Health, Safety and Welfare

Management System

INTRODUCTION

This Health, Safety and Welfare Management System has been prepared by Bell Waste Control to illustrate our intention for ensuring a total commitment is given to the prevention of accidents and ill health during our work activities.

The policy document contains checkpoints relating to the work, plant, equipment and procedures of carried out by the Company. If any of the checkpoints cannot be understood, inform your Supervisor or Manager immediately.

The policy will be reviewed at regular intervals and we will advise you of anything which may affect your health and safety whilst working for us. The Policy document is available at all times for you to refer to and for you to be aware of your own personal responsibilities for your own health and safety but also for the safety of your working colleagues.

We are counting on your co-operation!

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SECTION ONE

POLICY STATEMENT

1.0 STATEMENTS OF INTENT

1.0.1 Health, Safety and Welfare Policy Statement

Bell Waste Control intend for it's work to be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to employees or others who may be affected by our work activities.

Management and supervisory staff have the responsibility for implementing the Policy throughout the Company and will ensure that Health and Safety considerations are always given priority in the day to day planning of our work.

All employees and contractors are expected to co-operate with the Company in implementing this Policy and will ensure their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. In the event of any improvements being required to the Policy, you are requested to bring any matters of concern to the attention of your supervisor, who will arrange to bring the matter directly to my attention.

The management will monitor the implementation of the Policy and to assist us, the Company have appointed Lincsafe (Health and Safety) Ltd, as our Safety Advisers who will give advice and relevant information on the requirements of relevant statutory provisions and of safety matters in general. Monthly site inspections will be undertaken by Lincsafe to help maintain health and safety standards.

A statement of this Company Policy will be displayed prominently in our workplaces. The organisation and arrangements for implementing the Policy will also be available for reference by any employee or contractor, as required. The information contained within this Policy will be explained to all direct employees and brought to the attention of all contract personnel.

J. J. Churchill

Dated: August 2010

Managing Director

1.0.2 Environmental Policy Statement

Bell Waste Control are committed to eliminate or reduce the environmental impact as a result of our undertakings, so far as is reasonably practicable, by :-

a) Providing resources in the way of a Management Structure to identify all environmental issues relevant to their work.
b) Planning the most appropriate procedure to address each identified issue
c) Communicating the company procedures for each issue
d) Implementing the agreed measures throughout all work locations
e) Monitoring and review this environmental policy at regular intervals.

In addition, Bell Waste Control will continue to develop an awareness approach to the management of the Company, recognising also that efficient management of energy and resources in materials cuts cost and creates competitive advantages.

Bell Waste Control will continue to develop and practise in-house environmentally caring policies covering its use of premises, sites, plant and other assets. The company will also continue to promote energy efficiency and sound environmentally sensitive practices.

J. J. Churchill

Dated: August 2010

Managing Director

1.0.3 Equal Opportunities Policy Statement

Bell Waste Control recognise that discrimination in the workplace, in any form, is unacceptable and in most cases, is also unlawful. We have therefore adopted an ***Equal Opportunities Policy***, to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this Policy throughout all areas of employment; recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability. The following sets down the key points of the Policy, any breach of the Policy will lead to disciplinary action, which may include dismissal.

Each and every employee has a duty to observe and apply the Policy at all times.

The Policy will be implemented in accordance with the requirements of; the Rehabilitation of Offenders Act, the Sex Discrimination Acts, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Religion of Belief) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Age) Regulations 2006 and their various amendments.

To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the job centre, or independent media, as well as being advertised internally.

We will ensure that no job applicant or employee receives less favourable treatment on the grounds of; race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age or religion.

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed/selected solely of the basis of capability.

Each and every employee has an obligation to make a positive contribution towards engendering an environment, of equal opportunity, throughout the business.

The Grievance Procedure is available to any employee who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights, through this channel.

J. J. Churchill

Dated: August 2010

Managing Director

1.0.4 Quality Policy Statement

Bell Waste Control provides a service for the removal, disposal and recycling of dry waste meeting customers' real implied needs within a regulated environment.

The management of Bell Waste Control intends to create significant growth of the company by increasing its geographical area of activity and providing cost effective disposal solutions.

Control of purchasing costs is an integral component of the strategy.

The commitment to satisfying customer needs and the continual improvement process is reinforced by the Company's regulation to ISO 9001.

Resources to enable the quality management system to function and the continued relevance to Bell Waste Control's activities are subject to regular review.

J. J. Churchill

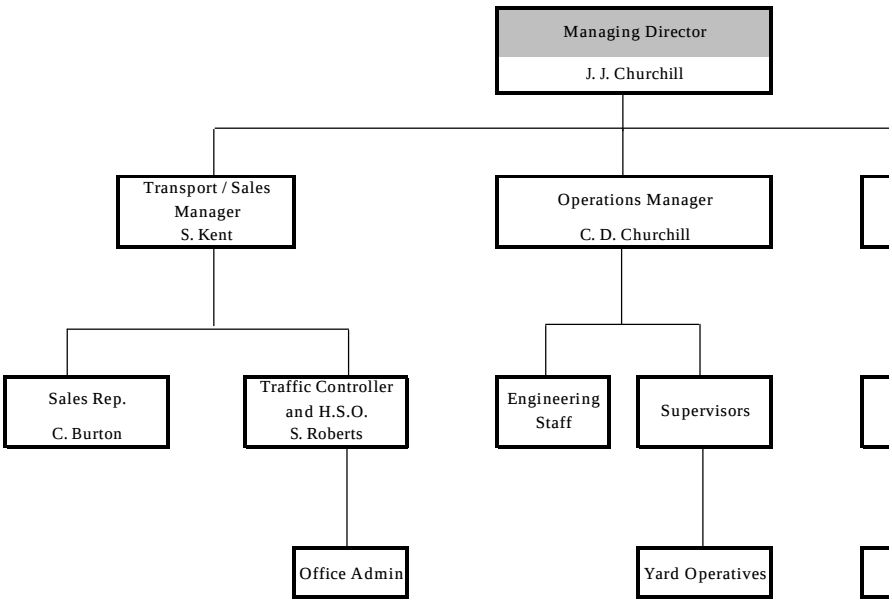
Dated: August 2010

Managing Director

SECTION TWO

ORGANISATION

2.0 Organisation structure for implementing the Safety Policy



2.1 Managing Director

2.1.1 Prepare and keep up to date, a Statement of the Company's Health, Safety and Welfare Management System, ensuring it is brought to the notice of all employees.

2.1.2 Define and prepare instructions for the management organisation and document the arrangements for implementing the company policy to ensure each person is aware of their responsibilities and the means by which they are to carry their duties out.

2.1.3 Be aware of the appropriate statutory requirements affecting the company's operations.

2.1.4 Ensure appropriate training is given to all staff as necessary.

2.1.5 Insist on sound working practices being observed as outlined by Codes of Practice and ensure our work is planned correctly, the risks assessed and effective control measures implemented to eliminate or reduce the hazard to an acceptable level.

2.1.6 Ensure adequate safe working methods are maintained along with any equipment provisioned, to avoid injury, damage and wastage are maintained and adequate welfare facilities are provisioned.

2.1.7 Ensure an effective liaison is established for discussing all matters relating to health, safety and welfare between company employees and other people who may be working in the yard.

2.1.8 Establish the reporting, investigation and costing of injury, damage and loss and promote analysis of investigations to detect any trends, which may rise to the elimination of potential hazards.

2.1.9 Discipline any member of staff who fails to discharge their responsibilities for health and safety.

2.1.10 Maintain contact with external accident prevention organisations and encourage the distribution of safety literature within the Company.

2.1.11 Arrange for adequate funds and facilities to meet the requirements of Company Policy.

2.1.12 Set a personal example when visiting all high risk areas by wearing, as appropriate, any required personal protective clothing and operating plant in accordance with best practice and site rules.

2.1.13 Arrange for regular meetings with the Safety Adviser to discuss Company accident prevention, performance, possible improvements, etc.

2.1.14 Arrange for all new employees to be made aware of the Company Safety Policy, Approved Codes of Practice and relevant Safe Systems of Work.

2.2 Operations Manager

2.2.1 Understand the Company Health, Safety and Welfare Management System. Plan all work in accordance with its requirements and ensure it is regularly examined to establish if improvements or additions should be made.

2.2.2 Assess the risks and provide written instructions for any unusual work situation not covered by the company policy, establishing safe working procedures, methods and sequences and outline the potential hazards at each stage, indicating the control measures to be implemented.

2.2.3 Inform employees of the requirement to wear appropriate Personal Protective Equipment as and when it is necessary.

2.2.4 Ensure, so far as is reasonably practicable, that our work activity is:

(a) Carried out as planned and that account is taken of changing and unforeseen conditions as work proceeds.

(b) Carried out in accordance with all of the appropriate statutory requirements.

2.2.5 Discipline any member of staff who fails to discharge safety responsibilities satisfactorily.

2.2.6 Take appropriate remedial action when notified of any shortfall in standards by the Safety Adviser.

2.2.7 Set a personal example by wearing appropriate Personal Protective Equipment and conform to site rules.

2.2.8 Ensure the Safety Adviser is notified of any new work procedures or change of work equipment.

2.2.9 Liaison with Health and Safety Executive Inspectors, Local Authority Representatives etc.

2.2.10 Ensure all company employees comply with the relevant arrangements documented in our company policy.

2.2.11 Evaluate the performance and effectiveness of our company policy and ensure remedial action is taken for any shortfall in procedures or standards.

2.2.12 Ensure procedures are in place in the event of an emergency i.e. fire evacuation and dealing with an accident for applying first aid, including the arrangements for calling out of the emergency services.

2.3 Supervisors

2.3.1 Understand the Company Health, Safety and Welfare Management System ensuring employees are aware and understand the requirements. Carry out all work in accordance with the policy arrangements and bring to the notice of the Operations Manager any improvements, which you feel are necessary.

2.3.2 Organise work activities to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.

2.3.3 When required, issue written instruction setting out appropriate methods of work. When any high-risk activities are undertaken, working in accordance with agreed method statements for the handling of classified wastes i.e. asbestos materials, demolition waste, etc.

2.3.4 Ensure appropriate risk assessments have been carried out of any substance, process or work activity hazardous to either health and/or safety and the appropriate control measures, training, instruction, protective clothing etc. has been provisioned.

2.3.5 Ensure noise assessments have been carried out of any hazardous process or plant likely to damage hearing and ensure appropriate control measures to reduce the noise hazard are in place along with relevant training, instruction, protective equipment etc. being provisioned.

2.3.6 Ensure employees under your control are aware of their responsibilities for safe working and they are not required or permitted to take unnecessary risks.

2.3.7 Arrange delivery of vehicles and ensure off-loading is carried out in a safe manner.

2.3.8 Protect all overhead services in accordance with the Service Company's recommendations and Company Policy before work starts.

2.3.9 Ensure housekeeping standards are maintained throughout the workplace.

2.3.10 Implement planned arrangements to avoid confusion about areas of responsibility for health, safety and welfare and ensure liaison is maintained.

2.3.11 Check all plant and machinery, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is at the lowest voltage possible.

2.3.12 Ensure an adequate supply of personal protective equipment is suitable and maintained. Ensure employees comply with the requirement for the wearing of safety footwear, safety helmets, hearing protection etc. as indicated by mandatory signs.

2.3.13 Ensure adequate fire prevention measures are undertaken and that any flammable liquids or liquefied petroleum gases are stored correctly and used safely.

2.3.14 Set a personal example by wearing Personal Protective Equipment and conform to site rules.

2.4 Employees

2.4.1 Be aware of the requirements of the Company Health and Safety Management System and carry out your work in accordance with the documented arrangements.

2.4.2 Use the correct tools and equipment for the job and maintain tools in good condition and checking prior to use.

2.4.3 Report immediately to your supervisor any defects in plant or equipment.

2.4.4 Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible remove potential hazards yourself.

2.4.5 Do not use plant or equipment if you are not trained or authorised to use it and do not use it for which it was not intended.

2.4.6 Do not play dangerous or practical jokes or engage in "horseplay" on yard.

2.4.7 Report to your supervisor any person seen abusing the welfare facilities provided.

2.4.8 Report any injury sustained to yourself resulting from an accident at work, even if the injury does not stop you from working.

2.4.9 Report any damage to plant and equipment.

2.4.10 Suggest safer methods of working.

2.4.11 Wear personal protective equipment as appropriate and report any defects if found.

2.5 Safety Advisers

2.5.1 Lincsafe (Health and Safety) Ltd, when instructed by the Managing Director will give advice and assistance for him to meet his statutory duties in accordance with Regulation 7 of the Management of Health and Safety Regulations. When instructed, they will report directly to the Managing Director but will, whenever possible, maintain strong communication links with all other employees of the Company.

2.5.2 As required:

Advise on the application and maintenance of the Company Health and Safety Policy arrangements.

Advise on any up-to-date knowledge in matters of legislation and regulations as they affect the Company and its Health and Safety Policy.

Advise the Managing Director on health and safety matters across the Company.

Monitor the Company's operations, when directed, to ensure compliance with the current legislation and the Company Policy.

Investigate and compile a report on any accidents or dangerous occurrences along with recommending appropriate remedial action to prevent any re-occurrence when instructed to do so.

Advise on any new practice or procedure affecting the work of the Company.

Encourage a high profile for the implementation of appropriate health and safety standards within the Company. Discuss and review any health and safety recommendations received from the employees.

Advise on the staff training for them to be competent to carry out their designated tasks for the Company.

SECTION 3

ARRANGEMENTS

3.0 Accidents

3.1 Company Procedure

3.1.1 When an accident or dangerous occurrence takes place, it will fall into one of the following categories. Proceed as indicated in the accompanying procedure as described below:

Accidents Involving Injury

1. Minor accident to employee:

   (a) Ensure details have been entered in Accident Book B1510

   (b) Where an employee is incapacitated from work for more than 3 consecutive days (excluding the day of the accident but, including any days, which otherwise would not have been working days) because of any injury, complete internal accident report form and send direct to the Safety Adviser

   (c) If injured person is admitted to hospital and is an in-patient for more than 24 hours, the accident becomes specified "major injury" and must be notified as described under the category

2. Minor accidents to any other person; complete the internal accident report form and send as outlines (1). If the other person is an employee of another company, the responsible person at the workplace should notify his employer.

   Note: The Accident Book B1510 will continue without change. The recording of injuries in this book is unaltered.

3. In the event of a specified major injury or a fatal accident occurring to ANY PERSON arising out of or in connection with our work, immediately telephone the Safety Adviser.

   Note: Copies of F2508 or any enquiries from the DSS completed in respect of any accident will be sent to the office for safe keeping. These documents must be made available, if requested, to the enforcing authority or safety representative.

3.1.2 General Notes

1. An accident involving the death of or specified major injury to any person has to be notified and reported to the enforcing authority by the responsible person immediately.

2. An accident involving an employee being incapacitated for work more than three consecutive days (excluding the day of the accident but including any days which would not have been working days) because of the incident.

3. A copy has to be kept by employers of all notifiable diseases. This will be a copy of F2508A.

3.1.3 Where an employee has suffered an injury as a result of a notifiable accident or dangerous occurrence resulting in the cause of death within one year of the date of that accident, the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge.

3.2 Risk Assessment

3.2.1 Introduction

3.2.2 A successful risk assessment strategy is the means for an employer to properly manage the risks faced by his employees and so ensure their health and safety at work is not put at risk while at work. A formal assessment is a careful and structured approach to health and safety issues within which, risks are assessed and effective control measures are put in place.

3.2.3 Bell Waste Control will endeavour to achieve this goal by ensuring that comprehensive risk assessments are carried out on significant risk activities and ensure the implementation of effective control measures. Supervision will continually be exercised to ensure the control measures are being followed correctly and also will assist in identifying any additional requirement, which may be require introducing.

3.2.4 Instructions for using the Risk Assessment Calculator and Recording Form

1. Analyse the task or process that is being subjected to risk assessment. If it is a complex task, then break it down into a number of sub-tasks. Write a brief description of the task or process in column 1.

2. Identify all the hazards associated with the task or each sub-task. List the hazards in column 2.

3. For each hazard that identified, determine the likelihood of it actually causing harm using the 1 - 5 likelihood scale (***assuming no control measures***). Record the likelihood figure in column 3.

4. For each hazard that you have identified, determine how serious the outcome will be if it actually causes harm by using the 1 - 5 severity scale (***assuming no control measures***). Record the figure in column 4.

5. By multiplying these 2 numbers together, calculate the risk factor for each hazard that you have identified. This will show how high the risk is if either:

    a. No control measures are introduced or

    b. Existing control measures fail

    Record the risk rating in column 5.

6. No prioritise the hazards in descending order of risk rating.

7. Dealing with the highest risk hazards first, record the control measures that are in place in column 6, or if no control measures exist, decide what measures you need to implement and record them in column 6.

8. Now carry out the risk calculation again (likelihood x severity) taking into account the existing or proposed control measures. Record the residual risk in column 7.

Note: If the control measures introduced are effective, then there should be a significant difference between the figures in columns 5 and 7.

This difference will also indicate how high the risk will become if the control measure fails and what back up controls you may need to consider.

Bell Waste Control are currently reviewing and amending their risk assessment format to fall into line with current HSE thinking i.e. remove numerical risk ratings.

RISK ASSESSMENT

Likelihood Scale

0 Impossible: Cannot happen
1 Unlikely: Has never happened
2 Possible: Has happened
3 Likely: Happens regularly
4 Probable: Happens regularly and frequently
5 Imminent: Will definitely happen soon

Severity Scale

0 No effect
1 Slight: Minor injury requiring first aid only – continue working
2 Moderate: resulting in up to 3 days absence
3 Serious: Urgent medical attention required and/or hospitalisation or more than 3 days absence
4 Major: Major injury (RIDDOR), chronic medical condition or death.
5 Catastrophic: Large number of seriously injured and/or deaths

CALCULATING RISK

Risk = Likelihood x Severity

	No Effect	Slight	Moderate	Serious	Major	Catastrophic
Impossible	0	1	2	3	4	5
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Probable	4	4	8	12	16	20
Imminent	5	5	10	15	20	25

Risk factor 1 - 4 = low risk
Risk factor 5 - 12 = medium risk
Risk factor 15 - 25 = high risk

1 Task or Process	2 Hazard	3 Likelihood	4 Severity	5 Uncont' Risk	Cont	

Risk: 1 - 4 Low risk Risk: 5 - 12 Medium risk Risk: 15 - 25 High risk	Comments:

3.3 Welfare and First Aid

3.3.1 Planning Procedures

Supervisors will maintain the welfare and first aid requirements. In workplaces where contamination by rats or other risks to health may prevail e.g. used sharps or ground contamination, the necessary health, hygiene and welfare arrangements will be explained to operatives. Facilities for the preparation of hot food, hot and cold drinks, WC and washing facilities with barrier creams and soap are provided for all yard operatives and skip drivers in the welfare cabin adjacent to the car park. These standards are maintained by daily walk through and a weekly inspection undertaken by the yard foreman. Weighbridge and office personnel have suitable facilities and maintained on a daily basis.

3.3.2 Monitoring

Supervisors will ensure all welfare; fire and first aid facilities are provided and maintained to the required standards. Suitable numbers of first aid trained personnel have received training and are identified by their names on a first aid notices on notice boards around the site. First aid provisions are regularly checked to ensure suitable stocks are available. Skip vehicles have first aid kits on board and drivers have hand wipes provided for hygiene purposes. Drivers are to report to management when supplies are getting low and periodic checks are made to ensure they are in good order.

3.4 Workshop Housekeeping

3.4.1 Introduction

3.4.2 Clean work areas are vital for the efficient working of engineers and a clean workplace is conducive with good standards of workmanship and well being. The disadvantage of poor husbandry has a negative effect in that engineers do not take ownership for their working environment, it leads to poor work practice and will swiftly become a major fire risk.

3.4.3 All engineers are to ensure on completion of any work activity, the immediate work area and surrounds are cleared of materials, plant and equipment and to return them to their respective storage locations. The cleanliness and correct storage of equipment or materials is part of the engineering task and no excuse will be accepted for poor standards of husbandry.

3.4.4 To ensure the risk of falls are effectively controlled, when pits are not in use i.e. with vehicles over them, the plastic chain barriers must be placed around the unguarded pit to ensure operatives or visitors do not fall. Edge protection is not required where vehicles are currently being worked on whilst over the pit.

3.4.5 Hazards

3.4.6 The main hazards associated with poor and inadequate housekeeping standards are:

- Untidy access and work areas.
- Obstructions caused by the failure to return items to their correct place after use.

- Trailing cables.
- Slip or trip hazards.
- Excessive stacks of materials or substances in one area.
- Poor fire prevention procedures
- Fire.

3.4.7 The Workshop Supervisor will ensure the following:

- Engineering staff are aware of the need to ensure the correct storing of plant, equipment and materials and to prevent the potential risk of a fire in the workshop.
- To prevent injuries, access routes to and from the workshop are not to be obstructed.
- Spills of liquids, oils, greases etc., are to be immediately cleaned up and the contaminated waste material disposed of correctly.
- Trailing leads are wound up neatly and hung away from floor areas to prevent any damage to them from swarf, metal shrapnel or any other potential hazard.
- Leads are routed clear of any area where plant or equipment is operating and they are not to be trailed through any area of accumulated water, oil or grease.
- All combustible material is cleared away at the end of the task and placed in secure metal containers.
- Littering of material and debris is prohibited and at the end of work, the workshop floor shall be swept and cleared of rubbish and debris.
- Fire points, appliances and the designated fire routes are never to be blocked by materials, they are at all times to remain accessible.
- Engineering staff are fully aware of the fire drills required, especially, raising the alarm, means of escape and how to attend a fire with a first aid appliance.
- Discipline any engineer who fails to maintain a clean and tidy working environment.

- Ensure materials are stored safely above the metal work cabins to reduce the risk of falling materials.

3.5 Ladders

3.5.1 More accidents arise each year from the use and/or misuse of ladders than from any other single piece of equipment (for short duration work only). In order to reduce hazards from the use of ladders on yard the following is to be checked weekly:

- Ladders with defective rungs must not be used.
- Ladders must be in good condition and of adequate length and strength for the work in progress.
- Ladders must be secured at the top and be long enough to extend 1.50m above the landing place.
- It is recommended that ladders are placed at an angle of 1:4.
- Place ladders on a firm and level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders shall not be used where both hands are required for the work task, unless a harness is clipped in position.
- Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.
- Ladders should be inspected as part of the regular inspection of scaffolding on yard and the results entered in the yard register.

3.6 Plant and Equipment

3.6.1 Many accidents occur as a result of the misuse of items of plant. The following checks should be carried out on a daily or weekly basis to ensure the condition and maintenance of our plant:

Plant Equipment Selection and Use

3.6.2 Personnel charged with the responsibility of authorising, selecting, purchasing, hiring or specifying plant / equipment for the use on Company premises or tasks under the control of the Company must ensure:

§ That manual or power operated plant / equipment is only issued to and used by authorised and trained personnel.

§ That the plant / equipment is approved, tested, calibrated or certified as required by Company Procedures and or Statute.

§ **That the current issue of the manufacturers safe operating / use instructions is available on site, explained to personnel and implemented.**

§ That the plant / equipment is used in for the purpose(s) designed and as intended by the manufacturer / supplier.

§ That the plant or equipment is used / operated by personnel not using prescribed medication or suffering ill health. This is particularly important where power operated or rotary plant is involved.

§ That the use and condition of the item(s) is monitored regularly or as stated in the Site Safety Plan, Risk Assessment and Method Statement.

§ **That defective or unsuitable plant / equipment is withdrawn from use, clearly marked and isolated so as to prevent further usage.**

In general:

- All equipment shall confirm to the Provision and Use of Work Equipment Regulations.
- Carry out daily checks on plant before use and report any defects. Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
- Only trained, authorised and certified persons will operate plant.
- All guards must be in good order and in position while plant is operating.
- Only use the correct item of plant or the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Signallers must be trained, and available for operations e.g. reversing.
- Ensure servicing schedules are available and maintained.
- Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is no present, especially in public areas.
- Wear high visibility clothing when working in the vicinity of operating plant vehicles.
- Hearing protection must be worn when working in high noise levels.
- All lifting operations shall follow the requirements of the Lifting Operations and Lifting Equipment Regulations.
- All personnel required to enter areas where lifting appliances are in use are to be provided with safety helmets and wear them as directed.
- Lifting appliances will be inspected weekly and the details recorded in the register. A thorough examination will be carried out at the specified period in accordance with statutory requirements.

3.6.3 Loading shovels and tracked excavators are in constant use and as such will be maintained on site by maintenance contractors with full workshop and pit facilities. Issues are dealt with as they are reported, both on site and on the road. A service contract is in place with a local company, Volvo Crossroads to maintain vehicles. Vehicles are maintained in accordance with VOSA inspections regulations and undertaken an annual MOT.

3.6.4 Lifting equipment i.e. fork lift truck and lifting accessories are thoroughly inspected and certification issued on a 6 monthly basis. Records are held by the Operations Manager who ensures inspections are undertaken as required. Defective items are immediately taken out of service.

3.7 Vehicle Safety

3.7.1 Vehicles including Skip Vehicles on public roads

- The Highway Code must be observed at all times.
- Daily checks will include water, oil, fuel, lights, tyres, brakes, etc.
- All guards will be in place before a vehicle is used and is not to be operated without them.
- Vehicles will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects and will be signed for in the weekly register illustrated in the Appendices.
- Only authorised, licensed drivers will drive vehicles on the public highway.
- Loads on vehicles will be secured and they will not be overloaded.
- No persons will remain on, or in a vehicle during the loading of loose materials unless they are adequately protected.
- When vehicles are uploading on sites, they are to driven in relation to the site conditions with regard to the speed of the vehicle and more importantly on slopes.

- Vehicles will be left securely braked and the engine switched off when left unattended. This is particularly important when parked on an incline.
- Vehicle drivers will not consume any intoxicating liquids during their working day.
- Any defects affecting the safe handling or use must be reported and attended to immediately.
- Only authorised haul routes are to be used when leaving the public highway and site speed restrictions and warning signs are to be adhered to at all times.
- Drivers must wear full PPE when attending sites for upload of materials

3.7.2 Vehicles operating in the yard area

- Only authorised, licensed drivers will drive vehicles and are be over the age of 18, unless under the direct supervision of an authorised driver
- Yard speed limits are to be adhered to at all times.
- All persons will wear high visibility clothing when in the yard, especially signallers during reversing operations.
- Yard vehicles will only be used for the work they were designed for and will not be used improperly.
- No person will ride on, or in any vehicle unless there is adequate seating provided, and it is used correctly.
- Vehicles will be left securely braked and the engine switched off when left unattended.
- Where vehicles are required to tip into any excavation or over the edge of an embankment, then signallers and physical stops will be used to prevent the vehicle overrunning the edges.
- Refuelling will take place at the designated areas using the equipment provided to ensure no spillage.
- Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.
- Vehicle drivers will not consume any intoxicating liquids during their working day.

3.7.3 Fork Lift Trucks

- Trucks should be selected for the type of work to be done and the ground conditions in the yard.
- Only trained and certificated operators will drive the forklift.
- The truck must not be overloaded in excess of the manufacturers loading table.
- Ensure the load is stable on the machine and driving operation is carried out smoothly.
- Pallets to be lifted are to be well maintained and in good repair.
- Loading tower and scaffold platforms must be designed to take specified loads and the Buying Department must specify the maximum weight of unit loads from suppliers.
- Drivers and those involved with the use of forklift trucks are required to wear a safety helmet.
- Ensure personnel are clear of the load during lifting operations and when travelling.

- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined at 6-monthly intervals.

3.8 Lifting Operations

3.8.1 Lifting Operations including the Lifting of skips

3.8.2 The collapse of an overturning vehicle can injure other people as well as the driver, especially in the yard or a busy site or street when removing spoil or waste materials. In order to minimise the potential for an incident or accident certain key issues should be checked. The following is a check of the safety aspects to be considered or checked before and during lifting operations:

- Lifting Appliances are required to be inspected weekly, thoroughly examined every 12 months and tested. Thorough examinations are to be carried out as prescribed by a competent person and the details recorded.
- The requirements of the Lifting Operations and Lifting Equipment Regulations are to be followed, in particular to the planning of lifting operations even in relation to skips.
- Drivers must be competent, trained and certificated and authorised.
- Controls (levers, handles, switches etc.) must be clearly marked.
- Lorries should load on firm and level ground.
- Any items of lifting gear – slings, shackles, eyebolts etc. are to be checked and should be in good order with test certificates provided. Each item must have been thoroughly examined within the last 6 months with appropriate entries made in the vehicle register.
- Only authorised signallers are to give relevant signals to the driver.
- Lorries are to be maintained and inspected regularly and any defects reported immediately.
- Lorries must not be overloaded, either through incorrect use, or failing to estimate the load correctly.
- Information about the weight of loads to be uploaded must be obtained before commencing.
- All personnel working with, or near loading lorries will wear a safety helmet and high visibility jacket/vest.
- All lorries must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads are never to be left suspended or unattended.
- If any lorry or item of plant overturns on or any lifting equipment fails, the Safety Adviser is to be contacted immediately.
- Adequate clearance is to be given when working next to any structure or object etc. to prevent personnel becoming trapped.

- Slings must be securely attached and account taken of the angle of the legs, the centre of gravity, the weight of the load and the attachment method.
- Slings must not be knotted or bolted together.
- All slings/chains shall be suitably secured when vehicles are moving
- Ease loads from the floor to check the security before the full lift is performed.
- Lifting gear repairs are only to be carried out by authorised persons and it is not to be used again until a relevant test certificate has been issued.
- Report any defects with hydraulics or lifting equipment.
- Extra care must be taken when on inclines to ensure the hand brake is effective.

3.9 Electricity

3.9.1 Introduction

3.9.2 Unlike most other hazards, which can be seen, felt or heard there is no advance warning of the dangers associated with electricity and "electricity kills". It is for this reason that the utmost of care and diligence is required when either operating vehicles close to overhead power lines or using any type of electrical tool, lead or associated equipment.

3.9.3 Overhead Cables

3.9.4 The main hazards associated with overhead electrical cables are contact with the cables by operating plant. Where plant or lorries are required to work adjacent to or pass under, or any work activity takes place in the vicinity of overhead power cables the following should be adhered to:

- The site manager will erect adequate fencing in order to maintain a safe distance from the overhead cables.
- All plant and skip lorries are not to operate under or close the restricted area.
- Drivers are not to raise any of the lifting equipment if there is any doubt about the safety of a cable in the vicinity.
- When working under overhead cables the electricity authority is to be contacted and appropriate precautions will be taken to ensure adequate clearance is maintained to overhead electricity cables and other services. (See separate section).

- Adequate clearance is to be maintained when working next to any structure or object etc. to prevent personnel becoming trapped.

3.9.5 Electrical tools

3.9.6 The main hazards associated from electrical tools and equipment come from misuse and mishandling of them. Bell Waste Control will discipline any employee found to be using a defective tool, lead or item of equipment if it is obvious that the equipment should have been reported as being defective and removed from service. Pre-use inspection of tools will identify potential defects, the checks are:

- All cable connections must be properly made. Under no circumstances is insulation tape alone be used to protect any repair or join in an extension cable.
- Work on equipment is only to be carried out by authorised persons.
- The lowest voltage possible is to be used.
- The correct extension cables are to be used, to cope with wet and rough conditions and extension cables minimised by the provision of an adequate number of socket outlets.
- Extension cables, when used, are to be routed so as not to cause tripping or similar hazards and cables routed so as to protect from damage.
- Wherever possible, yard electrical supplies are to be protected by residual current and other such protection devices.
- All portable tools, cables etc. will be identified and regularly inspected and maintained by a competent person.
- Check equipment before use for any sign of damage and report defects immediately.
- If anything goes wrong, switch off the equipment and disconnect it from the power supply.
- Do not lift or pull equipment by the cable, the connections may become broken and cause a hazard.

3.10 Miscellaneous Tools and Equipment

3.10.1 Compressed Air Equipment

3.11.2 Compressed air equipment can be dangerous, even fatal if not used or maintained correctly. In order to minimise the hazards associated with the operation of this type of equipment the following checks should be carried out:

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.

- Engine covers/flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear muffs or goggles may be required and these will be worn.

- Hoses, connections and valves must be in good condition and correctly fitted.
- When using an air "lance" or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply.
- The work area should be cleared of other persons unless they are adequately protected.
- Take care when blowing out condensation etc. from hoses and ensure that the open end is secured and not pointed at anybody.
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to "fool around" with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc., do not just fold.
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors.
- Use a vehicle to move compressors whenever possible.
- Wear eye, foot and ear protection especially with breakers and abrasive discs.
- Ensure the air receiver has been thoroughly examined within the last 24 months and a certificate provided.

3.11 Abrasive Wheels

3.11.1 Certain safety conditions are required for the safe operation of abrasive wheels. Workshop managers should be aware of these requirements and ensure appropriate supervision is exercised over operatives who use abrasive wheels on site.

- Only trained, competent and appointed persons are to mount abrasive wheels.
- Ensure the disc or wheel is mounted correctly.
- The machine must be regularly maintained to ensure the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection and ear defenders must be used when using abrasive wheels.
- Ensure protection is provided against hazardous dusts generated.
- Wearing loose clothing is prohibited, especially ties, sleeves, scarves etc.
- All machines are to be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials.

- Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

3.12 Health Hazards

3.12.1 Control of Substances Hazardous to Health (COSHH)

3.12.2 All site based work activities will impact with the use of chemicals, substances or bacteriological agents which will lead to short term (acute) ill health or in some more serious cases long term (chronic) health disorders. To ensure workplace substance hazards are reduced to a minimum and as a method of informing operatives of the risk, from these substances, COSHH assessments will be undertaken. Almost all chemical materials are potentially dangerous and although they may find their way into daily use, it is usually in a very diluted or otherwise modified form.

3.12.3 COSHH assessments should take account of a number of factors including:

- A site survey to establish if there are any existing health risks when work is to be carried out
- Comprehensive information obtained from the suppliers of hazardous substances etc.
- The type of work, will it involve potential risks to health e.g. spraying, dust, etc.?

- Protection of the skin, mucous membrane and eyes
- How to avoids or reduce the hazard?
- Is the operative trained and authorised in the use of the substance?
- If there is a risk of inhalation of chemical vapours; is there adequate ventilation or does ventilation have to be provided or suitable respiratory equipment?
- The type of Personal Protective Equipment required and training requirements
- Good industrial hygiene practice. Do not swallow materials or use in areas where food is being consumed. Prohibit smoking during the application and curing of hazardous substances.
- Are adequate facilities for the washing and cleansing of the skin available along with, the necessary cleansers and barrier cream?
- Ensure operatives read the assessment, associated data sheets, container labels and detailed health and safety information before using any product.

3.12.4 In addition to the above information required for a workplace COSHH assessment, consideration will also be given to the following:

- The storage of product, it should be in well-ventilated areas away from extremes of temperature and environment.

- Cleaning all spillages instantly and proper disposal of the waste, including part filled and empty containers
- Except for transportation in closed containers, materials are only to be handled by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows any symptoms of ill health from exposure to chemical products, the procedures for the removal from the area and obtaining immediate medical advice
- Measures to keep others, especially children, away from areas where harmful substances are present or being used.

3.12.5 The Operations Manager or Supervisor will provide written assessments and list precautions required with any substance where a potential risk to health is known, or suspected, and will request any sampling, analysis, monitoring, etc. as required. The details of COSHH assessments will be kept in an Assessment Register held on site.

3.12.6 Occupational health dust monitoring has been undertaken around various site locations to establish background dust levels and potential risk. The results indicated very low levels of dust which is not expected to cause work related ill health. Regular monitoring and surveys will be undertaken to confirm dust levels have not increased.

3.13 Noise

3.13.1 Noise at work, if allowed to remain unchecked could lead to the reduction or even the complete loss of hearing in operatives exposed to it. It is imperative that measures are swiftly taken to reduce the excessive noise levels to a minimum and where possible to the levels required by the "Noise at Work Regulations".

3.13.2 The Regulations have placed duties on employers at 3 defined action levels:

- 1st Action Level 80db(A) Employees to be informed of the potential damage to their hearing and, if requested by them, provisioned with suitable hearing protection

- 2nd Action Level 85db(A) Where possible, the noise levels are to be reduced below the 85db(A) threshold. If this is not possible, the area is to defined as a noise hazard zone and suitable signs are to be displayed; employees to be informed of the damage which will be caused to their hearing and they are to be provisioned with suitable hearing protection

- Peak action level 140db(A) Action same as 2nd action level

3.13.3 A new exposure limit value has been introduced of 87 dB(A) (daily or weekly exposure) which must not be exceeded. Account must be taken of hearing protection afforded to keep below this limit.

3.13.4 As required by the Regulations, whenever a potential noise hazard exists, arrangement will be made to carry out suitable noise assessments and appropriate action will be taken, as appropriate. In addition, the yard agent is to ensure the following:

- Ensure any yard instruction regarding the wearing of hearing protection in designated areas is obeyed
- Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use
- Where possible, consider alternative methods of work to eliminate and reduce possible noise levels
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided
- When necessary, ensure that you have instructed operatives in the use of any equipment provided for your protection

3.13.5 Noise surveys have been undertaken and noise protection zones established with appropriate signage displayed. All site operatives are to take careful note of the requirement to wear appropriate hearing protection when working in these areas.

3.14 Manual Handling

3.14.1 Manual handling of equipment and materials accounts for approximately 43% of all workplace injuries. The costs of these injuries weigh heavily on the National Health Service budget not to mention the cost to the company and the individual concerned. The Manual Handling Regulations therefore require all tasks to be assessed before any work is undertaken and where possible, for them to be mechanised.

3.14.2 Site operatives are therefore to be aware and ensure the following are implemented:

- Wherever possible, use mechanical means to lift and vehicle items

- Where use of mechanical means is impracticable, a risk assessment must be made and sufficient persons must be available to lift the relevant load taking into account the size, shape and weight of the load
- Ensure operatives are trained to lift correctly i.e. straight back and using the strong leg muscles to raise themselves if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Avoid twisting, stooping or reaching to lift or deposit the load
- Ensure access areas are clean and clear and the lighting is adequate
- Wear gloves and safety footwear
- Protect sharp edges. Avoid long lifts and, if necessary, change grip when the load is at waist height. Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range. For long distances arrange supports to allow the load to be placed for brief breaks. During repetitive work allow sufficient time for resting.
- If more than one person is involved then a suitable person must be nominated to control the job. If possible, break the load down into smaller items
- Provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried
- Avoid, where possible, lifting and carrying up and down stairs

3.15 Alcohol and Drug Abuse

3.15.1 Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our company policy that any person is known to be, or strongly suspected of being, affected by alcohol or substance abuse, he/she is to be referred to the yard agent who is to arrange for the person to be removed from the site.

3.15.2 Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be considered. If there is any doubt as to the person's medical condition or to the cause of their condition, then, medical advice should be sought immediately.

3.16 Personal Protective Equipment (PPE)

3.16.1 The head, eyes, hands and feet are all very vulnerable to injury and equipment to prevent such accidents to these parts of the body is available. All operatives are required to wear suitable footwear and other PPE whilst at work on site. In particular the following should be adhered to:

- Suitable footwear will be worn containing some or all of the following features:
  - Ø steel toe cap
  - Ø steel mid-sole
  - Ø waterproof (e.g. Wellington boots)
  - Ø oil or chemical resistant soles
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn
- When necessary operatives will wear appropriate hearing defenders for the type of work process they are involved in and be instructed in the maintenance and use

- Operatives will wear appropriate eye protection for the work being carried out
- As appropriate, operatives will wear suitable respiratory protective equipment
- All management, staff, contractors, employees and visitors will wear safety helmets and hi-visibility vests or jackets whilst on company premises
- Helmets are to be worn by all drivers when attending non company sites
- Disciplinary action will be taken by the yard supervisor against any employee or contractor not complying with these requirement
- Where any fall prevention measures are not practicable, a full body safety harness is to be used. It is to be suitable for the specific purpose intended and a full harness is to be used and the operatives are to trained and instructed in its correct use
- All operatives required to wear personal protective clothing or equipment must report any defect in the equipment or the safe system of work immediately to the supervisor or yard agent

3.16.2 All issues of Personal Protective Equipment will be signed for in the PPE issue form illustrated in the Appendices.

3.16.3 The Operations Manager is responsible for ensuring suitable PPE is selected. He will have regular contact with suppliers to elicit if more suitable and comfortable PPE is available. Trials are often carried out to confirm its suitability. Operatives are trained in how to wear helmets, hoods, masks and ear defenders. Records are kept. Operatives are reminded to report any defects and emphasis is placed on storage in clean, dry conditions. Site based operatives have lockers in the welfare unit for the storing of their PPE

3.17 Fire Safety Precautions

3.17.1 If a fire should break out, people must be able to escape from it. The following points will be considered in regards to the workshop areas:

- Means of raising the alarm: to include the procedures for alerting persons to leave their place of work immediately but not to leave the site. The alarm is either by break glass and subsequent automatic alarm or by radio to alert drivers.

- Means of escape: All areas used for access/egress must be maintained clear at all times. All operatives are to be made aware of the escape routes and assembly points during the period of induction training.
- Means of fighting the fire: suitable fire extinguishers, fire blankets maintained in prominent positions, appropriate fire points around the site. All operatives are to receive training in the use of the various first aid fire appliances.

3.17.2 Fire precautions will be reviewed on a regular basis to ensure they remain effective and that all operatives are fully aware of the appropriate action to be taken in the event of a fire breaking out. A Fire Risk Assessment required under the Regulatory Reform (Fire Safety) Order 2005) has been undertaken and necessary action taken.

3.17.3 All forms of 'hot work' are to have a suitable and appropriate "permit to work" and effective monitoring of the hot work areas are to be carried out at cease work. Sub contractors will include fire safety within their submitted risk assessments/method statements, as appropriate.

3.18 Induction Procedures for New Employees

3.18.1 This procedure is to be carried out by the Operations Manager:

- Explain to the new employee his duties and to whom he is responsible
- Advise of the location of the Company Safety Policy and ensuring the employee is aware of his/her responsibilities
- Ascertain from the new employee suffers from any disability/illness which may prevent him/her carrying out certain work activity or who requires additional protective measures.
- Warn the new employee of any potentially dangerous areas, hazardous operation and/or any prohibited actions on yard e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.

- Arrange appropriate training or instruction to be given and inform head office management, e.g. abrasive wheels etc.
- Issue appropriate PPE e.g. safety helmet, goggles, ear defenders and obtain their signature for the items issued.
- Advise of the location of the first aid box and of the procedures to be taken in the event of an accident, in particular, the necessity to record all accidents however trivial it may appear at the time.

3.19 Additional Procedures for New Employees under 18 Years Old

- Inform employees that they must not operate any plant, give signals to a skip vehicles, use power tools or equipment unless being trained under the direct supervision of a competent person
- Enter the employee's name in the General Register located in the General Register

- All appropriate hazard risk assessments specific to their work activities are to be reviewed to ensure they are suitable taking account of their age and inexperience.

- Extra supervision is to be exercised over their working duties.

3.20 Mobile Phones

- The use of mobile phones, other than with approved 'hands free' fitted equipment, will not be permitted whilst driving a vehicle for company purposes, unless they are accompanied by another person who may safely use the telephone.

- Employees who regularly use their vehicle for company business, and are required to be accessible at all times, will be provided with a suitable 'hands free' kit.

- Any accident resulting from the use of a hand held mobile phone may result in prosecution from the police, and could seriously affect the Company's insurance cover.
- Until changes in the law dictate, only the use of mobile phones with 'hands free' fitted equipment will be permitted whilst driving vehicles for company business. It is strongly advised that the mobile phone is set to automatically switch on an incoming call and to automatically switch off when the caller ends the call. Making a call on hands free fitted equipment whilst driving is not recommended.

- Should you wish to make a call on a hand held mobile phone or one from 'hands free' fitted equipment, you must pull off the road and park in a safe area before making the call.
- The use of mobile phones on site is to be restricted where possible to avoid persons

persons becoming distracted or losing concentration, especially if 'walking and talking' or operating machinery on a construction site.

- If calls are to be made or taken whilst on site it is advisable for personnel to stop work and move to a safe area for the duration of the call.
- Some Sites may prohibit the use of mobile phones by operatives and personnel if there are high risk activities in progress or where a risk assessment has identified a real danger of either an injury or dangerous occurrence due to the use of mobile phones on site.

3.21 Pregnancy

3.21.1 The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

3.21.2 A risk assessment will be carried out in following the same procedure as that for other risk assessments, but specifically taking into account any risk to the new or expectant mother or to her baby from:

i) Processes or working conditions
ii) Any exposures to physical, chemical and / or biological agents

3.21.3 Where risks cannot be readily avoided, the Company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

3.22 Working at Height

3.22.1 All work at height will be carried out within the scope of The Work at Height Regulations 2005. All work at height will be subject to a risk assessment being undertaken.

3.22.2 The following is the hierarchy to be followed prior to any work at height being undertaken:

a) Work at Height is avoided where possible, i.e. done at ground level and lifted into place

b) If avoidance is not possible, equipment will be selected to prevent a possible fall, this will be achieved by the use of scaffold, edge protection, birdcage scaffold, powered access platforms and suitable access methods.

c) Where it is not possible to prevent a fall, a method will be used to mitigate the consequences of a fall i.e. fall nets, soft landing systems or personal suspension equipment (harnesses).

3.22.3 In all cases, Bell Waste Control will ensure:

a) All work at height is planned and organised.

b) Weather conditions are taken into account.

c) The location of the work place is safe.

d) All operatives undertaking the work at height are trained and competent.

e) The equipment selected for work at height is appropriately inspected.

f) The risk from fragile materials i.e. roof lights, asbestos is controlled.

g) The risk from falling materials is controlled.

3.22.4 Other access and work platforms can be used, i.e. ladders and steps, but only after more appropriate methods have been exhausted, and only for short duration, following a risk assessment.

3.22.5 When sub-contractor's undertake work at height, special care must be taken to ensure that risk assessments provided take into account the work at height hierarchy.

3.23 Asbestos

3.23.1 Asbestos has been used extensively in the building industry for over one hundred years and has proved to be an excellent product for a variety of uses, having many qualities such as insulation, fire and chemical resistance to name a few. Its suitability across a wide range of uses and its relatively cheap cost made it very popular, with over 3,000 different asbestos products having been recorded.

3.23.2 The use of asbestos containing materials (ACM's) was most prevalent between the 1950's and 1970's when it provided an economic, easy to use and versatile material. Unfortunately, given the constitution and make up of asbestos it can give rise to microscopic airborne fibres being released into the working environment. The fibres have carcinogenic properties caused by inhalation of the fibres, which can get lodged in the lining of the lungs causing disease and death.

3.23.3 For this reason the use of asbestos has receded and its use in buildings was eventually banned in 1999. Despite its ban, millions of tonnes of ACM's are still present in properties and building throughout the UK.

3.23.4 The most common asbestos-containing materials and products are:

- Roofing materials, including sheet materials and components of composite sheeting, tiles and felts,
- Guttering and drainpipes,
- Wall cladding and soffit boards,
- Spray coatings to ceilings, walls and beams/columns,
- Loose asbestos in ceiling/floor cavities or ductwork,
- Firebreaks above ceilings or between trusses,
- Textured coatings (e.g. Artex) and paints,
- Loose asbestos inside partition walls,
- Partition walls and wall/ceiling panels,
- Floor tiles, linoleum and floor backing paper,
- Lagging, gaskets and gaiters to Air Handling Units,
- Lagging on boilers, pipe work, calorifiers, etc.,
- Paper linings under pipe lagging,
- Gaskets at pipe and vessel joints,
- Rope seals on boiler access hatches and between boiler sections,
- Boiler flues,
- String seals on radiators,
- Fire blankets.

3.23.5 As soon as any form of asbestos is identified or suspected during any picking operation, work activity will stop and advice will be sought from the Operations Manager.

3.23.6 Any work associated with asbestos containing materials will require to be carried out wearing appropriate Personal Protective Equipment which will be disposed of in the same asbestos container.

3.23.7 All Bell Waste operatives have received UKATA Asbestos Awareness training and refresher training at appropriate intervals.

3.23.8 Procedures have been introduced to all site visitors who deposit asbestos waste into our containers for disposal to landfill. These procedures will be strictly enforced to prevent possible exposure to all on site, particularly the visiting drivers.

3.24 Lead

3.24.1 All handling of lead waste will require good personal hygiene practices as if handling other potentially hazardous materials i.e. asbestos. Where lead is considered to be present in the picking station, appropriate Personal Protective Equipment will be worn i.e. gloves.

3.24.2 The effects of exposure to lead in the form of lead dust and lead fume arise when that dust or fume is inhaled and ingested. The lead is then absorbed through the lung and to some extent through the gut and is transported round the body in the blood stream.

3.24.3 Where lead is suspected, the site supervisor must be contacted immediately who will advise on the necessary measures to be taken.

3.25 Display Screen Equipment

a) The main hazards associated with this equipment include:-

i) Work related upper limb disorders, e.g. temporary fatigue or soreness in the hands, arms, shoulders etc, occupational cramp, chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome.
ii) Prolonged static posture or awkward positioning.
iii) Temporary visual fatigue – poor positioning, poor legibility of screen or documents, lighting, poor screen image.
iv) Fatigue or stress.
v) Photosensitive epilepsy.
vi) Environmental factors, e.g. humidity, heating, ventilation, static electricity.

b) The Company will identify appropriate personnel to undertake Display Screen Equipment assessments in accordance with the regulations and will: -

c) Identify the equipment, which is classed as a workstation, and assess the risks to health and safety of those operators who use them habitually or for continuous periods of an hour or more.

d) Arrange for workstations to conform to the relevant standards.

e) Plan work activities so that, where possible, short breaks screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.

f) Organise eye/eyesight tests at the request of the operator and ensure the provision of suitable basic spectacles etc where these are required for the display screen work concerned.

g) Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

h) Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

3.25.1 Monitoring

a) The person responsible for office safety will: -

i) Ensure that agreed procedures are implemented.

ii) Ensure that defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied.

iii) Ensure that breaks are taken when planned, or when necessary, and organise work to accommodate them.

See Appendices for guidance notes and a blank Workstation Assessment Form.

3.26 Consultation, Communication & Co-ordination

3.26.1 The Health and Safety (Consultation with Employees) Regulations, require the employer to Consult with employees in good time on matters of health and safety in the workplace.

3.26.2 It is Bell Waste Control's policy that all personnel will be regularly informed in good time regarding the introduction of any substantial measure that can affect health and safety in the workplace.

3.26.3 Consultation is required with employees directly, or if elected to a position by this Company's employees, a representative of employee safety.

3.26.4 Regular communication is established by toolbox talks, safety training (including refreshers), safety literature on notice-boards (newsletters etc) and encouragement to staff suggestions.

3.26.5 Regular communication with visiting contractors is encouraged to promote and share our company philosophy to improve safety arrangements on our site. This takes the form of comprehensive literature being supplied explaining our proposed procedures and site rules we expect visitors to follow.

3.26.6 Effective communication with non-English speaking operatives is of paramount importance as all site based waste sorting operatives are from Europe (mainly Poland). The majority of these personnel have been working at Bell Waste for many years and have now gained a good understanding of English. However, to ensure all fully understand the safety requirements, risk assessments have been translated into their native language. Confirmation is further established by being briefed on its requirements by the Yard Foreman in their own language. Training courses have been given in English with real-time translation being provided. A number of posters and written signs are provided in Polish.

3.27 Contractors / Suppliers

3.27.1 Bell Waste Control will endeavour to select competent and well resourced contractors to take into account their safety policy, accident record and previous performance with respect to their accident and ill health prevention procedures. All contractors will receive a copy of the company 'Terms and Conditions. A Health and Safety Questionnaire will be sent to prospective contractors prior to a contract being awarded and their response will be evaluated before the contract is placed.

It is a requirement of the Construction (Design and Management) Regulations 2007 that contractors are competent and adequately resourced in respect of health and safety before being appointed.

3.27.2 Bell Waste Control will establish an approved contractor list, from which only those listed are procured to provide services to the company.

3.27.3 Contractors are instructed at their induction that their activities will b monitored whilst they are on site i.e. direct observation by any operative or manager.. Failure to work to any agreed safe system of work will be dealt with immediately and may result in their removal from site. Records are kept of inductions carried out. Company policy is that not to allow sub contractors to 'sub-out' work further.

3.28 Audit, Monitoring & Review

3.28.1 The safety management system can only be effective if its implementation and adherence to it is regularly monitored and audited. Day to day monitoring is undertaken by all levels of site management who have each successfully completed IOSH Managing Safely courses. Management meetings include health & safety as an agenda item and any issues are dealt with appropriately.

3.28.2 Daily and weekly site inspections are undertaken by site management to ensure all standards are being maintained, including welfare, plant condition and safety guarding etc. These are recorded with actions taken noted.

3.28.3 External inspections is regularly undertaken i.e. monthly or bi-monthly by Lincsafe (Health & Safety) Ltd. Any issues found are written on the inspection form and actions agreed with the Operations Manager to ensure there is no misunderstanding at to what is re quired.

3.28.3 Lincsafe (Health & Safety) Ltd undertakes a full site inspections and audit of the safety management system on an annual basis with a full report provided, with a risk control document provided which specifies recommendations to be addressed.. This is reviewed mid-year to update what further actions are required or close out actions already taken.

3.28.4 Lincsafe (Health & Safety) L:td are regularly consulted by telephone and visit the site as and when required to further assist with risk assessments etc. or to review new documentation.

3.29 Information, Training & Consultation

Safety and Health Information

3.29.1 Safety and health information shall be communicated to all relevant personnel including those within the company and others who may be affected by the company's operations.

3.29.2 Safety information may be in the form of this Policy, site-specific documentation, posters, memos etc.

3.29.3 The Operations Manager will, as necessary, arrange suitable training to ensure that employees at all levels are:-

(a) Aware of their safety and health responsibilities;

(b) Competent to carry out safely their duties as Managers, Supervisors or Operatives;

(c) Competent to operate any specialist tools, plant or equipment.

3.29.4 The Operations Manager / Supervisor will supervise the training of new starters and apprentices and arrange suitable induction training to ensure that they are familiar with the Policy and with the hazards and precautions associated with their work.

3.29.5 Induction training shall be given to all operatives (both direct employees and contractors) on all sites prior to commencement of their work. All relevant information pertaining to each site / work area shall be communicated at the induction along with any residual risks and subsequent control measures as per our Risk / COSHH Assessments.

3.29.6 All training (including induction training) shall be recorded with copies of attendance sheets / certificates being held at Head Office and with the Operations Manager on site. Sub-contractor's training records shall be requested prior to them commencing work on site.

SECTION 4

APPENDICES

Appendices

1. Training Plan
2. Plant Defect
3. Record of Personal Protective Equipment
4. Control of Substances Hazardous to Health (COSHH)
5. Induction Form
6. Accident Investigation Form
7. Display Screen Assessment Form & Guidance

Operations Training Register, Plant and Personnel

Name		Any Training (Y/N)	Training	Training	Training	Training	Training	Training	Training	Tra		
A	Smith	Y										
B	Smith	N										
C	Smith	Y										
D	Smith	N										
E	Smith	Y										
F	Smith	N										
G	Smith	Y										
H	Smith	N										
I	Smith	Y										
J	Smith	N										
K	Smith	Y										
L	Smith	N										
M	Smith	Y										
N	Smith	N										
O	Smith	Y										
P	Smith	N										

Plant Defect Report

Da ..... / ..... / .....

Machine

Mak .....

Mod ..... Hou .....

Plant N .....

Operator(s) - during week of defect

....

Defect(s)

.....

.....

Part(s) Required

.....

.....

Action Taken

.....

.....

Engineer

Signature: .....

Nam .....

Dat .....

Employee P. P. E. / R. P. E. Issue Record

Employee Name:		Operation:		Position	
Date	Type of P. P. E. / R. P. E.	First issue or replaceme (F/R)	Date replaceme due (if applicable)	Training/induction on use c given, such as cleanir maintenance, defect repc replacement date etc (Y	