

Health & Safety arrangements

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1. INFORMATION, INSTRUCTION AND TRAINING

It is the policy of our company to provide suitable and sufficient information, instruction and training to all employees within the organisation, not only to comply with statutory requirements but also to secure a safe and healthy environment for all employees and visitors who may be affected by our activities.

To fulfil this duty, we: -

- Introduce comprehensive and relevant safety rules and procedures as well as induction training as necessary for all employees and visitors.
- Provide refresher training at intervals assessed as being suitable and appropriate.
- Ensure that no employee transferred or promoted from one work activity to another is permitted to start work in their new environment, until and unless they have received sufficient training and instruction to enable them to perform their new tasks without risking the health and safety of themselves or others.
- Pay attention to existing employees in relation to their inherent capabilities, and in relation to the introduction of new work equipment, new technology and new systems of work into our undertaking.

The training of all personnel will rank highly in our list of priorities and will cover more than just implementing recognised safe working practices, it will also include teaching our employees to identify hazards and understand the appropriate systems of control.

New employees will receive induction training prior to, or on arrival at their workplace. The objective of this training is to make them familiar with all aspects of health, safety and welfare relating to their period of time in our employment. Aspects to cover will include: -

- Emergency warning systems.
- Evacuation and assembly procedures.
- Actions to be taken in the event of any emergency situation including exposure to immediate and imminent danger.
- Location of fire points and use of firefighting equipment.
- Location of exits, escape routes, assembly points and places of safety.
- Welfare facilities.
- First aid arrangements.
- Accident and injury reporting procedures.
- Any prohibited areas or danger zones.
- The nature of control measures introduced to control risks.
- Health risks in relation to any substances hazardous to health.
- The use and maintenance of personal protective equipment.
- Reporting health and safety hazards.

Employees transferred from one work location to another will be provided with training on matters particular to that new location on arrival. A transfer is an opportunity to provide refresher training and thus basic Company policy and health and safety matters will not be ignored at this time.

Records will be kept of the type and extent of instruction, information and training given and received by all parties.

2. EMPLOYEE CONSULTATION

In accordance with the requirements of the Health & Safety (Consultation with Employees) Regulations 1996 which in turn complement the Safety Representatives and Safety Committees Regulations 1977 consultation with employees on matters of health and safety shall take place on a regular basis either: -

- With the employees directly, or
- Through representatives

Employees shall be consulted in goodtime on any matters concerning: -

- the introduction of measures which may affect health and safety.
- the appointment of competent person(s)
- the provision of statutory health and safety information.
- any statutory health and safety training detail; or
- the health and safety consequences of new technology

The Company provides sufficient information for employees and their representatives, to permit entry into full and effective participation.

The functions of the representative are to: -

- Bring to the attention of the Company any potential hazards and dangerous occurrences which could affect employees.
- Discuss with the employer general health and safety matters.
- Represent employees in consultation with the HSE (or other Enforcing Authority) Inspectors

The Company shall only withhold information if: -

- such disclosure is a breach of any prohibition by an enactment.
- it is of a personal (personnel) nature, unless consented.
- it is of significant commercial/confidential importance that its disclosure could cause injury to the business.
- it has been obtained for use in legal proceedings; or
- It is not related to health and safety.

Objections on safety grounds to undertaking work instructions shall be resolved between the parties concerned.

3. FIRST AID

The Health & Safety (First Aid) Regulations 1981 require that adequate and appropriate first aid facilities be provided for employees.

A suitable and sufficient number of trained personnel are appointed to render first aid when required. Refresher training is undertaken periodically. Both first aiders and those appointed to take charge of an emergency, calling an ambulance and assisting with first aid equipment are aware of and understand their duties.

The Company provides and maintains first aid boxes at various locations which can easily be reached by employees.

Signage and notices give the identity and location of first aiders and provisions. The Company also has a defibrillator which is located in the transport office identified by signage; anyone using the defibrillator needs to follow the instructions.

4. ACCIDENT REPORTING AND INVESTIGATION

An accident report book is kept and made available to all employees, in which every accident must be recorded. In accordance with the requirements of the Data Protection Act, the completed accident records will be detached from the book and withheld from unauthorised persons. Accidents will be investigated to determine the circumstances in order to help prevent a re-occurrence, the extent and depth of investigation is determined by accident severity or potential severity.

The accident book will be kept and held for a minimum period of at least three years from the date of the last entry into the book.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 records shall also be kept for a minimum period of three years for the following: -

- accidents, occupational disease or dangerous occurrence which require reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). Over-three-day injuries do not need reporting under RIDDOR, unless the incapacitation period goes on to exceed seven days, however a record of over three-day injuries needs to be kept.

The enforcing authorities will be notified by the quickest practicable means without delay: -

- Any death to workers or non-workers
- Any specified injury to workers
- Any non-fatal injury to non-workers
- Any specified Dangerous Occurrence

And thereafter send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident (Note: - If reported online or by phone the report is forwarded on your behalf).

The prefers the online or phone method of reporting this can be achieved via the following details. (<http://www.hse.gov.uk/riddor/index.htm>). Alternatively call 0845 300 9923. The phone option is only available for specified major or fatal injuries.

The Board of Directors are ultimately responsible for reporting all 'reportable' incidents to the relevant enforcing authority. The SHE Manager will undertake this responsibility on behalf of the board and carryout investigations. Cedar Health & Safety Consultants Ltd. will assist with Reporting and Investigations when requested.

Cases of over-seven-day injuries must be notified within fifteen days of the incident not including the day of the accident use the appropriate online form accessible by following the link above.

Cases of disease will be reported as soon as a doctor notifies the Company that one of our employees suffers from a reportable work-related disease, again use the online form 'Report of an occupational disease'.

Further information can be found upon the HSE website under RIDDOR.

5. FIRE PRECAUTIONS AND EVACUATIONS

The safety of all employees and others is controlled by the Regulatory Reform (Fire Safety) Order 2005.

Assessments are carried out periodically to identify fire hazards and people at risk. Control measures are put into place to eliminate the risk or reduce it as much as possible and the findings are recorded.

Fire extinguishers and other means of fighting fire are provided where appropriate. Fire detectors and fire alarm systems are installed where their provision is justified. Fire marshals are appointed to ensure firefighting equipment remains easily accessible at all times in their correct locations and where appropriate indicated by pictorial signs.

Escape routes are signposted, illuminated with emergency lighting, where necessary. All escape routes must remain clear of obstructions at all times. Fire exits must always be clearly marked and kept clear and usable at all times. Fire doors must not be propped open.

External emergency lighting is provided as necessary to illuminate routes. An assembly has been established upon the car park adjacent the main entrance.

All equipment and facilities provided to protect employees and others from the dangers of fire, such as fire extinguishers, firefighting equipment, alarm systems and emergency doors, must

be inspected regularly and maintained and any faults found rectified as soon as possible, Fire Marshals and Supervisors are responsible for undertaking this task in their respective areas of control. A register is available for recording these inspections.

There is a daily attendance register held for visitors and contractors to sign in/out to enable them to be accounted for in an emergency. Office staff is in close proximity to each other and communication with each other is vital when leaving site to ensure everyone can be accounted for in an emergency. Production employees are accounted for via a clock card system, in the event of an emergency the clock cardholder can be removed along with cards from the wall in the canteen; Fire Marshals in control of the clock card area are responsible for ensuring this task is undertaken.

A fire and evacuation plan have been drawn up which is displayed in prominent positions around the site and in welfare and reception areas. Employees and visitors are all to be inducted as to its content unless escorted at all times and instructed to remain with their escort in an emergency.

Fire Marshals are responsible for contacting and directing the emergency services and ensuring the accountability of all employees and visitors in their areas of control.

Evacuation procedures and alarm systems must be regularly tried and tested to ensure that all employees are aware of the procedures to be followed in the event of an emergency and named coordinators such as Fire Marshals understand and carry out their responsibilities.

These procedures also must include: -

- Identification of anyone who may need special help to get out.
- Allocation of responsibility to specific employees to help those who may need special help an emergency.
- Consideration of alternative escape routes should the primary route be inaccessible.

6. WELFARE

Adequate welfare arrangements are provided in accordance with the requirements of the Workplace (Health Safety and Welfare) Regulations 1992.

These arrangements take into account numbers required to use them and type of work undertaken.

Clean and tidy toilet facilities with both WC's and urinals are available plus hot and cold running water for washing. Hand basins are available which are large enough to allow arms to be washed should this be necessary. Soap, hand cleansers, paper towels and/or hand dryers are available. Scrubbing brushes, together with barrier creams are available if required. Soap from dispensers is favoured to reduce cross contamination. Separate facilities are provided for females.

Welfare areas contain tables and seating for all employees. Alternatively, dinner breaks are exercised which enable accommodation for everyone. Boiling water for hot drinks and facilities for heating and chilling food are available.

A changing/drying room separate from dining areas has been provided which contains clothes pegs and benches and lockers. The area has good heating, ventilation and a dehumidifier has been provided to promote the drying of wet clothing. Employees must keep this door closed to allow effective drying.

Mains and chilled drinking water is available along with drinking receptacles at welfare and office locations. When selecting heating equipment, consideration must be given to fire risks both in type of equipment selected and area of intended use. Employees must not cover or obstruct heating equipment.

7. WORKSTATIONS

Workstations need to be arranged so that each task can be carried out safely and comfortably whether it is a seated or standing workstation.

Adjustable seating is provided so that the employee can adjust their seating to be at a suitable height in relationship to the work surface. Employees will need to ensure their seating offers adequate support to the lower back and those whose feet cannot be placed flat on the floor will be provided with a footrest upon request.

Clear and unobstructed space must be maintained to allow work to be carried out safely, permit freedom of movement and allow persons to stand upright. Seating and access need to be suited to each individual including those who have disabilities.

Employees involved in repetitive muscular activities will need to take frequent breaks away from their workstation, undertaking other duties such as clearing wastes from floor areas is one way in helping achieve this. Anti-fatigue mats will be made available to those who need to stand for long periods in their workstation upon request. When working at picking lines don't obstruct the emergency stop pull cord.

8. DISPLAY SCREEN EQUIPMENT

Display screen risk assessments are to be completed by each employee on their workstation using the Display Screen Risk Assessment form. On completion the SHE Manager will review the findings and any remedial corrective actions implemented as necessary. Employees are reminded to periodically review their assessments to ensure optimum efficiency.

Ensure the computer screen has stable images and that the screen characters are well defined and clearly formed, screen brightness is adjustable, modified overhead lighting has been provided to reduce reflective glare, additional repositioning of monitors may be required.

Keyboards are tilt-able ensure there is sufficient space in front to support the hands and arms. Ensure symbols are legible on keyboards the company will provide wrist support cushions upon request.

Monitors have a large low-reflective surface and double monitors are provided where required to allow flexible movement of the screen, keyboard, documents and other related equipment.

The offices have been designed so that workstations are not adversely affected by sources of light, from windows, lights, walls etc. to avoid direct glare and distracting reflections on screens, additional personal adjustment may be required. Windows are fitted with adjustable blinds to attenuate the daylight that falls on the screen.

Users shall, if requested, be given an appropriate eye and eyesight test. The test shall include a test of vision and an examination of the eye. These tests shall be repeated at regular intervals and where necessary prescription spectacles for display screen work shall be provided free of charge.

9. ELECTRICITY

In accordance with the Electricity at Work Regulations 1989, all electrical systems downstream of the meter must be constructed and certified as complying with the IEE Regulations and be periodically inspected, tested and maintained so as to prevent danger. Electrical installations, testing and inspecting is conducted by specialist contractors.

Temporary supplies and permanent installations are to be installed in accordance with BS 7671. Before commencement, an assessment of certain characteristics of the proposed installation must be assessed:

- purpose supplies and structure.
- external influences.
- compatibility of equipment; and
- maintainability of equipment.

Wherever reasonably practicable, electrical equipment used in the workshop shall be 110v or less.

Electrical equipment shall be selected carefully to ensure that it is suitable for the activity and environment for which it is to be used and complies with the Electrical Equipment (Safety) Regulations 1994.

All operators of electrical equipment will be competent to use that equipment in accordance with the manufacturer's instructions. If necessary additional specific training shall be given and records of that training retained.

Electrical equipment shall be adequately maintained to ensure that it remains in good working order throughout its working life: -

- Leads shall be examined and those with damaged outer sheaths discarded. Temporary repairs using insulation tape and the like, shall not be accepted.
- plugs and connectors will be visually checked for possible damage immediately before use.
- replacement plugs must be to BS1363 (A) with fuses to BS 1362.
- all electrical appliances will be visually inspected during usage and electrically tested by a competent person at least every 12 months.
- Portable electrical hand tools may require more frequent testing 'every 6 months', dependent on usage and work environment.

Following satisfactory testing and inspection, the appliance, plug and lead will have a self-adhesive label, or similar attached to show that they have passed their test and a register of all tested appliances will be kept.

The use of fused/un-fused socket mounted multiway adapters will be prohibited in offices and if one socket is to adequately serve more than one appliance, a multi-way fused trailing socket outlet shall be used with the cable between the plug and adapter of the correct current / length rating and a minimum rating of 13 amps.

Coiled cables must be fully unwound to prevent overheating during use.

Void sticker labels have been introduced along with a register to try to prevent unauthorised maintenance. If a damaged void sticker is noted this should be reported to the departmental supervisor.

10. LIGHTING

Lighting will be of the levels to provide conditions in which work can be carried out without undue risk or fatigue.

It is important that lighting in the workplace:

- allows people to notice hazards and assess risks.
- is suitable for the environment and the type of work (for example, it is not located against surfaces or materials that may be flammable).
- provides sufficient light (illuminance on the task).
- allows people to see properly and discriminate between colours, to promote safety.
- does not cause glare, flicker or stroboscopic effects.
- avoids the effects of veiling reflections.
- does not result in excessive differences in illuminance within an area or between adjacent areas.
- is suitable to meet the special needs of individuals.
- does not pose a health and safety risk itself.
- is suitably positioned so that it may be properly maintained or replaced and disposed of to ensure safety.
- Includes, when necessary, suitable and safe emergency lighting.

The recommended minimum levels of illumination are: -

- General movement 5 lux
- Handling materials/waste, unloading 10 lux
- Exterior general 10 lux
- Interior working places 15 lux
- Interior workshops 400 lux

11. TRAFFIC MANAGEMENT

Traffic routes around workplaces shall be organised in such a way so far as is reasonably practicable that pedestrians and vehicles can move safely without risk.

The Company takes the following steps: -

- A traffic management plan has been established and is brought to the attention of employees who have been issued a copy
- Banksman control vehicular traffic movements so as not to cause danger
- Radio communications are provided to banksman and mobile plant operators
- Access routes used by pedestrians are separate from traffic routes where practicable
- Pedestrian routes are marked out where practicable and signage is displayed
- A separate pedestrian entrance has been provided with signage
- The vehicle entrance has warning signage
- A 5mph speed limit has been established
- Pedestrian routes are planned in least dangerous areas that permit persons to see approaching vehicular movements
- Everyone wears high visibility clothing and LED tops are worn in poor light
- Additional lighting has been provided where deemed necessary upon access routes
- Traffic and pedestrian routes are maintained clean and unobstructed on an ongoing basis as far as reasonably practicable
- Plant operators are trained
- Safe working practices have been established to minimise risks
- Plant and vehicles are fitted with secondary safety devices such as audio-visual aids and the Company is FORS accredited
- Non-compliance is addressed

12. WORKING AT HEIGHT

Workstations and work equipment shall be designed and constructed in accordance with the requirements of the Work at Height Regulations 2005 to provide safe working platforms and safe access and egress.

- Crushing, screening, fixed processing plant shall be fitted with permanent guarded work platforms and access steps/ladders.
- Access steps shall be fitted and maintained on mobile plant and HGV vehicles.
- Skip drivers shall be instructed not to climb onto skips and are instructed to sheet at ground level wherever possible.
- The Company subject lifting equipment to thorough examinations in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.
- Safety harnesses are provided to be worn by workmen engaged in maintenance and short duration work at height where permanent safe access and working platforms cannot be provided.
- Mobile elevating work platforms are provided to trained users to access areas of height
- A podium tower is available, ladders and stepladders are provided and a tagging system has been implemented to log and record inspections of ladders and steps.
- Ensure employees are given sufficient instruction, information and training to permit them to be able to work at height safely.
- No person is permitted to use a makeshift platform, climb concrete Lego blocks or climb waste to gain access to areas of height.
- Unsafe work at height is not permitted.

13. LADDERS

In accordance with the requirements of The Work at Height Regulations 2005 Schedule 6, the Company shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and: -

- the short duration of use; or
- the existing features on site which he cannot alter

Aluminium and timber ladders need to be either Class 1, covered by BS 1129 and BS 2037, or Class 2 for lighter work in accordance with BS EN131.

Any timber ladders need to be inspected for any visible damage or undue wear and need to be unpainted.

Ladders need to be erected on a firm and level base and be supported by the stiles only. They need to be sited so that the correct slope of about 75 degrees to the horizontal (1 metre out for every 4 metres of height), is attained. They will extend 1.05 metres above any landing place to ensure an adequate handhold.

All ladders must be secured from slipping and those, which are 3 metres or more in length, must be secured at the top, by either lashing or clamping the stiles to a secure anchorage. If no other means of securing the ladder can be adopted, then someone must hold it at the base whilst being used, but this system will only apply to short ladders as footing a ladder is generally regarded as ineffective for ladders above 3m.

Ladders need to be issued with a unique identity and periodically inspected for defects. Employees must not use salvaged ladders.

14. NOISE AND VIBRATION

Noise can cause permanent damage to hear. It can annoy and disturb people and interfere with verbal communications and emergency signals to the point where the risk of accidents can be greatly increased.

The Control of Noise at Work Regulations 2005 set noise exposure levels and place specific duties on both employers and employees.

Assessments of the risks of employees to noise needs to be periodically undertaken by a competent person, if necessary using an electronic sound meter averaged over a standard time period in accordance with Section 5 of the regulations and should be re-assessed whenever there has been a significant change in work activities or if there is reason to believe an assessment may no longer be valid.

Where equipment is employed in our undertaking, which can produce noise likely to reach or exceed above the action levels, the Company should undertake engineering control methods in order to eradicate or reduce the levels.

These methods may include: -

- Substituting the offensive equipment for a low noise emitting alternative.
- Isolating the sound source from the area around it.
- Insulating the equipment by enclosing it in sound reducing materials i.e. waste buffer piles.
- Directional absorption using screens, walls, concrete blocks, waste stockpiles etc.
- Mounting the equipment on rubber or other similar substances, free standing concrete slabs etc.
- Silencing with exhaust systems or mufflers.

Only when none of these methods are reasonably practicable, or where noise levels are still above those set by law, will the use of personal protective equipment be considered.

When noise levels, after the application of engineering control measures, still exceeds the level of 80dB, ear protection is provided and advised. Where levels exceed 85dB, then the area will be designated an “ear protection zone,” identified if possible, with signs, and the wearing of ear protection will be compulsory in these areas or when undertaking specific noisy tasks. The Company provides all necessary instruction and training to ensure that this equipment is worn correctly and, if necessary, maintained in good working condition. Hear defenders are available from the PPE store; disposable ear plugs are available from the canteen.

Excessive vibration is usually caused by handheld rotary or percussive tools or vibratory plant such as shakers, crushers, trommels etc. Excessive exposure can impair the blood supply and cause conditions known as “hand arm vibration” or “whole body vibration”.

In accordance with the Control of Vibration at Work Regulations 2005 assessments shall be carried out of work liable to expose employees to risk from vibration in order to identify the measures that need to be taken to reduce daily exposure levels for hand arm vibration to $<5 \text{ m/s}^2 \text{ A(8)}$ and for whole body vibration to $<1.15 \text{ m/s}^2 \text{ A(8)}$.

These exposure levels shall be taken into consideration when purchasing or hiring vibrating plant, tools and equipment, to ensure that the risk is effectively controlled.

15. MANUAL HANDLING

Manual handling is probably the most hazardous activity undertaken during working activities in terms of frequency and difficulty. If at all possible, alternative mechanical methods of handling will be used.

The Company has a wide range of lifting equipment available to assist and eliminate some manual handling activities. Safe systems of work are in place that eliminates the need to handle large, bulky, sharp or unwieldy objects by use of mobile plant.

Appropriate training is to be given to all participants before any manual handling activities are undertaken. This will form part of an induction programme and sufficient time will be allowed to permit explanation, demonstration and practice.

Training will include applying techniques, making ergonomic assessments and an understanding of back care will be given to all employees. A problem-solving approach to manual handling will be developed through the application of knowledge.

Various training techniques will be monitored and evaluated.

Training programmes should include: -

- **Back care** - covering spinal mechanics so that the causes of back pain, of posture and movements etc. likely to contribute to back pain or injury can be readily identified.
- **Ergonomics** - giving guidance on evaluation of the environment, task, load and individual capability will be included, along with how to alter the environment to make the work safer.
- **Mechanical handling aids** - with training to include the practical use and care of any equipment brought in to make manual handling tasks easier.
- **Manual handling techniques** - fitness is important in the avoidance of injury. General fitness, flexibility, relaxation and the effect of obesity and other physical considerations shall be taken into account in the training of all concerned. Individuals will be encouraged to develop an appreciation of their own capabilities in making assessments and recognising their own limitations in terms of knowledge and lifting capacity.

There is ongoing training in the form of toolbox talks and recall training which will help ensure that all employees, including agency staff receive re-training programs as and when necessary.

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

The Company will ensure the collection of all up to date information and data on the toxicity and potential hazards of all substances used within the organisation. This information will be brought to the attention of all employees and visitors likely to be exposed to these substances i.e. those that have the potential to cause harm to their health. These substances can include gases, vapours, liquids, fumes, dusts and solids or can be a combination of these. They can also be micro-organisms.

Our approach towards achieving legal compliance with the requirements of the COSHH Regulations will be to: -

- Familiarise ourselves with the legal requirements.
- Make an assessment of substances hazardous to health, which is suitable and sufficient, in relation to evaluating the risks to health arising from activities involving those substances and establishing what has to be done to meet the requirements of the regulations.
- Introduce the necessary controls.
- Decide what other precautions are needed.
- Implement the chosen precautions.
- Monitor their performance and introduce any techniques, which would improve that performance.

17. SHARPS

Hypodermic needles (sharps) will only be handled using specialist gloves and or with third arm litter pickers. Gloves will not be relied upon alone to handle sharps unless they specifically designed for the purpose anti-syringe gloves.

Sharps will be placed in designated purpose made sharps containers in accordance with the following procedures: -

- Report all sharp finds to your supervisor
- Bring the sharps box to the sharp

- Don't pass sharps from person to person
- Wear suitable gloves and use tweezers or pincers to hand sharp
- Don't rely on gloves alone
- Keep arms covered
- Place straight in box, no recapping or dismantling
- Don't overfill the sharps box or try to push contents in or down
- Close box after use and return to a secure location.
- When nearing capacity report to management for replacement.

Sharp Hotline 0800 731 9835 Disposal service provided by Bolton Council

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require that puncture wounds from known contaminated needles should be reported as dangerous occurrences

Employees will be encouraged to report puncture injuries and trained what to do in the event of a puncture injury.

18. PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)

These regulations set the standards for the provision and use of work equipment with the primary objective of providing safe equipment and ensuring its safe use. Compliance with the regulations should ensure that work equipment used during the course of our activities does not give rise to risks to health and safety of employees or others.

Work equipment will be carefully selected, ensuring that it complies with the regulations, and it will be properly maintained.

Operatives will receive all necessary information, instruction and training and be aware of any foreseeable dangers.

The Company will: -

- Ensure that equipment is constructed or adapted for the purpose for which it is used or provided.
- Consider working conditions and risks to health and safety to persons where the equipment is to be used.
- Ensure that the equipment is used only for operations and under conditions where it is suitable.

The provision of information and instruction, written where appropriate and readily understood, will include: -

- Conditions in which and methods by which equipment shall be used.

- Foreseeable abnormal conditions and appropriate action.
- Conclusions drawn from experience with equipment.

Training must be adequate and include safe work methods defining possible risks and precautions to be taken

19. CARBORUNDUM ABRASIVE WHEELS

All carborundum abrasive wheels or discs will only be mounted by trained and competent persons who will preferably have certificates detailing the training and when it was received.

Injury to operatives through 'bursting' of wheels due to incorrect mounting on grinder, wrong type of wheel fitted, or incorrect usage shall be avoided through proper instruction, training and supervision.

Due to the limited amount of guarding that can be placed on the machines, suitable and sufficient protective clothing and equipment will be used and eye protection will be regarded as essential.

20. ANGLE GRINDERS AND DISC CUTTING TOOLS

Being portable these machines can be hazardous in operation. In accordance with the Provision & use of Work Equipment Regulations 1998 the equipment shall be fit for purpose and used only by trained and competent persons.

Operatives will: -

- Wear all necessary PPE, regarding eye protection as essential.
- Work on a firm, clean and unobstructed base.
- Use adequate protection for themselves and for others in the vicinity.
- Ensure adequate support and stability for the material being worked.
- Avoid unnecessary emissions (brick dust etc.) into the atmosphere.
- Plan their own working stance and position to avoid injury in case of slippage or other unintended movement.
- Ensure that guards are in place, adjusted and secure.
- Maintain a firm grip when operating.

21. FUEL OIL

Fuel oil will be stored in a purpose-built storage tank, externally, in a well-ventilated position away from sources of ignition and contained within a sealed bunded area capable of containing 110% of the volume of the tank.

The sighting of the tank and bund will be such that it is not susceptible to damage from vehicles or plant.

The storage vessel will be clearly marked giving capacity and contents and will have a level-indicator gauge fitted.

Periodic inspections of pipes, valves and connections will be carried out to ensure that they are in a good state of repair.

22. LIQUEFIED PETROLEUM GASES (LPG)

Storage and use of LPG shall be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Transportable LPG cylinders will be kept upright, in an open air, safe and secure, well-ventilated storage area a safe distance from any building, boundary, or source of ignition. Wherever possible, storage areas will be protected from unauthorised access by a fence at least 2 metres high with two means of escape via outward opening gates. There will be sufficient shelter to protect the cylinders from extremes of weather and the floor will be paved or compacted level. The area will be kept clear of all flammable material, weeds and rubbish. The store will be sited at least 3 metres away from any cellar, drain or excavation where leaked gases may accumulate.

All vessels and storage areas will be clearly marked 'Highly Flammable - LPG'.

Storage areas will be solely for the use of storing LPG.

Gas bottles will only be taken out as and when required and will be returned at the end of the each working day or when the activity has been completed. They will be kept upright during use and positioned to prevent accidental damage.

When cylinders are not in use, valve protection caps will be replaced to prevent thread damage and to minimise leakage. Whenever cylinders have to be moved, then will be eased into position, preferably using trolleys, skids or mats.

Non-refillable LPG cylinders for use with small portable equipment such as blowlamps will be stored in a lockable metal container.

23. HOT CUTTING, BURNING AND WELDING

This type of work will only be carried out by properly trained operatives to reduce the possibility of operational faults such as flame snap-out, backfire, sustained backfire and flashback occurring during work.

The work area will be clear and if necessary screened to prevent combustion of combustible materials and to protect others working in the vicinity.

The company will ensure that equipment is checked and properly maintained: -

Oxygen (black), acetylene (maroon) and liquefied petroleum gas (red) will be colour-coded to avoid confusion. The oxygen outlet valve threads will be right-handed, and the fuel cylinder outlet valve threads will be left-handed to avoid connection confusion.

Oxygen cylinders will be stored at least 3 metres away from those containing acetylene or LPG in case of leakage. All cylinders will be kept in a secure storage cage on a hard standing in the open air and acetylene and LPG cylinders will be stored upright.

Nozzles will not be used for handling purposes, as they are not designed to take such weight or stress.

Cylinders in use will be kept and moved in purpose-built trolleys. Cylinders lifted to height mechanically will be secured in special carriers.

Cylinder valves will be opened for a brief period before fitting the regulator to blow out any dust and foreign particles. Valves will be opened gradually to prevent excessive heat being generated.

Hoses will be colour-coded and used for one gas only and inspected daily to see that they are free from damage and properly secured. Hoses and leads will be kept as short as possible and will not obstruct access and egress routes.

Hoses will be purged with its own gas before the blowpipe is lit to prevent 'flashback' occurring and non-return valves will be fitted to each inlet connection.

Flashback arresters will be fitted to bottles. Blowpipes will be dismantled and cleaned at regular intervals.

Live equipment will not be left unattended A serviceable fire extinguisher will be kept to hand and the area well ventilated.

Suitable and sufficient measures and adequate controls will be implemented to protect the employee and others. Hot work permit system is in place and shall be used when deemed necessary.

Hot work will finish at least 30 minutes to the close of each shift, the operative will then check the area on completion and thereafter prior to leaving site.

Welding will only be carried out by experienced and time served welders, or those learning under strict supervision.

Arc welding sets are to be calibrated and tested before use and the operative should inspect cable condition prior to works.

Work areas are to be kept clear of materials and unauthorised persons; fire blankets should be used to protect against fire when appropriate.

Area below shall be kept clear if danger of molten splatter falling.

Gas welders to wear box goggles with housings to BS 1542 and filters to BS EN 169 and 171
Arc welders to wear helmet or hand screen with housing to BS 1542 and filters to BS EN 169 and 170.

Screens shall be erected to protect others during arc welding when there is risk of others entering in line of sight.

Work shall only be carried out in well ventilated areas or disposable respirators to at least EN149 FFP2(S) will be provided when the fore-mentioned is not available to all in the area. Care must be taken to ensure office staff are not affected by fumes.

24. HIGHLY FLAMMABLE LIQUIDS (HFL)

This is any liquid that gives off flammable vapour at temperatures below 32 degrees centigrade and includes petrol, paint thinners, solvents etc.

Precautions will be observed when using these liquids: -

- Only small quantities will be kept, not more than 50 litres at the workplace and then, in a metal cupboard or a metal bin with a lid.
- Containers will be kept tightly closed when not in use.

- Liquids will be dispensed over trays to avoid spillage; and spillages which occur will be soaked up and disposed of safely
- Sparks, naked flames or other means of ignition will be prohibited.
- Empty drums and containers will be treated like full ones.
- HFL's or solvents will not be used to clean hands.
- When soaking brushes, containers with a lid will be used.

Storage containers will be secure and signage warning of the contents will be displayed.

25. PERSONAL PROTECTIVE EQUIPMENT

When all other control measures have been put into place and as a last resort, suitable and sufficient personal protective equipment (PPE) will be provided to all employees and visitors.

A formal assessment will be taken to select the most suitable PPE for the type of work to be undertaken and expert advice will be sought by consulting both manufacturers and suppliers in selecting the most appropriate equipment bearing the CE mark.

All wearers will be provided with the necessary information, instruction and training on how it is fitted, used and maintained.

PPE is inspected daily and replaced where noted as defective damaged or worn.

There are storage provisions available so that workers can store PPE correctly when not in use. Spare PPE is held on site.

Those who need to wear tight fitting respiratory protection whilst at work will be subject to face fit testing to the exact type make and model of respiratory protection provided. Several employees have attended a fit-to-fit course and are appointed to undertake face fit testing when requested of them.

Wearers are instructed during fit testing that they must arrive for work clean shaven around the area of seal on a daily basis. Face fit testing will be reviewed periodically when it may be believed that a retest is required such as the wearer has gained, or lost weight had major dental work, facial injury or passage of time. The company recognises HSE guidance at repeat face fit testing at 3 yearly intervals.

Whilst uniforms may not be regarded as PPE the Company adopts the policy that office staff and those representing the Company wears the Company uniform provided.

Footwear worn in offices and when visiting clients and customers must be sensible footwear. Some footwear can increase the chance of a slip or trip happening. Choose shoes that fit well,

have sensible heels and stay on the feet. Avoid certain footwear, such as open-toed shoes, sandals, flip-flops, high heels and smooth soles, etc. A sensible footwear policy can help workers avoid selecting inappropriate footwear.

26. LOADING AND OFFLOADING

Loading and offloading will be mechanised as far as is reasonably practicable to reduce the need to manually handle.

Mechanical equipment such as forklift trucks will be kept in good working order, checked daily before use to ensure that brakes, lights, steering, horn, battery, hydraulics and speed controls are in good working order. A thorough Examination will be carried out, as necessary, by a competent person.

Operatives will be over 18 years old, in good health, with sound vision and hearing. They will have received adequate training within an approved training scheme.

27. LIFTING OPERATIONS

Lifting operations shall be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 ensuring that: -

- Machinery and accessories for lifting loads are clearly marked to indicate their safe working loads.
- Employees are adequately trained in the use of such lifting equipment.
- Safe systems of work are set up and maintained.
- Inspection and maintenance of equipment is properly carried out.

Records of all lifting appliances used will be checked to ensure that they have been properly maintained, inspected at least once a week by a competent person and have proper test certificates. These inspections will cover: -

- Soundness of materials, fittings etc.
- Testing of automatic safe load indicators and audio-visual warning signs.
- The mechanical condition of the appliance.
- Its state of maintenance.

Other inspections and tests will include: -

- Regular testing taking into account the instructions and relevant information provided by the manufacturer.

- In service thorough examinations taking into account.
- Its condition.
- The environment in which it is to be used.
- The number of lifting operations and the loads lifted.

Thorough examinations will take place on accessories for lifting and items of lifting equipment used to lift persons, at least every 6 months. This includes skips specifically designed for lifting on site such as those used by a tower crane.

Other lifting equipment at thoroughly examined at least every 12 months.

If appropriate for the purpose, it will be inspected by a competent person at suitable intervals between thorough examinations

Records will be kept showing the results of these examinations, inspections and tests, together with additional tests after substantial alteration or repair has been carried out.

When excavators or excavator / loaders are being used as lifting equipment that machine shall have a Certificate of Exemption for such use.

The 'Certificate of Exemption' shall be issued by a competent person and shall specify the safe working load for all radii at which the jig shall operate.

The safe working load shall be clearly marked on the machine.

Hydraulically operated machines shall be fitted with check valves, or similar to prevent gravity fail of the load in the event of hydraulic failure.

Skips designed for lifting shall be tested and the safe working load clearly displayed.

Chains or slings shall always be attached to a proper purpose made point on the machine.

28. MOBILE ELEVATING MOBILE WORK PLATFORMS (MEWPS)

Kenny waste will commonly use Scissor type and Boom type MEWPS.

Regardless of type, a number of safety features and precautions will be used which will be common to all. These shall include:

- firm level ground on which to operate.
- operator controls at platform level with override at ground level in emergency only.

- platform properly guarded by guardrails and toe boards and with safe means of access.
- levelling device on the chassis to ensure verticality in use.
- stability in use must be ensured.
- allowance will be made for the effect of wind.
- danger from overhead electric lines and obstructions will be avoided.
- Operator training will be to an approved operating procedure and the manufacturer's manual. Familiarisation on the plant, given by the hire companies (when applicable), may not be sufficient.
- the safe working load will be clearly marked on the working platform and adhered to.
- Locking wheels or use of outriggers must be in accordance with the manufacturer's instructions. Adequate sole plates will be used under the outrigger with bearing pads where necessary.
- Persons will not normally leave the platform whilst in an elevated position, nor will materials be transferred. If the appliance is used for these purposes it may be deemed a hoist or lift and as such the relevant regulation would apply.

Operators will lock their machines in a safe, out of service position when they leave them.

Visual inspections will be carried out daily before use.

Weekly inspections will be carried out by a person authorised for the purpose and a written report made on the condition of the appliance. Any faults will be corrected immediately, or the platform will be withdrawn from service.

A thorough examination will be carried out at least every 6 months, or after an accident, by a competent person and a certificate made out to say that the platform is safe to use and the date of the next thorough examination.

29. ASBESTOS

The company is aware that it shall not carry out work which is liable to expose its employees to asbestos unless an assessment has first been made of the risk created by exposure.

Our premises were constructed in 2006 and therefore contain no asbestos containing materials.

There is a chance that asbestos containing materials could mistakenly end up being tipped on our site. As a precautionary measure suspect material will be treated as asbestos.

All persons who may come into contact with suspect asbestos containing materials will be trained adequately to enable them to.

- realise the dangers of asbestos and its effects on health, including its interaction with smoking
- identify types of products or materials likely to contain asbestos
- become aware of operations which could result in asbestos exposure and the importance of preventative controls to minimise exposure
- Establish safe work practices, control measures, and correct selection and use of personal protective equipment.

Any known or suspect asbestos containing materials will be dealt with in accordance with the Control of Asbestos Regulations 2012.

30. COMPRESSED AIR

Compressors shall be marked with their safe working pressure and distinguishing number; they shall also be fitted with a safety valve, pressure gauge, and drain cock. A written scheme of examination shall be prepared in accordance with the Pressure Equipment Regulations 1999 and written reports of examination kept.

All guards and safety devices shall be checked to ensure they are fitted and in good order. All compressed air hoses shall be the right size for the attachment; if the bore is too small, insufficient power will be supplied. The length of hose shall be kept as short as possible and shall be kept free from corrosive materials and leaks and protected from interference by vehicular traffic.

Hoses shall not be used for the transportation of anything other than air and shall be kept clean when disconnected.

All connections shall be properly clamped to prevent loose connections blowing off possibly causing the hose to whip back and cause injury. Connections shall not be over tightened as this may result in the hose being cut, causing unnecessary leakage and loss of power. Safety devices, which restrain connectors in the event of a blow-off, shall be used; alternatively, double lock couplers shall be used.

Attachments shall receive clean air and be properly lubricated. In every airline, there shall be an efficient filter and lubricator. If any fault develops, the main air supply shall be shut off and air cleared from the tool before any investigation takes place.

31. DRUG, ALCOHOL AND SOLVENT ABUSE

Drugs and alcohol can have a severe impact on you and your colleagues and therefore this policy has been designed to ensure that you are working in a healthy and safe environment,

free from the risks caused by drugs and alcohol as we feel this is a fundamental right of your employment.

This policy applies to all employees and anyone else working for the company, such as casual and agency workers, consultants, trainees and self-employed contractors both on site and while away from the workplace on official business.

Drugs and alcohol impact on awareness, cohesion, reaction times and decision making. The work you do is potentially dangerous and can cause serious injury to yourself, colleagues and third parties if you conduct your tasks with drugs or alcohol in your system even where you may feel that you are unaffected. This policy has been designed to ensure that you are aware of your rights and duties regarding drugs and alcohol when you are at work and this policy is designed to protect you, your colleagues and third parties.

Drug misuse is defined as any controlled drug under the Misuse of Drugs Act 1971 that is not possessed or used under the terms of a prescription and under advice from a Doctor, and the misuse of any drug obtained over the counter at a pharmacy, general retail medication or the use of any intoxicating substance that includes 'legal highs' and novel psychoactive substances, whether deliberate or unintentional.

Consumption of Alcohol on the Premises

Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

Unless authorized by management, you are expressly forbidden to consume alcohol when at work, or bring it on to our premises, in our vehicles or on the premises of our clients under any circumstances.

Any breach of this rule will be treated as gross misconduct and is likely to result in summary dismissal.

Drug Misuse or Abuse and Medication on the Premises

If you misuse drugs during working hours or on our premises, in our vehicles or on the premises of our clients, you will be committing an act of gross misconduct and will thus render you likely to be summarily dismissed.

The same will apply to you if it is believed you are in possession of, or buying or selling of any illegal drugs, during working hours or on our premises, in our vehicles or on the premises of our clients.

Where you are taking medication, whether prescribed or 'over-the-counter,' you must ensure that you read the instructions and notify your manager if there are any potential side-effects. You must also exercise your own judgment in the way you are feeling and if you believe that the medication will, or is, having any effect on your work or fitness for work in any way whatsoever.

We reserve the right to alter your tasks, role or duties whilst taking such medications. We also reserve the right to deny you access to Company machines, equipment and vehicles or require you to carry your prescription at all times whilst using such medications.

Intoxicated Employees

The company has a zero-tolerance policy to the use, possession, and /or distribution of drugs or alcohol. These activities present a danger to yourself and your colleagues. Action will be taken under the company's disciplinary procedure if misconduct takes place at work as a result of drinking or taking drugs, or if an employee is found to be under the influence of drugs or alcohol at work, incapacity or misconduct caused by an excess of alcohol or drugs at work is a potential gross misconduct offence under the company's disciplinary procedure.

If alcohol or drugs intoxicate an employee during working hours or on our premises, in our vehicles or on the premises of our clients except where authorized, arrangements will be made for the employee to be escorted from the premises immediately and they may be requested to undertake a test for drugs, alcohol or both at the request of a manager.

Where you are found to be under the influence of drugs or alcohol as per the definition above, you will be immediately suspended from work. You will be escorted from the premises and your emergency contacts will be notified so that they can arrange for you to return home. This kind of behavior will normally be treated as gross misconduct and likely to result in dismissal.

Disciplinary action will take place when the employee has had time to become sober or recover from the effects of drugs or alcohol.

Testing

We reserve the right to request a sample test at any time; however, you have the right to refuse that test. Resistance to participate in testing will count against your favor and if you obtain a role where the risk to yourself and other is greater as you operate machinery or drive vehicles then the restriction surrounding the need for testing tightens. Sample tests will include (but are not limited to) blood, urine, breath or saliva tests.

Testing will occur in one of the following situations:

- 1. Pre-Employment or Pre-Placement Testing**
- 2. Random Testing**
- 3. Reasonable Suspicion Testing**
- 4. Post-Accident Testing**
- 5. Follow-Up Testing**

Pre-Employment Testing may be required before your employment starts or during your probationary period. Pre-Placement Testing may be required before or during any temporary or permanent placement required for your employment, our clients or a third party. A failure to subject to testing or a failed test may result in the withdrawal of an offer of employment or placement or disciplinary action which in the circumstances may amount to gross misconduct.

Random testing will take place at our convenience and you may or may not be selected for testing. If you are selected, you will be expected to comply with this, and we consider your co-operation a reasonable managerial instruction. Random testing will consist of a sample being taken in line with the chain of custody conditions and be sent to an accredited laboratory for analysis, the results of the tests for drugs may not immediately be known on the day.

We reserve the right to request that you comply with reasonable suspicion testing. This is where a senior or trained manager believes that you may be intoxicated as per the definition above. We believe that such a request is a reasonable managerial instruction. We may request that you submit to reasonable suspicion testing when we feel you are intoxicated and are present at our sites, the sites of our clients or engaged in activities in any other location for the purposes of your employment with us. You may also be requested to submit to reasonable suspicion testing at the request of our clients or third parties e.g. the Health and Safety Executive.

We reserve the right to request that you comply with post-accident testing where an accident occurs that falls within the definition of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and where the Company has a duty to notify the HSE.

Follow-up testing will be used in instances where the employee approaches in confidence and explains that they have a drug or alcohol problem or where an employee has a positive test and, in the circumstances, is not dismissed. You may be requested to undertake regular or ad hoc, frequent or infrequent testing. You may also be requested to participate in counselling, whether provided by your employer or not. These requests are considered a reasonable management instruction. Further positive tests or a willful refusal to engage with the testing or counselling will be handled in accordance with the Company disciplinary procedure that may result in dismissal for gross misconduct.

You have the right to have any 'B Sample' tested where such a sample is taken. If you wish to exercise this right, we will not be obliged to facilitate or fund any such testing and you will be expected to do this yourself. In the event of an overturned test, we will balance all the available evidence without specific reliance on either test.

General

You are encouraged not to cover up for employees with a drink or drug problem but to recognize that collusion represents a false sense of loyalty and will in the longer-term damage those employees. If you recognize that you have a drink or drug problem, or that you are at risk of developing one, you are encouraged to come forward for confidential help. You should speak in confidence with your manager or secure the help of a colleague in this respect.

All reasonable steps will be taken to assist where we can.

The Company recognizes that there are certain occasions where permission may be granted for the sensible consumption of alcohol during the Companies time. During such occasions we would like to remind you that the Company has a Zero Tolerance to driving or operating machinery after the consumption of alcohol. Occasions were the consumption or carriage of

alcohol may be permitted in moderation are.

- Upon approval occasions controlled and authorised by management.
- were alcohol being authorised and controlled on a Clients site on an approval occasion
- alcohol distribution of gifts to and from Client sites

32. SOCIAL AND ETHICAL CONTROLS

Kenny Waste shall not discriminate but treat all job applicants in the same way.

- In accordance with the requirements of sections 15-25 of the Immigration, Asylum and Nationality Act 2006 together with Home Office guidance Comprehensive Guidance for United Kingdom Employers on Changes to Law on Preventing Illegal Working employees are required to produce: -
 - A valid national insurance number, P45 or Payslip from a previous employer, and
 - A full birth or adoption certificate, or
 - A current Passport showing the holder as a British citizen or citizen of the United Kingdom and Colonies.
 - A current passport or national identity card identifying the holder as a national of a European Economic Area or Switzerland.
 - A residence permit, registration certificate or document indicating permanent residence to a national of a European Economic Area or Switzerland.

Prospective employees shall be asked to produce the necessary documentation before they commence work.

33. HEALTH SURVEILLANCE

The Company shall assess the risks to health which employees are exposed while they are at work and provide such health surveillance as is appropriate having regard to the risks identified by that assessment.

The objective of the health surveillance shall be to detect adverse health effects at an early stage affording an opportunity to identify employees most at risk and protect them from further damage.

Each employee is issued with a pre-placement medical questionnaire to ascertain current levels of health prior to putting them in their role, and to establish if any additional controls or adjustments will be required.

The Company thereafter issues change of health forms on an ongoing periodically. Health screening arrangements are in place and employees are requested to comply with any arrangements.

34. NEW OR EXPECTANT MOTHERS

Where a risk assessment has identified additional risks to new or expectant mothers and these risks cannot be avoided by preventative or protective measures, she shall: -

- have her working conditions or hours of work altered if it is reasonable to do so, or
- identify and offer her suitable alternative work that is available, or
- Suspend her from work on full pay.

Women of childbearing age shall be encouraged to inform Kenny Waste Management as soon as possible after discovering they are pregnant.

35. CONTRACTORS

Any individuals who are present on this site other than authorised employees or visitors are referred to as contractors. The term includes all contractors and their employees who may for a period of time be carrying out duties on Kenny Waste Management Ltd. premises.

Contractors shall be subject to an induction prior to any works upon site, contractors who return frequently shall be periodically re-inducted either through elapsed time or when site circumstances change. Part of the induction shall include emergency procedures and contacts, first aid arrangements, risks on site, welfare provisions, site rules, prohibited areas of site and relevant parts of this policy.

Kenny Waste Management shall ensure competence of contractors on site as required by the Construction Design Management Regulation 2015. Contractors working upon site shall supply written safe systems of work (Method Statement) for approval prior to any works, once approved contractors must read understand and sign to confirm compliance prior to commencing works.

Contractor employee individual competencies are to be checked on arrival to site. Contractor companies are required to complete Kenny Waste Management's Health, Safety & Environmental Questionnaire on an annual basis prior to selection and rated accordingly thereafter.

36. EMPLOYMENT OF YOUNG PERSONS

A **Young Person** is anyone under 18yrs old and a **Child** is a person who has not yet reached the minimum school leaving age (MSLA), the MSLA will be reached when a child turns 16yrs old.

The Management of Health and Safety at Work Regulations 1999 requires that an employer has a responsibility to ensure young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

The Company will consider whether the work the young person will do is beyond their physical or psychological capacity or involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way and will consider exposure levels, ensuring legal limits are met. The Company will assess if the work involves a risk to health from extreme cold, heat, noise or vibration.

The Company will ensure any young person's exposure to radiation is restricted and does not exceed the allowed dose limit, and the Company will assess risk of accidents that cannot reasonably be recognised or avoided by the young person due to insufficient attention to safety or lack of experience or training.

The Company is aware a young person might be unfamiliar with 'obvious' risks and as such it will assess the need for tailored training and or closer supervision.

A child must never carry out such work involving these risks, whether they are permanently employed or under training such as work experience.

A young person, who is not a child, can carry out work involving these risks if:

- the work is necessary for their training
- the work is properly supervised by a competent person
- The risks are reduced to the lowest level, so far as reasonably practicable.

The Company will carry out a risk assessment of each young person and make them aware of the risks and controls required to eliminate or reduce those risks to the lowest practicable level. Until individual risk assessments are completed young persons will not be subject to medium or high-risk activities and will be subject to closest Supervision championed by their immediate manager.

37. MOBILE PHONES

The Company prohibits the use of mobile phones for personal reasons (i.e. non-work related) during working hours.

No Company employee may at any time or under any circumstances respond or answer any mobile phone, bleep or pager whilst the car is in motion unless you have a hands-free facility.

Staff from the Company wishing to communicate via mobile phone should, in all instances leave a detailed message to be accessed when parked.

All employees using a mobile phone should ring into the office as required to receive messages when parked and convenient.

In the event of any vehicle accident involving a Company vehicle, which can be shown was or may have been caused due to lack of care of the driver, by speaking on a mobile phone, may invalidate all insurance cover and may make the individual responsible in part or in whole.

It's illegal to hold a phone, sat nav or tablet while driving. You must have hands-free access, such as:

1. a Bluetooth headset
2. voice command
3. a dashboard holder or mat
4. a windscreen mounts
5. a built-in sat nav

The device must not block your view of the road and traffic ahead.

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted, and you can be prosecuted.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic

The Company takes the stance that no employee is permitted to make a phone-call whilst driving, even handsfree. If you need to make a phone-call you should pull over and make the call when it is safe to do so.

Employees should only accept a phone-call if the phone is handsfree and compliance with points 1 to 5 above is met and only if it is "safe to do so", whether it is "safe to do so" is at the driver's discretion.

In the event of an accident, should it prove that it was not "safe to take the call" the driver will be open to prosecution.

All handheld calls are strictly prohibited except if you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop.

You can get 6 penalty points and a £200 fine if you use a hand-held phone when driving. You'll also lose your licence if you passed your driving test in the last 2 years.

You can get 3 penalty points if you don't have a full view of the road and traffic ahead or proper control of the vehicle.

You can also be taken to court where you can:

- be banned from driving
- get a maximum fine of £1,000 (£2,500 if you're driving a lorry)

MOBILE PHONE POLICY WHILST AT WORK

When on other sites follow the site-specific rules.

When on our premises use is restricted to the designated signed areas and welfare areas. Use is restricted to breaks and lunchtimes unless in extreme emergencies or on Company business.

The Company wishes to remind drivers and driver's mates that the use of a phone even handsfree is not permitted whilst undertaking skip or bin lifting operations, full concentration is required.

Use in site work areas is prohibited unless use is in the best interests of safety.

PHOTOGRAPHY ON SITE

The taking of pictures and videos on site is only permitted if it is in the best interests of the Company.

38. SMOKING

In the interests of health and safety and buildings insurance, smoking is only allowed in designated areas of the Company's sites. Smoking is only permitted in any designated smoking area/shelters, these areas are clearly signed. It is important that smoking material is properly extinguished and discarded. Smoking is not permitted in any buildings it is illegal. Any employee found smoking on the Company premises outside of designated areas will be subject to disciplinary action which may result in your employment being terminated without notice or payment in lieu.

If an employee is excluded from any of our customers sites for smoking, such an act will be considered to have taken place on the Company's premises and the employee will be subject to disciplinary action as if the smoking had taken place at the Company's premises. It is illegal to smoke in a company car or cab as this is a place of work and any evidence of this will be investigated further.

39. MONITOR AND REVIEW

The Company will continually assess and review the health and safety information, instruction and training needs of employees and our findings will be kept on record.

Regular monitoring of the premises, workshops, and working places will be undertaken to evaluate how efficiently the training provided is being put into practice and what improvements, if any, can be made.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Expert advice will be sought and taken as and when necessary, through external audits and safety inspections, carried out to examine, develop and improve health and safety controls, techniques and applications already in place.