

Health and Safety Policy

December 2012

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CONTENTS

1 HEALTH AND SAFETY AT WORK POLICY STATEMENT..... 1

2 ORGANISATION AND LISTED RESPONSIBILITIES..... 1

2.1 Introduction1

2.2 The Directors and Practice1

2.3 All Employees2

2.4 Listed Responsibilities2

3 ARRANGEMENTS AND PROCEDURES 2

3.1 First Aid2

3.2 Equipment and Facilities2

3.3 Workplace Requirements3

3.4 Substance or Materials Hazardous to Health3

3.5 Accidents3

4 SAFETY RULES 4

4.1 Manual Handling4

4.2 Personal Protective Equipment5

4.3 Entry into Confined Spaces6

4.4 Surveys6

4.5 Undertakings of Others.....6

5 APPENDICES 7

A.1 Policy Statement for Health and Safety at Work.....7

1 HEALTH AND SAFETY AT WORK POLICY STATEMENT

- 1.1.1 This document has been produced in pursuance of the duties imposed by the Health and Safety at Works etc. Act 1974.
- 1.1.2 It is the duty of the Heritage Environmental Ltd (hereafter known as the Company), as far as is reasonably practicable, to have arrangements that insure that health, safety and welfare of employees and ensure others are not adversely affected by working operations.
- 1.1.3 To this end a policy has been determined which will provide arrangements, rules, and procedures to address the obligation to meet the requirements relating to matters of health and safety.

2 ORGANISATION AND LISTED RESPONSIBILITIES

2.1 Introduction

- 2.1.1 The requirement of the system in relation to each project undertaken by the Company is that a Director is appointed, and the systems documentation identifies the appointee.

2.2 The Directors and Practice

- 2.2.1 It is the duty of the Directors and the Practice, as far as it is reasonable and practicable, to consider the health, safety and welfare of its employees and in particular:
- to make available adequate financial provisions for the implementation of the policy.
 - to promote throughout the Company an interest and an awareness in matters of health and safety.
 - to support the person who has been given the responsibility for matters relating to health and safety.
 - to ensure that the structure established to address matters of health and safety together with instruction, guidance, rules and regulation is clearly communicated to the employees.
 - to identify particular duties and employees to be allocated to undertake the identified duties.
 - to provide to the appropriate personnel the training and instruction necessary to establish the degree of competence required to fulfil the requirements of the allocated duties.
 - to review and monitor on a regular basis the performance of those with allocated duties in relation to health and safety.
 - to provide a written statement of general health and safety policy updated where necessary to reflect any change(s) in interpretation of the requirements of the Act.
 - to review matter brought to the attention of the Director with responsibilities for health and authorise implementation of the appropriate measures.
 - to provide and maintain places of work and systems of work that are, as far as in reasonably practicable, safe.

2.3 All Employees

2.3.1 It is the duty of all employees to support the Company in the implementation of the policy and in particular:

- to co-operate with all parties in any duty imposed by the policy or under the relevant statutory provisions.
- to ensure that any party from any other undertaking, when they are required to enter the premises of the Company are made aware of the requirements of the policy.
- to communicate to Directors any matter(s) considered relevant to health and safety to enable the policy of the Company to be reviewed and modified where appropriate.
- to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his acts of omissions at works; and
- as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as necessary to enable that duty or requirement to be performed or complied with.

2.4 Listed Responsibilities

2.4.1 To promote implementation of the Policy and an interest and awareness of health and safety throughout the Company the co-operation of employees is essential.

2.4.2 Each employee should have an awareness of health and safety matters and act as a link between employees and Directors.

2.4.3 The Directors, from time to time, shall nominate employees within the Company. At present the nominated personnel are:

- Director with responsibilities for health and safety.
- Mark Bates at 24 High Street, Auchterarder ,PH3 1DF.

2.4.4 In situations where the Directors consider that local initiatives can be implemented by specific personnel they will determine the extent of the actions to be undertaken and by whom.

3 ARRANGEMENTS AND PROCEDURES

3.1 First Aid

3.1.1 Personal first aid kits will be provided to all staff as well as in all vehicles.

3.2 Equipment and Facilities

3.2.1 The Company shall provide and maintain equipment and facilities appropriate to the nature of the process and procedures carried out.

3.2.2 The Company will provide adequate information, instruction and training in the safe use of equipment.

3.2.3 It is the responsibility of each and every employee to ensure that items are not abused and/or damaged and that where facilities require routine inspection and maintenance that the employee input is carried out in safe and effective manner in accordance with the appropriate Company's and /or suppliers requirements.

3.2.4 Where items are subject to maintenance agreements and/or statutory inspection and maintenance, the employee shall be aware of the need to allow this to take place and as necessary advise on the need for inspection and/or maintenance to be carried out.

- 3.2.5 Where faults and/or defects are found the employee shall carry out the following:
- Appropriate check procedures and implement resultant actions.
 - Determination of reason for fault/defect if possible and rectify where appropriate.
 - Contact in-house support specialist.

3.2.6 Only carry out those activities which do not present any hazard or risk.

3.2.7 Where the fault/defect cannot be rectified by implementation of recognised fault finding procedures the employee shall contact the previously noted Director or nominated representative.

3.2.8 No items may be retained in use where there is any risk to the health and safety of the users or any party who may be affected by the consequence of misuse and/or failure of the item.

3.3 Workplace Requirements

3.3.1 There is a requirement to ensure that the workplace for each employee has been adequately assessed to ensure that health and safety factors which are considered to have an effect on the workplace have been determined.

3.3.2 This assessment will involve both employee and management.

3.3.3 It is necessary therefore that the assessment determines the following specific to the workplace requirement:

- The nature of the task.
- The equipment and/or facilities required.
- Any potential hazards.
- The likelihood of risk to the user and/or others.
- The actions/provisions necessary.

3.3.4 As stated above this assessment shall be carried in relation to the specific under review and in acknowledgement of the requirement of health, safety and welfare in the workplace which includes the basic needs of heating, lighting, ventilation and suitable workplace area.

3.4 Substance or Materials Hazardous to Health

3.4.1 It is acknowledged that there are substances used in construction, manufacturing and other processes which can cause harm and which could be introduced into the workplace.

3.4.2 It is important therefore that where such substances are likely to be encountered that an assessment of health risk is carried out.

3.4.3 The employee must always be alert to this possibility and where a possible hazard exists to point this out to the Director in charge in order that the substance assessment can be reviewed and/or obtained.

3.5 Accidents

3.5.1 It is a requirement of the Company to report injuries, diseases and dangerous occurrences in accordance with current legislation.

3.5.2 All accidents must be recorded in the accident book retained at the premises.

3.5.3 Guidance on the procedures to be implemented can be obtained from the employee representatives summarised as follows:

Fatal Accident/Major Injury Accident/Dangerous Occurrence

3.5.4 When a fatal accident, major injury accident or dangerous occurrence is discovered the Director with responsibility for health and safety or in her absence another Director will:

- Notify the local Health and Safety Executive or enforcing authorities as soon as reasonably practicable by telephone.
- Not disturb the scene of the incident unless it is considered necessary to avoid further accidents.

3.5.5 This procedure should be applied whether the persons injured is an employee of the Company or not.

3.5.6 Formal reporting of the incident to the Health and Safety Executive or enforcing authority must be actioned within seven days of the incident using Form F2508.

Accidents Resulting in More than Seven Days Absence from Work

3.5.7 In this event the Director with responsibility for health and safety or in their absence another Director will issue Form 2508 to the Health and Safety Executive or enforcing authority within seven days of the date of the incident.

Recording of Incidents

3.5.8 All accidents must be recorded in the accident book and details recorded must include:

- Time and date of incident/dangerous occurrence.
- Full name and address of injured person(s).
- Occupation or activity being undertaken by injured person(s).
- Details of the location of the accident.
- Status of person(s) injured e.g. employee, visitor, trades person.
- Nature of injury/injuries/conditions.
- Details of incident/circumstances.
- Damage to property, equipment etc.
- Details of person reporting incident.
- Full details of any witness/es

3.5.9 Records will be maintained for a minimum of 3 years.

4 SAFETY RULES

4.1 Manual Handling

4.1.1 Guidance on the Manual Handling Operations Regulations 1992 (MOHR) (as amended 2002) has been issued by the Health and Safety Executive and this document is available for inspection and use by any member of staff.

4.1.2 The purpose of these Regulations is to address prevention of injury from manual handling operations which include not only the lifting of loads but also lowering, pushing, pulling, carrying, moving and manipulating of loads.

- 4.1.3 ALL PRACTICAL MEANS OF REDUCING THE NEED FOR MANUAL HANDLING MUST BE TAKEN WHEREVER POSSIBLE.
- 4.1.4 Materials should be stacked/stored where they are to be used.
- 4.1.5 The utilisation of other means should be considered wherever possible.
- 4.1.6 Where manual handling cannot be avoided, assessment of the risk must be undertaken.
- 4.1.7 Assessments should take into account:
 - the task to be undertaken
 - the weight, shape, size of the load to be lifted or moved
 - the working environment, e.g. excessive heat or cold, space available etc.
 - the individuals capability
- 4.1.8 The formal risk assessment must be recorded.
- 4.1.9 A review of this assessment will be required if conditions change.
- 4.1.10 Each employee while at work shall make full and proper use of any system of work provided for their use.
- 4.1.11 Any member of staff requiring further information should contact the Director with responsibility for health and safety.

4.2 Personal Protective Equipment

- 4.2.1 Guidance on the Regulations, Personal Protective Equipment at Work Regulations 1992 has been issued by the Health and Safety Executive and this document (ISBN0118863347) is available for inspection and use by any member of staff.
- 4.2.2 Where an employee is required to be in a situation which may present a risk to their health and safety, an assessment will be carried out.
- 4.2.3 If it is not possible to eliminate the hazard, the assessment will determine what is appropriate for the risk and conditions at the place of work, and will include an assessment of the requirement for the following:
 - head protection
 - eye protection
 - ear protection
 - hand protection
 - foot protection
 - body protection
- 4.2.4 Equipment provided must be correctly used, maintained and stored, not abused, and used only for the purpose for which it was provided.
- 4.2.5 When more than one protective item is worn or used at the same time, these must be compatible and work properly together.
- 4.2.6 Employees must report any loss of, or obvious defect in PPE that has been provided to them.
- 4.2.7 Any member of staff requiring further information, instruction or training should contact the Director with responsibility for health and safety.

4.3 Entry into Confined Spaces

- 4.3.1 Regulations require the employer to ensure the health and safety at work of their employees as far as is reasonably practicable.
- 4.3.2 Therefore where there is a need for entry into a confined space, entry shall not take place without the written instruction and knowledge of the employees, Director, and an assessment of risk having been carried out.
- 4.3.3 A safe system of work and a permit to enter system must be established prior to entry, together with the establishment of the necessary safety equipment requirement.
- 4.3.4 Any member of staff requiring further information should contact the Director with responsibility for health and safety.

4.4 Surveys

- 4.4.1 Where there is a requirement to undertake any survey activities the employer has to ensure so far as is reasonably practicable the health and safety of their employees.
- 4.4.2 It is a requirement that there is an assessment of the activity, needs and associated risks.
- 4.4.3 A safe system of work and, where appropriate, a permit to work system established prior to commencement of the activity.
- 4.4.4 In the case of survey work over water, the use of life-jackets and any other appropriate aids is mandatory. The need for any other personal protective equipment must be assessed and the appropriate measures taken.
- 4.4.5 Any member of staff requiring further information should contact the Director with responsibility for health and safety.

4.5 Undertakings of Others

- 4.5.1 Where there is a requirement to enter the undertakings of others, an assessment of risk must be carried out.
- 4.5.2 The employer must advise his Director with responsibility for health and safety of the requirements of the activity to ensure the health and safety of the employee as far as is reasonable and practicable.
- 4.5.3 It is a mandatory requirement that the appropriate person responsible for Health and Safety on the premises of the undertaking are contacted and that details of all hazards, risks, site rules and special requirements are determined to enable a safe method of work to be established.
- 4.5.4 The outside employer will be told how to identify the persons nominated by the host employer under the Regulations to implement evaluation procedures.
- 4.5.5 Any member of staff requiring further information should contact the Director with responsibility for health and safety.

5 APPENDICES

A.1 Policy Statement for Health and Safety at Work

Introduction

A.1.1 The above Act has been brought into force to ensure provision of a safe place of work and a healthy working environment.

Statement of Intent

A.1.2 Heritage Environmental Ltd (The Company) recognises and accepts its responsibilities under current UK legislation as embodied in the Health and Safety at Work Act, and as far as is reasonable and practical will provide the organisation and arrangements to establish and maintain a safe and healthy place of work.

Responsibilities

A.1.3 The Company accepts its responsibilities for safety of the workplace and will take all reasonably practicable measures to ensure satisfactory provision of the work places, systems of work and equipment/facilities to ensure the wellbeing of those in its employment or those who may be affected by the acts or omission of the Company in execution of its business.

Guidelines

A.1.4 To honour its responsibilities under the Act, the Company have prepared guidelines for their employees to ensure that the commitment to the provision of a safe and healthy place of work can be fulfilled.

A.1.5 The guidelines which set out the standards to be attained and the procedures to be followed will be reviewed and updated where appropriate and will afford the opportunity for the employees to contribute to the development and maintenance of the procedures necessary to ensure a safe place of work and a healthy environment.

A.1.6 The Company will provide adequate information, training and supervision and such assessments, tests and records as are necessary to monitor the working environment.

Responsibilities

A.1.7 To ensure the Company's compliance with the requirements of the Act, it is the responsibility of management and the employees that all co-operate in the implementation of the policy and the guidelines and exercise all reasonable care with respect to their own health and safety and that of others who may be affected by their actions or omissions.

General

A.1.8 As a consequence of the business of the Company, any Project specific health and safety requirements which arise from the activities of any undertaking are taken as part of this policy statement.

Signed:

Mark Bates Director