eliminate it as a potential cause of an accident	
What happened? (Short accurate description)	
What could have happened?	
Where did it happen:	
Site:	
Area:	
Machine or equipment:	
When did it happen:	
Time:	Date:
What action was taken immediately to reduce the danger?	
What do you think should be done to permanently reduce the danger?	
To be completed by the Director - action planned or taken:	
Comment on cause:	
Time Scale:	
Any short term action?	
Individuals Name:	Director's Signature:
Date:	Date: