



Simply Waste Solutions Health and Safety Policy

General Statements of Intent

1. The business intends to provide and maintain safe premises and healthy working environments.
2. It intends to assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
3. It intends to identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
4. It intends to provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect health and safety changes significantly.
5. It intends to involve and consult with worker representatives on health and safety issues.
6. It intends to investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its health and safety management processes.
7. It intends to have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
8. It intends to make sure information on health and safety issues is shared across the business.
9. It intends to set targets for continuous improvement in health and safety performance, make sure resources are available to help it deliver those targets, and review its health and safety policies and procedures at least once a year.

General Information

1. The business employs five (5) or more employees based at both : **Oakleaf Farm Resource and Recovery Park, Horton Road, Stanwell Moor, TW19 6AF** and **Aries House, Straight Bit, Flackwell Heath, HP10 9NB**.
2. The business is compliant with the **Employers' Liability (Compulsory) Insurance Regulations 1998** and is displaying copies of its Certificate of Insurance at each of its places of business.

Organisation of Health and Safety Responsibilities within Simply Waste Solutions

1. Everyone within Camo Ltd T/A Simply Waste Solutions has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below
 - 1.1. The senior management through The Managing Director will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.



- 1.2. The senior management through The Managing Director has delegated the day to day responsibilities for health and safety to Operations Managers/Service Controllers and Head of Quality and Compliance who have the following specific responsibilities: -
 - 1.2.1 Operations Managers/Service Controllers and Head of Quality and Compliance are to ensure that the business is given current information regarding health and safety legislation.
 - 1.2.2 Operations Managers/Service Controllers and Head of Quality and Compliance is to assist The Managing Director in identifying the business responsibilities and to initiate and advise on amendments to the health and safety policy, Codes of Practice and any safety instructions.
 - 1.2.3 Operations Managers/Service Controllers shall disseminate information on health, safety and welfare within the organisation as appropriate.
 - 1.2.4 Operations Managers and Head of Quality and Compliance shall be the custodian of the business's health and safety records.
 - 1.2.5 Operations Managers/Service Controllers and Head of Quality and Compliance shall co-ordinate the business's health and safety audits and inspections/risk assessments and supervise the general administration arising from health and safety matters.
 - 1.2.6 Operations Managers/Service Controllers shall arrange for workers' safety representatives to be appointed (where appropriate) and trained, and shall ensure that they perform their duties satisfactorily.
 - 1.2.7 Operations Managers/Service Controllers shall ensure that records are kept of the business's activities in respect of:
 - 1.2.7.1 Training given to all workers (including safety representatives).
 - 1.2.7.2 Copies of all inspection/audit and risk assessment reports.
 - 1.2.7.3 Accident/incident reports and statistics.
 - 1.2.8 Operations Managers shall compile the following for The Managing Director:
 - 1.2.8.1 An annual report on the state of health and safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of health and safety, recommendations on procedures that need to be introduced to comply with current and forthcoming health and safety legislation and accident statistics for the business.
 - 1.2.9 Operations Managers/Service Controllers will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that when required, the accidents/incidents are reported to the appropriate enforcing authority.
 - 1.2.10 Operations Managers/Service Controllers will arrange health and safety training courses for all workers (where appropriate) including induction training.
 - 1.2.11 Operations Managers/Service Controllers and Head of Quality and Compliance will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
 - 1.2.12 Operations Managers/Service Controllers and Head of Quality and Compliance will arrange for the testing and inspection by a competent contractor, of fire alarms, fire fighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.
 - 1.2.13 Operations Managers/Service Controllers and Head of Quality and Compliance will monitor the

safety performance of the business as a whole, by monitoring the accident books, use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, reports from enforcement authorities, reports from safety representatives and health and safety advisers.

- 1.2.14 Operations Managers/Service Controllers will monitor the appointment of contractors to perform work for the business, and will ensure by reference to materials supplied by the contractors in respect of health and safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Operations Managers/Service Controllers will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
- 1.2.15 Operations Managers will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
- 1.2.16 Operations Managers/Service Controllers will arrange for occupational health medical examinations to be undertaken where necessary.
- 1.3. All workers have the following responsibilities:-
 - 1.3.1 To read and understand this health and safety policy and to perform their work in accordance with the requirements of this document.
 - 1.3.2 To read and understand any Codes of Practice and any safety instructions that is issued from time to time, and to perform their work in accordance with the requirements of those documents.
 - 1.3.3 To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
 - 1.3.3.1 To take care of their own health and safety and that of others who may be affected by their acts or omissions.
 - 1.3.3.2 To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers.
 - 1.3.3.3 Not to recklessly or intentionally interfere with anything provided in the interests of health and safety.
 - 1.3.3.4 To work in a safe manner and not take unnecessary risks which could endanger themselves or others. Where possible workers should remove hazards or protect persons, as far as is reasonably practicable.
 - 1.3.3.5 To follow laid down procedures and report to their line manager:
 - 1.3.3.5.1 Any injury to themselves or others caused by work activities.
 - 1.3.3.5.2 Any hazards that they find.
 - 1.3.3.5.3 Any damage or defect to equipment, machinery, etc.
 - 1.3.3.6 To suggest ways of improving the health and safety policy and working methods, to their immediate line manager.
 - 1.3.3.7 To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken.
 - 1.3.3.8 Not to use equipment etc. for which it was not intended, or for which they have not been trained.
 - 1.3.3.9 Where workers have to use, visit, or work on premises other than those under the control of the company, they must ensure that they are aware of any health and safety policies and procedures which may apply and are in force, i.e. participate in a fire drill.
 - 1.3.3.10 Not to take risks while working or indulge in "horseplay", practical jokes, etc. as these may be dangerous.

- 1.3.3.11 To ensure that any young or inexperienced person working on the premises is not put at risk.
- 1.3.3.12 To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment.
- 1.3.3.13 To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Arrangement details in place for Health and Safety within Simply Waste Solutions

Smoking

- Smoking is prohibited throughout the entire workplace with no exceptions.
- The business has a smoking policy.
- Overall responsibility for the smoking policy implementation and review rests with Operations Managers/Service Controllers
- All workers are obliged to adhere to, and facilitate the implementation of the policy. Operations Managers/Service Controllers shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.
- Operations Managers/Service Controllers will also give all new personnel a copy of the policy on recruitment/induction.
- 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises.
- Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

Risk Assessments

- The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact Operations Managers/Service Controllers for information on specific risks.
- The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

Communication/Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company

procedures etc)

- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Emergencies

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not leave the muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

Staff Welfare

The company provides the following welfare facilities at both Flackwell and Langley locations for employees:

- Toilet/washing facilities
- Eating/rest facilities

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by either the workshop fitter/driver foreman in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the employee's line manager.

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company (including company vehicles).

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

- Flackwell – the first aid box is located in the sales office and printer area
 - The Qualified First Aider / Appointed Person; Lauren Styles, Georgina Bell, Georgina Capel, James O'Keefe and Kelly Ilic
- Langley – first aid boxes are located within the traffic office and workshop
 - The Qualified First Aider / Appointed Person; Karla Harding and Marrison Harper

All accidents MUST be reported to your Line Manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?

- HOW could it have been prevented?

HOW can a recurrence be prevented?

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Co-operation and Coordination

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

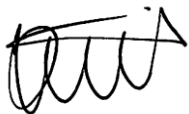
Regular Surveillance

Operations Managers/Service Controllers will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

Policy review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time.

Signed as being the Health and Safety Policy on 27th January 2018



James Capel

Camo Ltd T/A Simply Waste Solutions

Oakleaf Farm Resource and Recovery Park, Horton Road, Stanwell Moor, TW19 6AF