

GLOSSARY OF ACRONYMS

ATTERO – ATTERO RECYCLING LTD

CHSC – Company Health & Safety Consultants

HSE – Health and Safety Executive

HASWA – The Health & Safety at Work etc. Act 1974

SUPERVISOR – Site Manager or Workshop Team Leader / Manager

SMM - Site Management Manual

DOCUMENT CONTROL AND REVISION

GLOSSARY OF ACRONYMS

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APPENDIX B - DECLARATION

1.1 PREFACE & ORGANISATION CHART

Attero Recycling Ltd recycles, recovers and processes waste.

For the purposes of this policy document Attero Recycling Ltd may also be referred to as “Attero” or “the Company”.

This document is the Health & Safety Policy and Procedures for works carried out by, or on behalf of, Attero. The document contains the procedures that need to be followed to ensure the continued health, safety and welfare of its employees, operatives and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Companies Policies and Procedures.

Health & Safety Policy Statement – A general statement of the intentions of the Director in regards to health and safety. The policy statement is signed and dated by the Director, therefore indicating that health and safety is highly regarded and that commitment comes from the ‘top’.

The Organisational Duties – This section commences with a chart showing the safety structure of the company that is then followed by a list of individual responsibilities of personnel and contractors.

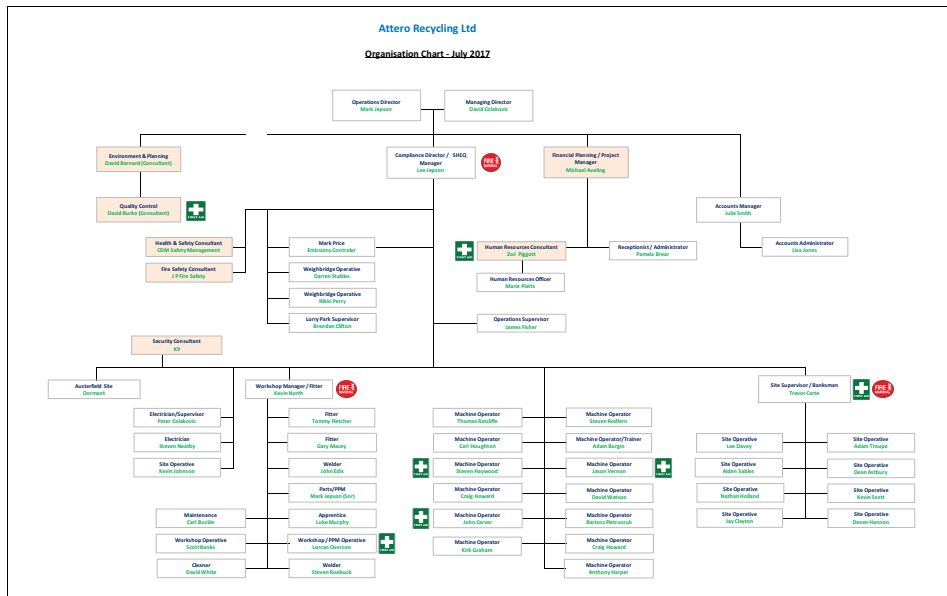
Procedures or ‘Arrangements’ – This section will contain procedures that need to be followed by all levels of management to ensure the company complies with current legislation and reduce the risk to all persons who may

be affected by the works carried out on its behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the company's undertakings.

Where help is needed, the company engages the services of our appointed Health & Safety Consultants, for safety auditing, site safety inspections, advice, training and should the need occur, to investigate or advise on site accidents.

As Managing Director of Attero Recycling Ltd, Mr David Colakovic accepts that he has overall responsibility for health and safety.



ENVIRONMENTAL POLICY



Attero Recycling Limited recognises that its business activities interact with the environment in a variety of ways. These activities have a significant impact in the key areas of:

- Management of waste accepted and generated at the company sites
- Fuel usage

The Company recognises that it has a responsibility to help protect the environment wherever it has an opportunity to do so, be a responsible neighbour and to provide a comfortable environment for its employees to work in.

As such, the Company is committed to:

- Continual improvement in the environmental impact of its business activities
- Improving the environmental benefits provided by its waste management operations
- Preventing pollution
- Complying with all relevant legal, customer, and other third party requirements
- Adopting best practices applicable to its activities wherever practicable

The Company will achieve these commitments by:

- The implementation and maintenance of an Environmental Management System that is independently certified as compliant with ISO 14001:2015
- Employing processes that identify the aspects of the Company's business that have an environmental impact and the significance of each aspect
- Maintaining an environmental performance improvement programme to enable the objectives to be achieved
- Ensuring that its employees, suppliers and customers are aware of their role in supporting the Company's commitments and environmental objectives
- Training its employees in good environmental protection practices and encouraging employee involvement in environmental improvement initiatives
- Maximising waste recycling and recovery, where economically viable, in order to minimise the quantity of waste going to landfill
- Maintaining and operating both transport and machinery so as to minimise fuel usage.
- Monitoring the environmental impact of its business activities

The implementation of this Environmental Policy is fundamental to the success of the Company's business and must be supported by all employees as an integral part of their daily work.

This Policy is publicly available to interested external parties upon request.

Signed on behalf of Board of Directors :  _____

Position: DIRECTOR Date: 4.8.17

QUALITY POLICY



The objective of Attero Recycling Limited is to provide a recycling and blending service for its customers to minimise the quantities of waste going to landfill by operating a multi-faceted recycling/blending facility which will have the scope to supply our customers with a waste product that will have a multitude of uses.

In order to achieve this objective, the Company will maintain an effective and efficient Quality Management System based upon the requirements of ISO 9001:2015.

In particular, the Company will:

- Monitor and measure the effectiveness of its business processes and the objectives through Management Reviews and the internal audit process
- Proactively seek feedback from customers on how well its products and services meet their requirements and set objectives for continual improvement
- Analyse the causes of any complaint or problem, and take appropriate action to prevent recurrence
- Select and work closely with suppliers who enable the Company to create and deliver a reliable performance
- Recruit employees who are customer focused and support them with appropriate training and systems to ensure their competence always meets the Company's requirements
- Provide a work environment that promotes the wellbeing of its employees and encourages positive teamwork
- Encourage all employees to identify problems and make suggestions to improve all aspects of the Company's products and services and business processes
- Ensure that all employees are aware of the Quality Policy and are committed to the effective implementation of the Quality Management System
- Ensure that the Company complies with all necessary regulatory and legal requirements

The continual improvement of the Company's Quality Management System is fundamental to the success of its business and must be supported by all employees as an integral part of their daily work.

Signed on behalf of Board of Directors :  _____

Position: DIRECTOR Date: 4.8.17

OCCUPATIONAL HEALTH AND SAFETY POLICY



Attero Recycling Ltd recognises that its site activities give rise to a range of hazards, in particular:

- Vehicle-related accidents
- Machinery-related accidents
- Slips, trips and falls

It also recognises that its employees may be exposed to hazards when providing on-site support to customers. The Company believes that despite the presence of these hazards, all accidents and incidents of work-related ill health are preventable. It also recognises the legal responsibility to ensure the health, safety and welfare of persons affected by its activities.

As such, the Company is committed to:

- Preventing injury or ill health to anyone who may be affected by its work activities.
- Complying with all relevant legal, customer and other third party requirements.
- Continually improving its risk management and occupational health and safety performance.

The Company will achieve these commitments through the following means:

- The implementation and maintenance of an Occupation Health and Safety Management System that is independently certified as compliant with BS OHSAS 18001:2007.
- The systematic identification of hazards present and the application of a risk assessment procedure that will identify and implement appropriate control measures and safe systems of work.
- The maintenance of a set of objectives and a supporting programme of work that is focused on achieving its commitments and eliminating or reducing the major hazards present.
- The clear definition of individual management and employee responsibilities for implementing the Occupational Health and Safety Management System and achieving the Company's commitments.
- The provision of appropriate information, instruction, training and supervision so that all employees:
 - Are aware of their responsibilities and legal duties; and
 - Can support the implementation of the Occupation Health and Safety Management System and the development of a proactive health and safety culture.
- The maintenance of effective systems of communication and consultation on health and safety issues with all employees and other persons affected by the Company's activities.

The appropriateness and effectiveness of this policy, and the means identified within it for delivering the Company's commitments, will be regularly reviewed by Top Management. The implementation of this policy is fundamental to the success of the Company's business and must be supported by all employees as an integral part of their daily work.

This policy is publicly available to interested external parties upon request.

Signed on behalf of Board of Directors : _____ 

Position: DIRECTOR Date: 4.8.17

1.4 DUTIES OF COMPANY DIRECTORS

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Prepare and keep up to date, a written statement of the Company's policy for Health, Safety and Welfare of persons employed and persons who may be affected by our acts or omissions whilst at work and ensure that it is brought to the notice of all employees.
3. Display a copy of the company's health and safety policy statement to ensure that it is brought to the notice of all persons engaged to carry out work on our behalf also, bring any revision of this policy to the notice of persons employed.
4. Promote the Company Health & Safety Policy for the prevention of injury, ill health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
5. Appoint one of the Directors to take specific responsibility for health and safety matters who shall report back at the board meetings on all matters relating to this role. The Board shall discuss and decide company policy on all matters relating to the health, safety and welfare of persons engaged to carry out duties on behalf of the company and shall take into account persons who may be affected by our undertaking.
6. Ensure that only competent persons are appointed to carry out work on behalf of the company and ensure that they are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
7. Ensure that persons are appointed to represent employee's safety, as required by the Health and Safety (Consultation with Employees) Regulations 1996. Ensure they are acknowledged and given access to staff so that they may discuss matters affecting person's health, safety or welfare. Persons taking up responsibility on matters concerning health, safety and welfare shall be trained to carry out their duties in accordance with the law.
8. Ensure that all contracts are properly assessed particularly taking into account any health, safety or welfare provisions either legal or contractual and ensure these are considered for their associated costs and adequate provisions are made during the tendering process for new works.
9. Upon successful award, ensure the appropriate resources are made available to meet the demand so described above to ensure, so far as

is reasonably practicable, the safety and absence of risk to persons engaged by the company to carry out these works or, as the case may be, to safe guard persons who may not be in our employment, but may be affected by the activities undertaken to complete the works accordingly i.e. occupied premises.

10. Ensure that adequate time is allowed for planning including the carrying out of specific risk assessments for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. Where the risk cannot be controlled by any other means, the company shall provide personal protective equipment to minimise the risk of harm.
11. Ensure that employees are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties safely.
12. Ensure that persons employed by us are provided with work equipment that is safe and without risk. Ensure that adequate maintenance and inspection regimes are developed in accordance with The Provision & Use of Work Equipment Regulations 1998. Where required, persons shall be trained to operate work equipment to ensure, so far as is reasonably practicable, the absence of risk when operating such equipment.
13. Ensure that all accidents, incidents, ill health and damage or loss are investigated to determine the causes so that measures can be taken to prevent recurrence. Where relevant any accidents / incidents shall be reported to the HSE as required by The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
14. Monitor the Company's activities to ensure that they are carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.
15. When visiting site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures and site rules.
16. Reprimand any member of the staff failing to discharge satisfactorily the Health & Safety responsibilities allocated to him.
17. Appoint the Safety Consultants to carry out safety audits across the company's activities. The Directors shall discuss these Safety Audits and review company procedures if necessary.
18. Ensure that adequate resources are available to meet legislative and Company requirements on health, safety and welfare.
19. Liaise with the company safety advisers, including reviewing site inspection reports and taking charge of problems which cannot be solved at site level, especially when this involves communication with any sub contractors.

1.5 DUTIES OF HR MANAGER

The responsibilities of our Human Resources Manager are to:

1. To develop and implement HR Policy, Procedures and management practices within the organisation including briefing and training as required embedding into working practice and organisational culture.
2. To work closely with senior management team and line managers providing them with guidance and support in all aspects of HR and people management at both a strategic and operational level.
3. To develop, coach and mentor line managers in all aspects of their responsibilities for team development and line management including performance management, disciplinary, recruitment and selection, sickness absence management and any area of people management.
4. To provide Corporate Induction and Team Briefings to new and existing employees as required.
5. To support ongoing delivery of Strategic Objectives and People / Communication Strategies in line with Business Plan.
6. To participate in and attend regular Director and Management team meetings, and driving any HR actions and delivering outcomes.
7. To provide reports to Management Team/Board of Directors as required.
8. To drive forward community engagement plans and develop the Attero Foundation and its charitable objectives.
9. To lead on PR, Marketing and communication activities and plans using social media, attending events / awards and development of the company website and all associated documentation to promote the brand and business.
10. To lead on HR activities for the ISO Accreditation and ongoing retention of the quality standards.
11. To support and drive Continuous Professional Development as required by the company and partake as required.
12. To keep records of PPE issued to employees

1.6 DUTIES OF H&S CONSULTANTS

In accordance with the Management of Health and Safety at Work Regulations 1999, Attero has appointed CDM Safety Management Ltd to provide health and safety advice and can be contacted on 07713 762227.

CDM Safety Management Ltd's role includes:

Advise on the preparation and review of the Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy.

Give advice to management as requested on:

- Legal requirements affecting health, safety and welfare.
- Prevention of injury and damage.
- Provision, selection and use of protective clothing and equipment.
- New working methods, equipment or materials, which would reduce risks.
- Proposed changes in legislation.
- Potential hazards on new sites before work starts, and safety factors affecting the selection of plant or equipment, contractors and so on.

Assist management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Major Injury and Accidents etc., in accordance with Company Policy.

Carry out site safety inspections and audits to monitor compliance of work being undertaken with the company health and safety policy.

As requested, carry out investigations of serious accidents in accordance with Company Policy and assist with subsequent reporting as required by RIDDOR 2013.

Provide advice on training requirements and arrange training courses where required.

Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

Set a personal example when visiting site by behaving professionally and wearing all suitable protective clothing.

If requested attend site meetings to advise/review safe working procedures.

1.7 DUTIES OF COMPLIANCE DIRECTOR

Particular responsibilities include:

1. Read and understand the Company policy for health and safety.
2. Read and understand this Policy and ensure that it is brought to the attention of any employees / operatives under their control.
3. Ensure that consideration is given to, and provision made for safe methods of working by all by ensuring
4. Ensure that all who put people to work are competent to do so
5. Ensure that all who work are competent to do the tasks they are asked to do.
6. Ensure that the equipment or materials purchased by Attero are to the standards required by this Policy.
7. Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied, and any particular precautions required. Also ensure that this information is passed on to the relevant people.
8. Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that the materials or equipment is delivered in suitable size loads.
9. Ensure that suitable test certificates are provided to site before equipment and machinery are used there.
10. Notify the Health and Safety Executive of new sites, Dangerous Occurrences, Major Injury and Accidents etc., in accordance with Company Policy.
11. Carry out site safety inspections and audits to monitor compliance of work being undertaken with the company health and safety policy.
12. Carry out investigations of serious accidents in accordance with Company Policy and assist with subsequent reporting as required by RIDDOR 2013.
13. Working with the Management team to improve environmental / quality / sustainability standards and where required to meet and maintain ISO 9001 / 14001 / OHSAS 18001 standards.

1.8 DUTIES OF WORKSHOP SUPERVISORS

The main health and safety responsibilities of our site management are to:

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents, incidents and near misses are reported to the Contracts Manager.
3. Ensure that the specific risk assessments for the works you are supervising are suitable and sufficient. Ensure that the identified control measures have been put in place and are being followed
4. Ensure all registers and site documentation kept up to date as appropriate and that, at the end of the contract, they are returned to head office for filing in case they are required for future reference.
5. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work.
6. Ensure no-one is permitted to operate any work equipment unless they have received adequate training or hold a relevant certificate of competence.
7. Ensure that all new employees / operatives coming under your responsibility attend a site safety induction and are informed of any site rules that apply to them prior to carrying out any works.
8. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
9. Keep a safe and tidy workshop in accordance with the requirements of the Health & Safety Policy.
10. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
11. Set a personal example on site by wearing the appropriate personal protective equipment and following any relevant procedures.

1.9 DUTIES OF SITE SUPERVISORS

The main health and safety responsibilities of our site management are to:

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents, incidents and near misses are reported to the Contracts Manager.
3. Ensure that the specific risk assessments for the works you are supervising are suitable and sufficient. Ensure that the identified control measures have been put in place and are being followed
4. Ensure all registers and site documentation kept up to date as appropriate and that, at the end of the contract, they are returned to head office for filing in case they are required for future reference.
5. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work.
6. Ensure no-one is permitted to operate any work equipment unless they have received adequate training or hold a relevant certificate of competence.
7. Ensure that all new employees / operatives coming under your responsibility attend a site safety induction and are informed of any site rules that apply to them prior to carrying out any works.
8. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
9. Keep a safe and tidy workshop in accordance with the requirements of the Health & Safety Policy.
10. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
11. Set a personal example on site by wearing the appropriate personal protective equipment and following any relevant procedures.

1.10 DUTIES OF EMPLOYEES / OPERATIVES

1. Every employee must take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. We regard employees as any person who is employed by Attero irrespective of the method of payment made to that person. This includes direct employees, labour-only people, and any agency or temporary workers.
2. All staff are responsible for the implementation of their part of this policy, and the procedures contained within. All staff should in particular:
3. Be fully aware of the Company Safety Policy, it's procedures and requirements
4. Observe all safety rules, requirements and notices at all times.
5. Do not undertake a task or operate equipment / plant / machinery unless qualified, competent, and authorized to do so.
6. Ensure that appropriate protective equipment and clothing is used and kept in good working order. Any equipment that is becomes lost, damaged or worn out is to be reported to your supervisor and replaced as necessary.
7. Ensure that all work equipment that you are responsible for is in good order and that any safety devices provided are fitted, properly adjusted and used. Any defects identified are to be reported to your supervisor immediately.
8. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to your supervisor.
9. Co-operate with the Company in complying with the Health and Safety requirements set out in legislation, guidance, and within this Policy.
10. Take an active role in ensuring and improving the health and safety at Attero.
11. It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate supervisor.

DO NOT TAKE CHANCES.

1.11 DUTIES OF CONTRACTORS ON SITE

Any health and safety problems arising from the work of subcontracted workers can be prevented where the work of these groups can be adequately controlled. In addition to our general arrangements described in this Policy, we require that:

1. All Contractors will be expected to comply fully with Attero's Company Policy for Health, Safety and Welfare and must ensure their own Company health & safety Policy is made available on site whilst work is carried out.
2. All work is to be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. All work equipment brought onto site by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and accompanied with any relevant certificates. Information and assessment on noise levels of work equipment or operations must be provided by the Contractor before work commences.
4. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must meet the relevant British Standards for industrial use, and be in good condition.
5. Any injury sustained or damage caused by Contractor's employees must be reported immediately to ATTERO's Directors or Supervisor immediately.
6. Contractor's employees must comply with any safety instructions given by this Company's Site Supervisor.
7. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
8. Contractors are particularly asked to note that work places must be kept tidy and all debris, waste materials etc. cleared as work proceeds.

A detailed Method Statement and Risk Assessment will be required from all Contractors carrying out activities. The Method Statement must be agreed with our site management before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.

1.12 DUTIES OF DRIVERS OF COMPANY VEHICLES

1. Make sure your driving licence is up to date and a copy has been given to your first line supervisor. Report any accident or damage, however minor, to the Works Director immediately. Ensure any traffic violations you are involved in which could result in you being prosecuted, are reported in the first place to your immediate supervisor and then to the Managing Director.
2. When travelling long distances or feeling tired ensure that adequate rest breaks are taken.
3. Ensure your vehicle is serviced in accordance with the manufacturers' requirements. Make regular inspections of your vehicle for obvious defects. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
4. When visiting construction sites, park in the designated parking area and keep to site speed limits and other site rules as required. Always report first to the site office or a site supervisor before travelling around any site.
5. Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites, to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
6. Report all accidents or damage, however minor, to the Directors.
7. Ensure that any load on your vehicle is well secured or covered if taking onto the highway; also that your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
8. Check that any necessary signs, vehicle lights, indicator lights, revolving lights or reversing alarms are clean and can be seen easily and lights and alarms are working properly.
9. Goods (e.g. tools and equipment) will be carried in a secure manner having due regard to their hazardous nature and will be carried in accordance with the instructions issued by the Company.
10. Carriage of passengers other than in seats fitted for that purpose and in a safe and proper manner is forbidden and will be subject to disciplinary procedure. It is a breach of the law and could invalidate the Company insurance policy in the event of an accident.
11. Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle. Do not drive when you feel drowsy - this is now an offence.
12. Do not use your Mobile Phone whilst driving unless used with a hands-free kit. However, it is better to pull over to take the call or turn it off and take messages when you can.
13. Do not smoke in any company vehicles.

ARRANGEMENTS

Introduction

The Health & Safety at Work etc. Act 1974 (*HASAWA*) requires that arrangements are made, to provide for a safe system of work for all aspects of our undertakings. These arrangements have been developed to cover the company's activities as a whole and must be used when developing systems of work in offices or on sites.

Arrangements or Control Measures?

We have included in this section specific known "Arrangements" to combat hazards that are well established in our line of business therefore complying with the requirements set out in the HASAWA. However, more recently the term arrangements has predominantly been replaced by the term "Control Measure" Either term is acceptable however, "control measure" is a clearer definition of what is required at work when preventing or controlling known hazards in the workplace.

Generic Control Measures:

No two jobs are the same; all have something different about them and therefore it is essential to understand that the Control Measures in this section may have to be made more specific following completion of an individual task risk assessments *as required under The Management of Health & Safety at Work Regulations 1999* to take into account the environmental or other more specific site requirements. When using this section therefore, first check site conditions and any other restrictions that may be imposed due to the environmental circumstances. It is important also to take into account other considerations such as prevailing weather conditions, other people working nearby or other persons having access to or from the area that your works are to be undertaken, this includes members of the public. All these factors can alter what is to be considered when carrying out the on-site 'Risk Assessment' and the 'Control Measure' to be used.

1.13 ABRASIVE WHEELS

The company uses machines on site that are fitted with abrasive wheels and realises that these can be a cause of major injuries. The main hazards associated with abrasive wheels include:-

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dust from certain types of materials.
- Loose clothing tangles in disc.
- Electric shock.
- Noise.
- Fire and explosion.

1.13.1 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Method Statement will also be met.

The Workshop Supervisor will:-

- Ensure that any abrasive wheel machine hired to or owned by the Company, for use at work, is provided and maintained in good condition.
- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained in the SMM.
- Ensure that works with hand-held machines have been adequately risk assessed to include hazards such as fire, noise, vibration etc.
- Reduce the risk of dust related diseases such as silicosis by ensuring that dry stone cutting is, as far as reasonably practicable, avoided. Where dust cannot be avoided, ensure adequate protection is provided and there is a reduction in numbers exposed.

1.13.2 Training

Training in the mounting of abrasive wheels and the use of such equipment will be provided, by the company, to all personnel tasked with using or changing abrasive wheels.

1.13.3 Monitoring

The Workshop Supervisor will:-

- Ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed.
- Ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required.
- Carry out a weekly check on all equipment that uses an abrasive wheel then make a suitable record.
- Arrange for any person required to use an abrasive wheel machine or tool to be given instructions in the precautions required, by a competent person.
- Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.
- Ensure that the machine is regularly serviced to ensure that the spindle speed is correct.

1.14 ACCIDENT REPORTING AND RECORDING

All accidents and near misses to be reported to the site supervisor immediately, who will then take the immediate action as required.

This will then be investigated by Mr Lee Jepson

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

1.14.1 Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be over-stressed. The necessity arises from two fundamental requirements:

- a) only if every accident, incident and disease is reported can action be taken to prevent recurrence;
- b) a record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against ATTERO.

1.14.2 Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to

enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the Supervisor who will take the necessary action to prevent the 'near miss' becoming the next accident.

The Supervisor is then to complete the relevant part of the near miss form to record the actions taken. On sites, the near miss report is to be filed in the Site Management Manual, in the offices it is to be given to the Office Manager.

1.14.3 Minor Injuries

All minor injuries reported by employees / operatives are to be entered into the accident book. Where the accident occurs on site and the Principal Contractor wants their accident book completed, a record must still be made in the ATTERO accident book unless a copy of the original entry is taken.

1.14.4 Lost Time & Over 7 Day Accidents

Where an employee suffers a lost time accident, the Director must be informed and kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out by the injured person's manager to determine the causes so that measures can be put in place to prevent a recurrence.

Where the employee does not return to work for more than 7 days, not including the day of the accident, the Company Health and Safety Consultants will be informed and, as directed by the Director, will carry out the investigation

1.14.5 Specified Injuries

Where an employee, operative or contractor suffers a major injury, or is taken to hospital with a suspected major injury, the Directors are to be informed immediately. These will then in turn inform the Company Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Directors or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation. Major injuries are injuries such as:

- Fractures (not to fingers or toes)
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) Which: - covers more than 10% of the whole body's total surface area or - causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

1.14.6 Dangerous Occurrences

Dangerous occurrences must be reported to the Director immediately. These will then notify the Company Safety Consultants. The area must not be disturbed unless the Directors specifies so, or to prevent further danger.

1.14.7 Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease.) must be forwarded to the Directors immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

The company Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

1.14.8 Fatal Accidents

In the event of a fatal accident, the Directors will be notified immediately. The Directors will then notify the Company Health and Safety Consultants.

Accidents resulting in death shall be reported concurrently to the local Police. **Do not** disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

1.14.9 Notification to the Health & Safety Executive (H.S.E)

In cases of death, major injuries and dangerous occurrences, you must notify the enforcing authority without delay, most easily by [reporting online](#). Alternatively, you can telephone 0845 300 9923.

Cases of over-seven day injuries must be notified within fifteen days of the incident, using the appropriate online form (F2508).

Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form [Report of a case of disease](#) (F2508A).

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE ways to contact HSE webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports, Health and Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS

1.14.10 Dealing with Casualties

Do not move a casualty who cannot move himself unless the casualty is in imminent danger. The Supervisor must ensure that the casualty is dealt with as required by a qualified First-aider until medical help arrives or they are taken to hospital.

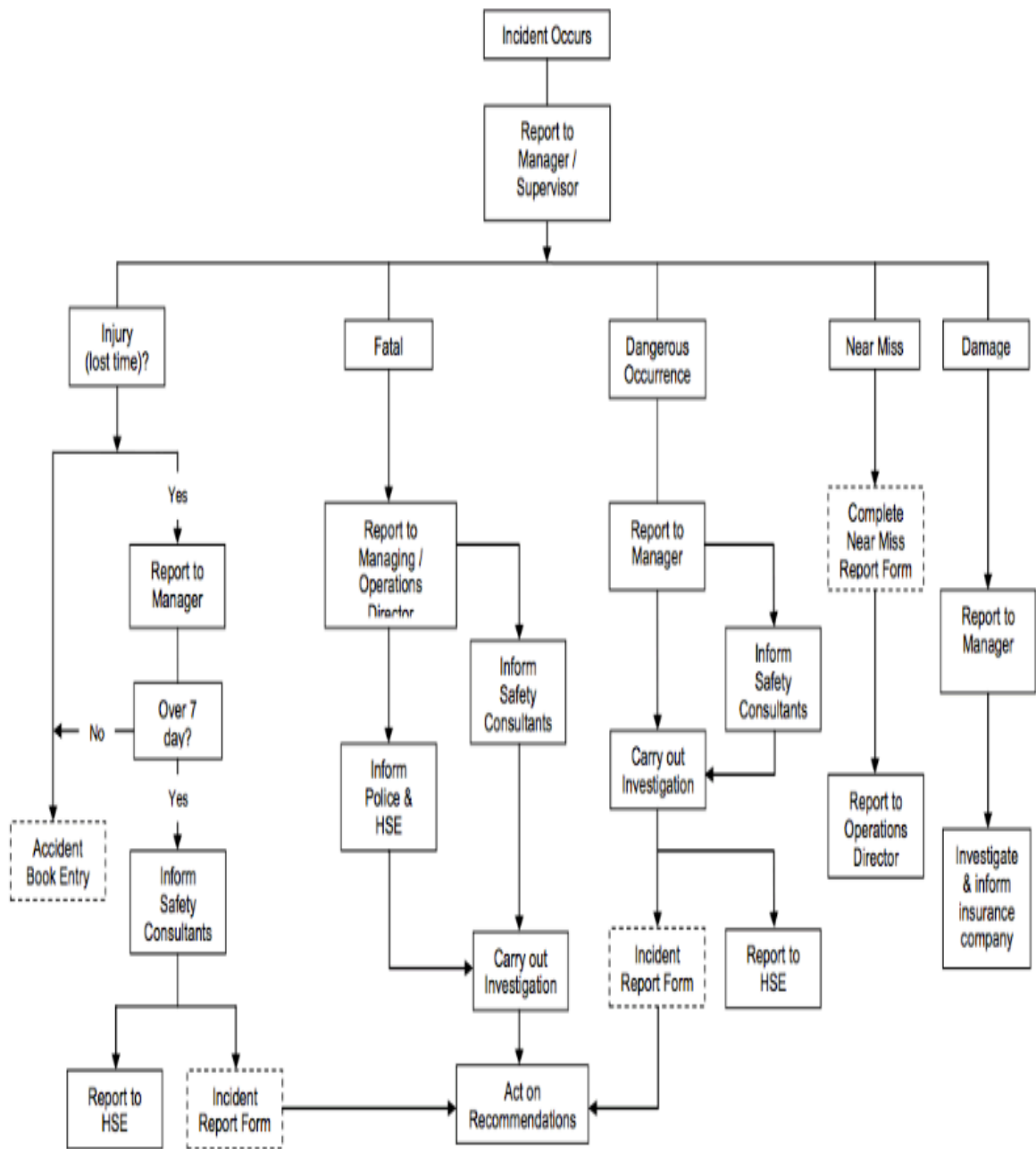
1.14.11 Emergency Services

The Supervisor must ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Directors will ensure that the Client is advised of the circumstance of the incident and the incident reported to the Client's / Principal Contractor in accordance with their site rules.

1.14.12 Accident area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the all clear by the Safety Director.

1.14.13 ACCIDENT FLOW CHART



1.15 ALCOHOL AND DRUG ABUSE

1.15.1 Introduction

The Company has a legal and moral duty to ensure the well being of its employees and contractors whilst carrying out work on its behalf. This control measure aims to assist Directors and Supervisors to identify and address any drugs or alcohol related issues, which may have an actual or potential adverse effect for individuals, their families, colleagues and in some circumstances the general public.

1.15.2 The Scope of the Policy

The Company requires that its employees and contractors are fit to carry out the work on its behalf and not under the influence of drugs or alcohol whilst at work. This policy applies to all persons, whether directly or indirectly employed.

1.15.3 Principles

The Company will ensure:

- That all employees and contractors are aware of the Drugs and Alcohol Policy;
- All persons will be treated fairly and equally;
- That every persons dignity will be respected and all cases treated with confidentiality;
- That all circumstances relating to inappropriate use of drugs or alcohol will be taken into account;
- That advice from Occupational Health experts will be sought as necessary;
- That all employees experiencing ill health as a result of drug or alcohol abuse are referred to their own GP, or are advised where alternative medical help can be obtained;
- Before dismissal for misconduct under this policy is considered, employees shall be given the opportunity to demonstrate their willingness to comply with the company health and safety procedures together with a commitment of their future conduct;
- All options are explored and considered through discussion with the employee;
- That all employees have a right to be represented or accompanied in such discussions by a person of their choosing; and
- That no person's safety is put at risk due to the abuse of drugs or alcohol of another.

1.15.4 Employees Responsibilities

The employee must:

- Co-operate with the company in recognising and resolving a drug and / or alcohol problem that is affecting their work.
- Provide, at random, a sample drug or alcohol 'proprietary sample test' as may be used by the company.
- Attend a medical examination if required by the company.

1.15.5 Procedures

If an employee presents themselves for work under the influence of drugs and / or alcohol and are not able to carry out their duties in a proper, fit and safe way they will not be allowed to commence or continue their work.

Under these circumstances, employees will be suspended without pay and not allowed to return until such time as they are in a competent state to do so. In addition, such an occurrence may generate a disciplinary investigation;

- An employee who suspects that they may have a drugs and/or alcohol problem should in the first instance discuss the matter with their supervisor. Alternatively, referrals can be made on the employee's behalf by a work colleague where an individual feels unable to make an initial approach, provided the individual agrees with this action;
- Alternatively, employees may contact their 'Employee Representative for Health & Safety' or a Trade Union Representative who may, provide them with contacts who can offer offsite professional counselling service;
- Any person who is concerned an individual may have a drug and/or alcohol problem should first discuss this with the employee
- Where it is clear there is a problem, then advice should be sought from the Works Director who shall consider the most appropriate action required;
- Should an employee require an extended period to attend such treatment, the company may have to consider future employment prospects;
- Drug and/or alcohol dependency uncovered during the course of *disciplinary procedures shall be dealt with the utmost discretion and supported by Company policy.

1.15.6 Identifying drug and/or alcohol abuse (Key indicators)

No single characteristic exists to identify drug and/or alcohol abuse however, the following characteristics, especially when occurring in combination, or as a pattern over a period of time, may indicate the presence of a drug and/or alcohol related problem. It should be noted that items mentioned below could be due to causes other than drug and/or alcohol related abuse not mentioned here:

- **Absenteeism** – frequent and unexplained absences, excessive sick leave, excessive lateness, leaving work early, frequent trips to the bathroom;
- **High accident rate** – frequent injuries, careless handling of equipment;
- **Poor work performance** – fluctuations in productivity, unreliability, difficulty in concentration, memory slips, telling lies about performance, improbable excuses for poor work, reluctance to accept responsibility;
- **Misconduct** – aggressive behaviours, falling asleep;
- **Changes in personality** – fluctuating relationships with colleagues, irritability, mood swings, lethargy, tendency to blame others, changes in attitude to authority, over sensitivity to criticism, shunning company;
- **Other signs** – smelling of alcohol, facial flushing, blurry eyes, hand tremor, unkempt appearance, frequent borrowing of money.

***Disciplinary Proceedings** Disciplinary proceedings shall be in accordance with current employment legislation. Likewise, the Directors shall deal with Health & Safety violations in accordance with company disciplinary procedures.

1.16 ASBESTOS

Attero does not accept or process any hazardous waste which includes any Asbestos Containing Materials (ACM's).

1.16.1 Supervision

All information on working methods and precautions will be agreed by the Compliance Director.

The Compliance Director shall ensure that someone on site has Asbestos Awareness Training and those who process waste are given awareness training on what ACM's look like and the safe system of work should ACM's be suspected.

Any suspected contaminated waste shall be sampled and tested for ACM's by

a registered company specializing in ACM testing.

1.16.2 Safe system of work

Should anyone suspect there is asbestos within any waste then the following procedure will be adopted.

- Worker to inform everyone nearby, and physically segregate the area immediately, and post signage warning of the hazard. All nearby to wear their dust masks and the stand up-wind of the suspected contaminated waste.
- Site supervisor to be informed by radio.
- The whole of the batch of waste is to be treated as contaminated.
- No further work on the batch of waste until it is certain that the suspected waste is clear of ACM's.

1.17 TRAIN OPERATIONS

1.17.1 Planning Procedures

- Only when all the required permits from DB Shenke are valid shall loading of the train with the required waste take place.

1.17.2 Safe system of Work

- Rail protection only to be removed when the train is in position for loading and replaced as soon as operations have ended.
- Any spills or mess to be cleaned up immediately. No debris to be left on the tracks.
- No one to step onto the track
- Train Loading supervisor checklist to be completed before operations commence.

1.17.3 Supervision

- Loading supervisor to monitor and record the waste being loaded onto the train
- Supervisor to monitor the state of tracks (photograph tracks before and after)

1.18 COMPRESSED AIR POWER TOOLS

1.18.1 Hazards

The main hazards associated with compressed air and its use includes:

- Grit or dust entering the eyes.
- Vibration White Finger particularly in cold weather or where considerable use is made of hand tools.
- Compressed air entering the body or blood stream through the skin.
- Noise.
- Uncoupled hose swinging out of control.
- Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

1.18.2 Planning Procedures

When planning work, the relevant standards will be taken into account. The Workshop Supervisor will:

Ensure that suitable and sufficient risk assessments are carried out for the use of compressed air equipment.

Ensure that any compressor and compressed air tools, which are purchased or hired for use on site or in the workplace, are in good condition and are selected in accordance with the Company policy on noise.

Ensure a schedule of examination is prepared for all Company compressors, fittings, and plant, which use air under pressure.

Ensure copies of the necessary thorough examination certificates and schedules are maintained at the office in the case of Company equipment. Documentation relating to hired plant should be requested from the hire Company at the time of hire.

1.18.3 Training Operatives will be instructed in the general safety precautions to be observed and, where relevant, in any specific item of equipment

especially if required by legislation e.g. changing abrasive wheels etc. Refresher training must also be undertaken to maintain and enhance competence in the use of compressed air and associated power tools.

1.18.4 Monitoring The Supervisor will:-

Check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, anti-whip chains etc.). Noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

Ensure that all necessary safety equipment, e.g. eye protection, hearing protection, gloves is available and worn when required.

Check that the necessary maintenance, lubrication, draining of receivers etc. is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the relevant manager responsible for plant maintenance, or hire Company. The operator will be responsible for carrying out a visual inspection, checking couplings, etc., **before** the equipment is used.

Ensure all operatives wear suitable protective footwear when using compressed air equipment.

Ensure that compressed air is not used to blow down clothing etc. and take disciplinary action against any operative seen directing a live compressed air hose at any other person.

Ensure that the requirements of the risk assessments and Health and Safety Plan are being implemented.

1.19 CONSULTATION WITH EMPLOYEES

It is a requirement of the Health & Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

The Company will inform its employees of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the company will ensure periodic meetings

are held with employees to discuss health and safety issues.

Employees will be consulted on matters regarding their health and safety, and general work practices by initial induction, regular training meetings, toolbox talks. Employees are encouraged to participate and contribute with their own ideas for improvements.

1.20 CONTROL OF CONTRACTORS

Contractors may be appointed to carry out work on behalf of the Company. It is the policy of the Company that only approved contractors will be employed

1.20.1 Approval of Contractors

Before contractors are considered for the 'Approved Contractors List', they must complete a questionnaire which will be sent out by ATTERO. Once the questionnaire and relevant documentation have been returned, it will be assessed and determined whether the contractor can be added to the list and, if so, what level of supervision is required.

The list of approved contractors will be consulted prior to appointing a contractor to carry out work on behalf of the Company.

1.20.2 Requirements of Contractors

All contractors will be required to:

Work in compliance with the contents of this document and any additional site rules that are been put in place on each site.

The relevant managers of each contractor will be required to develop a site specific method statement and risk assessment for all their works. All documentation is to be provided to the Director at least one week prior to the works commencing on site.

In addition to the method statement and risk assessment, the following documents must also be supplied before works can commence on site:

- Copies of relevant CoSHH, noise, vibration, manual handling assessments
- Copies of any relevant certificates of competence
- A copy of the companies insurance certificates
- Copies of any equipment test certificates
- Any other document asked for by the Contract Supervisor

Contractors are to ensure that they, or their personnel, are competent to carry out the works for which they have been contracted to undertake. Where required they are to supply evidence of this competence as mentioned above.

At any time that it is deemed by the Company that a contractor has failed to carry out work as determined by the method statement or has totally disregarded the requirements of the health and safety policy, that contractor may be asked to leave site immediately.

1.20.3 Management of Contractors

The responsible Director for ATTERO is to ensure that all the relevant documentation is reviewed and approved prior to the contractor commencing works on site.

1.21 ELECTRICAL TOOLS AND EQUIPMENT

1.21.1 Hazards

The main hazards associated with this equipment include:-

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

1.21.2 Planning Procedures

When planning work, relevant standards will be taken into account. A risk assessment must be undertaken for the work and the requirements of it and any Health and Safety Plan for the site must also be implemented.

All electrical equipment on the Company's site or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards. Liaison with the electricity supplier over the type, voltage and MVA rating of the supply must also be undertaken to ensure adequate capability for the sites needs.

To ensure the safety of persons using portable appliances, it is Company policy that all new portable appliances, or used appliances new to the company, are tested before first being put into use. Once an initial test has been carried out by a competent person, subsequent tests will be carried out at the following times:

- Office equipment (except IT equipment) ANNUALLY

- IT Equipment 3 YEARLY
- Site tools and equipment ANNUALLY

The Director will, where necessary:-

Plan the temporary electricity supply and distribution on site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE Regulations (see HS(G)141 for guidance on requirements).

Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless special arrangements are made and discussed with the safety consultant. Lower voltage tools, lighting, etc. may be required in damp or confined situations. The safety consultant must be consulted in these situations.

Ensure all sub-contractors are informed of the Company policy on the use of electricity on site and that they will be expected to comply with these requirements.

1.21.3 Training

Training will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work. Regular refresher training to maintain and enhance competence for the work and the safety requirements for working with Electricity will also be provided.

1.21.4 Monitoring

The Supervisor will where necessary:-

Ensure that any temporary electrical supply is installed and tested as planned. Ensure that the requirements of the Health and Safety Plan are implemented.

Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.

Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

Ensure that all power cables are installed clear of access ways and preferably above head height.

Ensure that festoon lighting equipment is secured above head height. Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings will be used.

Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Ensure that only authorised persons are permitted to repair or alter electrical equipment.

Arrange for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

All portable appliances have been tested within the time limits set out above.

1.21.5 Control Measures

All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. An authorised person will only do work on equipment.

Only 110V equipment (or less) will be used on site.

Factory equipment shall be inspected and maintained and have PUWER assessment undertaken annually.

The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.

Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.

All portable tools, cables etc. should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defects immediately.

All maintenance work on electrical equipment should be undertaken with the equipment 'dead' and the supply cable disconnected where appropriate.

Where 'live' work or testing is required for fault finding then an authorised competent person who must apply the relevant control measures to prevent danger must only undertake this.

Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.

If anything goes wrong, switch the equipment off and disconnect from the power supply.

Do not lift or pull equipment by the cable; the connections may become broken and create a hazard.

Cables will be routed so as to be protected from damage.

On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Other control measures identified on the risk assessment must also be implemented.

1.22 ENVIRONMENTAL MANAGEMENT

The Directors of the company are committed to maintaining high environmental standards throughout its operations and maintaining ISO 14001. Attero use the services of an environmental consultant.

All personnel and contractors are required to take all reasonably practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the company and with due regard to the environment.

1.22.1 Environmental Impacts

The main environmental impacts from the company's activities are as follows:

- Air pollution
- Energy and fuel consumption
- Noise
- Waste

1.22.2 Air Pollution

Air pollution may impact on human health, ecosystems and the physical

environment on both a local and global scale. The company realises that it contributes to air pollution whilst carrying out its undertakings, particularly in the following areas:

Emissions of oxides of nitrogen, carbon monoxide and benzene due to its transportation activities.

Emissions of particulate matters from its construction and installation activities. The company will therefore adopt a policy to reduce the amount of air pollution caused by: -

- avoiding unnecessary movements of vehicles
- vehicle sharing
- taking emissions into account when purchasing equipment
- using battery / electrical equipment rather than petrol driven equipment
- recycling rather than incinerating waste
- controlling the amount of dust produced

1.22.3 Energy & Resource Consumption

The company are aware that to carry out their undertakings they need to utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors, i.e.

- Human beings
- Flora and fauna
- Soil
- Water
- Air and climate
- Landscape
- Cultural heritage

- noise, dust, loss of amenity- loss of habitats, species, biodiversity- the physical removal or damage of soils and natural drainage - contamination, disruption of flow rates- pollution on a local and global scale- physical change- loss, destruction, visual intrusion

In order that the company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption. In so doing the company will minimise waste by recycling materials such as:

- Construction / demolition wastes
- Office materials - paper and printing cartridges

- Packaging materials
- Machinery parts

Waste oils and fuels The company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

1.22.4 Noise

The company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works on site will be planned in accordance with the planning requirements.

Wherever practical, all activities will be undertaken within the ambient noise level existing in the vicinity of the site. To help meet this objective, a noise survey will be carried out in areas of concern to establish background noise levels before commencing operations. This will be especially important when operating near hospitals, schools, residential areas and places of work.

The company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels that may be perceived as nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

1.22.5 Waste Management

All personnel, particularly Line Management, are responsible for minimising waste through recycling.

Under the *Environmental Protection (Duty of Care) Regulations 1991* and the *Hazardous Waste Regulations 2005* the services of competent contractors will be employed to dispose of any wastes which cannot be recycled by us.

The company recognises its responsibilities under *Part 3 of the Environmental Protection Act 1990* and will, as far as reasonably practicable, take suitable measures to ensure that any works carried out on its behalf do not cause a nuisance to the local community or the environment by controlling the spread of litter.

1.23 FIRE POLICY & PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company will be Director Mr David Colacovic. The duties have been delegated to the Compliance Director.

For any construction sites / contracts outside of the Companies offices, the relevant Contracts Manager or Contracts Director for the contract will take on the duties of the 'Responsible Person'

1.23.1 Duties of the 'Responsible Person'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be taken into account are:

- Fire risk assessments
- Fire training for employees / operatives
- Fire procedures
- Fire detection and alarm systems Means of escape
- Records of fire tests

1.23.2 General Fire Precautions

In the event of fire, it is the policy of the company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The company refutes the notion that the alarm should only be raised in the event of a large fire. All employees / operatives are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The company will always support employees / operatives who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for each workplace which are suitable and sufficient for that workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors.

1.23.3 Risk Assessments

Suitable and sufficient fire risk assessments will be carried out, by the relevant manager in association with the CHSC, for all workplaces.

Fire risk assessment in the company's offices will be reviewed on an annual

basis, or following any changes that may result in them being invalid.

Fire risk assessments on site will be the responsibility of the Project Manager and Site Manager. Individual Contractors may be required to carry out their own fire risk assessment; this will be determined and enforced by ATTERO's Director. Fire risk assessments on site will need to be regularly reviewed, as the contract progresses, to determine their validity.

1.23.4 Fire Fighting Equipment

Where risk assessments for the work require fire fighting and other emergency equipment to be provided it will be planned for meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

1.23.5 Training

All personnel must be provided with training on the emergency procedures relevant to their place of work. Specific personnel will be trained as Fire Marshalls so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training will be undertaken to maintain and enhance competence.

Fire drills in the Companies offices will be carried out on a 6 monthly basis, these will be initiated by the Managing Director. Fire drills on site will be carried out as determined by the Principal Contractor.

Records of all training undertaken, and instruction and practice in emergency procedures will be kept to comply with statutory requirements.

1.23.6 Monitoring

The Director will: -

Ensure that the requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.

Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.

Ensure that personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.

Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.

Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

Regular monitoring in the office will include:

- Fire exits - Daily
- Fire extinguishers – Visual (weekly) & Inspection (annually)
- Fire alarm systems – Weekly
- Emergency Lighting - Weekly

1.24 FIRST AID ARRANGEMENTS

The prevention of accidents at ATTERO is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

1.24.1 Planning Procedures

The Director will ensure that any necessary first aid arrangements determined by the expected risk environment, employee/contractor population, available local hospital facilities, etc. have been considered when allocating personnel and resources to the site.

1.24.2 Training

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Sickness and holiday cover will be taken into account.

Basic training requirements are

OFFICES – At least one appointed person

OFFICES WITHIN A WORKSHOP ENVIRONMENT – At least one
Emergency First Aid at Work trained person (1 day)

SITES – As per results of First Aid Risk Assessments

1.24.3 Monitoring

- The Director will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- The Director will ensure that all certification remains current and must highlight any requirements for refresher training.
- Where the Company is utilising arrangements made by the principal contractor then any deficiencies in that provision must be reported to the principal contractor by the Contracts / Contract Manager.
- Directors, Project Managers, Site Managers or nominated first aiders are to ensure that first aid boxes are re- supplied each time they are used and have enough equipment in them (as per the contents list in the box). In the office, it is the Office Manager's responsibility to check the first aid box. Those who have the responsibility for first aid kits are to ensure that suitable equipment is still available and in date.

1.24.4 First Aid Arrangements

The first aid arrangements made for the site / workplace in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:-

- The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g. St John's Ambulance, British Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.
- Means of communicating the arrangements made, to all employees, operatives, visitors and sub- contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A means of recording, on a suitable form, the type of first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.

1.25 NON ENGLISH SPEAKING LABOUR

It is the company's policy that for the Health & Safety of all on site non-english speaking personnel shall only be allowed to work on site if they can demonstrate understanding of the site rules and emergency arrangements.

If an interpreter is required to achieve this then the interpreter shall remain in sight and ear shot of the non-english speaking operative(s)

1.26 HAND ARM VIBRATION SYNDROME (HAVS)

1.26.1 Hazards

Workers whose hands are regularly exposed to high levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as '*Hand Arm Vibration Syndrome*'.

1.26.2 Planning

Prior to carrying out any work with tools or equipment that are likely to present a risk, the site supervisor or workshop super must:

- Identify which operations are likely to be exposed to excessive vibration.
- Where practicable avoid exposure by using equipment other than vibratory equipment, by changing the method of work or by using low / anti-vibration equipment.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

1.26.3 Training

Prior to any works commencing with such tools or equipment, the Director / Supervisor is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand arm vibration syndrome. Operators are to be trained on how to recognise the symptoms from such tools and informed of whom to report it to.

1.26.4 Monitoring

A register is to be kept on site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. Contracts Manager, Contracts Supervisor and Works Director are to ensure that the register represents a true account of the exposure times. The operatives will be expected to sign the register to state their actual exposure/trigger times.

1.27 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company and its employees / operatives brings us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.

As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.

It is important that employees / operatives receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

1.27.1 Hazard Causes

Substances can have ill effect on health via four main routes of entry to the human body, these are defined as follows :

- External contact - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.
- Inhalation - gases, fumes, dusts, vapours, vehicle exhaust fumes etc.
- Ingestion - swallowing.
- Injection – when a substance is directed into the body via injection.

1.27.2 Hazard Classifications

Hazards may be classified as toxic, harmful, irritant, corrosive, biological, or a combination of these.

1.27.3 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Director can carry out a CoSHH assessment or arrange for one to be carried out.

All hazardous substances shall only be used for the purpose intended and stored as per the COSHH assessment

Where the Director is not competent to carry out a CoSHH assessment, the company health & safety consultants will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register.

The Workshop / Site Supervisor will: □ Verbally communicated the findings of the CoSHH assessment to those using the substance or those who could be affected by them. This communication is to be carried along with the requirements of task risk assessments and method statements and must be done so prior to works commencing.

- Make a record of the communication process.
- Ensure copies of the assessments are available to those using the substance or managing the process.

1.27.4 Training

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

1.27.5 Monitoring

The Director / Supervisor will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required. Where the use of a particular substance necessitates the need for health surveillance to be carried out, the Director will arrange it with a suitable Occupational Health Specialist. Where necessary, the Director will seek assistance from the Company Health & Safety Consultants.

Note: The Project Manager and Site Manager, under no circumstances,

allowed to let any substance be used unless a CoSHH assessment has been carried out and communicated.

1.28 HIGHLY FLAMMABLE LIQUIDS & LIQUID PETROLEUM GAS

HFL's and LPG's come under the Dangerous Substances & Explosive Atmosphere Regulations 2002 as they are substances that could cause a fire or explosion that could cause harm to people.

The company will ensure that where these types of substances are used the following will occur:

- A risk assessment will be carried out of the substance and activity;
- Measures will be provided to eliminate or reduce the risk;
- Emergency equipment will be provided and suitable procedures developed;

Information will be communicated to those involved and training will be given as necessary; and

- Suitable warning signs will be erected to warn of the dangers.
- The procedures to be taken into account are as follows:
- Quantities of the substance will be kept to a minimum;
- The accidental release of the substance is to be minimised by ensuring containers are kept sealed and equipment is regularly checked;
- As far as practicable, the substance will be used in a well ventilated area away from catchment areas such as excavations;
- All sources of ignition will be removed from areas where an explosive atmosphere is likely to be formed;
- Incompatible substances will be kept apart;
- In the case of fire or explosion, measures are to be taken to prevent its spread; and
- The numbers of persons exposed will be kept to a minimum.

1.28.1 HIGHLY FLAMMABLE LIQUIDS (HFL'S)

1.28.1.1 Storage

The Director/Supervisor will ensure that storage facilities are provided and maintained and all HFL are kept in such storage until required. Maximum storage is thirteen litres, otherwise a petroleum licence must be held. Contact the Petroleum Officer at the Trading Standards Office, the County Council or the fire brigade.

Other storage requirements are:

- less than fifty litres can be in lockable metal bins in the open air
- cans or drums should be stored so that the contents can be easily identified and removed in the event of leakage or damage
- drums should be stored on their sides and prevented from rolling by wooden chocks
- storage bins are to be kept locked at all times.

1.28.1.2 Control Measures

The Director/Supervisor will ensure that fire resistant absorbent material is available to soak up any spillage of HFL and that the material is disposed of immediately after use.

The Director/Supervisor will ensure that any fire fighting equipment, storage facilities, signs, notices, containers, etc are checked at weekly intervals and that action is taken to rectify any defects.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing HFLs.

1.28.2 LIQUID PETROLEUM GASES (LPG'S)

LPG is a gas but, as supplied, is a liquid under pressure. When this pressure is reduced, e.g. the control valve is opened, the liquid starts to boil and gas evolves. One litre of liquid will provide about two hundred and fifty litres of gas. It is colourless and the liquid weight is about half that of water. However, propane vapour is at least one and a half times heavier than air (Butane 2X) and, because of this, it tends to flow along the ground, often a considerable distance, and collect in cellars, drains, excavations and other low lying places. The vapour can remain for some time if the air is relatively still and, if ignition occurs at a remote point, the fire may travel back to the source of the leak.

LPG is not toxic but can produce a narcotic effect leading to asphyxiation if sufficient air is displaced. There is also danger of asphyxiation when LPG is burnt to provide heating, lighting, cooking, etc, unless there is adequate ventilation.

LPG is usually 'stenched' before distribution and is generally detectable by smell before a flammable mixture of gas and air results (2-10%).

1.28.3 Storage of Gas Cylinders

Oxygen - Cylinders must not be stored with LPG or acetylene and should be stored at least 3 metres away. Oxygen cylinders may be stacked horizontally, a maximum four high, and wedged to prevent rolling.

Acetylene & LPG - Whether full or empty, cylinders should always be stored

and used in the upright position. If they are allowed to lie horizontally, acetone or LPG liquid will be withdrawn from the cylinders with the gas and safety devices, such as bursting discs, temperature sensitive fusible plugs and relief valves will be rendered ineffective. Vertically stacked cylinders, whether full or empty, should be secured against falling. Full cylinders should be kept away from empty ones and be shielded from direct sunlight or other heat to avoid pressure build up. If acetylene cylinders have been stored horizontally, they must be stored upright for approximately ten minutes to settle before use.

1.28.4 Handling

- Gas cylinders must be treated with care and not subjected to shocks or falls. They must never be left free standing, whether full or empty. If not in cages, they are to be on purpose built trolleys. They must never be rolled along the ground.
- Hands and clothing should be free from grit, grease and oil when cylinders are handled, to prevent them slipping and prevent grit getting into the valve. Every effort should be made to stop nozzles being used for handling purposes.
- If cylinders are craned, they should be secured in a special carrier. On no account should they be lifted with chain or wire rope slings that can easily slip.
- When loaded onto vehicles, cylinders must be kept upright and secured. A minimum of 2 x 4.5kg dry powder extinguishers must be carried and a warning notice displayed.

1.28.5 DIESEL STORAGE

Attero has a bunded diesel storage tank which holds approximately 30,000 litres. A DSEAR assessment will be undertaken and updated as necessary.

1.29 LADDERS & STEP-LADDERS

Ladders for working at height will only be used after a full risk assessment and as a last resort.

If they are used then they must be of an industrial standard, be tied and footed and monitored by the supervisor at all times.

1.30 LIFTING OPERATIONS & LIFTING EQUIPMENT

Lifting operations will only be carried out where personnel have the suitable training and experience. Where this is not available, a competent operator will undertake a contract lift.

1.30.1 Hazards

The main hazards associated with lifting gear include:

- Overloading and incorrect use of equipment.
- Use of defective equipment.
- Using damaged equipment.
- Incorrect slinging method.
- Unsuitable or inadequate base for lifting appliance.
- Incorrect positioning of lifting appliance.
- Contact with overhead electricity cables (see separate section).
- Failure of equipment due to lack of maintenance.
- Incorrect signals.

1.30.2 Planning Procedures

The Director will:

- Ensure that all lifting operations are adequately planned by a competent 'Appointed Person' as defined by the Lifting Operations & Lifting Equipment Regulations 1998.
- Arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied.
- Consider any height, weight, overhead service or other restrictions on or adjacent to the site before work starts, especially taking into account the safety of the public.
- Ensure that servicing and maintenance of all lifting appliances is planned before it is taken into use on site.
- Ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined, in accordance with statutory requirements, within the previous 6 months.
- Arrange for proper storage facilities for lifting gear.
- Ensure that areas where mobile cranes are to be set up to carry out lifting operations are firm and level.

1.30.3 Training

Where the Company are to take on the responsibility of the lifting operation itself, training will be provided for:

- Appointed Persons to plan and manage the lift;
- Lifting supervisors to ensure the lifting operation is carried out in accordance with the lifting plan, and
- Slinger / banksmen will be responsible for attaching and detaching loads and controlling the crane.

1.30.4 Monitoring

The Lifting Supervisor will:

- Ensure that only the right type of lifting gear, as identified in the lifting plan, is used and that it is visually checked before use.
- Ensure that only authorised slingers are used to connect loads.
- Ensure that where defects are noted or reported with lifting gear, the equipment is taken out of use immediately.
- Ensure that the lifting plan is communicated to all persons involved in the operation prior to commencement. These people are to sign to say they are aware of and understand the contents of the lifting plan.
- Ensure that all control measures identified in the risk assessment(s) are implemented.
- Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.
- Ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register for LOLER (The Lifting Operations & Lifting Equipment Regulations 1998).

1.31 MANUAL HANDLING & TRAINING

1.31.1 Standards required

The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force.

The regulations state “A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him”.

1.31.2 Planning

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees / operatives by:

- Avoiding, where practicable, the need to lift items manually or failing this by;
- Assessing the operations which pose a significant risk of injury;

- Ensuring all persons are given suitable manual handling training;

The company realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should not lift more than 25kgs manually **or what they are comfortable with** and the average female to lift no more than 16kg **or what they are comfortable with**).

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will to be carried out by the Project, or other, Manager who has been trained in risk assessments. The manual handling assessment will be recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

The lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in Figure 1 or the operation is carried out where there are adverse working conditions; or

The carrying of a load, with a weight exceeding those stated in Figure 1 and the distance exceed 10 metres without rest; or

The pushing or pulling of a load from start where the force required exceeds 25kgs for men or 16kgs for women; or

The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

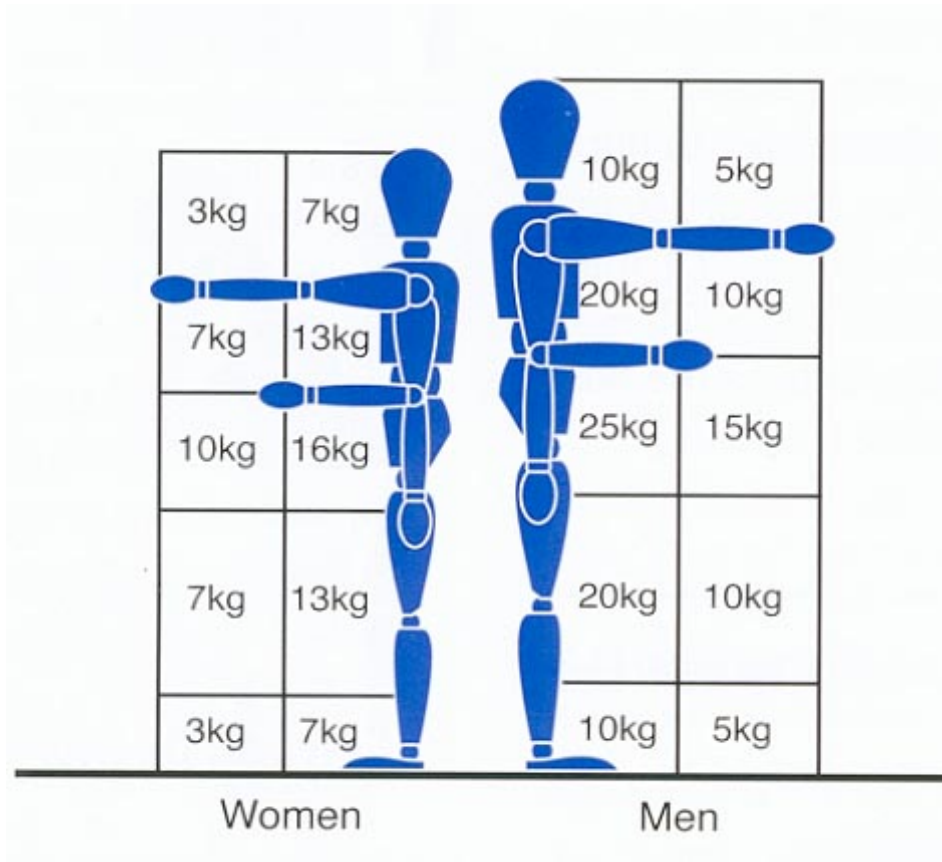
All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

1.31.3 Training

All operatives and supervisory staff involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling

operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.



1.31.4 Monitoring

The Site Supervisor will:

- Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.
- Ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift

- without assistance a load, which is likely to cause injury.
- Re-assess any manual handling operations which an employee has reported as being too difficult, unachievable or they do not feel comfortable with.

1.32 MOBILE ELEVATING WORK PLATFORMS (MEWPS)

In accordance with the Work at Height Regulations 2005 there is a hierarchy that employers must follow prior to carrying out any work at height (see working at height section). This control measure must be read in conjunction with the working at height section before carrying out any work from MEWP's.

All MEWP's must be provided and used in accordance with Schedule 3 of the Work at Height Regulations 2005 and the Provision and Use of Work Equipment Regulations 1998.

1.32.1 Hazards

The main hazards associated with the use of mobile elevating work platforms include:

- Falls of persons or materials from the platform.
- Trapping in the platform mechanism or structure.
- Trapping between the platform and fixed obstruction.
- Overturning due to overloading, uneven ground, wind, etc.
- Collisions when in motion or use.
- Failure of the mobile elevating work platform structure.
- Unintentional movement due to accidental or incompetent use of controls.
- Person stranded at high level due to power failure or breakdown.
- Contact with electricity (see separate section).
- Persons struck by the mobile elevating work platform.

1.32.2 Planning Procedures

The Contracts Manager, Contracts Supervisor and Works Director will ensure that the following arrangements are planned before work involving mobile elevating work platforms commence:

- The site is to be checked to ensure the mobile elevating work platform can be used safely, i.e. firm, stable, level base, no holes or steps, no overhead services.
- Maximum loads to be carried on platform are to be within the safe working limits.
- That the mobile elevating platform to be supplied complies with the relevant standards and statutory requirements.

- Operators and supervisors have been trained and are authorised in writing to operate such plant.
- There are an adequate number of fall restraint sets available.
- Protection for public or others affected.

1.32.3 Training

Operators and supervisors will be trained in the use, maintenance and inspection of this equipment, as required. Regular refresher training and competence assessments will be undertaken to maintain 'employer authorisation' to operate such equipment. (IPAF or similar)

1.32.4 Monitoring

The Director / Supervisor will:-

- Ensure that a thorough lifting examination of the equipment has been undertaken within the last 6mths, this is a legal requirement under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Ensure that all preparatory work is planned in accordance with the risk assessment and any associated method statement, e.g. travelling areas levelled and consolidated, overhead service protection provided, protection for public, weather reports obtained etc.
- Ensure a safety check of the mobile elevating work platform is carried out once it is delivered to site and before it is put into use.
- Ensure that the equipment ordered for the work can meet local requirements and the environment in which the equipment is going to be used e.g. sufficient electrical power supplies if electrically driven equipment, independent powered equipment for use in damp/wet conditions.
- Ensure that when the mobile elevating work platform is delivered to site, it is fitted with all necessary barriers, guards, safety devices, etc. and is in good order.
- Ensure that no person is permitted to operate or work on mobile elevating work platforms unless trained and authorised to do so.
- Check that the mobile elevating work platform is being used correctly and is not used for work for which it is not designed or intended, with information available as to its safe operation and use.
- Ensure that any defect noted or reported is rectified, and where the defect could affect the safe use of the mobile elevating work platform, will stop its use immediately.
- Carry out a weekly inspection of the mobile elevating work platform and make a record of the inspection.
- Ensure that all those using the platform are wearing fall restraint equipment, as necessary (see risk assessment), and that it is clipped into the basket.

1.33 MOBILE TOWER SCAFFOLDS

In accordance with the Work at Height Regulations 2005 there is a hierarchy that employers must follow prior to carrying out any work at height (see working at height section). This control measure must be read in conjunction with the working at height section before carrying out any work from MEWP's.

All mobile tower scaffolds are to be provided and used in accordance with Schedule 3 of the Work at Height Regulations 2005.

1.33.1 Hazards

The main hazards associated with the use of tower scaffolding include:-

- Falls from height
- Falling materials
- Incorrectly erected towers
- Unsuitable ground conditions
- Overloading
- Adverse weather conditions
- Overhead cables and other obstructions

1.33.2 Planning Procedures

The Project Manager or Site Manager will:

- Ensure that mobile towers are only used where there is no safer method of carrying out the work.
- Ensure that mobile towers are of the correct height, size and type for the works being undertaken.
- Ensure there are a sufficient number of competent, trained, people to erect the mobile towers in use.
- Ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members, type of work, etc. Where there is any doubt, the safety consultant will be consulted for advice.

1.33.3 Training

Training will be provided to supervisory staff required to carry out inspections and operatives required to erect, alter or dismantle mobile towers, including manual handling techniques. The most recommended and recognised level of training is PASMA.

1.33.4 Monitoring

The Director / Supervisor will:

- Ensure all mobile towers are erected and dismantled by trained operatives or by operatives under direct supervision of a competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised.
- Check all mobile towers before use by employees / operatives, to ensure they have been erected in accordance with the manufacturer's instructions.
- Ensure all operatives required to use mobile tower scaffolds have been instructed in safe use and movement of scaffolds.
- Ensure a competent person inspects all mobile tower scaffolds once first erected and at 7-day intervals. A record of the inspection will be made in the relevant part of the SMM.
- Carry out regular checks to make sure that towers are being used correctly particularly with regards to climbing on / off and moving the tower.

1.34 NOISE

1.34.1 Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure, or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

1.34.2 Planning Procedures

When planning work, the Control of Noise at Work Regulations 2005 will be taken into account. Noise measurements must be made by a competent person to ascertain where control measures are required. The requirements of the site Health and Safety Plan must also be planned for.

The Director will:

- Ensure that information on the noise level of any plant or work equipment, which it is intending to hire, or purchase is obtained and taken into account before hiring or purchase takes place.
- Ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise. Details should be included in the task method statement and risk assessment along with any designated hearing

protection zones.

- Arrange for the following depending on levels of noise and the exposure levels that apply to that level, i.e.

Lower Exposure Action Value (EAV) 80 - 85 dB(A) daily personal exposure

Upper Exposure Action Value (EAV) above 85 dB(A)

Exposure Limit Value (ELV) 87 dB(A)

- At the Lower EAV a noise assessment must be carried out by a competent person and recorded in writing.
- Ensure that suitable measures to reduce the risk to employees / operatives (other than PPE) are available. Where there is no other means of reducing the risks, suitable PPE may be issued, employees / operatives do not have to wear it at these levels.
- At the Upper EAV a noise assessment by a competent person as above and actions taken, other than PPE, to reduce the noise levels. If noise levels cannot be reduced to below the Upper EAV, the following actions must be taken:
 - Suitable ear defenders must be provided and worn.
 - Ear protection zones must be demarcated and BS5378 signs displayed.
 - Equipment **must be maintained**.
- At no time must employees / operatives be exposed to noise levels above the ELV of 87 dB(A). Exposure can be brought down to below this by means of PPE.
- Arrange for supplies of hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.

1.34.3 Training

Instruction and training will be provided to employees / operatives required to work on or near plant which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

1.34.4 Monitoring

The Director / Supervisor will:

- Ensure that all the control measures identified in the noise assessment are implemented.
- Arrange for hearing protection equipment to be issued to operatives

as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.

- Ensure that any hearing protection supplied is worn as required by the method statement and risk assessment.
- Ensure that all noise control items fitted to plant are kept in good order and that any defects noted are reported to the Director / Supervisor, or hire Company immediately.

1.35 OCCUPATIONAL HEALTH

1.35.1 Hazards

- Respiratory Hazards: Due to the nature of the works undertaken by the Company it is inevitable that dust is generated. It is also realised that dust is a hazard that can affect the health and safety of personnel.
- Noise at work: noise levels generated by some machinery can exceed the exposure limits as prescribed the Noise at Work Regulations.
- Biological agents : exposure to human or animal waste, animal carcasses, green waste, drugs/sex litter or food products

Routes of exposure

- **Skin contact** – cuts, abrasions or contact with the eyes mucus membrane
- **Skin Penetration** – sharps injuries
- **Ingestion** – hand to mouth (eating,drinking,smoking)
- **Breathing in** – droplets in the air

1.35.1.1

Planning Procedures

- Dust Generated by movement of dry waste
- Respiratory – where an air-borne particle is produced which could give rise to respiratory problems, then suitable respiratory protective equipment will be supplied and worn by those potentially affected. It is important that the nature of the hazard is correctly determined to

ensure that the right type of respiratory protection can be supplied. This is done through CoSHH assessment and Respiratory Protective Equipment selection and use procedures.

- Where noise needs to be controlled, and this cannot be achieved by other means, hearing protection will be provided. This will be determined through workplace noise assessment.

1.35.1.2 Training

Training will be given, where necessary, for the use of dust suppression methods, and the correct fitting of respiratory protective equipment.

1.35.1.3 Monitoring

It is planned that dust monitoring will be carried out to ensure that the concentration of nuisance dust in the air does not in general exceed 10g per cubic metre. Health surveillance for the workers lungs is undertaken by all who may be affected.

1.35.1.4 Control Measures

The following considerations are to be taken into account when carrying out processes or operations that gives rise to the hazards:

- Constant damping down of dry waste before it is moved or processed
- Workers to stand up-wind of any waste being processed.
- All persons are required to wear suitable hand, eye and respiratory protection as stated in the risk assessment or as instructed by the site supervisor.
- Personnel are required to inform their supervisor if they believe there is a risk resulting from excessive dust or solvent exposure.
- Ensure good personal hygiene
- Spill kit and procedure & training in place
- Reporting arrangements & training in place
- Employees tetanus vaccination is valid

Special consideration and increased supervision will be given to

- New recruits
- Young workers
- People changing jobs or taking on new responsibilities

1.36 OFFICES

The following safety arrangements will be adopted for all offices occupied by company personnel.

Hired office accommodation and its power supply shall be certified as safe in all aspects by the hiring company and proof in the form of certifications will be held on file. These shall form part of the fire risk assessment.

Routine safety inspections will be carried out by the Health and Safety Consultants. Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices and suggestions from employees / operatives to improve facilities will be considered and brought up at routine Board meetings.

1.36.1 Hazards

The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways
- Manual handling
- Use of display screen equipment
- Flammable materials

1.36.2 Planning Procedures

The Compliance Director will ensure that all offices are suitably laid out in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

All equipment purchased for use will meet the requirements of

- the Provision & Use of Work Equipment Regulations 1998
- the Electricity at Work Regulations 1989
- the Display Screen Equipment Regulations 1992

Suitable and sufficient assessments will be carried out by the Company Safety Consultants to identify the main hazards and any necessary control measures needed to be implemented.

1.36.3 Monitoring Procedures

All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of

this document.

The Office Manager, or other nominated person, will carry out daily checks of the offices to ensure that they are in good order.

Our Safety Consultants will carry out regular inspections of the company's offices as requested by the Managing Director. Site offices will be inspected as part of the general site inspection.

1.36.4 Training

It is the Company's policy to ensure as far as reasonably practicable the health, safety and welfare of personnel working in or persons visiting our offices. To ensure the safety of employees, all office staff will be trained in:

- 1) Office Safety
- 2) Fire Safety
- 3) Manual Handling Techniques.
- 4) Safe Use of DSE (only those persons classed as 'users').

1.36.5 Display Screen Equipment (DSE)

The Company will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks is purchased. To further reduce any residual risks to employees from DSE, the Office Manager will ensure that a suitable and sufficient risk assessment of work undertaken in the offices and the office environment itself.

All persons classified as 'users' (see below), once trained, will be given a self assessment checklist to complete. On completion the checklists will be analysed by the Safety Consultants to determine whether a detailed risk assessment is required and any subsequent changes need to be made to an individual's work station or work pattern.

9. **'User'** – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
10. Employees classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users' are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.
11. **Eye Tests** – The cost of an eye test will be covered for any user who may have a problem with their eyes due to continuous use of DSE. If

an optician specifies the need for corrective lenses for the use of DSE, the Company will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

1.36.6 Office Safety

- **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build up of paper / files in gangways or under desks.
- **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.
- **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of employees.
- **Filing Cabinets** will be used with care:
 - Only one drawer open at a time
 - Heavy items or large files of paper stored in the bottom drawer
 - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
 - Stacking/storing of files, books etc. on top of cabinets will be avoided.

1.37 PERSONAL PROTECTIVE EQUIPMENT

1.37.1 Hazards

Refer to the specific sections of this policy for the relevant hazards and the protective equipment required.

1.37.2 Planning Procedures

Risk assessments of work activities are to be carried out. During the risk assessment process, the Compliance Director must identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued.

The Compliance Director will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of PPE are obtained and available for use on site.

Director / Supervisor will ensure that sub-contractors are made aware of the site requirements for the wearing and provision of personal protective equipment for their own employees.

The company will provide a suitable means for storing personal protective equipment to its employees / operatives.

Suitable PPE storage facilities will be provided.

1.37.3 Training

Where necessary, e.g. the use of harnesses, training will be provided to staff in the use and maintenance of the protective clothing and equipment issued.

1.37.4 Monitoring

The Compliance Director / HR Manager / Site Supervisor will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees / operatives a record is to be kept in a protective clothing issue register.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The safety consultant as required can provide information and advice on the correct equipment to be issued.
- Ensure that before employees / operatives are set to work, they are in possession of any necessary protective clothing.
- Ensure that signs are erected where the wearing of PPE is mandatory, if it hasn't already been erected by others.
- Ensure that all persons are aware of the actions to be taken if their PPE becomes lost, stolen, damaged or worn out.
- Set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

1.37.5 Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal. Where the damage is caused by a contractor, the individual will be removed from site and the act referred to his / her Company.

1.38 QUALITY ASSURANCE

ISO 9001 accreditation to be maintained. It is the responsibility of all employees to contribute to maintain this achievement.

1.39 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999, require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

The most significant risks arising out of our work include the following:

- Vehicle operation and movement
- Manual handling
- Noise
- Dust
- Contamination from waste
- Slips and trips generally around site

1.39.1 Explanation

A Risk Assessment is a step-by-step analysis of a job, task or process that takes into account the risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

Risk The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

Hazard The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

Danger A person is in danger when they are exposed to a risk. The degree of danger is dependent on the hazard or risk.

1.39.2 H.S.E.'s '5 STEPS TO RISK ASSESSMENT'

1.Look for the hazards

If you do the assessment yourself, walk around your workplace and look at

the significant hazards which could result in serious harm or effect several people. Also ask your employees or their representatives what they think. Check Manufacturers' instructions or data sheets, they can help you spot potential hazards and put them in their true perspective.

2. Decide who might be harmed, and how Firstly, decide which **hazards** are likely to cause harm and to what effect they could have on those carrying out the work and others who may be affected and rate these as high, medium or low risk. You will need to take in to consideration people who will not always be on site e.g. cleaners, visitors, contractors, maintenance, etc., is there a chance they could be hurt by your activities.

3. Evaluating the risks

Your real aim is to combat risks at source to either eliminate or reduce to the minimum. With this approach you can immediately reduce the potential for accidents in the workplace and to others who may be affected. Once this process has been achieved a decision can then be made on the residual high, medium risk where control measures can now be considered.

4. Record your findings

This means that you need to write down the more significant hazards; record your conclusions and inform your employees regarding your findings. These findings should be kept on file for future reference. The written document can help you if an Inspector questions your precautions, or if you become involved in any action for civil liability. (If there are fewer than 5 employees you do not need to write anything down as you can simply explain to them the precautions to be taken but if you have 5 or more, you must record the significant findings of your assessments) and inform those affected in writing. This is so there will not be any misunderstanding.

5. Review your assessment from time to time and revise it if necessary

You don't need to amend your assessment for every trivial change, but if the job involves a significant new hazard you will need to review and implement any changes and advise those persons affected in writing (see item 4 above).

When considering new work, use these risk assessments to base your judgement when writing the next risk assessment. However, it is important to note, environmental and site conditions may be very different, these aspects must be taken into account when making your next risk assessment.

Assessments will be carried out prior to commencement of work to ensure the appropriate protective and preventative measures, including information, instruction and training, are undertaken. A specimen risk assessment form used by the Company is included as an Appendix to this document.

1.39.3 Planning Procedures

It is an important point that risk assessments are carried out prior to an operation being undertaken and any significant findings recorded. It is the responsibility of the Director / Supervisor to carry out suitable and sufficient risk assessments for their areas of responsibility.

Contracts Supervisors are responsible for ensuring that the risk assessments covering their work areas are suitable or sufficient. Where there appears to be a deficiency, they are to inform the Director before continuing with the work.

A copy of each risk assessment is to be made available for those carrying out the work.

1.39.4 Reviewing Risk Assessments

Risk Assessments should be reviewed on a regular basis by the relevant Director / Supervisor. In the offices, this should not exceed annually, on sites the review will need to be carried out more regular and in some cases monthly or weekly. The review is to ensure that they are applicable to the specific work.

Where the methods of work are different, or the risks are unusual, the Supervisor should ensure that they are amended before the work activity commences

1.39.5 Emergency and Non-routine Operations

Where any activity does not have a corresponding risk assessment / method statement, blank forms are available in the SMM so they can be carried out by the Director/ Contract Supervisor. The Director has overall responsibility for implementing these systems, but he may delegate carrying out the risk assessments to a Contract Supervisor.

Where risks are considered to be very high and normal means of reducing the risks cannot be used, these risks should be notified to the Contracts Manager, Contracts Supervisor and Works Director for discussion and approval prior to the task being undertaken.

1.39.6 Training

ATTERO shall ensure that appropriate training in risk assessment techniques will be provided to staff to enable them to carry out their assessments.

1.39.7 Communication

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are

affected along with any actions that they must take to prevent to risk being realised.

The communication of the findings of a risk assessment can be given as a toolbox talk or a method statement briefing and must be recorded on a relevant form.

1.40 SAFETY MONITORING

In order that the Managing Director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

1.40.1 Employees / Operatives

All employees, operatives and contractors are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager immediately.

Once an employee carries out an inspection, any relevant documentation is to be completed.

All employees / operatives are expected to bring to the notice of their immediate supervisor any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Compliance Director for consideration.

1.40.2 Site or Workshop Supervisors

Supervisors must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. They must ensure that employees / operatives are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Director so that it can be reviewed and changed as necessary.

1.40.3 Compliance Director

The Director is to ensure that they carry out regular safety checks of the company's sites. Each of them will carry out a formal safety check on one site every month and complete the inspection sheet.

1.40.4 Health & Safety Consultants Inspections

The Company Health & Safety Consultants will carry out a safety visit on a regular basis. It is the responsibility of the Director to notify the CHSC of any new sites.

The Company Health & Safety Consultants will look at site conditions and audit the Site Management Manual to ensure it is up to date and valid. On completion of the inspection / audit a written report will be left with the Director/ Contracts Supervisor who is to take action as detailed and in accordance with the given priorities.

Once all the necessary actions have been taken, the Director/ Contracts Supervisor is to sign the report and place it in the relevant section of the Site Management Manual where it will be checked during the next inspection.

1.41 SITE & WORKSHOP TIDINESS

1.41.1 Hazards

The main hazards include:-

- Fire
- Tripping and slipping
- Collapse of stored materials
- Restricted or blocked access
- Health risks

1.41.2 Planning Procedures

The following requirements will be implemented prior to work commencing.

The Site or Workshop Supervisor will:

12. Ensure that before work commences, access / egress routes are planned and safe, people and vehicles are segregated, plant operating areas are suitable, life safety systems are operational and in place.

1.41.3 Training

All employees / operatives must be given training in the requirements to keep their working area tidy and without risk to themselves and others. A large number of accidents and injuries are caused by poor standards of housekeeping at work. Such training must stress the employee's / operative's responsibility for ensuing high standards of housekeeping.

1.41.4 Monitoring

The Compliance Director will:

- Ensure that all are made aware of the need to maintain the site in a tidy condition throughout the contract.
- Ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.
- Ensure that working areas and accesses on site where employees / operatives are required to work are safe. Where difficulties are experienced, the Site Supervisor must be informed to discuss improvements.
- Ensure that any changes to normal working conditions, any contractors on site and any restricted areas are fully explained to all workers.

1.42 TRAINING, INSTRUCTION, INFORMATION

It is Company policy to ensure that all employees / operatives are adequately trained to carry out their duties competently. Current health and safety legislation frequently specifies that competent persons are employed by companies to carry out their undertakings. The Company Directors will be responsible for ensuring all persons are adequately trained. Advice on this may be sought from the company safety consultants.

1.42.1 Safety Awareness Training

All new starters are provided with a comprehensive company induction which explains the conduct expected, how the site operates and its emergency procedures.

1.42.2 Manual Handling Training

It is Company policy that all personnel attend a manual handling course and are updated on the techniques and the requirements of the legislation every three years.

1.42.3 General

The Company is aware that under The Health and Safety at Work etc. Act 1974 and various supporting regulations, it has a duty to ensure employees / operatives receive sufficient information, training, instruction and supervision to allow them to carry out the Company undertakings efficiently and safely. Therefore, wherever a training need is identified, the Company is committed to supplying the relevant training where practicable.

1.42.4 Training days & Toolbox Talks

In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974, the Company is aware of the need to give continual information and instructions on any newly identified hazards in the workplace. Therefore, it is Company policy that all employees undertake regular in-house training and toolbox talks.

After any toolbox talks are given, whether general or specific, all in attendance must sign the appropriate form stating that they understand the information given. The signatory form must then be returned to the Partners for the records.

1.42.5 Managers & Supervisors

The company realises the importance of making sure everyone understands their health and safety responsibilities in the workplace. The Company Supervisors are controlling the works on a day to day basis so it is important that they are fully aware of their legal requirements and how to apply them to their work situations.

Therefore, it is the Company's Policy that all those who have a supervisory responsibility are aware of their duties and responsibilities.

1.42.6 Plant Operators

Those required to operate plant must hold the required in date CPCS (Construction Plant Competence Scheme) certification.

1.42.7 CPCS Training

Attero has an in-house CPCS training program so the trainer must hold the required qualifications to undertake this.

1.43 TRANSPORT & OCCUPATIONAL DRIVING

It is policy of the Company that all transport provided for work purposes is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees / operatives to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

Transport means any vehicle or item of mobile equipment, including cars, vans, lorries, mobile plant or rubber tyre platforms.

1.43.1 Competence

All persons required to drive or operate any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license.

Operators of mobile plant, unless under training, must also have a relevant certificate of competence, e.g. CPCS card, training provider's certificate. When a new vehicle is purchased which is different from the one it is replacing, adequate training will be given by a competent person as nominated by the Directors.

Whichever form of license or certificate held by a driver must be produced when requested by the Company. Only originals will be accepted and a photocopy will be taken. Copies will be held at Head Office and the original checked on an annual basis. When it is noted that an employee has 6 points on his / her license, visual checks will be carried out by their manager on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform their Contracts Manager or Contracts Director if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

1.43.2 Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the Director / Supervisor in control of that department or site. Such possibilities to be looked at and assessed are:

- Persons being struck by vehicles – separation of traffic routes and

pedestrian routes, reversing (a vehicle marshal must always be used when reversing is carried out in a confined area or where people are working if it cannot be avoided).

- Contact with other plant or vehicles – one way systems, traffic control, speed limits etc.
- Items falling from vehicles – sheeting, stacking of materials.
- Overturning of vehicles – stability, ground conditions, operating procedures.
- Persons falling from transport – mounting and dismounting.

1.43.3 Safety Devices

All persons driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices are never to be intentionally damaged, disconnected or abused.

1.43.4 Reporting Defects

All drivers of vehicles / mobile plant must ensure that they report all defects to their manager. If the defect presents a significant hazard the Manager must be informed immediately.

Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

1.43.5 Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles / machines in a safe condition whereby unauthorised start-up is prevented. Each vehicle / machine must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle / machine locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted. If the vehicle or machine is left in the yard over a non- working period, the keys must be placed in the office.

1.43.6 Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

1.43.7 Mobile Phones

The Company does not allow any person to use a mobile phone whilst driving unless it is a total hands free set. Any hands free kits fitted to vehicles owned by the Company must only be done so with the approval of the Managing Director.

1.43.8 Smoking

All vehicles and mobile plant which have the ability to carry a passenger will be classed as enclosed workplace and will be subject to the smoking bans. A relevant sign will be placed in the vehicle where it can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

1.44 WEILS DISEASE (LEPTOSPIROSIS)

1.44.1.1 Introduction

Persons working in areas where there may be contact with rat's urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

1.44.1.2 Planning

Prior to works commencing, the Project Manager or Site Manager must:

- Identify areas where rat's infestation is likely.
- Carry out a risk assessment. The identification of any likely risk from contact with sources of Leptospirosis will result from the risk assessment for the work and this must be undertaken prior to the work commencing. Where such risks are present or likely to be present on a site the Principal Designer for the project should be informed so that the hazard can be included in the Health and Safety Plan developed for the work on the site.
- Ensure adequate washing facilities and first aid facilities are organised prior to works commencing.
- Organise an adequate supply of PPE.

1.44.1.3 Training

Carry out a toolbox talk to inform persons of the likelihood, symptoms and protection against Weill's disease.

1.44.1.4 Monitoring

The director / supervisor must ensure that all persons are aware of the risk and ensure they wear their PPE at all times.

1.44.1.5

Control Measures

- Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing.
- After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.
- Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
- Leptospirosis cards may be issued to those employees at risk and should be shown whenever you attend your doctor or a hospital. If cards are not issued and you experience flu like symptoms, visit your GP and inform him/her that you are working where there is a risk from Weill's disease

1.45 WELFARE ARRANGEMENTS

Welfare at workplaces other than transient sites is governed by the Health and Safety (Workplace) Regulations 1992.

In particular, the welfare facilities for our offices and site will comply with the following:

1.45.1 Planning Procedures

The Compliance Director will ensure the following is provided:

- Sanitary conveniences and washing facilities
- Drinking water
- Accommodation for clothing and facilities for changing
- Drying facilities

- Facilities for rest and to eat meals
- A means to heat food or somewhere that hot food can be bought

1.45.2 Supervision

The Compliance Director will monitor the condition of the facilities.

1.46 WORK EQUIPMENT & PLANT

1.46.1 Hazards

Hazards associated with the use of work equipment arise out of:

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Unsupervised reversing of plant.
- Defects in machine unchecked.
- Noise (see separate section).

1.46.2 Planning Procedures

All work will be planned in accordance with the relevant standards, the required risk assessments and any Health and Safety Plan for the site.

Any plant equipment that is required to drive on the road must be in a safe condition before it does. It must also have an amber flashing light switched on and working at all times and must only be driven by an operator who is certified to drive that item of equipment and who holds a full UK driving license. All the requirements of the relevant statutory provisions regarding driving on public roads must be adhered to at all times.

The Manager will:

- Ensure that competent operators are provided or that, where necessary, full training and instruction is arranged.
- Determine whether any preparatory work is required for the installation or use of equipment on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes.
- Give special consideration to the stability of equipment when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company equipment and records kept of repairs, alterations, maintenance etc.
- Take account of the local environment to ensure the equipment is not

only suitable for the task but also for the surroundings it is to be used in.

1.46.3 Training

Training will be provided to all equipment operators and, where relevant, only holders of an approved up to date certificate (e.g. CPCS, CSCS, abrasive wheels etc.) will operate equipment. Regular refresher training will be provided to enhance competence levels.

1.46.4 Monitoring

The Site Supervisor will:

- Ensure that equipment on site is in good order and fitted with any necessary safety devices and guards.
- Ensure any defects noted, are reported immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of equipment.
- Ensure all equipment is properly secured and immobilised at the end of each day.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of equipment requiring inspections by operator or other competent person have the inspection recorded in the register.
- Ensure that any defect notified by the operator is reported immediately for repair and that where defects could affect safety; the equipment is not used until the repairs are carried out.
- Ensure that all safety equipment e.g. reversing horns / lights, seat belts, amber flashing lights etc. are being used at all times

1.46.5 Control Measures

- Carry out daily checks on equipment before use and report any defects. Notify your supervisor immediately if any defect could be hazardous and do not operate the equipment until it has been rectified.
- Only trained, authorised and, where relevant, current certificated persons will operate equipment.
- All guards must be in good order and in position while equipment is operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. clear working area, good ventilation etc.
- Ensure servicing schedules are available and maintained.
- Secure and immobilise equipment when left unattended. Do not leave engines running when operator is not present, especially in public areas.

- Hearing protection must be worn when working in high noise levels.
- Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.
- Ensure other control measures identified in the risk assessment for the work are implemented.
- Use all safety equipment provided in the manner for which it was intended.

1.46.6 Petrol Operated Work Equipment

At times, personnel are required to use power tools that are run on petrol. Only competent personnel are permitted to use this equipment and must be authorised by the Compliance Director.

Due to the flammability of the energy source, additional precautions must be taken when using this equipment. These are:

Only refuel in an area where there are no ignition sources and where a fire extinguisher is at hand e.g. near an oil container.

Use a suitable funnel to reduce the risk of spillage. If any spillage does occur ensure it is cleaned up immediately. Any surface that the petrol has spilt on must also be wiped.

Any remaining petrol must be returned to a suitable storage area.

Do not smoke when refuelling or using this equipment.

If there is a fuel cut off switch, ensure it is in the 'off' position when not in use.

1.46.7 Planning Procedures

Risk assessments of work activities are to be carried out by the relevant managers. During the risk assessment process, the Director or Supervisor must identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued.

The Director or Supervisor will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of PPE are obtained and available for use.

1.46.8 Training

Where necessary, training will be provided to staff in the use and maintenance of the protective clothing and equipment issued.

1.46.9 Monitoring

The Compliance Supervisor will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and that when issued to employees.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The safety consultant as required can provide information and advice on the correct equipment to be issued.
- Ensure that before employees are set to work, they are in possession of any necessary protective clothing.
- Ensure that signs are erected where the wearing of PPE is mandatory, if it hasn't already been erected by others.
- Ensure that all persons are aware of the actions to be taken if their PPE becomes lost, stolen, damaged or worn out.
- Set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

1.46.10 Control Measures

- Operatives will comply with the company and site requirements and any sign or notice indicating that equipment is to be worn.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The supervisor should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.
- Specialised and complex items of personal protective equipment will only be issued to competent users. Specific training may be given for such items.

1.46.13 Misuse

Misuse or intentional damage to any items of plant, equipment, or personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal.

1.47 WORKING AT HEIGHT

Under the Work at Height Regulations 2005, working at height means carrying out work in any place (whether above, at or below ground level) or gaining access to such a place where if measures were not taken to prevent falling, a person could be injured. Such places include:

- Maintaining a Tana and other plant;
- Connecting lifting chains to the top of a concrete block;
- Using ladders, stepladders, towers, hop-ups etc.

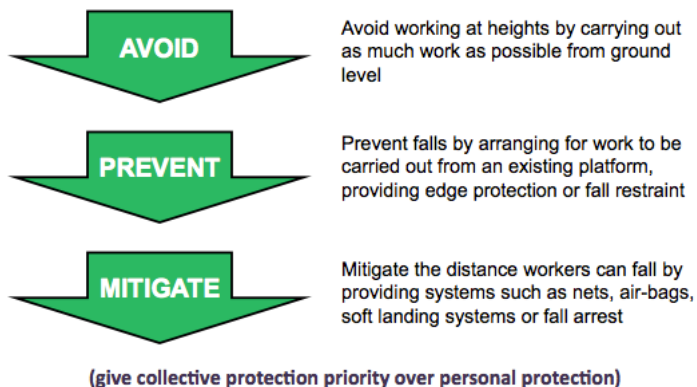
1.47.1 Hazards

The main hazards associated with work at heights include: - Falls of persons from working place or accesses. Falls of materials or articles.

1.47.2 Planning Procedures

All work will be planned taking into account the work at height hierarchy, risk assessments and the requirements of any Health and Safety Plan required for the work.

Hierarchy for Safe Work at Heights (Regulation 6)



The Site or Workshop Supervisor will: -

- As far as reasonably practicable, avoid carrying out work at heights by carrying out as much as possible at ground level. Where this is not possible, the hierarchy in the Work at Height Regulations will be followed by ensuring that:

- Work is carried out from an existing workplace;
- Providing a suitable working platform that gives collective protection e.g. single ended access steps;
- Using personal fall restraint; then Mitigating the distance a person can fall e.g. by using nets or airbags at lower levels, using fall arrest gear etc.
- Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position.

1.47.3 Training

Training must be provided for any operative required to work at heights in the use of safety belts or harnesses and other equipment before work commences. Regular refresher training to maintain and develop competence levels must also be provided.

1.47.4 Monitoring

The Site or Workshop Supervisor will: -

- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also those operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Inspect weekly, all safety equipment, and any defects noted at weekly inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

1.48 OPERATING BIOMASS BOILERS

1.48.1 Planning Procedures

- Only when all the required permits are in place shall the Biomass boilers be operated and heating operations take place.

1.48.2 Safe system of Work

- Only trained operatives to use the Biomass Boilers
- Only when wearing adequate PPE shall the boilers be filled, cleaned, maintained or emptied of ash. This shall include but not restricted to heat resistant gloves and clothing, eye protection, Respiratory protection
- Nothing other than the assigned wood to be burnt in the boilers.
- Only maintain and clean the boilers using the safe system of work.

1.48.3 Supervision

- Supervisor to monitor the works and ensure safe systems of work are being followed.

APPENDIX A – PRIMARY CURRENT LEGISLATION

The following is a list of Health and Safety, Environmental and Other relevant legislation. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

ACTS AND STATUTORY REGULATIONS

- Employer's Liability (Compulsory Insurance) Act 1969
- Health & Safety at Work etc Act 1974
- Highways Act 1980
- New Roads and Street Works Act 1991 (Chapter 22)
- Regulatory Reform (Fire Safety) Order 2005
- Building Regulations 2010
- Chemical (Hazard Information & Packaging for Supply) Regulations 2002
- The Confined Spaces Regulations 1997
- Contaminated Land (England) Regulations 2006
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Electricity at Work Regulations 1989
- Electricity Supply Regulations 1988
- Gas Safety (Installation and Use) Regulations 1998
- Health & Safety (Consultation with Employees) Regulations 1996
- Health & Safety (Display Screen Equipment) Regulations 1992

- Health & Safety (First Aid) Regulations 1981
- Health & Safety (Information for Employees) Regulations 1989 (Poster)
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Lifting Plant & Equipment (Records of Test & Examinations etc) Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Smoke-Free (Premises Enforcement) Regulations 2006 (England)
- Supply of Machinery (Safety) Regulations 1992
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety & Welfare) Regulations 1992
- Clean Air Act 1993
- Control of Pollution (Amendment) Act 1989
- Environment Act 1995 Environment Protection Act 1990
- Noise and Statutory Nuisance Act 1993
- Pollution Prevention & Control Act 1999
- Water Industries Act 1991
- Water Resources Act 1991
- Collection and Disposal of Waste Regulations 1988
- Contaminated Land (England) Regulations 2000
- Control of Pollution (Oil Storage) (England) Regulations 2001
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Controlled Waste Regulations 1992
- Environmental Protection (Duty of Care) Regulations 1991
- Environmental Protection (Prescribed Processes and Substances) Regulations 1991
- Groundwater Regulations 1998
- Hazardous Waste Regulations 2005
- Pollution Prevention & Control Regulations 2000
- Waste Electrical and Electronic Equipment Regulations 2006
- Waste Management Licensing Regulations 1994
- Data Protection Act 1998
- Disability Discrimination Act 1995
- Employment Act 1989
- Employment Rights Act 1996
- Party Wall Act 1996
- Road Traffic Act 1988
- Social Security Act 1989

APPENDIX B - DECLARATION

HEALTH & SAFETY POLICY, ORGANISATION & ARRANGEMENTS

The relevant pages from the Company Safety Policy document have been explained to me by my Supervisor or other person nominated by the company.

It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my employer and follow the procedures set out in the Arrangements Section of the Document.

I will co-operate with any instructions given to me by my employers or any passed on to me by my employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Company, a previous employer or training establishment.

I will report any hazards to my employer if seen by me and where necessary, will bring to my employer's notice any matter signaling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply with any permit to work system, risk assessment or method statement to the best of my ability in accordance with any training received or instructions given.

I am prepared to sign this declaration on the understanding that my employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained plant and equipment and that he shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my employer will do all that is reasonably practicable to ensure his part as stated in the current legislative frame-work governing the safety and absence of risk to my place of work.

Print Name:	
Signed:	
Position in Company:	
Date:	