

Pink Skips
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Pink Skips Company Health and Safety Policy

May 2010

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Company Health and Safety Policy And Policy Statement

PINK SKIPS

Company Health and Safety Policy

General Statement of Policy

This Health and Safety Policy has been laid down by the Company, Pink Skips, in accordance with the Health and Safety at Work Act 1974. The Policy is reviewed annually.

It should be noted that this Policy does not cover any environmental, employment or contractual legislation issue.

The Company willingly accepts its duty, so far as is reasonably practicable, to safeguard the health, safety and welfare of its employees and others who may be affected by their actions.

It is Company Policy to provide safe and healthy working conditions for all employees, and to make available all necessary resources in terms of manpower, plant and equipment, training, information and supervision for the safe execution of their work.

Due regard is given to the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Work at Height Regulations 2005, the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998, the COSHH Regulations 2002 (and as amended 2004), Control of Asbestos Regulations 2006, the Personal Protective Equipment at Work Regulations 1992, the Control of Noise at Work Regulations 2005, Control of Vibration at Work Regulations 2005, the Electricity at Work Regulations 1989, and all other relevant legislation, approved codes of practice, etc.

The implementation of this Health and Safety Policy is the direct responsibility of the Managing Director of Pink Skips, Mr William Wellings (hereafter referred to as the Health & Safety Director)

To assist in this undertaking, the responsibility for the management of health & safety throughout the company is delegated to the Operations Manager.

All other employees of the Company have a duty under the Policy and the Law to assist in this undertaking. The content of the Policy is made known to all employees through Company Induction at the start of employment and as made necessary by amendment

In addition, and in order to fulfil its obligations under the Management of Health and Safety at Work Regulations 1999, the Company contracts the services of Health & Safety Consultants. The Company is furnished with safety services such as advice, training, accident investigation, documentation etc., and is kept fully abreast of changing legislation, developments and best practice.

Signed Position in Company
For Pink Skips
Dated

PINK SKIPS

Company Health and Safety Policy

Introduction

This document details the Company's general health and safety arrangements and strategy, and the procedures by which good and consistent standards are maintained.

The Company Health & Safety Policy is intended to give an overview of those arrangements, which apply to the Company in general. Specific arrangements, procedures and safe systems for ensuring health and safety on site are detailed within the Company Safety Manual, and operation-or contract-specific risk assessments.

Health & Safety Personnel

Within Pink Skips ultimate responsibility for health and safety rests with Mr William Wellings, the Managing Director of the Company (hereafter referred to as the Health & Safety Director).

However, to aid compliance with its duties under the Management of Health & Safety at Work Regulations 1999, the Company will enlist the services of Health & Safety Consultants to advise and assist with all aspects of health and safety management.

HEALTH & SAFETY MANAGEMENT and ARRANGEMENTS

The Company Health & Safety Policy

This Company Health & Safety Policy contains only the general arrangements established by the Company to ensure the general safety and well-being of all personnel, others in its employ and the public both at the Pink Skips premises and externally

The Company Safety Manual contains detailed arrangements and precautions to be implemented for specific operations and circumstances. This Policy should be read in conjunction with the Safety Manual

The Policy is reviewed annually by the Health & Safety Director and the Health & Safety Consultant, or is amended between reviews if made necessary by changing legislation or Company circumstances

Copies of the Policy (and any amendments) are issued to all personnel throughout the Company; the content is discussed in depth with all personnel.

Responsibilities

The responsibilities of the Health & Safety Director include (but are not limited to) ensuring sufficient and appropriate resources are made available to the Company as a whole, to the Health & Safety Consultants, and to the workforce to enable all works to be undertaken with minimum risk of injury, incident or harm; to ensure that the Board is kept fully abreast of relevant Company or legislative health & safety developments; the establishment, monitoring and review of all health, safety, and training systems and strategies; the management of the Company's responsibilities under current health & safety legislation; liaison with other health & safety-related personnel (in-house or external); all other matters relating to the management of the Company's health and safety strategy; and to lead by example

The Health & Safety Consultant's responsibilities include (but are not limited to) assisting with the annual review of the Policy and Safety Manual; assisting with risk assessments and other health and safety-related documentation as required; providing advice and guidance; ensuring the Company is kept fully aware of current legislation and best practice; safety auditing and inspection as requested; accident investigation as requested and any other associated health & safety services required by the Company

It is the responsibility of management (i.e. the Directors, and all other senior management) to ensure that the principles of this Company Health & Safety Policy is upheld within all Pink Skips operations

It is the responsibility of all employees (directly or indirectly employed), under the Health & Safety at Work, etc., Act 1974, to abide by the principles laid down in this Policy, and to take all reasonable precautions to safeguard the health and safety of themselves, their colleagues, and all others affected by their actions.

It is the responsibility of the Health & Safety Director to ensure that the Policy is discussed and understood by all employees (directly or indirectly employed)

Company Safety Manual

The Company Safety Manual augments the arrangements contained within this Health & Safety Policy

It contains details of the risks and control measures associated with all normal construction site-related circumstances and all applicable legislation or standard practice, and should be read in conjunction with this Health & Safety Policy

The Manual is reviewed annually by the Health & Safety Director and the Health & Safety Consultants, or is amended between reviews if made necessary by changing legislation or Company circumstances

Copies of the Safety Manual (and any amendments) are issued to management

It is the responsibility of senior health & safety management (the Health & Safety Director) to ensure that all employees are sufficiently instructed into the contents of the Manual to be able to carry out required tasks safely and with adequate awareness of the risks involved and necessary control measures

Risk Assessment and Information Dissemination

It is the responsibility of the Health & Safety Director to ensure that risk and COSHH Assessments for hazardous operations or materials (and all others such as noise, vibration and manual handling as they become necessary) are undertaken as appropriate, and to clearly disseminate the information to, and instruct accordingly, all workers on site (both directly and indirectly involved with those operations).

A Risk Assessment folder is held by the Company detailing commonplace circumstances; this folder is used as reference material for further operation-specific assessments undertaken by either the Health and Safety Director or Operations Manager prior to the start of those operations.

Control of Contractors or Contract Labour

It is the responsibility of the Health & Safety Director to ensure that only those contract companies or indirectly employees (including agency employees, and all maintenance or repair engineers, window cleaners, contractors, etc) are sufficiently competent to undertake their tasks without foreseeable risk to themselves, Company employees or others affected by their operations. External contractors or employees are expected to demonstrate competency for the work will be considered for appointment, currently reliant on either:

- 1) Proven health & safety performance in the workplace or
- 2) An initial assessment and supervision in the workplace

The Health & Safety Director is also responsible for ensuring that the system is monitored and effective, that all contractors or indirect employees are made aware of risks and control measures as detailed within Company rules, and that relevant operation-specific or site-wide risk assessments

Construction Works at Company Premises

All construction operations undertaken at Company premises (as defined by CDM 2007) will be undertaken under the auspices of the Company as responsible Client

As Client on any construction project, the Company will diligently undertake its full responsibilities under CDM 2007 to ensure the health, safety and welfare of all relevant contractors, Company employees and all others affected by the works, both during the project and in the future

The Health & Safety Consultants provide advice and guidance as necessary for individual sites, and monitor performance and compliance on a regular basis

Training

The Company is committed to the principal of training its workforce for the types of tasks required.

It is the responsibility of the Health & Safety Director to ensure that adequate training has been carried out, and the responsibility of the Health & Safety Consultant to advise as necessary on the types and levels of training required.

Specific training takes the form of either:

- 1) The formal course provided by a suitably qualified or accredited instructor, or
- 2) Informal instruction given by either a Company Board Member or manager or by the Health & Safety Consultant

Training needs are continually assessed according to the current qualifications or experience of the workforce, the introduction of new equipment, and changing company circumstances.

Induction training is given by management at the start of employment whether employed by the Company or working under their jurisdiction. This induction defines the Company safety rules, workers' responsibilities, foreseeable risks and control measures. Toolbox talks are given periodically to update the risk and controls information, or to focus on topical issues.

It is the responsibility of all employees to ensure that they do not undertake tasks for which they have received insufficient or no training. Further training or instruction should be requested where necessary.

Plant and Equipment

All plant and equipment is kept in good working order and meeting all current healthy & safety requirements.

All items are checked before use each day; more thorough inspections are recorded very regularly in line with current legislation. It is Company policy to allow sufficient paid time for adequate checks and inspections to be carried out

Damaged or faulty items are withdrawn from use until rectified correctly.

N.B. Further advice and instruction regarding required checks and recorded inspections can be found in the Company Safety Manual; it is the responsibility of all those so instructed to undertake appropriate checks and inspections and to withdraw defective items from use immediately

In addition, plant is subject to a full pro-active service programme of checks and services by specialist agents

In addition, it is the responsibility of the Health & Safety Director to ensure that all portable electrical equipment is PAT tested (as a minimum) annually) and full records kept.

No plant or equipment will be operated by anyone who is not sufficiently trained to the correct level; it is the responsibility of the Health & Safety Director to ensure the correct training has been given and that contract operators hold the necessary proof of competence.

Personal Protective Equipment

It is the responsibility of the Health & Safety Director (and thence, management at all levels) to ensure that sufficient and adequate personal protective clothing and equipment (PPE) is supplied according to the nature of the tasks to be undertaken. It is also the responsibility of management at all levels to ensure appropriate items of PPE are worn by employees (direct or indirect) under their control.

It is the responsibility of all employees to abide by the Company rules and to wear the PPE provided in the manner intended.

It is the responsibility of management at all levels to set a personal example and wear appropriate PPE as necessary.

It is the responsibility of all employees to store and care for their PPE in the correct manner, to regularly inspect the items for damage, and to request replacements when necessary.

Control of Substances Hazardous to Health

COSHH assessments are carried out for all substances or products considered to present a hazard, including the general waste encountered throughout Pink Skips operations.

A COSHH Assessment Manual is held by the Company and contains the findings.

Information from all assessments concerning the use, handling and storage of substances and products is disseminated to those on site through induction or toolbox talks.

Asbestos

All employees are under strict instruction not to disturb any existing materials unless their contents have been established; employees are under strict instruction to contact either Head Office or the Health & Safety Consultants for guidance if in doubt.

Should disturbance or removal of asbestos-containing materials be required, the Company will sub-contract the works to specialist contractors.

The Health & Safety Director is responsible for ensuring that the above procedures are strictly followed and employees disciplined for non-compliance.

Work at height

The Health & Safety Director is responsible for ensuring that all work at height (including access to high plant) is assessed and appropriate mitigation and control measures established; due consideration is given to the task, distance from the ground, prevailing environment, duration of the works and materials to be handled

Employees are informed of the resultant risk and control measures during induction or toolbox talks

The Health & Safety Director is responsible for ensuring that appropriate training is undertaken, that access platforms or equipment is erected to appropriate standards or design, and that mandatory inspections are undertaken

All employees (direct or indirect) are responsible for abiding by Company and site rules regarding work at height in general, and for making full use of any equipment provided for safe access or risk mitigation

All employees (direct and indirect) are responsible for ensuring their own safety by visually checking before use and to the best of their ability that equipment provided for their safety at, or safe access to, work at height remains safe for use

Electricity at Work

Any type of work in close proximity to electrical power cables (internal or external) will be avoided until precautions, as required by current legislation and HSE guidance (the Electricity at Work 1989, HSE Guidance Notes 6 & 47), can be invoked to ensure the safety of personnel and any others who may be affected.

All work on new or existing electrical systems is only undertaken by suitably qualified (NICEIC) electricians.

Manual Handling

Due consideration is given to the weight, size and shape of all items likely to be handled. Following assessment, mechanical means are used or assistance provided where necessary in line with the Manual Handling Operations Regulations 1992.

However, where manual handling is unavoidable, manual handling instruction is reiterated for all employees (refer to the Company Safety Manual) and compliance monitored on site. Tasks are matched to the individual's capabilities and the site environment.

Health & Safety Monitoring

The Health and Safety Officer is responsible for ensuring that all operations are monitored for health and safety compliance and performance:

- On a day-to-day basis by middle management (Trade Waste Manager, Operations Manager, Yard Manager)
- Frequently by senior management (The Health and Safety Officer)
- Periodically by Health and Safety Consultants

Accident Prevention and Reporting

It is the responsibility of the Health & Safety Director to provide sufficient equipment, manpower, health & safety training, etc. to ensure that the work can be completed without risk to life or limb.

It is the responsibility of all employees to utilise the equipment and manpower in the manner intended and as instructed by management and to request further when necessary.

All employees are responsible for reporting and recording all accidents and “near-misses” (using the Company Accident Book).

The Health & Safety Director is responsible for reporting all serious incidents resulting in fatality, major injury or dangerous occurrence as defined by RIDDOR to the HSE immediately (or as soon as reasonably practicable) through the central reporting telephone number: 0845-300 9923.

The Health & Safety Director is also responsible for formally investigating all such incidents in order to submit a report to the HSE if necessary and to prevent recurrence in the future. The Health & Safety Consultant may give assistance in such cases if requested, including liaising with the HSE.

Provision of First-Aid

The Health & Safety Director is responsible for ensuring that there is sufficient first-aid cover at each workstation as per the Health & Safety (First-Aid) Regulations 1981 and Approved Code of Practice, and that sufficient first-aid supplies are provided close to hand.

Emergency Procedures

The Health & Safety Director is responsible for ensuring that clear procedures are established and followed in case of emergency. These will include the most practical alarm signal, safe exit routing, assembly points, and the locations and telephone numbers of emergency services.

In addition, The Health & Safety Director is responsible for ensuring that each workstation is assessed and suitable emergency procedures established.

Visitors and the General Public

Visitors are not allowed within operational areas (other than offices) unless they are:

- a) Accompanied at all times, and
- b) Wearing appropriate PPE

Visits by Enforcing Officers

Should an HSE, Local Authority, Fire Authority or Environment Agency enforcing officer visit a site or premises, it is the responsibility of all personnel to conduct themselves in a courteous manner at all times, and demonstrate to the officer this company's commitment to health and safety.

It is a legal requirement that all personnel fully co-operate with all enforcement inspectors; **under no circumstances** can any employee (direct or indirect):

- obstruct an officer
- refuse access to the premises, equipment or personnel
- refuse to answer questions
- use verbal abuse

Should a disagreement ensue, the matter is to be treated with courtesy at all times and referred immediately to a superior for further discussion.

Discipline

It is the responsibility of all employees (direct or indirect) to conduct themselves in an appropriate manner as representatives of the Company and to ensure their own health and safety and that of all others affected by their actions.

It is the responsibility of management at all levels to uphold the discipline on the Company's sites and premises, and to reprimand or dismiss those employees behaving in an irresponsible or dangerous manner.

The use of alcohol and recreational drugs whilst at work is strictly prohibited, as is their use outside working hours when subsequent judgement on site may be hindered. Prescriptive or "over the counter" drugs must be declared to management (in confidence), particularly if causing drowsiness, dizziness or loss of judgement, in order that safe tasks may be found.

Employee Co-Operation

Full co-operation is expected of all employees and all contract employees within the Company's premises and throughout their operations, in order to assist the Company in carrying out its contracts in a safe manner.

All employees must, under the law, comply with any reasonable instruction or request of a health and safety nature in order to assist the Company in safeguarding its employees and all others affected by its operations.

Such instructions include following (and not deviating from) agreed working methods, wearing the correct PPE, and using plant and equipment in the manner intended.

Non-compliance is subject to disciplinary measures.

Employee Consultation

In line with the Consultation Regulations 1996, the Health & Safety Officer is responsible for ensuring adequate discussion with employees under their control regarding any changes which may affect their health and safety, and for airing their feelings and grievances in a sympathetic and practical manner without fear of retribution.

The HSE info line may also be contacted (in confidence) if necessary on: **0845 345 0055** should there be a problem.