

**WYCOMBE RECYCLING LTD**

**HEALTH and SAFETY**  
**POLICY**

January 2023

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## **1.00 SAFETY POLICY STATEMENT**

The Directors are charged with executive responsibility for overall management of health and safety in all company workplaces

They recognize their statutory duties under health and safety legislation and this Statement shows their commitment to comply with these responsibilities. They will undertake and maintain the following :

1. Safe workplaces, systems of work and workplace equipment will be promoted to ensure that the health, safety and welfare of staff and operatives are protected in all workplaces, as far as reasonably practicable.
2. Employees and others engaged by the company will be competent to carry out their duties safely. Everyone will understand their responsibilities.
3. Responsible persons have been appointed to manage health and safety at our workplaces.
4. A Risk Management system has been set up within the company and all health and safety statutes together with approved codes of practice will be observed. In particular, the directors will comply with The Health and Safety at Work etc. Act 1974 and all relevant legislation which affects our activities.
5. A systematic approach will be adopted which will identify hazards and risks in our workplaces. Competent persons have been appointed to conduct Risk Assessments. These Assessments will determine priorities for eliminating risks to the workforce, customers, visitors, contractors and all those affected by company activities Where risks can not be eliminated, appropriate controls will detail procedures that have been designed to reduce such risks, satisfactorily.
6. Professional Safety Consultants have been retained to help implement and monitor this progress.
7. The directors will allocate the necessary resources to install and maintain this programme.
8. Health and safety information, training and suitable supervision will be provided to ensure that employees are aware of company procedures and directives.
9. Wycombe Recycling Ltd management will set an example by installing high safety standards and discipline individuals who fail to discharge their responsibilities.
10. The directors will review health and safety procedures in line with new and revised legislation/codes of practice, seeking advice from their consultants, appropriately.

Everyone is reminded that there is a responsibility on them to cooperate in these objectives. Under health and safety legislation, all parties have a duty of care to themselves and others, whatever their position in, or associated with the company.

Duties placed on employers. Health and Safety at Work etc. Act 1974 Section 2. - [1]:

‘ It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.’

Duties placed on employees. Health and Safety at Work etc. Act 1974 Section 7.

‘ It shall be the duty of every employee while at work -

[a] to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

[b] as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

Sub Contractors are required to observe the same responsibilities

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The Health and Safety Policy will be reviewed regularly and kept up to date, particularly if the company changes in structure, size, operations or location. All personnel will be informed of the Policy and it will be available for their inspection.

They will be expected to read it and acknowledge in writing they understand its contents with particular regard to their own responsibilities.

Signed

Date.

Glen Hawes  
Managing Director – Wycombe Recycling Ltd

## **2.00 EMPLOYER MISSION STATEMENT**

The operational part of Wycombe Recycling Ltd is situated on the Binders Industrial Estate in High Wycombe. The administrative offices are located in Troy House in Ducklington which is close to Witney.

The company offers the following services :

- Demolition
- Site clearance
- Skip hire
- Roll on/Roll off hire

The company puts substantial emphasis on health and safety issues and its Risk Control programme addresses the safety of everyone at its work place at all times. The safety of users, hosts, operatives, visitors and all others who may be affected by company activities is always of paramount importance to management and company personnel.

The directors of the company continuously review health and safety procedures and vigorously monitor staff performance and systems of work. Everyone connected with the company is encouraged to contribute towards the objective of hazard and risk free workplace operations, components, materials and plant.

The Policy will be reviewed annually in order to comply with appropriate additions or amendments to health and safety legislation. It will be updated to accommodate any corporate changes such as relocation or alteration of the companies activities and procedures. The directors give due consideration to health and safety during policy making and ensures that staff are consulted, appropriately.

### **2.01 Buildings**

The yard at High Wycombe has a stacked portable unit which contains an administrative site office and welfare facilities. The workplace in Ducklington comprises administrative offices and necessary facilities only.

### **2.02 Staff**

Company management and staff is currently made up as follows :

- Two directors
- Yard staff
- Drivers
- Demolition operatives

### **2.03 Policies and Procedures**

The company is active in promoting environmentally friendly systems and employing modern technology through research and development to help build a more friendly ecological environment.

### **3.00 ORGANISATION AND REPONSIBILITIES**

Wycombe Recycling has responsibilities to employees, sub contractors, clients and all those affected by operations in its workplaces. It also has responsibilities to employees who are outsourced, in transit or at other workplaces. In the latter situation host employers and our employees have a reciprocal 'Duty of Care' towards each other.

Overall responsibility for implementing and maintaining this policy rests with the Managing Director, representing the board of directors . The organisation and management of health and safety with specific responsibilities will be delegated from that position to other designated responsible and competent persons.

Such persons are required in particular to implement, monitor and review health and safety arrangements in their particular working environment. They will be responsible for :

- a. Ensuring that all statutory requirements for health and safety at work are complied with together with company procedures for safe working practices. As competent persons they must be able to conduct routine Risk Assessments under the appropriate regulations.
- b. Establishing that all have received proper training, and instruction in safe methods of work, and have been trained to use plant, machinery and other workplace equipment where appropriate, safely. They must be certain that everyone is aware of their responsibilities and understands management and reporting lines, together with any necessary specific disciplines.
- c. Ensuring that all accidents are recorded and reported, both in the company's accident book and under statutory requirements to the enforcing authority. Instigating accident investigations, identifying hazards and maintaining safe working practices. Using company procedure for routine maintenance and servicing and reporting faults and damage to management.
- d. Ensuring that all persons affected by their works are suitably informed and that those persons are aware of company policy for the management of health and safety at work. Appropriate warning signage must be in place where necessary at all times. Promoting a good housekeeping policy.
- e. Reporting and recording all visits from enforcing authorities, together with any intent to serve notice or enforcement orders
- f. Ensuring that arrangements are in place for a deputy in their absence.
- g. Undertaking regular inspections of workplace services and any plant or machinery under their control and ensuring that faults are reported and rectified before use.

THE FOLLOWING INDIVIDUAL RESPONSIBILITIES AND PROCEDURES APPLY IN ALL WYCOMBE RECYCLING WORKPLACES :

### **3.01 Specific Responsibilities**

#### **a. Directors**

The directors have overall responsibility for installing and managing the company Health and Safety Policy.

They must be mindful of the following duties :

1. An operational awareness of the company Health and Safety Policy, its detail and those charged with specific responsibilities. Ensuring its maintenance and reviewing its contents annually in conjunction with the company's safety consultant. Support the director charged with executive responsibility for safety matters.
2. Understanding the requirements of health and safety with approved codes of practice having particular reference to the construction industry. Ensuring their observance in all workplaces and for all activities under their control. Monitoring the Risk Assessment programme.
3. Ensuring that all levels of staff receive adequate and appropriate health and safety training.
4. Establishing that responsible persons are suitably qualified and competent.
5. Ensuring that appropriate resources and funding are available to meet the requirements of this policy.
6. Monitoring proceedings for accident investigations and disciplinary reprimands.
7. Monitoring 'on site' welfare facilities for staff.
8. Ensuring regular safety meetings and Site inductions both on site and between management and staff. Encourage 'Tool Box' talks.
9. Supporting safety promotions at all times.
10. Promoting health and safety liaison between all parties on company sites.
11. Ensuring a proper understanding between site management/operatives and visiting HSE and other enforcing authority representatives.
12. Maintaining safe yard and office workplaces.

## **b. Safety Officer**

An operational responsibility for site safety compliance.

1. To have detailed working knowledge and manage compliance of the company Health and Safety Policy
2. To ensure that the directors are informed of company health and safety performance and submit reports at regular intervals.
3. To work in close communication with the directors, management and operatives. Establishing proper reporting procedures
4. To monitor the company Risk Control programme and ensure the production of suitable and sufficient Risk Assessments and Method Statements as necessary.
5. Examine accident books regularly and establish any occupational issues which may be root causes of on site accidents or ill health.
6. Hold regular meetings with the Managing Director and other company personnel with health and safety listed as a matter of priority on all agendas.
7. Ensure that all staff charged with safety management responsibilities are competent and that any sub contractors engaged are 'vetted' and approved for competence and safety.
8. Maintain a close working relationship with the company safety consultant and monitor his performance.
9. Ensure compliance with all relevant Health and Safety Statutes as far as reasonably practicable. In particular :
  - 'The Health and Safety at Work etc. Act 1974'
  - 'Construction [Design and Management] Regulations 2007'
  - 'The Workplace [Health, Safety and Welfare] Regulations 1992'
10. Establish and maintain staff and sub contractor training programmes.
11. Monitor Site Inductions and Tool Box Talks.
12. Set high safety standards and lead by example.
13. Make appropriate random site visits, check compliance and take appropriate remedial action.
14. Ensure that suitable safety provision together with necessary resources has been included with all Construction Phase Plans under CDM Regulations or other construction related law which applies.



**c. Site Managers [Demolition and clearance sites]**

1. Establish suitable and safe site procedures and correct management and staffing levels.
2. To work in close liaison with the Safety Officer and keep him/her informed about health and safety compliance.
3. Ensure good liaison between designers, supervising officers, site staff, safety officers and clients in conjunction with the company safety consultant.
4. Be familiar with all company sites and organise safety programmes at pre-contract stage. Be aware of on site hazards.
5. Ensure production of Risk Assessments, Method Statements and development of the Construction Phase Health and Safety Plan [CDM Regulations] as far as possible, prior to the works starting.
6. Ensure provision of safe services. Establish locations of overhead and buried services before start on site.
7. Attend site meetings when appropriate. Make safety a high priority and monitor the Risk Control programme
8. Ensure that sites are safely managed at all times.
9. Ensure that suitable Personal Protective Equipment is available on all sites and being used appropriately.
10. Ensure the provision of suitable first aid and welfare facilities.
11. Establish site fire management policies and arrange for Fire Risk Assessments to be conducted as necessary.
12. Establish an accident reporting procedure. Both for the company's records and for any statutory requirements. [RIDDOR '95].
13. Ensure the provision of suitable waste disposal arrangements. Both for controlled and special waste.
14. Be certain that site neighbours are respected and that their normal working environment and procedures are disrupted minimally.
15. Plan and ensure correct implementation of site layouts, involving Site Management.

#### **d. Yard Manager**

1. Make sure that you are familiar with the company Health and Safety Policy.
2. Ensure that everyone working on site is aware of their responsibilities and understands site procedures and rules in every respect.
3. Incorporate safety instructions in routine directives.
4. Do not allow yard operatives to take undue risks or engage in horseplay.
5. Ensure that new employees are shown safe methods of working.
6. Ensure that all those on site are familiar with company procedures and site rules. Undertake Site Inductions for all those on site, including visitors. Encourage 'Tool Box' talks
7. Be certain that suitable welfare facilities are in place and satisfactory, from day one. Make regular inspections and discipline anyone who abuses them.
8. Make sure that all accidents are recorded in the company's accident book and reported to the enforcing agency [HSE] if necessary. The Administrator to action with assistance from the company's safety consultant, if needed.
9. Ensure that First Aider Personnel and first aid boxes are on site at all times. You have a responsibility to instruct all personnel working on site about emergency procedures.
10. Set an example by wearing PPE [Hard hat, safety footwear and HV vest] at all times in the yard and make sure that all persons on site do the same.
11. Adopt a 'Good housekeeping policy' and make this a site directive. Ensure safe and tidy storage and stacking of materials. Monitor waste disposal.
12. Maintain and monitor fire management procedures. Make certain that all on site know the location/use of fire extinguishers together with the alarm system.
13. Establish a register of hazardous substances and assessments.
14. Monitor vehicular movements on site at the yard and ensure that all operatives and drivers are aware of company procedures.
15. Liaise with the company safety consultant. Cooperate with HSE inspectors and other visiting enforcing authorities.
16. Check that machinery, plant and vehicles, including craneage are satisfactory and only used by trained persons.
17. Maintain safe procedures for working at height.
18. Ensure that all on site are aware of the need to keep away from grapples, buckets and other vehicular boom attachments.

**e. Drivers**

1. Read and understand the company Health and Safety Policy
2. Report all defects to the yard management office. Do not drive vehicles which present risk from faults or damage
3. Maintain your vehicle and make regular inspections for defects
4. Report all accidents and damage to the yard management office
5. Wear PPE – safety footwear, HV vest whilst outside your vehicle. Hard hats may be necessary under site rules or if there is a risk of falling objects
6. Drive in a safe manner at all times on site, access roads and public roads.  
Establish  
the condition and suitability of site roads before using them
7. Always report to site management before driving around sites
8. Ensure the presence of banksmen when reversing. Check for people and obstructions
9. Inspect open edges – excavations and banks and ensure edger protection is installed, appropriately
10. Maintain safe procedures for loading/unloading skips, roll on/roll off procedures, loading and tipping. See Risk Assessments and Method Statements
11. Ensure that all loads are well secured and not excessive. You should not accept loads that could affect the handling of the vehicle
12. Do not remain in your vehicle when it is being loaded with loose materials
13. Do not climb onto your vehicle to fix attachments, make adjustments or retrieve items. See the relevant Risk Assessment and Method Statement
14. Hazardous loads must only be carried under the correct instructions. Associated documents must be present, including a Waste Transfer Note as necessary and warning signage
15. Do not drive for long periods of time or if you are feeling tired or unwell. See the Driving Policy and directives. Take regular breaks and do not drink alcohol.

16. You must not use a mobile phone whilst driving unless it is hands free

#### **f. Sub Contractors**

In the event that Wycombe Recycling uses sub contractors their compliance with site specific health and safety is a vital contribution towards efficient and accident free sites. Please note the following :

1. Sub contractors must observe this Health and Safety Policy and submit their own where they are obliged to produce one under the Health and Safety at work Act
2. Sub contractors must supply Risk Assessments and Method Statements as requested
3. Sub contractors will be issued with a copy of Wycombe Recycling Site Rules and must attend Site Inductions before starting work
4. Sub contractors must have received suitable site safety awareness training. Wycombe Recycling can arrange this facility. [Terms available]
5. Works must be carried out in accordance with statutory provisions and with due regard to the safety of all others affected by their work.
6. Plant, equipment and tools brought onto site must be safe, in good working order and tested regularly. Mains electrical equipment must show evidence of this.
7. Operatives must be suitably trained in safe usage of these items. Machinery guards must be in place. Faulty equipment must not be used
8. All site electrical equipment must use at 110v or battery power.
9. Site facilities including plant, equipment, scaffolding and welfare must be respected and not interfered with unless authorised.
10. Sub contractors may be required to provide their own welfare facilities.
11. All injuries sustained on site must be reported to site management and entered in the Accident Book. Some injuries are reportable. See respective heading.
12. Sub contractors may be required to provide their own First Aid facilities.
13. Sub contractors must be familiar with site fire precautions and be familiar with the location and use of different fire extinguishers
14. Sub contractors must respond to safety instructions issued by site management.

15. Site inspections will be carried out by Wycombe Recycling Safety Consultants and sub contractors will be expected to take immediate action on matters arising from these reports which affect their activities.

### **3.02 Demolition**

There are specific risks associated with demolition and the company pursues a policy of pro-active procedures in order to address the hazard prior to site arrival. This follows CDM and Risk Assessment procedures.

There are a number of different demolition activities that the company may encounter :

Total demolition  
Partial demolition  
Reclamation

The company will at all times follow the code of practice which relates to demolition – BS 6187.

This relates to :

Progressive demolition – Controlled removal of sections  
Deliberate collapse demolition – Removal of structural components to cause collapse  
Deliberate removal of elements/components – Removal of selected parts

All demolition sites will be addressed in sequential order by competent persons :

Site visit  
Demolition design  
Demolition planning  
Demolition execution

The design will be developed appropriately and produce the safest and most cost effective technique. Risks will either be designed out or reduced to an acceptable standard.

Knowledge of the site will be obtained from the survey and a desk top study :

Ground conditions  
Type and location of services above and below ground  
Layout of site and proximity to other buildings and infrastructure  
Above and below ground features and structures

The following are likely risks associated with the demolition process :

Struck by moving vehicle or object(s)  
Trapped by something collapsing or overturning  
Contact with material being machined  
Falls from height  
Struck by falling materials  
Noise and vibration  
Fire  
Exposure to hazardous substances

These are addressed site specifically by Risk Assessment and Method Statements

### **3.03 Construction [Design and Management Regulations] 2007 [CDM]**

Some Wycombe Recycling demolition activities come under these Regulations as notifiable sites. The Company may act as Principal Contractor with overall site responsibility for health and safety matters although it is more likely that the duty holder will be employed by the developer or main contractor.

The Construction Phase Plan must be developed with the cooperation of sub contractors who may be employed to work on site. [See Page 11 Sub Contractors].

It is the responsibility of the CDM Coordinator to prepare the pre-Construction Information Plan which identifies site hazards and risks before the works start.

CDM Coordinator duties are generally undertaken by independent parties.

Wycombe Recycling may undertake the role of Designer under the Regulations during the construction phase. Designers have a responsibility to design out risks to persons working on sites. Where it has not been possible to design out these risks, working procedures will show how such risks have been reduced to a satisfactory residual, as far as reasonably practicable.

Wycombe recycling and their safety consultants have copies of the Approved Code of Practice derived from CDM Regulations together with a list of responsibilities for each of the duty holders.

This information can be supplied by either party on request .

### **3.04 Site Wide issues [Demolition]**

Company site management will ensure that all sites are planned and laid out under Approved Codes of Practice. Where it is their responsibility they will arrange :

- Installation of security fencing or hoarding around the perimeter of sites as necessary.
- Warning signage – Mandatory, Prohibited, Fire, Safe, Directional, PPE, COSHH and Electricity.
- Welfare facilities.
- Site compounds.
- Arrange various plant and equipment locations – in particular grab loaders and lorries.
- Traffic and pedestrian routes – separation of these wherever possible.
- Access for emergency services.
- Security arrangements.
- Provision and location of temporary services
- Lighting provisions for working in darkness
- Notification and consideration of adjacent neighbours

- Access and egress from site. [Traffic and pedestrians]

### **3.05 Risk Assessments**

The directors will ensure that responsible and competent persons discharge their duties suitably by developing assessments, appropriately.

Regular assessments will be carried out for all company sites, including offices.

Records of such assessments will be kept and reviewed them from time to time, as required under :

- ‘The Manual Handling Operations Regulations 1992’
- ‘The Health and Safety [Display Screen Equipment] Regulations 1992’
- ‘Personal Protective Equipment at Work Regulations 1992’
- ‘The Provision and Use of Work Equipment Regulations 1998’
- ‘The Management of Health and Safety at Work Regulations 1999’
- ‘The Control of Substances Hazardous to Health Regulations 2002’
- ‘The Regulatory Reform [Fire Safety] Order 2005’

Appropriate forms for all these disciplines are available.

The above Regulations place an obligation upon employers to ensure that hazards and risks are identified under this legislation and evaluated showing the appropriate controls [precautions] which are employed in order to eliminate risks or control them satisfactorily.

Note There is a sub contractor responsibility to provide Method Statements in response to site Risk Assessments.

### **3.06 Method Statements**

These show in detail safe systems of work.

They are normally produced in response to Risk Assessments which identify hazards and risks associated with site operations.

Method Statements highlight specific control measures which should be detailed in the Assessment and show how they are to be implemented.

The Principal Contractor and sub contractors must develop Method Statements as outlined by the CDM Coordinator and as required during site operations.

## **4.00 GENERAL ARRANGEMENTS**

This section details procedure for carrying out this Policy in all company workplaces. It contains information to help employees and sub-contractors to work safely, and is designed to reduce or eliminate risks that could result in injury to people and property. Everyone working for Wycombe Recycling should remember that they must cooperate with the company on matters of health and safety, follow procedures and report accidents, incidents or hazards. If they do not follow safety precautions they may be liable to disciplinary or legal action

The directors will ensure that operatives have been trained in workplace procedures in particular – Risk Assessment, Manual Handling and Personal Protective Equipment. PPE must always be worn in the presence of the hazard.

Everyone will be encouraged to adopt ‘Good Housekeeping’ techniques in all workplaces :

- All areas should be kept as tidy as possible at all times. Plant, equipment and materials must be returned to their locations after use.
- Disciplinary action will be taken against persistent offenders who work untidily or with little regard to others on site.
- Workplace areas should be kept clean and any spillages or waste must be cleaned up immediately.
- Keep surfaces clear of trailing cables and other tripping hazards. These are one of the highest factors in workplace accidents.

All employees and sub contractors will be informed of this Policy and it will be available for their inspection. They will be expected to read it.

Everyone have a responsibility to cooperate with management to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

They must :

- Observe a ‘Duty of Care’ to others who may be affected by their acts or omissions.
- Cooperate with the management and appropriate persons in the implementation of this Policy to enable the company to comply with appropriate legislation.
- Report to management all faults and hazards to machinery, work equipment and buildings.
  - Report all accidents, injuries and near misses.
  - Never indulge in 'Horseplay'
  - Strive constantly to eliminate or reduce risks

All relevant legislation is identified for each activity. The primary piece of legislation which applies in all cases is :

‘The Health and Safety at Work etc. Act 1974’ .



#### **4.01 Fire Management**

Fire extinguishers will be provided for all company workplaces

##### Site fire management procedures

These will be determined from Risk Assessments. A site specific Fire Management Plan will be developed and installed as required on each site. Site Inductions will detail emergency procedures at length. Fire drills may take place.

- a. Operatives must be certain that they understand site emergency evacuation procedures.
- b. You must know what to do in this situation and familiarise yourself with procedures before starting work on site. [See Site Inductions]
- c. Make sure that you know which fire extinguisher to use for the different classes of fire, the location of extinguishers and the fire alarm sound.

Legislation – ‘The Regulatory Reform [Fire Safety] Order 2005’

##### Office fire procedure

- a. In the event of fire all office staff must proceed immediately to the Assembly Point. Do not return to your work area until the ‘All clear’ is given. Make sure that you know the location of Fire Exits and the Assembly Point. If you have any visitors you must escort them to the Assembly Point.
- b. Make sure that you know which fire extinguisher to use for the different classes of fire, the location of the extinguishers and the fire alarm sound.

NEVER block Fire Exits or prop open Fire Doors.

##### On discovering a fire [All workplaces]

- a. Sound the alarm and then try to extinguish the fire without taking any personal risks or putting other people at risk.
- b. Proceed to the assembly point and report to the Incident Controller or the Fire Officer

Legislation - ‘The Regulatory Reform [Fire Safety] Order 2005’

#### **4.02 First Aid.**

Accidents which cause injuries or near misses, diseases and some dangerous occurrences must be reported immediately to the First Aider/Emergency First Aider for action, recording and reporting if necessary. This also enables an investigation to be carried out if appropriate.

Any of these events may be notifiable to the enforcing authority under :

## 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' [RIDDOR]

The First Aid Person will determine whether an accident is notifiable and ensure that all reported accidents are entered in the accident book. The Safety Officer has responsibility for investigating accidents, as necessary and adopting the correct reporting procedure by notifying the enforcing agency [HSE] appropriately, on Form F 2508(a). within ten days.

Examples of reportable workplace injuries :

- An accident that involves a person being off work for more than three days.
- An accident that involves a person staying in hospital more than twenty four hours.
- Any accident that requires immediate medical attention.
- Broken Limbs.

Accidents must be reported in order that corrective measures can be taken to prevent re-occurrence.

Near Misses must be reported in order that corrective measures can be taken to avoid accidents.

No one should administer First Aid without consulting a trained First Aider or an Emergency First Aider. Ensure that you know the First Aider or Emergency First Aider's name and the location of the first aid kit.

In the event of an emergency call an ambulance and notify the First Aid Person.

Legislation - 'Health and Safety [First Aid] Regulations 1981'  
'Reporting of Injuries, Diseases and Dangerous Occurrences  
Regulations 1995'  
'CDM Regulations 2007' [Health, Safety and Welfare section]

### **4.03 Illness.**

All staff and operatives working for the company will be expected to report as quickly as possible, any sickness or disability which is preventing them from attending work. They should supply full details of their disability to the appropriate person :

Offices : The Administrator      Sites: The respective Site Manager

### **4.04 Personal Hygiene**

All site operatives must regard hygiene as an important part of keeping fit and healthy. Good attention to personal hygiene will help prevent illness and industrial diseases.

The following guidelines should be followed :

1. Protect yourself at work by wearing clean clothing and footwear suitable for the weather and working conditions.

- a. Use barrier creams before starting work in dirty conditions.
  - b. Clean all safety equipment – hard hats, goggles, respirators and other equipment worn next to your skin. Do not re-use disposable items
  - c. Wash your hands before eating.
  - d. Wash your hands before and after using toilets.
2. Always remove material residues from your hair and skin immediately you finish working.
- a. Ensure you are aware of COSHH information for substances handled on site.
  - b. Be aware of diseases such as aids which can be transmitted via body fluids. Especially if you administer first aid.
  - c. Report any irregularities to hygiene facilities and always observe site rules and procedures.

#### **4.05 Personal Protective Equipment [PPE]**

This is available and provided by the company for employees.

- a. Sub contractors must provide their own PPE
- b. Directives are issued which specify which items are to be worn in the presence of a particular hazard. Those in charge must ensure as far as reasonably practicable that their operatives wear appropriate items as directed. PPE should carry a CE mark
- c. You must be certain that you are wearing the correct items under company directives. Operatives have a responsibility to look after any equipment supplied to them. You must store these items properly when they is not in use and report any faults or mal functions.
- d. You may be charged with replacements if you abuse PPE, use it for a non designated purpose or lose it.

Legislation - ‘Personal Protective Equipment at Work Regulations 1992’  
‘Construction [Head Protection] Regulations 1989’

#### **4.06 Manual Handling [MH]**

There is an obligation on the company to carry out Manual Handling Assessments on tasks which personnel are undertaking and not able to use mechanical aids.

Operatives must be trained in this discipline where appropriate

Remember the following :

Technique. Employ sound kinetics [Safe body movement]

You must try to preserve your Balance, Equilibrium and Centre of Gravity.

Your body must be in a relaxed state, not stiff and static.

Poor technique [Top Heavy bending] often results in injury.

If you bend and twist from the hips, your body becomes stiff to preserve your balance and is under tension.

Good technique [Base movement] employs the lower and stronger part of the body - thus preserving the back.

### Ground floor lift.

Legs apart about shoulder width, knees bent.

Keep your feet close to the load, one foot forward.

Stand slightly over the load, keep your shoulders and hips in same direction.

Start the movement with your knees [trigger point], keep your back straight.

Test the load. Can you manage it ? If not, cease the operation, report to management.

If OK – continue :

Tilt the load to get good palm grip [Not fingers]

Keep your arms within your leg boundary - as close to body as possible.

Start the upward movement by raising your head [trigger point]

Keep the load close to your body.

Don't twist your trunk.

Try to keep travel distances to a maximum of 10 metres.

Consider – the weight, size, shape and position of object, the environment, travel route, destination and your own state of health.

When lifting from above head height use a step ladder or appropriate item.

NEVER store smaller items on top of others at height.

If you think you can't lift the load, report to site or office management or employ a team lift if possible.

NEVER      TWIST your SPINE  
                  KNEEL  
                  Become COMPLACENT  
                  Indulge in HORSEPLAY  
                  Carry heavy objects on ONE SIDE of the BODY

MH cont.

### Team Lift

Where an item is too heavy for one person to lift you should ask for help from one or more colleagues. This is known as a team lift.

Individuals must be about the same height and stature. Somebody must be in charge. Remember to follow the technique described earlier in this section.

Legislation - 'The Manual Handling Operations Regulations 1992'

#### **4.07 Electricity at Work**

In order to comply with legislation , all portable appliances and fixed installations must be regularly tested and records of these tests kept.

- a. Under Regulations, portable appliances in offices and power tools on site need regular testing. Ensure that the equipment which you are using is tagged or logged within regulation time to confirm its safety. Do not bring your own electrical equipment into your workplace without informing your manager or the Safety Officer.
- b. Fixed installations i.e. Power and lighting circuits needs testing every five years.

Legislation - ‘The Electricity at Work Regulations 1989’  
‘IEE Wiring Regulations 17<sup>th</sup> Edition’

#### **4.08 The Environment**

The company is committed to the protection of the environment. All on site must play their part in this objective.

Always endeavour to keep waste to a minimum. This saves company resources and is an important step towards good environmental management. The company promotes an active recycling programme and everyone on site is expected to contribute towards this.

Legislation - ‘The Environmental Protection Act 1990’  
‘The Hazardous Waste Regulations 2005’

#### **4.09. Maintenance**

All faults and mal functions to machinery and equipment must be repaired before use or isolated. This prevents a situation becoming more serious, dangerous and expensive. Do NOT use faulty workplace facilities.

#### **4.10 Noise**

Exposure to excessive noise levels can damage your hearing. You must protect your hearing by law if the second action level of 85 dB[A] is exceeded. Ear protection is provided to employees if it is requested when levels exceed the first action level of 80 dB[A]

- a. If you are having difficulty in conducting a normal conversation at a distance of some two metres due to a noise pollution source there is likely to be an acoustic problem. The objective is to remove noise at source if possible by substituting an alternative design, system of work or piece of equipment. [Engineering solution]
- b. If it is not possible to eliminate, reduce, or control noise by using engineering solutions, operatives must use PPE – Ear defenders or ear plugs. Sub Contractors

must supply their own personal protective equipment in the form of ear defenders or plugs in these situations.

- c. The most common noise pollution problems arise from the use of power tools and machinery.
- d. Noise assessments will be commissioned by the company where appropriate under :

Legislation - 'The Control of Noise at Work Regulations 2005'  
'The Provision and use of Work Equipment Regulations 1998'  
'Personal Protective Equipment at Work Regulations 1992'

#### **4.11 Permits to Work.**

These must be used if normal safeguards are dropped or new hazards introduced which could develop into a dangerous situation.

A safe system of work and procedure are required to control such operations.  
e.g. Breaking into vessels, hot work or pipeline breaking or working in confined spaces.

A responsible, competent person from the issuing company will be employed. The Permit should be signed by that person before and after work. Work Permit procedure MUST be followed at all times. Check all the following points :

- a. Does the description fit the work ?
- b. Is the form clearly laid out ?
- c. Is the issuer qualified ?
- d. Do contractors understand work detail?
- e. Does permit identify hazards ?
- f. Can drawings be issued ?
- g. Is plant identified ?
- h. Is a method statement required ?
- i. Are necessary precautions stated ?
- j. Are time limits provided ?
- l. Is the permit displayed on the job ?
- m. Is there a work suspension procedure ?
- n. Is there an audit procedure ?
- o. Is PPE provided adequate ?

Legislation - 'The Confined Spaces Regulations 1997'

#### **4.12 Hazardous Substances [COSHH]**

Under legislation it is the responsibility of management to ensure that COSHH Assessments are carried out on all hazardous substances which are used in the workplaces. Wherever possible such substances must be eliminated and substituted for safer products.

- a. Where this is not possible the required controls such as Personal Protective Equipment will be determined under the Assessment and made available accordingly. All hazardous substances will be kept in a secure location and Safety Data Sheets will be available for inspection.
- b. COSHH. Assessments can only be carried out by competent persons. These Assessments should not be carried out by unnamed or untrained staff.
- c. COSHH Assessments for Wycombe Recycling hazardous substances will be carried out by the Safety Officer, the company consultant or other competent persons.

- d. When using chemicals read the label and ensure that you are familiar with the Material Safety Data Sheet. Chemicals and all hazardous substances and materials must be kept in a secure and suitable area.
- e. In offices this includes cleaning materials with a responsibility falling upon both office staff and cleaners.
- f. When you have finished with the substance you have been using, make sure that it is returned safely to its secure storage location.

Do NOT leave it lying around.

Legislation - 'Control of Substances Hazardous to Health Regulations 2002' [COSHH]

#### **4.13 Cleaning**

It will be the responsibility of cleaning operatives to ensure that COSHH Regulations are observed. Assessments must be carried out by competent persons and all hazardous cleaning substances must be kept in a secure and safe location.

#### **4.14 Safe working systems and use of Plant**

Responsible persons will ensure that sites are laid out safely, suitably and efficiently.

- b. Generic and specific Risk Assessments and Method Statements will be developed as required for all sites by the named responsible persons with assistance from the company's health and safety consultants if necessary.
- c. Site rules and safety instructions must be observed and obeyed at all times by all on site. The following generic principles will apply to all site working systems.

Legislation - 'The Health and Safety at Work etc. Act 1974'  
 'Construction [Design and Management] Regulations 2007'  
 'The Provision and Use of Work Equipment Regulations 1998'

#### **4.15 Working at Height**

Demolition (reclamation) and yard work. Drivers should re-visit page 11.

The major consideration here is edge protection for operatives and others. This must always be provided or harnesses used, for work that presents uncontrolled risk.

Harnesses are unlikely to be suitable for most Wycombe Recycling activities.

- a. Physical edge protection should be 1100mm high.
- b. Holes and windows in roofs must be guarded in a similar manner.
- c. Crawling boards or working platforms must be used on fragile roofs. These should be broad enough for persons and materials to pass back and forth safely and at least 600 wide. Such platforms must be free of openings and traps. There must be suitable precautions to prevent materials and plant from falling.

- d. Means of access and egress must be clearly marked to and from the workplace for both operatives and materials.

Legislation – ‘Work at Height Regulations 2005’

#### **4.16 Fall Arrest Equipment and Nets**

This is for information only – see **3.15**

These will need to be used where it is not possible or too costly to provide suitable edge protection. They must be suitable and of sufficient strength for the purposes for which they are being used. They must be securely attached to the structure or to plant attached to the structure. Inertia harnesses should be used at lower heights.

Nets must observe the same stability and be of sufficient strength to break the fall of any person liable to fall.

Note. In both cases harnesses and nets must not in themselves cause injury to any person in the event of a fall.

#### **4.17 Step Ladders**

The use of ladders is discouraged and they should not be necessary. Steps may be used for access, short term work or where there is no other reasonable alternative.

They should be placed on firm level ground and three point contact should be maintained. See Method Statement for drivers.

See Method Statement

References - Health and Safety Executive Construction Information Sheets

#### **4.18 Scaffolding [Reclaiming materials]**

This must be designed appropriately and will be erected by a licensed firm who will be asked to provide a Method Statement for the particular site.

- a. Scaffolding must not be overloaded and should be checked weekly, after inclement weather and before use. It must be securely tied into the building with a top rail height between 950 and 1150. A centre rail is also required. Toe boards must be at least 150 height.
- b. The appropriate highway authority license will be obtained where necessary.
- c. A procedure for Certificates of Handover must be in place.
- d. Scaffolds must be designed to prevent materials and plant falling. Guards and netting should be provided as necessary. People will be prevented from walking underneath scaffolds during erection or dismantling, by closure of areas.
- e. Brick guards and netting will be of suitable and sufficient strength



- f. Clear warning signage will be provided to indicate hazards.
- g. Ground conditions will be level and firm, standards will have base plates and timber sole plates if necessary depending on ground stability.
- h. Boards provided will be free of large splits and knots – they will be banded at both ends. Staging will be four boards wide and butted with no gaps
- i. When displacement is possible, by high winds or suchlike, boards will be fastened and cleared of frost or snow, sanded or inverted.

References - Health and Safety Executive Construction Information Sheets

#### **4.19 Hoists**

These must be protected by a suitable enclosure with gates closing properly. Hoists will be inspected weekly and examined at six monthly intervals.

- a. Hoists must only be operated from one position.
- b. Safe working loads must be clearly marked.
- c. Signage on hoists must clearly indicate if passenger use is permitted.
- d. Authorised operators must be instructed and trained. Signage must indicate that only authorised persons can operate hoists.

Legislation - ‘The Factories Act 1961’  
 ‘Lifting Operations and Lifting Equipment Regulations 1998’

References - Health and Safety Executive Construction Information Sheets

#### **4.20 Scaffold Towers**

Mobile towers will be erected at heights not to exceed three and a half times the minimum base width for inside work and three times the minimum base width for external work.

- a. Static towers will be erected at heights not to exceed four times the minimum base width for inside work and three and a half times the minimum base width for external work.
- b. Plan and diamond bracing will be fitted and proper access ladders provided. Toe boards and guard rails will be fitted as per tubular scaffolding. Wheels will have a locking device which can not be accidentally released. If necessary the tower will be tied to the structure that it is servicing.
- c. Towers will be used only on a sound solid and level base.
- d. Towers will only be moved from the base with no-one on board. Any materials will be minimal and secured.
- e. Towers will be inspected by a competent person at weekly intervals and after bad weather.

#### **4.21 Excavations**

Excavations qualify as confined spaces and must be supported if they are deeper than 1200. Below this height they may still need supporting, benching or battering depending on the sub soil.

- a. Spoil must be at least one metre back from the excavation.
- b. The work area must be fenced off with barriers [fixed if excavation is deeper than 2000] and appropriate signage.
- c. All underground services must be identified and marked.
- d. Attending vehicles must be suitably chocked.
- e. There must be safe access and egress. Service pipes must not be stood on.
- f. Walkways across excavations may be necessary
- g. Operatives must have suitable room to work and wear appropriate personal protective equipment. Trenches must not be contaminated by exhaust gases from attendant machinery.
- h. A permit to work system may be necessary.
- i. Excavations must be inspected daily. Shoring must be inspected weekly.

References - British Standard Code of Practice for Earthworks BS6031

#### **4.22 Overhead power lines**

These must be identified and discussed with the service supplier. Wherever possible they should be disconnected from power sources by the provider.

- a. It must never be assumed that cables are dead or the word of a third party accepted.
- b. If disconnection is not possible, overhead cables must be isolated and appropriate warning signage displayed. If there is any danger of any plant such as cranes, forklifts or tippers touching the cables suitable controls such as 'goalposts' must be erected.

#### **4.23 Underground services**

Locations of all underground services, in particular electricity must be established before any demolition takes place. Service providers should be consulted and local authority records and drawings examined.

- a. A suitable method statement must be prepared and service runs marked out as confirmed with suitable warning measures..
- b. Cable detectors will need to be employed.

- c. Trial pits must be hand dug. Spades and shovels only to be used.
- d. Power tools must not be used.

#### **4.24 Mobile Craneage**

Cranes must be inspected weekly and thoroughly examined at twelve monthly intervals with certification.

- a. Selected craneage will be suitable for its employed work.
- b. Trained banksmen, slingers and signalmen must be employed as necessary.
- c. Cranes should be located on hard and level bases.
- d. Drivers must be suitably trained and competent.
- e. Cranes with jibs must be fitted with automatic safe load indicators.
- f. Outriggers which may be used should be adequately positioned and supported.
- g. Cranes must be kept in good condition. Tyres at the correct pressure.
- h. Loads must be secure and not slewed over persons.
- j. Any changes in operating procedures and crane movements should be duly agreed, noted and advised. Any changes in operating radii will mean that safe working loads will be clearly marked.

Legislation - ‘ Lifting Operations and Lifting Equipment Regulations 1998 ’

#### **4.25 Safe Handling of Machinery Tools and Equipment**

All operatives must be sure that they have been properly trained in the safe use of tools and equipment.. Such training will be provided by the company for its employers where necessary.

NEVER use any tools for which you have not received the appropriate training.

- a. All power tools must be 110v or battery operated
- b. Tools must be logged and tagged, if powered to observe  
‘The Electricity at Work Regulations 1989’
- c. All tools and equipment must be kept dry, in good condition and stored correctly.
- d. Safety guards must not be removed.
- e. Power tools must be disconnected from supply whilst being adjusted, cleaned or repaired.
- f. Personal protective equipment must be worn during the hazard presence.
- g. Faults and defects must be reported at once. You must not use faulty equipment.

- h. Electrical equipment can only be repaired or adjusted by a qualified electrician.
- i. Operatives must maintain a visual check of their tools and equipment. Routine inspection and maintenance is vital.

#### **4.26 Waste Disposal**

You must be sure that both controlled and hazardous waste produced on site or in offices is disposed of correctly under these pieces of legislation :-

Legislation - 'The Environmental Protection Act 1990'  
'The Hazardous Waste Regulations 2005'

#### **4.27 Security**

All operatives will be expected to report any unauthorised personnel who may arrive on site, to management, and to be vigilant at all times in this regard.

#### **4.28 Vehicular Plant and movements**

The company has the following plant :

Skip loader  
Roll on/Roll off container facility  
8 wheel grab loader  
8 wheel tipper

Vehicular plant is used in the yard as well as outsourced sites. Health and safety management in outsourced workplaces is the responsibility of the Site Manager

See Drivers responsibilities on page 13.

All drivers of vehicular plant must have received suitable training under legislation and Approved Codes of Practice together with appropriate Certificates of Training Achievement.

All stacking will take place in designated areas and be founded on good firm level ground. The relationship between the height of stacks and their narrowest dimension must never be exceeded. [Three times]

- a. Allowances must be made for inclement weather and strong winds.  
A traffic management system will be employed.
- b. All highway authorities will be notified.
- c. Suitable separation of plant and pedestrians will be in place.
- d. Suitable warning and directional signage, barriers and lighting will be employed as appropriate.
- e. Drivers will be suitably trained.
- f. Vehicles will be correctly loaded.
- g. Banksmen and Slingers will be employed as necessary.

- h. Any speed limits will be laid down and enforced.

#### **4.29 Visitors and Contractors**

We have a duty not to expose anyone on site to any risk, and any information about hazards must be provided to these people. They should understand company rules and procedures. If you see any unsafe contractor work practices report them to site management.

The individual host will have total responsibility for his/her visitor's safety and will ensure their well being in the event of an emergency situation, escorting them to the Assembly Point. The host will ensure that any necessary P.P.E. is issued in accordance with the work situation requirements.

### **YOU ARE RESPONSIBLE FOR YOUR VISITOR'S SAFETY**

#### **4.30 Disability Discrimination – Access**

The company is aware of its responsibilities under legislation and building regulations.

Wycombe recycling workplaces will accommodate the needs of disabled people as far as reasonably practicable.

Legislation – ‘The Disability Discrimination Act 1995’

#### **4.31 Training**

Training is of key importance in ensuring that the workplace is operated and maintained as a safe environment for all people and equipment. It is also a legal requirement under the Health and Safety at Work etc. Act 1974.

This facility will be arranged by the company to ensure that responsible persons are competent and properly qualified to perform these tasks.

Records of training and certificates are kept in the company administrative offices.

Sub contractors must ensure that they and their operatives have received suitable safety training

Wycombe Recycling will regularly review the need for appropriate employee training in line with UK and European Acts, Regulations, Directives and Approved Codes of Practice. Existing training arrangements will be updated as required.

#### **4.32 No Smoking Policy.**

The company operates a no smoking policy in its workplaces. Smoking on outsourced sites is by arrangement.

#### **4.33 Good Housekeeping.**

Look after all equipment.

Safe Stacking and Storage. It is the responsibility of individuals to stack and store materials in a safe manner avoiding fire risks and not obstructing access to, or egress from escape routes and fire exits.

Remember to stock items neatly and on a firm foundation.

#### **REMEMBER**

*Alertness and awareness are cornerstones to good health and safety practice.*

*Remember that a successful accident record depends on thoughtful communication and cooperation from everyone. The safety process will be managed by discussion and consultation to make everyone feel part of the process.*

*In this manner health and safety issues should become part of normal working procedure.*

*We must all work together and ensure that safe systems of work are used. Faults or deficiencies in plant, machinery, equipment or systems must be reported to respective workplace managers*