



Health and Safety Policy

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PART A POLICES

General Statement

AWM Ltd is committed so far as is reasonably practicable to:-

1. Provide and maintain a working environment that is safe, without risk to the health of both employees and non-employees and to prevent by the best practicable means emissions of harmful or offensive substances.
2. Provide and maintain plant and systems of work that are safe and without risk to health.
3. Make suitable arrangements in respect of safety and health factors when new buildings, plants, methods, products or processes are introduced or where changes to existing ones are planned so that safety becomes an integral part of normal production activities and to obtain the co-operation of manufacturers, suppliers, erectors and installers of plant and equipment.
4. Make suitable arrangements for safety and minimisation of risk to health in the use, handling, storage and transport of articles and substances.
5. Provide and maintain a safe means of access to and egress from working places under the Company's control.
6. Give to the Directors responsibility for seeing that arrangements are made for the fulfilment of this Policy and for monitoring its implementation and effectiveness.
7. Ensure that Directors, Managers and others in supervisory roles accept that safety responsibilities rank equal in importance with other functions they perform and that these responsibilities go beyond general compliance with statutory requirements.
8. Employ persons who are competent and both physically and mentally fit for the duties normally expected of them.
9. Provide information, instruction, training and supervision as necessary to ensure the health and safety of employees and to include safety training in the induction programme of new and transferred employees.
10. Issue to employees a copy of this Policy Statement and provide further information as required by the Health and Safety Information for Employees Regulations, 1989 & 2009 amendments and any other relevant legislation.
11. Require employees as a Condition of Employment to observe safe working practices and to comply with legal requirements, Company Rules and Regulations and to take reasonable care for the health and safety of themselves and / or other persons who may be affected by their acts or omissions at work. Employees are also expected to co-operate with their employer in the fulfilment of statutory obligations and in the investigation of accidents.
12. The Company will take all reasonable steps to ensure that risk assessments are carried out in order to identify hazards associated with working operations. The risks presented by these hazards will be quantified and control measures introduced to avoid or reduce the likelihood of harm to employees or other persons.
13. Investigate and analyse accidents and dangerous occurrences and to implement immediately any action agreed arising from recommendations following such as incident.
14. Develop an attitude for safety awareness and impress on employees the importance of working in a safe and healthy manner.
15. Provide protective clothing and equipment, welfare and first aid facilities in accordance with statutory and Company requirements.
16. Arrange for adequate financial resources and facilities to meet the requirements of the Health and Safety Policy

Health and Safety Policy Statement

This policy applies to all AWM Ltd operations wherever they are carried out.

AWM Ltd considers effective health, safety and environmental management to be of prime importance to its business and is committed to continuous improvement in HSE performance.

The Company's aim is to cause no harm to people and to protect, and minimise the environmental impact of AWM operations. In doing this we will work with clients, suppliers, the workforce and other stakeholders towards achieving these challenging goals.

AWM Ltd will:

Comply with all legislative requirements pertaining to health, safety and the environment as its minimum standard;

Pursue high standards of health, safety and environmental management as an integral part of efficient management of the business ensuring that business decisions take proper account of health, safety and environmental implications;

Work with clients to minimise negative and maximise positive environmental impacts from their operations, and will conduct our own operations and offer our services in an environmentally responsible manner;

Employ a consistent framework for the management of health, safety and environmental issues across its operations;

Maintain, review and report annually on health, safety and environmental performance including:

Management system development

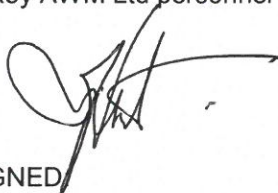
Significant achievements

Accident and incident performance

Regulatory action

Review and, if necessary, revise this policy on an annual basis.

The Managing Director has overall responsibility for implementing this policy. Individual responsibilities of key AWM Ltd personnel are set out clearly in supporting documents.



SIGNED

DATE: August 2017

Brian Winter
Group Managing Director

PART B - ORGANISATION

Organisation for Implementing Policy

RESPONSIBILITIES

1. Managing Director

The Managing Director will have overall responsibility for the implementation of the Company Health and Safety Policy and will be responsible for ensuring that adequate resources are provided to enable the policy to be implemented, the Managing Director shall also:

- a) Ensure that an adequate written statement of General Policy on health, safety and welfare matters is produced, monitored and revised as appropriate and that the safety policy is brought to the attention of all employees.
- b) Establish a suitable organisation with adequate resources encompassing the required level of expertise, with clearly defined duties which shall plan, implement and monitor the Health and Safety Procedures within the Company.
- c) Ensure that all members of line management are fully aware of their duties with regards to the health, safety and welfare of Company employees and others that may be affected by Company Operations.
- d) Monitor safety standards and review any trends regarding the cost of accidents/injury at work, damage or loss of equipment and promote actions to prevent recurrence.
- e) Encourage and motivate the management team by stimulating interest in health and safety matters and by setting a personal example.
- f) Ensure that satisfactory arrangements are made for the provision of professional support to provide the necessary level of advice, or assistance, on health, safety, welfare and fire matters.
- g) Liaise with the Company Safety Adviser on health and safety matters and meet on a regular basis to review safety performance and discuss the development, implementation and review of the Health and Safety Policy.
- h) Arrange for funds and facilities to meet the requirements of the safety policy.

In his absence, or in the absence of other responsible persons identified in the Organisation Chart, the responsibility for carrying out these duties will be taken on by the person so designated on the Deputising Order.

2. Operations Director

The Operations Director is responsible for the day to day running of the Company and has the following specific Health and Safety duties.

- a) Ensure that all members of line management are fully aware of their duties with regards to the health, safety and welfare of Company employees and others that may be affected by Company Operations.
- b) Monitor safety standards and review any trends regarding the cost of accidents/injury at work, damage or loss of equipment and promote actions to prevent recurrence.
- c) Encourage and motivate the management team by stimulating interest in health and safety matters and by setting a personal example.
- d) Ensure that adequate time and proper importance is allocated to health, safety and environment matters at management meetings
- e) Advise fellow Directors on the safety performance of the Company.
- f) Ensure that prompt and proper communication is maintained with enforcing authorities on any appropriate correspondence or communication.
- g) Shall when it is known or envisaged that an accident involving a Company Employee or any other person, results in an injury, which has been brought about by Company operations, and which is "reportable", inform the Safety Adviser on the day of the accident or as soon as it is known that the accident is "reportable".
- h) Shall ensure that all necessary welfare facilities are provided and maintained.
- i) Shall carry out Safety Induction Training for all persons under his/her control and ensure that their names are entered in a register. Safety Induction training will be carried out during a persons first day of employment.

- j) Shall review safety inspection/accident investigation reports and be satisfied that the correct action has been taken.

3. Supervisors

- a) Shall be familiar with the Company policy and ensure that the policy is effectively implemented in all functions under his/her control.
- b) Monitor compliance with the Health and Safety Policy and procedures as part of everyday duties.
- c) Shall ensure that all work necessary to maintain safety and good health is carried out promptly.
- d) Shall ensure that the workforce under his/her control are kept informed of risk controls and furthermore that they are competent to carry out their work and are fully aware of all hazards.
- e) Shall ensure that staff required to use machinery are trained in it's use and are not permitted to carry out any repairs unless authorised to do so.
- f) Shall ensure that all employees in his/her charge know the location of first aid facilities and what to do in the case of an emergency.
- g) Shall ensure that fire fighting equipment is subjected to routine maintenance.
- h) Shall ensure that statutory notices are prominently displayed.
- i) Shall ensure that persons in his/her charge have sufficient experience and have received adequate information, instruction and training in order for them to carry out their work in a safe and proper manner.
- j) Shall ensure that adequate supervision is available, particularly where young or inexperienced workers are concerned.
- k) Shall ensure that all defects in the workplace/site are promptly reported.
- l) Shall ensure that suitable personal protective equipment is available and is worn where deemed necessary.
- m) Ensure that First Aid Kits are kept adequately stocked and arrange for them to be replenished as and when required.
- n) Shall set a personal example by wearing appropriate protective clothing when required.

4. Employees

Each and every individual employee carries a personal responsibility under the Health and Safety at Work Act. Duties are imposed on all employees to take reasonable care for their own health and safety at work, to avoid placing others at risk and to co-operate in the steps which their employer must take to comply with the Act and to refrain from interfering or misusing anything provided in the interests of health and safety, and :-

- a) Shall make themselves familiar with and conform to the safety policy.
- b) Shall observe all safety rules and carry out their work in the manner in which they have been instructed and trained to do so.
- c) Shall wear appropriate safety equipment and use appropriate safety devices, ensuring that it is in good condition and report to their immediate supervisor any known defects.
- d) Shall report to their immediate supervisor any observed accidents and damage to property or equipment irrespective of whether persons are injured.
- e) Shall report to the person in charge of the accident book, all accidents to themselves whilst at work and sign the book stating that the entry made is correct.
- f) Shall report any hazards or unsafe conditions to their immediate supervisor.
- g) Shall keep the workplace in a safe and tidy manner.
- h) Shall refrain from any horseplay and misuse of facilities.
- i) If the safety aspect of a job which they have been asked to carry out gives cause for concern, or, if they feel that they do not possess the necessary skills or experience to carry out the work in a safe manner, then they must inform their immediate supervisor.

5. Health and Safety Adviser

The Health and Safety Adviser will act as the competent person to assist the Management of the Company in carrying out their duties as required by the relevant statutory provisions (Management of Health and Safety at Work Regulations), and whose main duties are to:

- a) Advise on the formulation, production, monitoring and review of the Company Safety Policy.
- b) Liaise with the Directors and members of the Management to ensure implementation and monitoring of Health and Safety Procedures.
- c) Carry out regular safety inspections of workplaces and provide a written report to the Operations Director and also to the Managing Director or the senior member of the Management who is responsible for the safety of the workplace.
- d) Inform the Management of Health and Safety legislation and make recommendations for the implementation of such legislation.
- e) Investigate and record information on all accidents, dangerous occurrences and enforcement notices. Provide a written report to the Managing Director and relevant member of the Management who is responsible for workplace safety with regards to any Reportable Accident or Dangerous Occurrence.
- f) Assist the management in any dealings with the Health and Safety Executive and or other enforcing authorities.
- g) Assist in the compilation of Risk Assessments, Method Statements and SSoW's where required
- h) Advise on the production of a safety training programme and assist in its implementation.
- i) Shall be available for advice/consultation, on all matters relating to health, safety and welfare at work.

6. **Contractors**

- a) All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is available on site while work is carried out.
- b) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site/premises.
- c) When requested to do so Contractors must provide Risk Assessments and or Method Statements for the work which they are to carry out.
- d) All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with the necessary guards and safety devices and with any necessary certificates available for checking.
- e) No power tools or equipment of greater voltage than 110 volts may be brought onto site, cordless equipment should be used whenever possible.
- f) Any injury sustained or damage caused by Contractors employees must be reported to the Supervisor
- g) This company has engaged a Safety Adviser, who as part of his duties carries out site safety inspections/audits and reports on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.
- h) Any material or substance that is brought on site or any operation that is carried out and which is considered to be hazardous to health, must be accompanied with the relevant COSHH Assessment. All such assessments must be given to the Supervisor prior to any operation taking place.
- i) Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc. is cleared as work proceeds.

8 **Delegating Responsibility**

Any person delegating responsibility for health, safety or welfare must ensure that:

- a) the recipient is competent to assume it
- b) clear instructions are given regarding the nature and extent of the responsibility
- c) adequate facilities exist (including status) for executing it
- d) the responsibility is properly discharged, and
- e) all legal requirements are adhered to.

Any person who finds that the delegated responsibility cannot be fully complied with must report this immediately to the delegator.

Deputising Order

- a) **Managing Director**
- b) **Operations Director**
- c) **Transport Supervisor**

If any of the above are absent or unavailable then the person named immediately below them will deputise upwards

PART C - MAINTENANCE OF SAFE WORKING CONDITIONS

A) GENERAL ARRANGEMENTS

The Company aim to achieve the objectives set out in the Policy Statement, by firstly ensuring that the responsibilities of those persons as defined in Section 1 are carried out and secondly, by implementing a range of Management Procedures which will ensure the Health, Safety and Welfare of all employees and those who may be affected by our operations.

In addition to the Management Procedures, which are given below, Safety Manuals and reference documentation are kept by the various Supervisors. The use of this information along with Management Procedures, Health and Safety Training, Supervision and compliance with all relevant Health, Safety and Welfare Regulations, will enable the Company to reduce the inherent risks associated with our work activities and achieve high standards in everything we do.

B) LEGAL & MANAGEMENT

1. ACCIDENT REPORTING, RECORDING AND INVESTIGATION (Ref:A13)

All accidents, however minor, resulting from incidents at work must be reported to the representative of the Company who is in charge of the work site, e.g. Operations Director and thereafter entered in the accident book B1510. This is a legal requirement.

All personnel on site must report accidents and near-miss incidents occurring during work activities on behalf of the Company. The most important steps are:

- a) Where an accident is classed as "Reportable" under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the following procedure will be followed.
- b) The Operations Director must be informed of the accident; who will in turn inform the Managing Director
- c) The Supervisor must contact his immediate Line Manager, by the quickest possible means (usually telephone) and inform them of the accident.
- d) Remove residual hazards that may pose a risk for other people in the area.
- e) The Director being informed of the accident will contact the Safety Advisor, who in turn will carry out an investigation, and will contact the HSE Accident Reporting Line, providing them with all details.
- f) If a medical certificate or other written diagnosis from a Doctor has been received in respect of an employee who is absent from work and the disease is diagnosed as one of those listed in RIDDOR, the Safety Advisor will contact the HSE Accident Reporting Line, providing them with all details.
- g) All accidents and dangerous occurrences, whether notifiable to the enforcing authorities or not, shall be thoroughly investigated by Management.
- h) Management shall review existing systems of work to prevent a recurrence.

2. SUB-CONTRACTORS

In any circumstance where work is being undertaken by sub-contractors, Company procedures must be followed. In particular:

- a) Select, co-ordinate and monitor competent contractors who under normal circumstances would be on the Company's approved sub-contractors list and properly supervise health and safety control measures.
- b) produce proper design specifications, exchange information and demand method statements which deal with the health and safety issues as they develop at each phase of the work and which are commensurate with the scope and risks in the activity.
- c) maintain regular effective two-way communications which promptly accommodate changes and unforeseen problems

3. FIRST AID (Ref:A14)

The following steps are most important in the provision of adequate and effective first aid cover:

- a) Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- b) Ensure that an appropriate number of first aid personnel are trained and available in the workplace as required.
- c) Maintain adequate first aid equipment and facilities appropriate to the degree or risk, including for those employees who work away from site.

4. RISK ASSESSMENTS (Ref:A06)

The Company accepts that some of its operations may, unless properly controlled, create risk to employees and others and will take all reasonably practicable measures to reduce these risks to an acceptable level.

A suitable and sufficient assessment of the risks to the health and safety of Company employees, to which they are exposed whilst they are at work, and furthermore, the risks to the health and safety of persons not in the employ of the company, but who may be at risk as a result of the Company activities, shall be carried out by the Safety Adviser and or a member of the Management.

All Risk Assessments shall be recorded in writing on the standard Company Risk Assessment form.

As a result of having carried out a Risk Assessment, as described above, a natural progression is to produce a detailed Method Statement, which will contain the relevant information, which will enable the work to be carried out in a safe and proper manner.

Method Statements will not be required for all operations but when they are produced they will also assist those persons carrying out the work operation and also members of the Management in implementing a safe system of work.

The procedures contained within Method Statements will be explained to those carrying out the works and also to those who it may affect.

5. STATUTORY EXAMINATIONS

Legislation requires that certain items of plant, equipment and workplaces must receive regular inspection and examination to ensure that defects or weaknesses are detected and action is taken to remedy the situation. The Company will ensure that the examinations are carried out by a competent person. Records of any examinations will be kept and made available for inspection as required. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER) & with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

6. TRAINING

Training plays an essential part in the effective development of human resources.

Constructive health and safety training will enhance performance of individuals and thereby improve company productivity. The purpose of training, as part of achieving competence, is to bring the employee to a desired standard of practice or level of understanding to enable a task to be carried out effectively and in safety.

Training programmes will be devised accordingly and implemented through a combination of internal and external courses / seminars. The Company will operate a Training Plan identifying training needs and setting targets. Refresher training will be carried out to comply with card renewal dates and to provide staff with regular updated training.

7. COMMUNICATION & CONSULTATION (Ref:A08)

Management will hold regular minuted meetings with the Company's external HSE advisors. Procedural changes within the Company's Policies will be advised to all staff in the form of a formal memo. Where general awareness is identified, an HSE Awareness Flyer will be issued to all employees.

8. COMPETENCY / PERMITTED USE OF EQUIPMENT (Ref:A05)

Only competent and authorised employees are permitted to use work equipment, with operators being trained to use individual items of plant to a competent acceptable standard. All equipment faults must be reported immediately.

9. NON-ENGLISH SPEAKING WORKERS

The Company acknowledges that a significant number of workers within the construction industry do not have English as their first language. These workers may have both language and literacy difficulties. A Guidance Note for communicating with such workers is available and is set out in a clear and comprehensible manner.

10. YOUNG PEOPLE IN THE WORKPLACE (Ref:A07)

Young people, especially those new to the workplace, encounter unfamiliar risks from the jobs they will be doing and from the working environment. A lack of experience and maturity makes them particularly vulnerable to workplace risks. A Guidance Note to assist in the management of young people is available and is set out in a clear and comprehensible manner.

11. NEW LEGISLATION

The Company will identify and consider all new or amended legislative standards. Any implication to the business activities of the Company will be brought to the attention of the Directors.

The Company Health and Safety Policy together with any relevant procedures and safe systems of work will be duly amended resulting from implications of any legislative amendments.

12. EMERGENCY PROCEDURES

Each operating division will assess what emergency procedures are necessary.

When devising a plan it is important to:

- a) Nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities.
- b) Ensure that all employees without special responsibilities are aware of how to evacuate the area without delay.
- c) Test the emergency plan and rehearse it at suitable intervals, reviewing it if any shortcomings become apparent.

C) HEALTH & WELFARE

13. COSHH

Modern working methods involve the use of substances, principally chemicals which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and airborne dust, in significant quantities, may damage health. The Company procedure for the control of substances hazardous to health must be followed, and, in particular:

- a) Identify the hazard and assess any risk.
- b) Eliminate, prevent or control the risk.
- c) Maintain and monitor the controls.
- d) If required, monitor the health of employees.
- e) Inform and train employees, as necessary.
- f) Follow guidance on COSHH datasheets with regard to the purchase, handling and storage of substances hazardous to health.

14. HEALTH SURVEILLANCE (Ref:B06)

The Company undertakes limited health surveillance on a regular basis. General health and wellbeing are important not only for now but for later life as well.

Employees are encouraged to inspect their hands/arms/face on a regular basis and to immediately report to their immediate supervisor any sign of irritation, pain, etc. Everyone is encouraged to seek consultation where they feel they have developed health conditions out of the ordinary.

15. NOISE (Ref:B11)

The Company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees or other persons who work with noisy equipment or in a noisy environment is reduced to a minimum. The Company has an established procedure for the control of noise in accordance with The Control of Noise at Work Regulations 2005:

- a) assessment of noise and evaluation of operator exposure.
- b) introduction of control measures to reduce noise emissions, wherever reasonably practicable.
- c) provision of information, instruction and training of employees regarding noise, including the issuing and use of personal hearing protection.

16. STAFF WELFARE (Ref:B07)

Staff working within the Company's office have access to a modern on-site canteen, male, female and disabled toilets and washroom facilities.

At AWM Landfill site cabins that are fitted with washroom and toilet facilities, hot and cold running water. Each mains powered cabin also has a mess room and drying area.

In accordance with Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992.

17. ALCOHOL & DRUGS (Ref:B04)

Policies are in place covering the risks associated with the use of alcohol and drugs. Use or misuse of either, in a high risk industry such as construction, may result in disciplinary action being taken.

18. ASBESTOS (Ref:B09)

Asbestos can break down into tiny sharp fibres which may lodge in the lungs causing asbestosis or fibrosis. Working with some types of asbestos may be extremely hazardous. Appropriate PPE should be worn at all times. If you think that asbestos is present in a building or material you are handling:

- a) stop work and consult your supervisor
- b) prevent access to contaminated area using barriers and signs
- c) risk assess the potential hazard
- d) await further instruction from your supervisor

19. WEIL'S DISEASE (Ref:B03)

Weil's disease is a kind of jaundice which enters through the skin and through the lining of the mouth and nose. It is caused by contact with water contaminated by the urine of rats or other small mammals. Left untreated, this disease can be extremely dangerous.

- a) wear appropriate PPE
- b) avoid handling carcasses
- c) carry your Weil's Disease card to notify others of the risks

20. HAND-ARM & WHOLE BODY VIBRATION (Ref:B12)

Depending on the type of work situation, vibration of the whole body or the hand-arm are potential safety hazards. Excessive exposure to vibration may cause current or later life damage. In accordance with Control of Vibration at Work Regulations 2005

- a) select hand tools which minimise vibration, where possible
- b) take breaks from operation to avoid excessive vibration exposure
- c) keep limbs warm and dry if possible

21. MANUAL HANDLING (Ref:D01)

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. The Company is committed to reduction of the risk of manual handling injuries and the provision of guidance on the measures that should be taken to ensure the safe movement of loads. In accordance with the Management of Health and Safety at Work Regulations 1999 as well as the requirement in the Manual Handling Operations Regulations 1992 (MHOR) the company will:

- a) Ensure assessment of all manual handling activities is undertaken.
- b) Where reasonably practicable ensure manual handling will be minimised by either elimination, improved ergonomic design or mechanical aids.
- c) Introduce safe systems of working.
- d) Provide suitable information, instruction and training of persons who are required to undertake manual handling activities.

22. SLIPS, TRIPS & FALLS (Ref:D03)

Be aware of hazards which invite the potential for slips, trips and falls. Clear areas of debris at regular intervals to avoid creating hazards and work in a tidy manner. Keep access routes free and dispose of waste in a controlled manner.

23. PERSONAL PROTECTIVE EQUIPMENT (Ref:C01)

The Company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with personal protective equipment.

Personal protective equipment is only effective in protecting the wearer or user where the following steps are taken:

- a) only use PPE in accordance with the employers and manufacturer's instructions and during the activities for which they are designed to provide protection
- a) store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

D) GENERAL SAFETY

24. ACCESS / EGRESS

Safe access and egress shall be achieved by following these basic precautions:

- a) ensure high standards of housekeeping are maintained.
- b) regularly check access and egress routes and remove or report obstructions and other hazards immediately.
- c) comply with procedures where limitation of access applies.

25. FIRE (Ref:C14)

The Company will take all reasonably practicable steps to prevent, or minimise the probability of all causes of fire.

In particular:

- a) Periodic inspections will be undertaken to identify fire risks and ensure that appropriate precautions are in place.
- b) Housekeeping standards will be maintained to minimise the risk of and development of fire and will include the provision of adequate firefighting equipment.
- c) Effective security precautions should be taken to minimise the risk of arson both within buildings and on the grounds of every site.

26. LIGHTING

The provision of a safe and well-lit environment is fundamental to good working practice. All reasonable steps will be taken to ensure safe working conditions, in particular:

- a) Ensure that at no workplace the lighting level falls below the absolute minimum required for the safe performance of the task.
- b) Monitor changes in the workplace, equipment and tasks undertaken in order to assess the impact on lighting requirements.
- c) Select and position all lighting equipment so that it presents no danger to the occupants either during normal operation, maintenance, or lamp replacement..

27. MACHINERY SAFETY (Ref:C04)

The Company will provide machinery, equipment and other plant that is safe, practicable, and will maintain it in a safe manner. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER)

In order to ensure machinery safety the Company will:

- a) carry out risk assessments and implement safe systems of work for operating and maintenance
- b) Ensure guarding of, all dangerous parts and correct continual use of the guards.
- c) Undertake training in the correct method of machinery operation and safe systems of work.
- d) maintain the machinery, including testing following installation procedures and ensuring a safe hand over to operators following any maintenance task.

28. MOBILE PLANT (Ref:C13)

The operation of mobile plant may give rise to hazardous situations, if not adequately controlled. In order to minimise any risk the Company will:

- a) ensure that all items of mobile plant are fit for the purpose intended and are regularly maintained.
- b) train and assess all operators to ensure that a level of competence is achieved and maintained.

29. PORTABLE ELECTRICAL APPLIANCES

Tools and equipment are inspected prior to use by the operator, in addition all such equipment is subject to routine PAT Testing, by a Specialist Company. Equipment which is faulty should not be used and should be returned for repair/disposal.

30. SITE TRANSPORT & PEDESTRIANS (Ref:C12)

Work areas can be a dangerous places due to the mix of vehicle and pedestrian movements. All on-site vehicles and plant should be operated by authorised users. Pedestrian areas and walkways should be clearly defined and any speed restrictions observed. Sites are safer if site rules are observed. Pedestrians should stay well clear whilst vehicles are passing or unloading. Vehicles should be driven in a safe manner observing foot traffic routes and safe loading/unloading routines.

E) ENVIRONMENTAL

31. HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and / or organisational deficiencies within the workplace. The Company recognises the need to ensure that adequate standards of housekeeping are achieved.

The following arrangements should be made:

- a) Workplace inspections will be carried out on a regular basis by designated personnel.
- b) Storage areas will be defined and articles and substances must be returned accordingly after use.
- c) Floors must be cleaned on a regular basis and waste bins emptied daily.
- d) Rubbish must be kept in suitable containers and combustible waste kept from sources of ignition.
- e) Obsolete items of plant and equipment should be removed from site or stored in properly designated areas.

32. STORAGE (Ref:E06)

Apart from the safe storage of items of plant and equipment, the Company needs to keep materials and fuels properly stored to avoid nuisance or contamination.

It is important to follow established storage procedures and to ensure that all items are suitably stored and kept out of harm's way.

In the case of fuels and oils, containers, tanks and bunds should be used to minimise the risk of overflow or escape. Follow safe systems of work and avoid overfilling.

All site materials and waste should be house-kept in areas, containers or stores which minimise risk and nuisance to others.

33. EMERGENCY SPILLAGE (Ref:E03)

Most spillages can be avoided with great care and control. Spill kits are available to avoid further escape and potential pollution. Staff are trained in the use of kits. In case of an emergency spillage:

- a) follow emergency procedures
- b) advise supervisor / the office of any spill
- c) dispose of soiled spill kits in an authorised manner
- d) ensure any spillage does not enter a watercourse or drain

34. ENERGY AND RESOURCES (E07)

Providing water, gas and electricity are expensive and the Company is committed to the efficient use of these public utilities and of the Earth's natural resources. Staff are encouraged to:

- a) keep usage to a minimum, using regulators where available
- b) share resources to keep costs down
- c) operate equipment at optimum levels

ISSUE OF HEALTH AND SAFETY POLICY TO EMPLOYEES

I being an employee of Armstrong Waste Management Ltd, have

received, read and fully understand the Company Health, Safety and Environmental Policy: as result of which, I am fully aware of the duties and obligations that are placed upon myself and as stated within the aforesaid policy document which is dated

Signature of Employee

Date