Business Management Systems Manual
(Safety, Health, Environment & Quality)

Lawrence Landfill Ltd
Dredgemans Hill
Haverfordwest
Pembrokeshire
SA62 3NX
Phone: 0783 115 2121
Fax: 01437 890 970
Email: lawrencelandfill@gmail.com
www.LAWRENCELANDFILL.co.uk

Lawrence Landfill and Recycling LTD

Business Management Systems Manual

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1.0 Introduction

It is the intent of Lawrence Landfill Ltd, to establish Business Management Systems (BMS) that meets the requirements of ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 and PAS 402:2009. The system is to be implemented in relation to the activities described in Sections 8.1 to 8.11.

This manual provides an overview of the Integrated Management System; its purpose is as follows:

- To explain the scope of the IMS
- To outline the company policies and procedures, and human resources available for implementation
- To describe the company organization, the structure of the IMS and the interaction of the processes involved in the IMS
- To act as a signposting document in order to provide all employees with a clear understanding of the management system and the importance of adhering to the policies and procedures of the company

2.0 Scope & Exclusions

The BMS is to be applied to all Operations which are located at the Dredgemans Hill site. The management system shall cover all activities associated with both facilities that we directly control as well as those that we can influence indirectly.

Clause 7.3 of ISO 9001:2008 has been excluded as Lawrence Landfill Ltd does not perform any of its own original design or development work but instead produces all aggregates in accordance with the WRAP Quality protocol. Furthermore, we do not have to verify our purchases or validate our processes prior to use and therefore clauses 7.4.3 and 7.5.2 have also been excluded.

3.0 Company Profile

Lawrence Landfill Ltd was established in 1990, focusing its operations on recycling inert waste into high-quality aggregates

All inert materials sold for reuse as construction products.

4.0 System Structure

Lawrence Landfill Ltd operates a BMS that meets the requirements of ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 and PAS 402:2009. A major benefit of operating integrated Business Management Systems, as opposed to separate individual systems, is the avoidance of duplication. In order to ensure that the systems are as user friendly as possible and to provide consistency

throughout our operations we have designed our systems to operate over four tiers as outlined below in Figure 1.

Wherever possible, one procedure or document has been designed to ensure conformity to requirements common to two or more of the Standards e.g. Document Control. The second and third tiers of the system encompasses procedures and work instructions that are required to ensure conformity to the individual standards. The fourth and final tier of the IMS relates to the various records and forms required to document and monitor the suitability of the system with regards to the end goal of continual improvement.

Figure 1 – BMS Structure

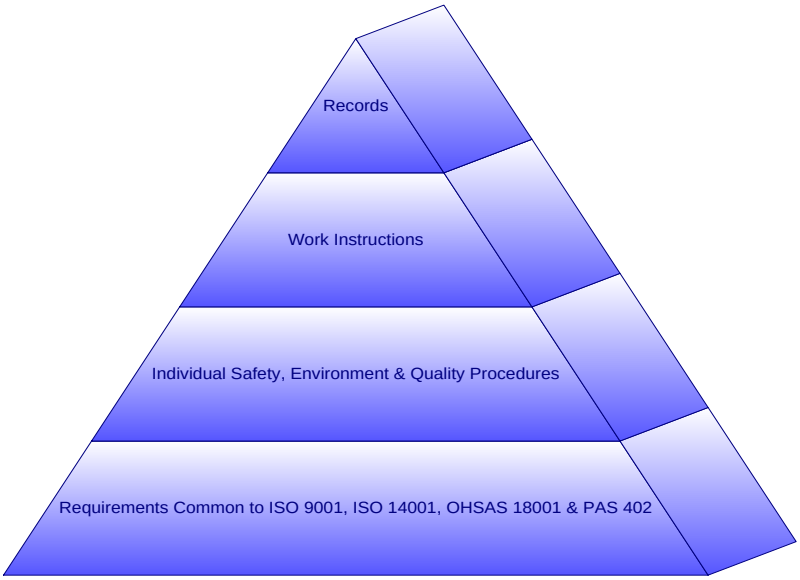
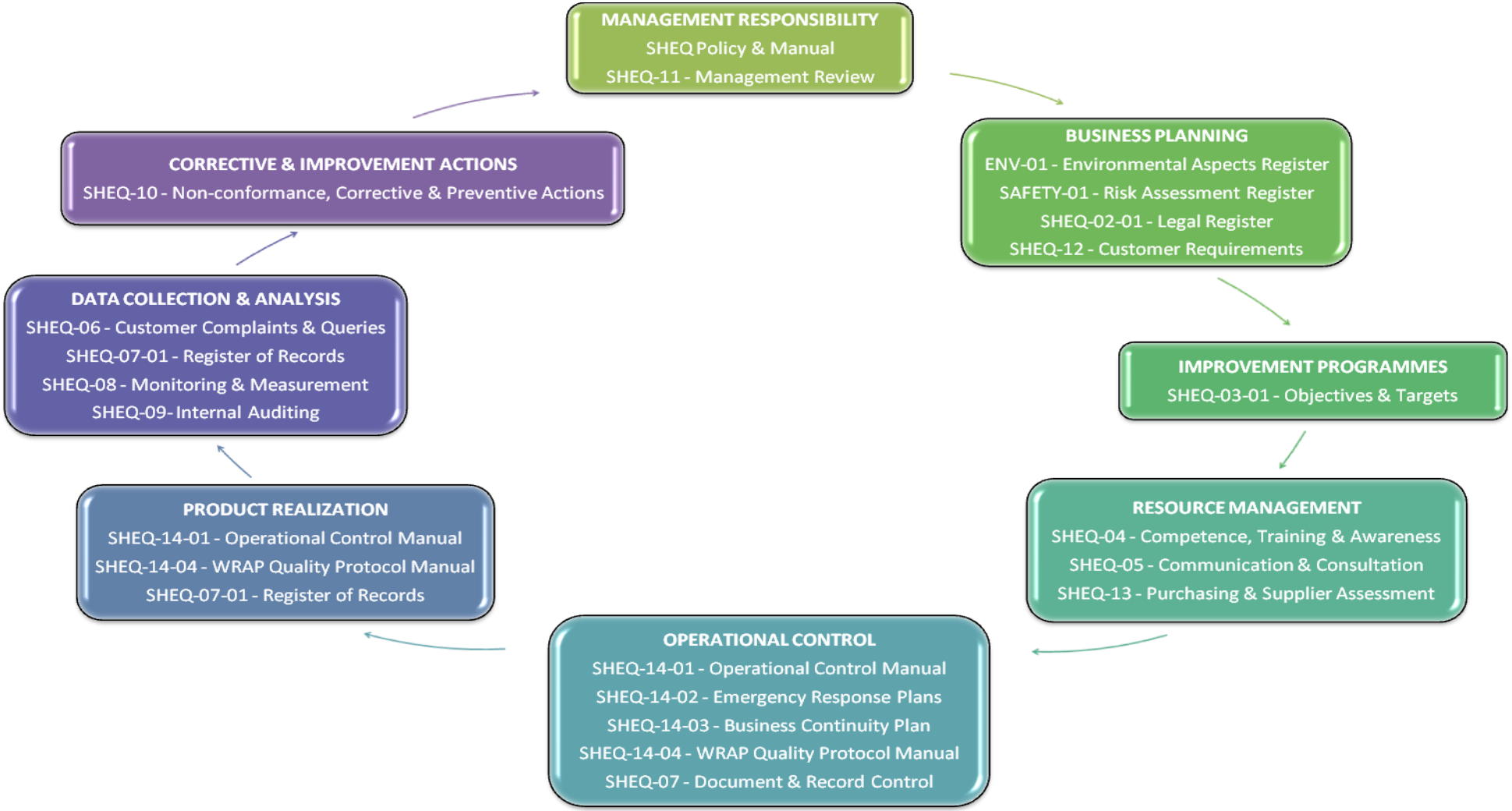


Figure 2 – Process interaction diagram



Lawrence Landfill and Recycling LTD

SHEQ-14-01 – Operational Control Manual

5.0 Policy Statement

Lawrence Landfill Ltd are based in Haverfordwest operating a fully licensed inert waste recycling facility. Our aggregate recycling facility produces, general building sand, concrete sand, 6mm - 40mm aggregates, granular sub-base type one and low permeability clay, which all meet appropriate British and European standards.

At Lawrence Landfill Ltd, it is our core belief that safety, environmental protection, product and process quality are factors of equal importance in achieving our company objectives. In order to achieve the highest possible standards in each of these areas we have adopted the following principles:

Our Principles:

- All employees of the Company will at all times be expected to exercise diligence in ensuring that this policy is adhered to.
- Develop and review measurable objectives and targets that promote continuous improvement of our environment, quality, safety and health performance.
- Ensure compliance with relevant legislation, regulations and other codes of practice relevant to the business.
- Seek to understand our customer needs, meet their requirements and aim for total customer satisfaction.
- Provide adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
- Implement systems and procedures that demonstrate our commitment to ensuring all our operations are executed at all times in such a manner that persons are not exposed to risks of injury or ill health.
- Seek to reduce our significant environmental impacts including energy consumption and waste to landfill as well as ensuring pollution of the environment is prevented.
- Ensure this policy is actively communicated and made available to personnel, relevant stakeholders and interested parties (including the public).
- Ensure this policy is periodically reviewed so that it remains relevant and appropriate.

Signed: Guy and Tim Lawrence

Guy Lawrence

(Managing Director)

Date: March 2014

6.0 Organisational Structure

Figure 3 Appendix illustrates the structure and established lines of communication within Lawrence Landfill Ltd. Those positions that are outlined in red have specific responsibilities relating to the Business Management Systems of the company, which are described in further detail in Section 7.0 Roles and Responsibilities.

7.0 Roles and Responsibilities

Managing Director

The Managing Director has ultimate responsibility for all Safety, Health, Environment and Quality management issues. The Managing Director shall ensure the availability of adequate resources, including time, in order to establish, maintain and continually improve the Business Management Systems of Lawrence Landfill Ltd.

Head of Safety, Health, Environment & Quality (SHEQ Director)

The SHEQ Manager is responsible for ensuring the successful day-to-day execution of the Business Plan and implementation of the policy, processes and systems described in this manual. The roles and responsibilities of the BMS Director include:

- Ensuring that the BMS is established, implemented and maintained in accordance with the various Standards.
- Ensuring that that reports on the performance of the BMS are presented to the Managing Director for review and used as a basis for continual improvement.
- Defining roles, allocating responsibilities and accountabilities as well as delegating authorities to facilitate effective management of the BMS.
- Determine the strategic direction and work priorities (in conjunction with line management) for the continuous improvement of the Site's SHEQ management programme and systems.
- Advise line management and assist with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness training, site inspections of Company and contractors sites.
- To complete prevention inspections on a regular basis and ensure records maintained of the same.
- To investigate accidents and ensure all documentation is updated.
- To develop a monthly SHEQ Communication Strategy for all sites and levels of staff, to include written information, tool box talks and management briefs.
- Full completion of duties of CDM Coordinator as required by the Construction Design and Management Regulations 2007
- Full responsibility for Company preparations for annual H&S,

environmental audits and Quality Assurance
- Liaise with HR Dept for initiating and coordinating training plan and updating information for personal, audit and IIP requirements.
- To assist in retaining all current quality accreditations and work towards the attainment of new quality accreditations.
- Advise line management on Site of health, safety, quality and environmental matters and manages this process to ensure all advice is incorporated into day to day processes and operations.
- Provide support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- Facilitate all forms of risk assessment e.g. general, manual handling, COSHH, fire prevention and acts as a final authority where a specialist response is required in relation to risk assessments performed by others on site.
- Conduct occupational health and safety related surveys e.g. noise, lighting, exposure to chemical substances and makes associated recommendations.
- Produce and coordinate the annual SHEQ action plan and longer term SHEQ roadmap, prepare reports for monthly update of same to Group Services Meetings.
- Arranging and facilitating the quarterly BMS meetings.
- Monitor the Site "permit-to-work" system to ensure compliance with Company standards.
- Act as Site "Dangerous Goods" Safety Advisor (DGSA).
- Direct, develop and deliver strategic, operational, business support, corporate and administrative services that are responsive, comprehensive and customer-focused, including the setting of targets, monitoring performance and agreeing and implementing appropriate actions for the Waste Transfer Station
- Be responsible for the Waste Transfer Station budget ensuring that it is on target and demonstrating best value.

BMS Committee

The BMS Committee has been set up in order to provide a link between Senior Management and all other staff. The Committee consists of members from different functions within the organisation (highlighted in red in the Organisation Chart in Section 6.0) who are responsible for relaying any concerns or suggestions from staff in their area as well as reporting on the BMS activities for which they are responsible. The BMS Committee will meet on a quarterly basis and the agenda shall include the following:

- Accidents and Near Misses
- Results of Internal Audits
- Non Conformances and Corrective Action Requests

- Progress against BMS objectives
- Evaluation of training programmes
- Staff concerns, queries and suggestions
- Update on previous actions

All Employees

All employees are responsible for the implementation of the policy and procedures applicable to the processes and activities they perform. Employees are motivated and empowered to identify and report any known or potential problems and recommend related solutions through internal audits the corrective action process or via their Employee Representative to the BMS Committee. Detailed responsibilities and authorities for BMS implementation and improvement are contained in lower level documents referenced throughout this manual.

8.0 BMS Procedures

This Manual is to be utilised by employees and other applicable person(s) as a signposting document for our BMS. This section outlines the various stages of the BMS along with references to applicable procedures that are required to ensure effective planning, operation and control of our key BMS processes. The level and type of BMS documentation established for our business is continually reviewed to ensure it remains appropriate for the complexity and interaction of our processes and the competence of our employees.

8.1 Aspects, Impacts & Risk

All our activities are regularly reviewed in order to determine and analyse the impacts and risks to our customers, our employees, other affected persons and the environment. Significant impacts and risk (including occupational health) are determined through the use of various risk assessments before appropriate control measures are identified and implemented in order to eliminate or reduce the level of risk from the activity. The results of these assessments are documented and all affected people are made aware of both the risks and the control measures that are in place to deal with them.

Associated Documents

SHEQ-01 - Identification and evaluation of Aspects, Impacts and Risk
ENV-01 – Environmental Aspects Register
SAFETY-01 – Risk Assessment Register
SAFETY-03 - Hazard Identification, Risk Assessment & Control

8.2 Legal & Other Requirements

Lawrence Landfill Ltd has established and maintains a procedure to identify, and have access to, legal and other requirements applicable to our operations. The Register of Environmental, Health and Safety Legislation is maintained in order to identify areas where compliance is a legal requirement and regular checks are carried out to ensure that the company are meeting these requirements.

Associated Documents

SHEQ-02 – Legal & Other Requirements
SHEQ-02-01 – Register of Environmental, Health and Safety Legislation

8.3 Objectives & Targets

Lawrence Landfill Ltd has set objectives which take account of key safety, health, environmental and customer requirements. The objectives are consistent with the SHEQ Policy and are fundamental to the successful operation of the business and continual improvement.

Programmes for achieving the objectives and targets have been established at all levels of the organisation. The programmes include timescales and the means by which objective and targets will be achieved along with those persons responsible for achieving them. Those responsible for achieving individual targets will ensure that progress is monitored and continually reviewed.

Associated Documents

SHEQ-03 – Objectives, targets and improvement programmes
SHEQ -03-01 –Objectives & Targets

8.4 Training, Competence & Awareness

Lawrence Landfill Ltd ensures that training needs are identified and relevant training plans are created. A training programme has been developed to inform all personnel and contractors of the importance of complying with the BMS Policy, procedures and other requirements of the Business Management System. Employees are also made aware of the potential consequences of departure from procedures.

All employees are made aware of their role and responsibilities and will be provided with training appropriate to the activities performed. Competent personnel are assigned to specific tasks and selected on the basis of their education, training and experience. Training needs and requirements are continually monitored and evaluated to ensure that levels of competence remain appropriate for the tasks assigned.

Associated Documents

SHEQ-04 – Training, competence and awareness
SHEQ-04-01 – Training Matrix
SAFETY-01 – Risk Assessment Register

8.5 Communication & Consultation

A communication system has been established for receiving, documenting and responding to relevant communications from external parties, and for internal communication between the various functions of the organisation.

Lawrence Landfill Ltd recognises the importance of participation from all those involved in order to drive continual improvement of the BMS. Therefore, employees at all levels within the organisation are motivated and empowered to identify and report any known or potential problems and recommend related solutions through internal

audits, the corrective action process or via their Employee Representative to the BMS Committee.

A procedure has been implemented to ensure that customer requirements are adequately defined and met at the various stages within our processes and services. Customer feedback exercises and reviews of supplier performance are routinely undertaken in order to gather data for analysis to assist with continual improvement. Customer complaints are given the highest priority and appropriate actions are undertaken by the appropriate personnel in order to quickly resolve any issues satisfactorily.

Associated Documents

SHEQ-05 – Communication & Consultation
SHEQ-06 – Customer Complaints & Queries
SHEQ-12 – Customer Requirements
SHEQ-13 – Purchasing & Supplier Assessment

8.6 Operational Control & Emergency Response

All activities are assessed and reviewed as outlined in section 8.1 of this manual. If deemed necessary documented procedures, work instructions and safe systems of work have been developed and implemented to control activities, risks and emergency situations. Appropriate staff are given training and instruction in accordance with section 8.4 about the need to adhere to these procedures and the potential consequences of departure from them.

Associated Documents

SHEQ-14-01 – Operational Control Manual
SHEQ-14-02 – Emergency Response Plans
SHEQ-14-03 – Business Continuity Plan
SHEQ-14-04 – WRAP Quality Protocol Manual

8.7 Document & Record Control

All documentation and records used as part of the BMS is subject to control and is administered and maintained in accordance with SHEQ-07 – Document and Record Control. This procedure describes the approval and issue of documents, how changes are made, revision levels identified and obsolete documents retrieved. Current versions of relevant documents and other data are available at all locations where operations relating to the BMS are performed.

Associated Documents

SHEQ-07 – Document & Record Control
SHEQ-07-01 – Register of Records

8.8 Monitoring & Measurement

Lawrence Landfill Ltd is committed to the implementation of monitoring, measurement and analysis of key activities and data, in order to monitor the effectiveness of its BMS processes and to assist with continual improvement.
Information will be documented, operational controls implemented and conformance with the objectives and targets pursued and continually reviewed by the BMS Committee.

All monitoring and measuring equipment that can affect our BMS activities are identified and calibrated at prescribed intervals against

certified equipment having a known valid relationship to internationally or nationally known standards. Appropriate calibration records are maintained to document results of calibration activities and suitable indicators are used to show current calibration status.

Associated Documents

SHEQ-08 – Monitoring & Measurement
SHEQ-06 – Customer Complaints & Queries
SHEQ-12 – Customer Requirements
SHEQ-13 – Purchasing & Supplier Assessment
SHEQ-03-01 – Objectives & Targets
SHEQ-07-01 – Register of Records

8.9 Internal Auditing

A programme of planned and systematic audits is implemented by the BMS Director to ensure compliance with all aspects of Lawrence Landfill Ltd's BMS in accordance with the various Standards.

Internal Audits are to be carried out (according to the Procedure and Work Instruction) by appropriately trained personnel appointed by the BMS Director. They are not to have direct responsibility for the work activity and results that are generated and reported. The Internal Audit Schedule is to be followed and Audit Report Forms are to be completed. Action is then to be taken as necessary to verify non-conformances have been effectively corrected. These actions should be traced by completing Corrective Action Request Forms.

Associated Documents

SHEQ-09 – Internal Auditing
SHEQ-09-01 – Internal Audit Report
SHEQ-09-02 – Internal Audit Schedule
SHEQ-09-03 – Internal Auditing Work Instruction

8.10 Non-conformance, Corrective & Preventive Actions

Actions to correct an immediate problem and actions to prevent recurrence are put in place when a non-conformance has been identified. Review of other processes, in order to prevent similar occurrences, is part of this process.

This process, including those responsible and having the authority for handling and investigating non-conformance, is documented in SHEQ-10 - Non-conformance, Corrective & Preventive Actions. SHEQ-10-01 is a fully automated facility for raising and recording corrective action requests, which can be utilised by all staff. The system helps with analysis of trends by grouping corrective actions by type e.g. accidents / near misses, complaints, legal compliance, non-conforming loads etc. Further guidance on how to raise a corrective action can be found in SHEQ-10-02.

Associated Documents

SHEQ-10 – Non-conformance, corrective and preventive action
SHEQ-10-01 – Corrective Action Request System
SHEQ-10-02 – How to Raise a Corrective Action Request
SHEQ-10-03 – Dealing with Non-Conforming Loads

8.11 Management Review

Top Management with support and advice provided by appropriate personnel, conducts a management review at least once annually in order to ensure the continuing suitability, adequacy, and effectiveness of our BMS.

The primary inputs reviewed include data that measures the conformance and performance of our BMS and recommendations based on analysis of such data. Conformance is principally assured through internal audits and verified through a review of internal audit results and our proven ability to correct/prevent problems. Performance is primarily assured through the deployment of various objectives and improvement programmes and demonstrated through a review of our ability to achieve desired results.

The primary outputs of management review meetings are management actions taken to make changes or improvements to our BMS and the provision of resources needed to implement these actions.

Associated Documents

SHEQ-11 – Management Review

SHEQ-14-01 – Operational Control Manual

Appendix 1 Operational Control Manuel

Alcohol and Drugs

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Banksman / Reversing Assistant

Calibration & Preventive Maintenance of Equipment & Vehicles

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Leptospirosis

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Riddor

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Sheeting and Netting

Slips, Trips and Falls

Spillage

Violence at work

Plant Fault Finding Feed Belt Stoppage Procedure

Plant General Operating Procedure

Wash Plant Reset Procedure

Work in the Sun

Working at Height

Young persons and new and expectant mothers

SHEQ-14-01 – Operational Control Manual

Alcohol and Drugs

1.0 Purpose

The purpose of this procedure is to ensure that all persons in the employ of the company are aware of their responsibilities with regards to alcohol and drugs.

2.0 Scope

This policy sets out the policy of the company in respect of any employee, self employed person and contractor under our control whose proper performance of their duties is or may be impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances.

3.0 Responsibility

Senior Management will have overall responsibility for ensuring that this policy is implemented and adhered to.

Employees will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the company and noting any evidence of alcohol and/or drug abuse.

4.0 Policy

4.1 General

4.1.1 The company will take all reasonable measures to ensure that those persons outlined above are made aware of the contents of this policy and the possible consequences of any breach of the conditions.

4.1.2 The company will take all reasonable measures to prevent, so far is reasonably practicable, any breach of duty placed on any person by this policy.

4.1.3 Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach a Senior Manager, who will at all times treat any information provided with complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

4.2 Conditions

4.2.1 It is a condition of employment by the company that no person referred to above shall:

- Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
- Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
- Be in possession of alcohol or non-prescribed drugs during working hours.

- Consume alcohol or non-prescribed drugs during working hours.

4.2.2 The Company will not accept any deviation from the above conditions.

4.2.3 Failure to maintain the standards set out by this policy will be considered as gross misconduct and appropriate action will therefore be taken in all cases.

4.3 Compliance

4.3.1 In order to comply with this policy and in order to maintain the stated and accepted standards of the company, those persons outlined above should at all times avoid:

- Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
- Consuming alcohol or non-prescribed drugs during meal or other break times.
- Consuming alcohol or non-prescribed drugs during working hours.
- Consuming alcohol or non-prescribed drugs whilst not at work but on call.

4.3.2 In addition, those persons to which this policy applies, must ensure that a Senior Manager is made aware of any prescribed medication being taken which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

SHEQ-14-01 – Operational Control Manual

Asbestos

1.0 Purpose

To ensure that the risks to people's health and safety, from materials containing asbestos are prevented or controlled.

2.0 Scope

This procedure covers all materials containing asbestos identified during the activities undertaken by the company.

3.0 Responsibility

It is the responsibility of all employees to report any suspected or damaged asbestos containing material to their immediate Manager immediately.

It is the responsibility of the Manager to ascertain whether or not materials contain asbestos and to then make the necessary arrangements for treatment and disposal.

4.0 Procedure

4.1 Where material is found that is thought to contain asbestos, the appropriate Manager should be notified immediately and will then make the necessary arrangements to ascertain what the material is and how it should be dealt with.

4.2 In the event that damage occurs to a highly fibrous material (such as lagging) that contains asbestos, all personnel within the area must be leave and the Manager must be notified immediately.

4.3 The Manager will assess the situation and arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise spread of asbestos fibres into adjoining areas.

4.4 At no time should any person enter or re-enter the contaminated area.

4.5 The Manager will then contact an approved Asbestos Removal Contractor for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

4.6 The Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

4.7 Should it become necessary, the SHEQ Manager will maintain a health record and medical surveillance/screening programme approved by the HSE, in the event that person/s are exposed to asbestos fibres due to an uncontrolled escape; in accordance with the guidelines set out in the Control of Asbestos at Work Regulations 2006 - where exposure to asbestos exceeds the action levels.

4.8 Screening and counselling will be offered to staff known or suspected to have been exposed to asbestos materials.

SHEQ-14-01 – Operational Control Manual

Banksman / Reversing Assistants

1.0 Purpose

To ensure the safe movement of vehicles on site.

2.0 Scope

This procedure covers all vehicles that use the company site and all company vehicles being driven off site.

3.0 Responsibility

The role of the Banksman is to:

- Stop collisions by preventing the vehicle colliding with people, property and other road users.
- Warn or stop approaching vehicles and pedestrians.
- Assist, trained and competent drivers to safely manoeuvre the vehicle. They do not take responsibility for the manoeuvre.

4.0 Procedure

4.1 Only trained/competent reversing assistants/banks men should assist reversing vehicles.

4.2 The assistants/banks men must assist in all reversing procedures.

4.3 Before any reversing procedure begins the reversing assistants/banks men must ensure that all pedestrians and site vehicles are in safe positions away from the path the vehicle being directed.

4.4 The Banks man/reversing assistant should stand approximately 5 metres out from the side of the vehicle, in a safe position, so that the driver can see them at all times. **NEVER STAND DIRECTLY BEHIND THE VEHICLE.**

4.5 If the driver loses sight of the reversing assistant, they must stop at once.

4.6 When reversing:

- The driver should not reverse until the reversing assistant is in position and has signalled to start reversing.
- Never walk backwards while giving hand signals.
- Ensure the driver can always see you in the mirror/s.
- Remain vigilant and observant whilst reversing.
- Avoid distractions.

- Never stand in a crush zone, i.e. the area immediately to the rear of the vehicle or any immovable surface and the sides of the vehicle such as walls, other vehicles or items of plant.

4.7 If reversing at a standard junction, before making the manoeuvre the driver and reversing assistant should agree where the assistant should stand. The reversing assistant should position themselves on the pavement opposite the turning to warn traffic (if necessary). Then they should move to the pavement opposite to watch people coming from the blind spot. The reversing assistant should try to be aware of pedestrians coming from the drivers nearside.

4.8 When the vehicle has to make a straight reverse, the reversing assistant should ensure that people do not enter the crush zone. If they see a possible danger they should signal STOP by raising their right arm.

4.9 In places where restricted access is an issue and reversing cannot be avoided, then the procedure should be “reverse in – drive out”. This reduces the risk of being struck by a reversing vehicle.

4.10 The main signals to be used during reversing procedures must be agreed between driver and reversing assistants/banks men assistant before any reversing procedures begin.

4.11 When a reversing assistant/banks man needs to speak to a driver of a vehicle or plant operator he should call the driver/operator to come to him

SHEQ-14-01 – Operational Control Manual

Calibration & Preventive Maintenance of Equipment & Vehicles

1.0 Purpose

To ensure that all devices used for measurement & test purposes is in a suitable condition for use and that it is periodically examined to confirm suitability.

To ensure that plant & equipment that has a direct effect on quality of work is maintained in a manner that prevents breakdown and provides for continuing service provision.

To ensure that company vehicles are maintained to the required standard in order to achieve conformity to customer requirements.

2.0 Scope

All inspection, test and process control equipment used and all company vehicles.

3.0 Responsibility

The Maintenance Technician has overall responsibility for the maintenance of company plant, equipment and vehicles.

Authorised operational personnel have direct responsibility for performing regular checks on the plant & equipment they use.

Authorised operational personnel have the responsibility for checking the calibration of all measurement & test devices.

The relevant Operational Personnel are responsible for checking the status of measurement & test devices before use.

4.0 Procedure

4.1 Calibration

4.1.1 At the time of receipt of a new measurement & test instrument, the relevant operational personnel will record the make, model and unique instrument reference number.

4.1.2 The SHEQ Manager should retain the calibration certificate for the instrument.

4.1.3 The frequency of calibration is as per the manufacturers recommendations and will be monitored by the relevant personnel.

4.1.4 Care must be taken to avoid abuse or damage during handling and transportation of the instrument.

4.1.5 The external test house is chosen against its ability to provide an acceptable repair and calibration service supported by a Certificate of Calibration to standards traceable to National or International standards. (UKAS Accredited)

4.1.6 Any damage to an instrument must be reported to the Maintenance Technician or his

authorised nominee and the instrument recalibrated.

4.1.7 If any instrument is found, at any time, to be significantly inaccurate, the relevant personnel will evaluate the likely consequences of the inaccuracy and take appropriate corrective action.

4.1.8 Operational Personnel undertake daily checks on individual instruments before use.

4.2 Preventive Maintenance of Plant & Equipment

4.2.1 All company owned plant and lifting equipment used for operational activities is recorded on the Plant Test Certificate Register.

4.2.2 The next due service date is indicated on the aforementioned Certificate Registers and is in line with the manufacturers recommended service intervals.

4.2.3 At the appropriate date, the critical working parts of each item of Plant or lifting equipment are checked and details of the checks are recorded. Any necessary repairs are also recorded.

4.2.4 Any suspect or faulty Plant or Equipment identified between service intervals is brought to the attention of the Maintenance Technician who decides its effect on quality of work and determines the appropriate corrective action.

4.2.5 Plant or Equipment that is likely to have an adverse effect on quality is withdrawn from service and an immediate repair effected.

4.3 Maintenance of Company Vehicles

4.3.1 All company owned vehicles used for operational activities are recorded and monitored on the Maintenance and Service Schedules.

4.3.2 Designated personnel monitor the mileage of vehicles to ensure servicing and MOTs etc are carried out accordingly.

4.3.3 Company vehicles are maintained by a local garage/on site and invoices/work cards received are reviewed by the designated personnel as a record of work carried out.

SHEQ-14-01 – Operational Control Manual

Confined Spaces

1.0 Purpose

To ensure that risk assessments are carried out and that the necessary control measures are implemented when employees or persons working on behalf of the company are undertaking activities in confined spaces.

2.0 Scope

This procedure covers all employees or persons working on behalf of the company that are undertaking activities in confined spaces.

3.0 Responsibility

The SHEQ Manager is responsible for ensuring that the relevant risk assessments are undertaken before any work in confined spaces begins.

The SHEQ Manager or the designated responsible person will issue a permit to work for any one coming on to the site to undertake work in confined spaces.

4.0 Procedure

4.1 The Confined Spaces Regulations 1997 require employers to carry out risk assessments for all work activities that are likely to be undertaken in confined spaces.

4.2 A confined space is any enclosed space where there is a reasonably foreseeable specified risk associated with that enclosed space, chambers, tanks, vats, silos, pits, excavations, pipes, sewers, flues, wells, ductwork, unventilated or poorly ventilated rooms and any other similar space.

4.3 The Management of Health and Safety at Work Regulations 1999 require a suitable and sufficient assessment of the risks for the purposes of deciding what safety measures are necessary. This means identifying the hazards present, assessing the risks and determining what precautions to take.

4.4 A risk assessment will be undertaken by a competent person and will include an assessment of:

- The task
- The working environment
- Working materials and tools
- The suitability of those personnel carrying out the task
- Arrangements for emergency rescue.

4.5 If there is a risk of serious injury then:

- Avoid entry to confined spaces whenever possible

- If entry is unavoidable then follow a safe system of work
- Put in place adequate emergency arrangements before the work starts

4.6 The company operates a Permit to Work system and any person entering a confined space is required to be issued with a permit, signed by somebody with authority to sign, before entering the space.

4.7 A 'permit' to work can only be used as part of a written safe system of work. Exit from and re-entry into the confined space is to be documented and authorised as part of the written safe system of work.

4.8 Before entering a confined space the following is to be considered:

- Can the space be modified to avoid entry
- How much of the work can be done from the outside or by using remotely controlled devices.

4.9 A written safe system of work is to be developed and everybody is to be properly trained and instructed to ensure that they know what to do and how to do it safely. For guidance purposes the following is a list of possible elements of a written safe system of work:

- Appointment of a supervisor
- Are persons selected suitable for the work
- Can service or equipment to isolated
- Cleaning before entry (air, dust, etc.)
- Check the size of entrance
- Provision of ventilation
- Testing the air
- Provision of special tools and lighting
- Provision of breathing apparatus
- Provision of emergency arrangements
- Provision of rescue harnesses
- Communications
- Check how the alarm is raised
- 'Permit to work' if required
- Length of time for each task or safe period of entry.

4.10 Effective arrangements for raising the alarm and carrying out rescue operations in an emergency are to be considered before personnel enter the confined space. Where appropriate, rescue operations are to be rehearsed and personnel trained.

4.11 The rescue operation will depend upon the risks but the following need to be considered:

- Communications
- Rescue and resuscitation equipment
- Capabilities of rescuers
- Shut down arrangements
- First aid procedures
- Local emergency services, notification, etc.
- Periods of time.

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Contractors

1.0 Purpose

To ensure that all sub-contractors working on behalf of the company are compliant with the Health and Safety at Work Act 1974 and all current statutory instruments, regulations, codes of practice and the Health and Safety Executives Guidance Notes relating to their particular work activities.

2.0 Scope

This procedure applies to all contractors working on behalf of the company. Whilst in no way exhaustive, this procedure has been prepared to outline some of the important points of responsibility and good practice for the safety and health of the workforce.

3.0 Responsibility

Senior Management will have overall responsibility for ensuring that this procedure is implemented and adhered to.

4.0 Procedure

4.1 General

4.1.1 Familiarity and over confidence are at times reflected in stupid and dangerous practices not least of which being the use of unauthorized and unsuitable plant, tools and other equipment for the purpose of convenience. The contractor is therefore to ensure that their workforce is provided with and use proper plant, tools and equipment for the job in hand.

4.1.2 Green Triangle Management Systems have been engaged to assist us with all aspects of health and safety management. They can be contacted for advice as follows:

Telephone: 0845 094 39 38 E-mail: info@greentrianglems.co.uk

4.2 Safety Supervision

4.2.1 A copy of the contractors safety procedure is to be provided at least 7 days before work is due to commence. The name of the contractors safety officer, safety supervisor, or other person responsible for onsite safety must be notified to the appropriate person together with Risk and Manual Handling Assessments, and where necessary, a comprehensive method statement.

4.2.2 Below is listed the information required to be included within the method statements:

- The names and designations of the management team.
- A full description of the work.
- A list of plant, equipment and materials to be brought on site.
- Risk Assessments covering all site activities as required by the Management of Health and Safety at Work Regulations 1999.

- COSHH assessments for all substances to be used as required by the Control of Substances Hazardous to Health Regulations 2002.
- Manual Handling assessments as required by the Manual Handling Operations Regulations 1992.
- Acknowledgement of statutory and moral obligations.
- Arrangements regarding health and safety co-operation with the client and other contractors.
- An undertaking that any variations in or additions to the method of working are to be agreed beforehand.
- Statement of intended first aid and emergency procedures.
- An undertaking that copies of the method statement will be provided to the necessary site personnel.

4.2.3 Additional documentation to be supplied includes:

- Copies of the company safety policy.
- Any relevant procedure documents.
- Certificates for equipment, plant and operative training.
- List of personal protective equipment to be supplied and used.
- List of relevant telephone numbers.

4.3 Reporting of Accidents / Incidents

4.3.1 The contractor must ensure that all accidents are reported to the appropriate manager and are recorded in the site accident book.

4.3.2 All major accidents and/or dangerous occurrences as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 must be immediately reported by telephone to the Health and Safety Executive and to the appropriate manager.

4.3.3 For all accidents resulting in the injured person being unable to work for 3 days or more and for dangerous occurrences, written notification on form 2508 (revised) must be forwarded to the Health and Safety Executive within 10 days and a copy sent to our head office for the attention of the person responsible for health and safety matters.

4.3 Fire Prevention

4.3.1 The contractor is required to give 7 days clear notice of the delivery of any materials and provide information in respect of any processes that may produce any flammable or explosive conditions.

4.4 Lifting Appliances

4.4.1 Lifting appliances and lifting gear must have current thorough examination certificates available for inspection by our site staff or safety officer. With this in mind, the contractor should ensure that a copy of each current certificate is held by the driver or operator of the machine.

4.4.2 Overhead electrically charged cables and other obstructions occur for many reasons but can always be seen. Therefore, immediately prior to commencing the work, the contractor, or its representative, is to examine the means of access and the working areas to satisfy themselves and to ensure that any potential hazards and obstructions have been considered and that suitable precautionary measures have been taken into account.

4.5 Scaffolding

4.5.1 Scaffolding and any other plant or equipment which may be erected and/or installed and which, under the Terms and Conditions of the contract, may have entitlement for common use whilst it remains in position must, prior to such use, be inspected by a competent person to ensure that the scaffolding, plant or equipment is suitable and safe for the workforce to use.

4.5.2 Notwithstanding the requirement for the statutory 7 day inspections, the responsibility for maintaining safe usage will remain with the 'user' contractor concerned.

4.5.3 No alterations shall be made to any scaffolds, other plant or equipment, without the prior authority of the appropriate manager.

4.5.4 All contractors responsible for erecting scaffolding will be asked to complete a Scaffolding Handover Certificate.

4.6 Electrical Equipment and Tools

4.6.1 Plant and portable electrical equipment must be of 110V capacity. Permission must be obtained from the appropriate manager to bring in electrical plant or equipment which requires higher voltages. All electrical plant and equipment must have been subject to an appropriate test/examination. A test/examination certificate must be made available at each place of work.

4.7 Control of Substances Hazardous to Health

4.7.1 To ensure that the requirements are being met, contractors are required to provide copies of assessments made and the measures that they will undertake for the control of any substance hazardous to health which is intended for use on, or in, any of works, sites or premises.

4.7.2 The assessment must identify:

- The type of material or substance.
- The nature of the risk to health.
- The control measures to avert any health risk.

- Details of any necessary protective clothing or equipment.
- The provisions for ventilation or exhaust extraction.

4.8 Asbestos

4.8.1 Contractors whose operations involve the installation or removal of asbestos insulation or coating are required to hold a current license issued by the Health and Safety Executive, which must be made available for inspection immediately upon request and then displayed on the site.

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Control of Dust

1.0 Purpose

To control as far as possible the amount of wind blown particulate matter at the site.

2.0 Scope

This procedure applies to the loading and unloading of materials and the condition of the site including haul roads.

3.0 Responsibility

The SHEQ Manager is responsible for ensuring that adequate control measures are implemented to ensure that dust levels both on and off site are kept to an acceptable level.

4.0 Procedure

4.1 For the purpose of this procedure "conditioning" refers to the spraying of water for the suppression of dust.

4.2 The following measures shall ensure compliance with the purpose outlined above:

- The drop height from all vehicles and machinery for the materials shall be kept to a minimum at all times,
- Visual daily monitoring shall be undertaken and control measures implemented if required.

4.3 Spraying shall be undertaken as required for the conditioning of materials and the haul roads.

4.4 All wagons carrying any material from site will be covered with sheeting to ensure that air borne dust is eliminated.

4.5 Any materials stored on site during the waste management process will be left in suitable mounds around the site and the surfaces will be sealed with watering equipment to ensure that they have a "crust" of stable material.

4.6 Mounds and roads will be inspected and watered as required during dry and windy periods and on a regular basis to eliminate dust spread.

4.7 All employees and visitors to the site will be allocated with appropriate personal protective equipment to minimise the risk to their general health safety and well-being.

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COSHH

1.0 Purpose

The purpose of this procedure is to ensure that all potentially hazardous substances in use are assessed so as to prevent or minimise any adverse health effects that may occur.

2.0 Scope

The company will take all reasonable steps to identify circumstances in which employees and others might be exposed to substances hazardous to health as a result of our work activities and will eliminate or adequately control such exposure.

3.0 Responsibility

The SHEQ Manager is responsible for ensuring that all substances stored and used on site are assessed and that a copy of the manufactures safety data sheet for each substance is retained.

4.0 Procedure

4.1 All substances in use will be assessed and a list of approved substances established.

4.2 All substances hazardous to health will be kept in a secure storage area, not decanted from their original packaging. Where substances require dilution, the diluted product will be kept in appropriate containers properly marked and labelled.

4.3 Personnel using substances hazardous to health will be informed, instructed and trained accordingly and provided with any personal protective equipment (PPE) identified by the assessment. Suitable storage will be provided for the PPE.

4.4 Assessments will be reviewed:

- At not less than three-yearly intervals.
- Whenever there is reason to believe an assessment is no longer valid.
- Where there has been a significant change in the work.
- Where there has been a case of ill health, a spillage or excursion above exposure limits.
- When the exposure limits change.

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Display Screen Equipment

1.0 Purpose

The purpose of this procedure is to ensure that the supply, use and set-up of equipment is legally compliant and that best practice is followed to produce workstations which are comfortable and safe to use.

2.0 Scope

This procedure covers all workstations on site that contains Display Screen Equipment.

3.0 Responsibility

The SHEQ Manager is responsible for ensuring that:

- Frequent monitoring of the implementation of this policy is carried out and appropriate corrective action is taken in the event of non-compliance.
- These policies and procedures are implemented and adhered to on a sustainable basis in their areas of responsibility.
- All employees complete the processes of assessment and set up of their own workstation in accordance with the requirements.
- Provide support to employees to facilitate the necessary breaks and changes of work tasks which are required for a healthy work pattern.
- Ensure that ancillary equipment needed by the user is provided.
- Assessments of all workstations are carried out and the appropriate records are kept. Details of each assessment are to be recorded on Register of Risk Assessments.
- Risk assessments are reviewed in accordance with these procedures when there are any significant changes to the workstation.
- Any injuries related to display screen equipment usage is reported in accordance with Investigating and Reporting of Accidents and Incidents.

The User is responsible for ensuring that:

- They follow the information, instruction and training given at the time of the assessment and subsequently, including the setting up of the workstation and adopting good posture.
- Report any problems with the workstation.
- Report any ill health symptoms that may be associated with the use of the work station.

4.0 Procedure

4.1 All workstations will be assessed by competent personnel using the Display screen equipment/workstation checklist. The checklist consists of two parts, Part 1 is for the assessment of the workstation and Part 2 records the issues associated with the user. The assessment process includes information, instruction and training for the user.

4.2 Copies of the Display screen equipment/workstation checklist will be retained by the SHEQ Manager and details of each assessment will be recorded on the Register of risk assessments.

4.4 For new employees the assessment procedures will be carried out prior to the user commencing work, existing employees will be assessed on a priority basis dependent on their daily use of DSE.

4.5 Workstations will be re-assessed when there are any significant changes. Significant changes include relocation; change of equipment; environmental changes (e.g. new lighting conditions); temporary or permanent disablement of the user; etc.

4.6 Where necessary, an escalation protocol exists for those experiencing difficulties in achieving a comfortable working position and those experiencing discomfort or pain when using display screen equipment. In the first instance the user should contact their line Manager explaining the difficulties that they are encountering if these difficulties are not resolved the user should then contact the Manager.

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Driving for Work

1.0 Purpose

The company recognises that their activities involve Driving for Work and consequently this element of the employee's role will be assessed as part of the overall risk assessment of the employee's duties.

2.0 Scope

Driving at Work is where the company's staff drives a motor vehicle as part of their work activities.

3.0 Responsibility

Senior Managers are responsible for ensuring that staff using any vehicle for their work provides their driving license to be copied and filed accordingly. It is recommended that a further check of members of staffs driving licenses are made on an annual basis to ensure the license remains valid.

Senior Managers are responsible for ensuring that workloads and logistics demands are planned so as not to compromise health and safety on the road, and to allow staff to comply with the requirements of this policy.

Senior Managers should monitor compliance with these arrangements, including use of overnight stops, vehicle safety standards, status of current driving licenses, and mobile telephone usage whilst driving.

Senior Managers need to establish callback and reporting/contact procedures so that any problems will be identified quickly, and help provided promptly - this could be as simple as regular, scheduled phone calls to or from colleagues.

Staff must ensure that any equipment provided for their safety is properly maintained (e.g. check tyres, oil before starting out).

Staff must ensure First Aid kits are properly stocked.

Staff are responsible for advising their Senior Manager of any motoring convictions including fixed penalties that they have received.

4.0 Procedure

4.1 All drivers must be:

- Competent and capable of doing their work in a way that is safe for them and others;
- Properly trained;
- Sufficiently fit and healthy to drive safely and not put themselves and others at risk;

- Provided with information that will help them reduce risk

4.2 All vehicles must be:

- Fit for the purpose for which they are used;
- Maintained in a safe and fit condition.

4.3 All journey planning

- Takes account of appropriate routes;
- Incorporates realistic work schedules;
- Does not put drivers at risk from fatigue;
- Takes sufficient account of adverse weather conditions.

4.4 The company will ensure that there are appropriate arrangements for recovery of the vehicle in the event of a breakdown or accident, and that they have the suitable details to enable management to be kept informed of such situations.

4.5 All driver mobile phones should be switched to voicemail, or switched off, while driving. The company expects staff not to have to make calls or answer them when they are driving.

4.6 Senior Managers and staff should not telephone individuals who are likely to be driving, except to leave messages that can be answered when the driver finds a safe place to stop.

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Electrical Risks

1.0 Purpose

To ensure that the risks associated with electricity are adequately controlled the company will ensure that electrical systems and appliances are designed and installed in accordance with legislative requirements and best practice and are regularly inspected and tested.

2.0 Scope

This procedure covers all electrical systems and appliances used both on and off site by the company.

3.0 Responsibility

It is the responsibility of the **SHEQ Manager** to:

- Arrange for electrical system and appliances to be inspected and tested both on and off site. The inspection and tests are to conform to the requirement of this policy.
- Ensure that any electrical system or appliance which has a reported defect is isolated and withdrawn from use until it has been repaired or replaced.
- Maintain the records of the inspection and tests.
- Ensure that any contractor engaged to work on any electrical system or appliance is competent to do so and to insist that no live working is permitted.

It is the responsibility of **all employees** to report any defects that they observe with any electrical systems or appliances.

4.0 Procedure

4.1 Any alteration or modification to any electrical system will be designed in accordance with BS 7671:2001 Requirements for electrical installations, IEE Wiring Regulations. Sixteenth edition.

4.2 It is the policy of the company that any work on electrical systems and appliances is carried out by competent persons with the electrical supply isolated.

4.3 The following works carried out on electrical equipment located on the company premises shall be subject to a permit-to-work:

- Switching off any switch fuse, distribution board, or mains circuit board that may affect clinical or safety critical systems, the safety of any patient or member of staff, or any other person working on or visiting the Trust premises:
- Work on live electrical apparatus;
- Work on electrical distribution systems that need the installed safety

systems/barriers defeated or removed;

- Work on electrical distribution systems that expose personnel to shock hazards;
- Work on remote and automatically controlled low voltage switchgear;
- Work on any earthing system whilst the supply is still live;

4.4 All Permits to Work for work on electrical equipment shall be issued by the SHEQ Manager or a competent appointed person.

4.5 A Permit-to-Work is not required for the following work if it is carried out by a Competent Person (Electrical) or authorised contractor:

- Isolation of electrical distribution systems and equipment to make them safe.
- Replacement of electrical outlets, fittings, equipment and fuses where the supply has been made safe.
- Installation of new electrical fittings, outlets and equipment.

4.6 The replacement of electrical lamps may be carried out by semi-skilled operatives.

4.7 Electrical systems will be inspected and tested every five years and appliances every two years. If defects are reported in any electrical system or appliance the system or appliance will be isolated until the defect is remedied.

4.8 Records of inspections and tests of electrical systems and appliances shall be maintained and will include:

- Contractor's safety information.
- Risk assessments undertaken.
- Copies of any permits to work issued for work on electrical equipment.
- Details of fixed electrical installations.
- Inspections and tests (detailing date tested, name of tester and date of next test) plus details of any modifications or repairs made.
- Matters relevant to personal competence and training in respect of persons who carry out, supervise, manage or assess electrical work.
- Personal protective equipment provided.
- Information and training provided.

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Fire Safety

1.0 Purpose

To assess the risk associated with fire and manage these risks in such a way as to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the organisation.

2.0 Scope

This procedure covers all activities undertaken by the company that may pose a potential risk of fire.

3.0 Responsibility

Senior Management will ensure that an adequate fire risk assessment is carried out for the premises and will ensure that the risk assessment findings and these procedures are implemented and adhered to at all times.

Senior Management will ensure that the frequency of tests and inspections of the fire precautions are in accordance with the fire risk assessment requirements, and that all alarm points and exits are tested.

Senior Managers, employees, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

4.0 Procedure

4.1 Fire Risk Assessment

4.1 The company will carry out fire risk assessments of their operational premises and activities and take into consideration employees, visitors, contractors, members of the public and others (e.g. neighbours) who may be affected by activities carried out within their premises.

4.2 Significant findings identified by the fire risk assessment shall be recorded and suitable precautions for controlling the risk from fire will be implemented and maintained.

4.3 Employees and others will be provided with information, instruction and training about fire precautions in the workplace.

4.4 We shall liaise with occupiers of any neighbouring premises to ensure mutual safety in respect of the risks from fire.

4.5 The company will also provide information as necessary to any relevant emergency services to enable them to avoid unnecessary risk when responding to emergency calls.

4.2 Fire Precautions

4.2.1 The fire risk assessment will determine the fire precautions that are required on the premises and the frequency of inspection and test of these precautions.

4.3 Fire Inspections

4.3.1 In order to ensure that fire precautions are maintained in an effective manner, monthly inspections will be conducted.

4.3.2 Descriptions of items requiring corrective action identified during the inspections will be circulated to the personnel responsible and to appropriate personnel to enable them to remedy matters as soon as is reasonably practicable.

4.4 Information, Instruction and Training

4.4.1 All employees will be given information on the findings of fire risk assessments and instructed in the action to be taken in the event of discovering a fire, and on hearing the alarm. This information will be given to all new employees at the start of induction and to all employees at least once annually. Fire evacuation training exercises will be held at least annually unless the fire risk assessment requires a greater frequency.

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First Aid

1.0 Purpose

The aim of this procedure is to ensure that when employees suffer injuries or fall ill at work, they receive immediate attention irrespective of whether the illness or injury is work related.

2.0 Scope

These procedures apply to first-aiders and appointed persons.

3.0 Responsibility

Senior Management are responsible for implementing the findings of the risk assessments and ensuring that:

- Sufficient First aid boxes and equipment are provided in suitable locations and that their contents are maintained and that replacement supplies are readily available.
- Arranging, without delay, for the transfer of a casualty (should it be required) to their GP, Hospital Accident and Emergency Unit or home, according to the seriousness of the condition.
- Staying with the casualty until they are handed over to the care of a Doctor, Paramedic, the Hospital or other appropriate person.
- Respecting the patient's confidentiality at all times, and not discussing the patient's condition with anyone other than the Emergency Services.

4.0 Procedure

4.1 Senior Management assisted by appropriate personnel will assess the first aid needs appropriate to the locations and provide adequate first aid arrangements and facilities.

4.2 The assessment will take into account:

- Number of occupants
- Workplace & task hazards
- Accident history
- Proximity of emergency medical services
- Hours of work
- The needs of travelling, remote and lone workers

4.3 The assessment will provide the following information:

- Whether fully qualified or appointed persons are required

- What equipment is needed
- Where the equipment should be located.
- Where notices and signs should be displayed in order for first aid support to be rapidly and reliably obtained when needed

4.4 All new staff should be provided with information at induction on how to obtain first aid assistance. This information should cover:

- General organisation of first aid in the workplace.
- Emergency phone numbers.
- Location of first aid boxes.

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General Maintenance Operations

1.0 Purpose

To reduce the risks associated with the undertaking of general maintenance operations to the lowest level that is reasonably practicable.

2.0 Scope

This procedure covers all general maintenance operations undertaken by the company.

3.0 Responsibility

It is the responsibility of Senior Management to ensure that the maintenance operations for a project are undertaken by competent, trained employees.

4.0 Procedure

4.1 A competent person will assess the risks associated with specific maintenance operations before maintenance operations commence. Typical risks to be considered include risks arising from:

- Access required.
- Manual handling.
- Hazards arising from the removal of guards.
- Hazardous substances.
- The work environment (lighting, noise, temperature and limited ventilation).

4.2 Wherever it is reasonably practicable to do so, plant, equipment or services will be securely isolated from all sources of energy before maintenance operations may be carried out. In some cases a permit to work may be required before the work may commence (See Permit to Work Policy)

4.3 Unless undergoing supervised training, no person will be allowed to carry out maintenance operations unless they are appropriately trained and are competent to do so.

4.4 Persons involved in maintenance operations, and their Senior Managers will be provided with all appropriate information about the plant/equipment being maintained, and about the hazards involved, and precautions to be taken when doing so.

4.5 Suitable personal protective equipment will be provided and must be worn at all appropriate times (See Personal Protective Equipment Policy).

4.6 Suitable tools and equipment will be provided and will be maintained in good condition.

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Hot Work

1.0 Purpose

To establish minimum requirements for performing hot work during maintenance and construction activities.

2.0 Scope

This programme is designed to prevent injury and loss of property from fire or explosion as a result of hot work in all company spaces and activities. It covers: welding, brazing, soldering, heat treating, grinding, powder-actuated tools, hot riveting and all other similar applications producing a spark, flame, or heat.

3.0 Responsibility

The SHEQ Manager is responsible for the safe operations of all hot work activity undertaken on site. These duties include:

- Establishing permissible areas for hot work.
- Ensuring that only approved apparatus, such as torches, manifolds, regulators and pressure reducing valves, are used.
- Ensuring that all individuals involved in the hot work operations are familiar with the company Hot Work requirements.
- Ensuring that all individuals involved in the hot work operations are trained in the safe operation of their equipment and the safe use of the process. These individuals must have an awareness of the risks involved and understand the emergency procedures in the event of a fire.
- Determining site-specific flammable materials, hazardous processes, or other potential fire hazards present or likely to be present in the work location.
- Ensuring combustibles are protected from ignition by the following means:
- Moving the work to a location free from combustibles.
- If the work cannot be moved, ensure the combustibles are moved to a safe distance or have the combustibles properly shielded against ignition.
- Ensuring hot work is scheduled such that operations that could expose flammables or combustibles to ignition do not occur during hot work operations.
- Determining that fire protection and extinguishing equipment are properly located and readily available.
- Ensuring sufficient local exhaust ventilation is provided to prevent accumulation of any smoke and fume.

4.0 Procedure

4.1 Hot work is allowed only in areas that are or have been made fire-safe. Hot work may only be performed in either designated areas or permit-required areas.

4.2 A designated area is a specific area designed or approved for such work, such as a maintenance shop or a detached outside location that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.

4.3 A permit-required area is an area made fire-safe by removing or protecting combustibles from ignition sources.

4.4 Hot work is not allowed:

- In sprinklered buildings if the fire protection system is impaired
- In the presence of explosive atmospheres or potentially explosive atmospheres (e.g. on drums previously containing solvents)
- In explosive atmospheres that can develop in areas with an accumulation of combustible dusts.

4.5 Before hot work operations begin in a non-designated location, a completed hot work permit prepared by the responsible person is required. Based on local conditions, the responsible person must determine the length of the period, not to exceed 24 hours, for which the hot work permit is valid.

4.6 The following conditions must be confirmed by the responsible person before permitting the hot work to commence:

- Equipment to be used (e.g. welding equipment, shields, personal protective equipment, fire extinguishers) must be in satisfactory operating condition and in good repair.
- The floor must be swept clean for a radius of 35 ft if combustible materials, such as paper or wood shavings are on the floor,
- Combustible floors (except wood on concrete) must be kept wet or be covered with damp sand (note: where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock., or be protected by non-combustible or fire-retardant shields.
- All combustible materials must be moved at least 35 ft away from the hot work operation. If relocation is impractical, combustibles must be protected with fire-retardant covers, shields or curtains. Edges of covers at the floor must be tight to prevent sparks from going under them, including where several covers overlap when protecting a large pile.
- Openings or cracks in walls, floors, or ducts within 35 ft of the site must be tightly covered with fire-retardant or non-combustible material to prevent the passage of sparks to adjacent areas.
- If hot work is done near walls, partitions, ceilings, or roofs of combustible construction, fire-retardant shields or guards must be provided to prevent ignition.

- If hot work is to be done on a wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side by relocating combustibles. If it is impractical to relocate combustibles, a fire watch on the opposite side from the work must be posted.

- Hot work must not be attempted on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible sandwich-type panel construction.

- Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles must not be undertaken if the work is close enough to cause ignition by conduction.

- Fully charged and operable fire extinguishers that are appropriate for the type of possible fire shall be available immediately at the work area. These extinguishers should be supplied by the group performing the hot work. The fire extinguishers normally located in a building are not considered to fulfil this requirement.

- If hot work is done in proximity to a sprinkler head, a wet rag shall be laid over the head and then removed at the conclusion of the welding or cutting operation. During hot work, special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems (for example, special extinguishing systems or sprinklers).

- Nearby personnel must be suitably protected against heat, sparks, and slag.

4.7 A fire watch should be posted at the site when:

- Hot work is performed in a location where other than a minor fire might develop, or where the following conditions exist.

- Combustible materials in building construction or contents are closer than 35 ft to the point of hot work.

- Combustible materials are more than 35 ft away but are easily ignited by sparks.

- Wall or floor openings are within 35 feet and expose combustible materials in adjacent areas. This includes combustible materials concealed in walls or floors.

- Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.

4.8 Where a fire watch is not required, the responsible person shall make a final inspection $^1/_2$ hour after the completion of hot work operations to detect and extinguish possible smoldering fires.

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Japanese Knotweed

1.0 Purpose

To control and eliminate current stands of Japanese Knotweed; and to prevent the spread of this plant in the undertaking of waste processing operations.

2.0 Scope

This procedure applies to all knotweed identified on site and during processing activities.

3.0 Responsibility

It is the responsibility of all employees to ensure that they report any Japanese Knotweed identified as soon as possible.

4.0 Procedure

4.1 All loads are inspected at both the weighbridge and on tipping and rejected if contamination from Japanese Knotweed is found.

4.2 Site Operators shall notify their manager if they identify Japanese Knotweed or other injurious weeds amongst the green or inert wastes. The material shall not be shredded, turned or moved until a full assessment of the contamination has been carried out.

4.3 If Japanese Knotweed is identified growing on the site then the SHEQ Manager should be notified immediately and will note its location on the knotweed site plan.

4.4 Japanese Knotweed will be controlled, treated and eradicated from site in accordance with the Environment Agency Guidance.

4.5 Japanese Knotweed can be controlled either chemically or physically.

4.6 Chemical Control

4.6.1 Japanese knotweed is sensitive to a range of herbicides. The most effective time to apply herbicides to Japanese knotweed is in late Summer. This is much more damaging to the underground rhizome system than applying herbicides in Spring.

4.6.2 A qualified person should carry out the treatment and contractors must have a National Proficiency Tests Council (NPTC) certification. However, the Environment Agency permission is needed before herbicides can be used in or near watercourses.

4.6.3 Herbicide treatment may have to be used for at least three years before Japanese knotweed stops growing back. Even when the plant stops growing back, any soil removed from the area is likely to have dormant rhizome and must be disposed of as described within the knotweed code of practice.

4.7 Physical Control

4.7.1 Cutting can be used to reduce underground biomass. This is useful before applying herbicides. The plant should be cut at the base of the stem. Cutting methods that produce fragments, such as flailing, should be avoided as just a small part of the stem can produce a new plant.

4.7.2 Studies have shown that with four cuts a year the plant loses vigour and underground biomass. The first cut should be carried out when the first shoots appear and the last cut should be done when the plant before it dies back in the autumn (September or October). Annual cutting will be required. Cut stems should be thoroughly dried before they are burnt or taken to landfill.

4.8 Disposal

4.8.1 Japanese knotweed and soil containing Japanese knotweed is classed as 'controlled waste' which means it can only be disposed of at licensed landfill sites.

4.8.2 Japanese knotweed waste can be burnt on site under controlled conditions. If the waste is burnt, such burning must take into account any local by-laws for nuisance or pollution that may occur as a result of the activity. Anyone working on the site should use protective clothing and face visors.

4.8.3 Before burning Japanese knotweed permission is needed from the Environment Agency before any burning takes place by calling 03708 506 506

4.8.4 Soil containing Japanese knotweed material and burnt remains of Japanese knotweed may be buried on the site where it was produced. The material should be covered with a root barrier membrane and then buried at least 5 metres deep with inert fill or topsoil. However, before burying Japanese knotweed waste the Environment Agency must be informed at least one week before burial takes place by calling 03708 506 506.

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Leptospirosis

1.0 Purpose

To ensure that the risks to employees from Leptospirosis is prevented and minimised.

2.0 Scope

Anyone who is exposed to rats, rat or cattle urine or to fetal fluids from cattle is at risk.

3.0 Responsibility

It is the responsibility of all employees to ensure that they adhere to the content of this policy.

Senior Management is responsible for ensuring any case of Leptospirosis is reported to the Health and Safety Executive as per the RIDDOR policy of the company.

4.0 Procedure

4.1 There are two types of Leptospirosis that can affect workers in the UK

- Weil's disease – this is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.
- Hardjo – this is transmitted from cattle to humans.

4.2 The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water.

4.3 In order to minimise the risk of contracting Leptospirosis employees should:

- Never touch rats.
- Cover all cuts and broken skin with waterproof plasters before and during work.
- Wear protective clothing.
- Always wash your hands before eating, drinking or smoking.

4.4 Symptoms of Leptospirosis start with a flu-like illness with a persistent headache.

4.5 If any employee at risk of contracting Leptospirosis displays these symptoms then they should immediately report the illness to their doctor and explain to the doctor about their work. Leptospirosis is much less severe if it is treated promptly.

4.6 If your doctor informs you that you have Leptospirosis then you should immediately inform your Senior Manager, who will then report it to the Health and Safety Executive.

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Lifting Operations and Lifting Equipment

1.0 Purpose

To ensure that lifting operations and lifting equipment provided for use at work are safe.

2.0 Scope

This procedure covers all lifting operations undertaken by the company and all lifting equipment used to undertake those operations.

3.0 Responsibility

The SHEQ Manager will be responsible for ensuring the safe planning of a lifting operation, which will include the relevant risk assessments being undertaken. They will also ensure the appropriate certification and paperwork is provided by the lift operating company and verified before any lifting operations commence.

4.0 Procedure

4.1 Risk Assessment

4..1.1 A suitable and sufficient risk assessment of lifting equipment and lifting operations will be undertaken for the purpose of identifying all necessary measures required to reduce any risks found as a result of the assessment

4.2 Strength and Stability

4.2.1 Lifting equipment will be of adequate strength and stability for each individual load raised or lowered and particular attention will be paid to the stresses incurred at the mounting or fixing points. Load parts and any attachments used in the lifting operation will also be of adequate strength.

4.3 Lifting Equipment for Lifting Persons

4.3.1 Lifting equipment used for lifting people will prevent anyone using it from being crushed, trapped, struck, or from falling from the carrier. Similar precautions will be taken for work activities carried out from the carrier, as far as reasonably practicable.

4.3.2 Suitable devices will be provided to prevent the risk of a carrier from falling.

4.3.3 People trapped inside a carrier will be protected from danger and be able to be freed.

4.4 Positioning and Installation

4.4.1 Lifting equipment will be positioned and installed so as to be safe, and minimise the risks, as far as reasonably practicable, of the lifting equipment or its load striking a person, or its load drifting, falling freely or being unintentionally released.

4.5 Marking of Lifting Equipment

4.5.1 Lifting equipment will be clearly marked with its safe working loads. In situations where the safe working load is reliant on the equipment configuration, the safe working load

for each configuration will be clearly marked on the lifting equipment. Alternatively, information containing these details will be kept with the lifting equipment.

4.5.2 Accessories used in lifting operations will be marked with any information necessary to ensure their safe use.

4.5.3 Lifting equipment intended for lifting people will be clearly marked as such. Any lifting equipment not intended for lifting people, but which may be mistakenly used as such, will also be clearly marked to this effect.

4.6 Organisation of Lifting Operations

4.6.1 Lifting operations involving lifting equipment will be properly planned by a competent person appropriately supervised and carried out in a safe way.

4.7 Thorough Examination and Inspection

4.7.1 Lifting equipment will be thoroughly examined for defects before it is put into service for the first time.

4.7.2 The company will ensure that lifting equipment obtained from a third party is accompanied by physical evidence of the last thorough examination before it is used.

4.7.3 Lifting equipment will be thoroughly examined to ensure correct installation and safe operation after it has been installed and before being put into service for the first time or after it has been relocated, if its safety is dependent on its installation.

4.7.4 Where lifting equipment is exposed to conditions that may cause deterioration likely to result in danger it will be thoroughly examined as follows:

- Lifting equipment for lifting people: at least every 6 months
- Other lifting equipment: at least every 12 months.

4.7.5 In both cases a competent person will draw up an examination scheme, i.e. a suitable scheme that determines the frequency of the thorough examinations.

4.7.6 Lifting equipment will also undergo a thorough examination if exceptional circumstances have occurred that may adversely affect the safety of the lifting equipment.

Lock Out & Isolation

1. Failure to comply with these instructions will lead to disciplinary action being taken against the individual.

2. When carrying out any cleaning, maintenance or adjustment of any plant the following procedures must be followed.

Mechanical Plant Lock out / Isolation Procedure.

1. Switch off engine

2. Remove the Ignition Key

3. Keep the Ignition key on the person who is carrying out the work during lockout.

4. Remove Master Key / Isolation key which must be retained by the person who is carrying out the work

5. Where there is no Master Key / Isolation Key to be removed the instrument panel must be physically locked and the key retained by the person who is carrying out the work

6. Place appropriate maintenance warning signs (i.e. TAG OUT)

7. Never work alone implement a Buddy System until the work is completed.

Washing Plant Electrical Lock out / Isolation Procedure Low Voltage.

This procedure is only to allow cleaning, mechanical maintenance or adjustment to the plant it does not allow work to be carried out on the H.V. power or within the panels this work must only be carried out by AUTHORISED COMPETENT PERSONS

1. Clearly identify equipment to be isolated

2. Remove key from panel switch off and isolate from supply using nearest lockable point of isolation and apply locking device, all keys to be retained by person in charge of work

3. Identify circuit and lock individual trip in isolated position.

4. Prove dead at place of work with an Approved Voltage Indicator which shall itself be tested before and after use.

5. Caution notices must be placed at all points of isolation.

6. Danger notices must be prominently displayed on any adjacent live equipment.

7. Equipment shall be in a suitable condition before the restoration of power with all personnel involved notified

Lone Working Procedure - Onsite & Offsite

1.0 Purpose

The purpose of this procedure is to ensure that all persons in the employ of the company are aware of their responsibilities with regards to onsite and offsite lone working.

2.0 Scope

This policy sets out the position of the company in respect of any employees who may be asked to undertake onsite or offsite lone working.

3.0 Responsibility

Senior Management in conjunction with supervisors will have overall responsibility for ensuring that this policy is implemented and adhered to.

4.0 Policy

The aim of this lone working procedure is to ensure that there is always someone who knows where employees are working so that they can be located and/or contacted in the event of an emergency.

Onsite and offsite lone working should only take place only if the employee is confident that they are safe and able to work alone.

For all onsite or off site lone working, a 'buddy system' should be operated, whereby a buddy is nominated and informed of movements.

4.1 Buddy system –

A buddy is nominated and informed of the details listed below –

- Location(s) of lone working (changes in itinerary need to be reported to the buddy)
- Reporting-in times or estimated time of arrival (for journeys)
- Contact details
- Travel/vehicle details (particularly important in the event of requiring emergency assistance)
- The Emergency Procedure in the event of not calling in.

4.2 Emergency Procedure -

In the event of the lone worker not 'reporting in' the buddy should carry out the Following -

- Telephone the lone worker on the number(s) given. If there is no response, leave a phone message with the time of the call, and state that the Lone Worker is overdue for reporting in.
- Repeat this after 15 minutes, and a third time up to one hour after the due reporting-in time. If there is still no response then the Buddy should exhaust all other options before calling the emergency services.
- If still unable to contact or locate the lone worker, the buddy should contact senior management/managing director.
- Senior management/managing director will review the information and if necessary contact local police and/or emergency services (if necessary) and advise them of the lone Working Procedure, the areas being visited, travel details, any known risks, reporting in times and any contact details.

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Managing Offensive / Hygiene Wastes

1.0 Purpose

This procedure sets out controls measures that can be taken to reduce the risk of ill health caused by offensive/hygiene wastes found in the municipal waste/recycling stream.

2.0 Scope

This procedure covers all offensive / hygiene wastes found on site. Offensive/hygiene wastes are the product of a healthy population (not known to be infectious). However, when handled, there is a residual health risk, which should be assessed, and appropriate precautions should be implemented. In addition, the waste can be offensive in appearance and smell. Provided the waste is appropriately wrapped, properly handled and free from excess liquid, the risk of ill health is considered to be low.

3.0 Responsibility

It is the responsibility of all employees to ensure that they adhere to the guidance set out in this procedure.

It is the responsibility of Senior Management to ensure that any unacceptable quantities of offensive/hygiene waste discovered on site are dealt with in the appropriate manner.

4.0 Procedure

4.1 It is foreseeable that offensive/hygiene wastes may be encountered in areas where employees may be handling general household and commercial wastes. This can expose workers to a risk to their health from offensive/hygiene waste either by direct or indirect contact.

4.2 Picking areas will be adequately lit, properly designed and operated at speeds that enable pickers to safely remove materials.

4.3 Unacceptable quantities of offensive/hygiene waste will be traced (where possible) back to the waste producer to resolve waste classification and disposal issues.

4.4 If unexpected offensive/hygiene waste is identified employees should

- Stop work immediately;
- Safely remove contaminants using appropriate equipment and depositing them in a designated container while wearing suitable protective gloves;
- Disinfect/wash down the contaminated area;
- Record the incident in accordance with company procedures.

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Manual Handling

1.0 Purpose

To avoid the need for manual handling operations involving a risk of injury, as far as reasonably practicable and where manual handling operations cannot be avoided; to make a suitable and sufficient assessment of the risks in order to develop a safe system of work to reduce the risk of injury to a level which is as low as is reasonably practicable

2.0 Scope

This procedure covers all activities undertaken by the company that involves manual handling.

3.0 Responsibility

Senior Management is responsible for ensuring that:

- Appropriate manual handling training is provided.
- Where the general risk assessment identifies Manual Handling risks a specific Manual Handling assessment is carried out.
- Details of each assessment are recorded
- Risk assessments are reviewed / re-assessed, in accordance with these procedures when there are any significant changes to the work situation.
- Employees are adequately trained to perform the tasks required, and are made fully aware of all known hazards which exist.
- Any injuries related to Manual Handling are reported and recorded.

Employees are responsible for ensuring that:

- They take appropriate care of their own safety when carrying out task involving manual handling.
- They do not undertake any manual handling that may cause injury to themselves or to others, and always adhere to the information, instructions and training provided.
- They promptly report any difficulties or problems they are experiencing with manual handling to their Senior Manager.
- They advise their Senior Manager if they become pregnant.

4.0 Procedure

4.1 Where a general risk assessment identifies a significant risk from manual handling operations the operation should be altered to eliminate the risk. Where these risks cannot be avoided, then a more specific and detailed Manual Handling assessment will be carried out by a competent person.

4.2 Records of assessments will be retained and details of each assessment will be recorded.

4.3 Where the risk assessment identifies a significant manual handling involvement specific manual handling training will be given to those carrying out the task and the individuals concerned will be advised of the risks.

Noise

1.0 Purpose

This procedure has been introduced to protect all employees whilst at work, and others who may be affected by work activities, against noise levels which will cause damage to their hearing.

2.0 Scope

This procedure covers all work activities that generates sufficient levels of noise as to cause damage to hearing or to cause a nuisance to the surrounding area.

3.0 Responsibility

The Manager must ensure that the required standards are met to protect staff that may be at risk from the effects of excessive or prolonged noise levels.

Managers and staff must ensure that the appropriate precautions are observed to protect themselves and others from the effects of noise.

4.0 Procedure

4.1 Noise at work is recognised as a potential health hazard. Evidence shows that excessive noise can cause long term damage to hearing and accelerate the normal loss of hearing which occurs as people grow older. Everyone exposed to excessive noise (i.e. above 80 dB(A) for long periods will be affected.

4.2 The principles of the policy should also be used when considering the problem of nuisance noise.

4.3 The company will reduce the risk of damage to the hearing of its employees from exposure to noise to the lowest level reasonably practicable.

4.4 Where the level of noise is likely to exceed 80 dB(A) the company requires that:-

- An initial noise measurement is carried out by a competent person.
- If the initial measurement and exposure time indicates the potential for harm, a detailed noise assessment will need to be arranged with a suitable external noise specialist.
- Exposure to noise is reduced so far as is reasonably practicable by means other than ear protectors, i.e. by engineering controls;
- Adequate information, instruction and training about the risks to hearing is given to its employees;

- Ear protection zones are marked with notices;
- Audiometric assessments are undertaken by those employees considered at risk from noise at work;

4.5 The company requires suppliers of plant and machinery to provide adequate information on the noise likely to result from its use. This requirement will also apply to contractors using equipment or machinery in respect of any work commissioned by the company.

Overweight bins and skips

1.0 Purpose

To ensure that the safe gross weight of the vehicle being operated is never exceeded.

2.0 Scope

This procedure covers the collection of all bins and skips undertaken by the company.

3.0 Responsibility

Senior Management will be responsible for ensuring that adequate training is provided and understood for all employees involved with the collection of bins and skips.

The operatives making the skip/bin collection will be responsible for making a judgement on whether or not the skip/bin is overweight or over full.

4.0 Procedure

4.1 All drivers must be fully aware of the safe gross weight of the vehicle which they are operating. This weight must **never** be exceeded.

4.2 Any driver who suspects that the bin/skip about to be collected is overweight/overfull should initially contact the office for guidance as to how to proceed.

4.3 The office will, wherever possible, contact the hirer and explain that under no circumstances can an overweight/overfull bin/skip be legally taken on the public highway.

4.4 The office should then offer the hirer the following options:

- The hirer removes the excess from the load to make the weight or load acceptable. (This is the responsibility of the hirer and under no circumstances should any employee of the company get involved in the removal of the excess materials without direct instruction head office).
- The hirer accepts that another bin/skip will be dropped to take the excess. (This will be at an additional cost to the hirer and will be dropped when it is convenient for operations to facilitate this).

4.5 In the event the hirer will not accept either of these options or if the office is unable to contact the hirer, the driver will leave the overweight/overfull bin/skip where it is and proceed to his next job.

4.6 A visit to the site will be made by an appropriate person who will discuss with the hirer what actions will be required to safely facilitate removal of the bin/skip.

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Permits to Work

1.0 Purpose

The company's permit-to-work system is a formal document which gives written permission for somebody to carry out work in a potentially hazardous environment.

2.0 Scope

This policy must be adhered to when work has been identified as particularly hazardous, difficult to organise or control or which warrants higher than normal safety precautions that need positive enforcement.

3.0 Responsibility

Overall and final responsibility for the operation and management of this policy lie's with the **SHEQ Manager**.

The **SHEQ Manager** will ensure that responsible persons are appointed to issue the various Permits to Work.

Only **Responsible Persons** are able to issue permits to work. A responsible person is an employee of the company who has been deemed competent and has satisfactory knowledge of the hazards at a work site to be able to specify a system to eliminate, as far as reasonably practicable, the risks in a particular job.

4.0 Procedure

4.1 General

4.1.1 A Permit to Work System provides a systematic disciplined approach to assessing the risks of a job and specifying the precautions to be taken when performing work that has been identified as particularly hazardous, difficult to organise or control or which warrants higher than normal safety precautions that need positive enforcement.

4.1.2 The permit to work system:

- Specifies the work to be done, it's location and the equipment to be used
- Specifies the precautions to be taken when performing the task
- Gives permission for work to start.
- Provides a check to ensure that all safety considerations have been taken into account, including the validity of permits and certificates and compliance to the company's policies and procedures and;
- On completion of work it provides a checking mechanism that all work has been completed to the Company's satisfaction.

4.1.3 The permit is a controlled document. It is therefore important that a record keeping system enables signed off permits to be retained and retrieved. The permits will be retained for a period of 5 years.

4.1.4 The permit system will be reviewed annually. This review should identify any areas of weakness in the system or the need for additional permits. When performance monitoring, the following areas should be considered:

- Statistical information on the numbers and types of permits issued
- The standard of completion of permits
- Evaluation of information and recommendations received from permit issuers, acceptors and others involved in the operation of the system
- Examination of information gained from incident investigations where permits where involved
- Review of the progress on the implementation of agreed remedial actions following incident reports
- Monitoring of the training and competence testing programmes

4.2 Work not requiring a Permit

4.2.1 Activities involving routine production and process operations including start-up, changes in operational modes and shutdowns do not require a Permit to Work. Routine work includes first line maintenance carried out by operations personnel.

4.2.2 Normally, the activities of inspectors, surveyors, engineers, draftspersons and visitors will not require a Permit to Work, provided their presence in the operational area is approved in advance by the responsible person and their activity does not interfere with plant or equipment, nor are they carrying potential ignition sources.

4.3 Confined spaces

4.2.1 This permit should be used in circumstances where one or more persons is required to do work:

- Where there may be a lack of oxygen i.e. in any chamber, tank, vat, pit, flue or similar confined space
- Involving disconnection or opening of any closed pipeline or vessel containing flammable materials or liquids, toxic materials, explosive dusts.

4.4 Hot Work

4.4.1 This permit should be used when “hot work” is carried out in circumstances where flammable liquids, vapours or combustible solids may be ignited i.e.

- Where heat is used or generated e.g. welding, flame cutting, brazing, soldering, grinding, hot air guns etc.
- The use of tools or equipment which may generate sparks in flammable atmospheres
- The use of electrical equipment which is not intrinsically safe or of a suitably

protected type, in the presence of a flammable atmosphere

4.5 High Voltage Electrical permit

4.5.1 This permit should be used where there could be hazards associated with electrical work

- High voltage (specialist training)

4.6 Low Voltage Permits

This permit should be used where there could be a hazard associated with:

- Low Voltage distribution systems

4.7 Mechanical Permit

This permit should be used where there could be a hazard associated with:

- Mechanical work

4.8 Roof Access Permit

This permit should be used where employees are exposed to an appreciable risk of falling, as a result of working on a roof or similar place i.e.

- Working at heights in excess of 2 metres where there are insufficient safeguards.
- Scaffolding

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Personal Protective Equipment

1.0 Purpose

To ensure that personal protective equipment is provided when the risk presented by a work activity cannot be adequately controlled by other means.

2.0 Scope

This procedure covers all activities undertaken by the company.

3.0 Responsibility

Employees and users of the personal protective equipment are responsible for the maintenance of the equipment and are to ensure they use the equipment in a responsible manner.

Senior Management is responsible for ensuring that all the relevant tasks that require personal protective equipment have been identified and are risk assessed.

Senior Management is responsible for ensuring suitable and sufficient risk assessments are undertaken and filed accordingly. They are also responsible for ensuring the correct personal protective equipment is supplied when required and suitable storage facilities are available for storage of the equipment. They must also ensure suitable and sufficient training is provided for the equipment users and appropriate records filed.

4.0 Procedure

4.1 The requirement to provide personal protective equipment will be identified as a possible workplace precaution during the process of risk assessment.

4.2 Consideration will also be given to the specific features that the personal protective equipment must have in order for it to be suitable.

4.3 The assessment of personal protective equipment will be reviewed if there is reason to suppose that it is no longer valid or if there has been a significant change in the matters to which it relates.

4.4 Before issuing personal protective equipment, an assessment will be made to ensure its suitability. Personal protective equipment will not be considered 'suitable' unless it:

- Is appropriate for the risk or risks involved and the conditions at the place where exposure to the risk may occur.
- Takes account of ergonomic requirements and the state of health of the person who may wear it.
- Is capable of fitting the wearer correctly, if necessary after adjustments within its designed range.
- Is effective to prevent or adequately control the risk or risks without increasing overall risk, so far as is reasonably practicable.

4.5 The assessment will consider any risks that have not been avoided by other means and will ensure that the personal protective equipment has the characteristics necessary in order for it to be effective against those risks.

4.6 Consideration will be given to the job itself and to the demands it places on employees. Employees will also be consulted regarding the choice of personal protective equipment.

4.7 Where it is necessary for employees to wear or use more than one item of personal protective equipment, simultaneously, the company will ensure that the items are compatible with each other and continue to be effective against the risks.

4.8 Any personal protective equipment provided will be certified to show that it meets the basic safety requirements and complies with any relevant European (EN) Standard.

4.9 Personal protective equipment provided will be maintained in an efficient state, in efficient working order and in good repair.

4.10 Effective arrangements will be made to ensure that the personal protective equipment continues to be effective and appropriate examination and testing will be undertaken and, where appropriate, manufacturer's maintenance schedules and instructions followed.

4.11 Appropriate accommodation will be provided for the storage of personal protective equipment to ensure that it is does not become damaged or ineffective.

4.12 Employees who are provided with personal protective equipment will be provided with such information, instruction and training as is adequate and appropriate.

4.13 The company will take all reasonable steps to ensure that any personal protective equipment provided is properly used by employees and that training and instructions provided are followed. Employees will be informed of their statutory obligation to make full and proper use of any protective equipment provided.

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Re-fuelling Operations

1.0 Purpose

The purpose of this procedure is to eliminate or reduce the risk of a pollution incident during re-fuelling.

2.0 Scope

This procedure refers to all re-fuelling operations undertaken by Lawrence Landfill staff.

3.0 Responsibility

It is the responsibility of management to ensure that this procedure is followed during all re-fuelling operations undertaken.

4.0 Procedure

4.1 Absorbent spill clean-up materials and spill kits should be available in fuelling areas and on fuelling trucks, and should be disposed of properly after use.

4.2 Drip pans or absorbent pads should be used during vehicle and equipment fuelling, unless the fuelling is performed over an impermeable surface in a dedicated fuelling area.

4.3 Avoid mobile fuelling of mobile construction equipment around the site; rather, transport the equipment to designated fuelling areas.

4.4 Only suitably trained and competent staff should undertake re-fuelling activities.

4.5 When fuelling must take place onsite, designate an area away from drainage courses to be used.

4.6 Nozzles used in vehicle and equipment fuelling should be equipped with an automatic shutoff to control drips. Fuelling operations should not be left unattended.

4.7 Vehicles and equipment should be inspected each day of use for leaks. Leaks should be reported for repair immediately and parked up on an impermeable surface away from possible escape into the environment.

4.8 Immediately clean up spills and properly dispose of contaminated soil and clean up materials.

4.9 All incidents of spillages should be recorded and dealt with in accordance with the non-conformance procedure.

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RIDDOR Policy

1.0 Purpose

The purpose of this policy is to assist in protecting all persons working for or on behalf of the company whilst at work and to assist the company in fulfilling its legal and moral obligations.

2.0 Scope

This policy covers the reporting, recording and investigation of accidents and incidents to employees, self-employed persons or contractors under our control.

3.0 Responsibility

The Managing Director is responsible for

- Carrying out an initial appraisal of the accident / incident, evaluate if it is immediately notifiable and report it to the National Contact Centre if applicable.
- Reporting RIDDOR accidents to the National Contact Centre.
- Leading the accident investigation team.
- Auditing the implementation of the actions noted in the recommendations section of the Accident Investigation Report to establish if all recommendations have been implemented.
- Reporting the findings of such audits to the Senior Management Team at quarterly intervals.
- Frequently checking that records of first aid treatment given and entries in the Accident Book are properly recorded.
- Covering 3 day reporting responsibilities under RIDDOR.

4.0 Procedure

4.1 The company will take all reasonable measures to ensure those persons referred to above are made aware of the contents of this policy, the possible effects on their personal health and safety and the possible consequences in the event of any breach of this policy.

4.2 The company recognises its obligations under all relevant sections of the health and Safety at Work Act 1974, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the company by legislation and/or this policy.

4.3 It is the policy of the company that all accidents and dangerous occurrences will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the event and what measures may be taken to prevent a recurrence.

4.4 An Initial Investigation of accidents or incidents will be undertaken by the Managing Director to establish whether or not the event is reportable under RIDDOR.

4.5 If the accident/incident is deemed reportable under RIDDOR the Managing Director will notify the Enforcing Authority by quickest possible means (if appropriate under RIDDOR) and sends form F2508 within 15 days.

4.6 If the injury prevents the injured person from carrying out normal duties **for more than 7 days**, (regardless of the nature of the injury) the event is reportable under RIDDOR and form F2508 must be sent to the Enforcing Authority. All over 3 day injuries should be noted in the accident book.

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Safety Signs and Signals

1.0 Purpose

To ensure that safety signs are used where there is a significant risk to health or safety that has not been avoided or controlled by the methods required under the relevant law, provided use of a sign can help reduce the risk.

2.0 Scope

This procedure covers all activities undertaken by the company where the use of safety signs has been deemed appropriate.

3.0 Responsibility

Senior Management will be responsible for confirming the relevant risk assessments are undertaken thus ensuring the correct safety signage is installed where required.

4.0 Procedure

4.1 Safety signs and signals are a form of workplace precaution and as such, all employees and visitors are required to comply with them.

4.2 Safety signs and signals will be maintained in good condition and their effectiveness will be reviewed periodically as part of the risk assessment review process.

4.3 The need for safety signs will be identified during the assessment of risk. Safety signs will be used where there is a significant risk to health or safety that has not been avoided or controlled by other methods required under the relevant law, provided use of a sign can help reduce the risk.

4.4 All reasonably practicable steps will be taken to eliminate or control hazards by other, more reliable means such as the elimination of hazards or the use of engineering controls. Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work.

4.5 Where appropriate, special arrangements will be made in respect of employees or visitors who have impaired vision or hearing that might place them or others at risk due to their inability to discern the sign or signal.

4.6 For standard signboards there is mandatory use of:

- pictograms (pictorial signals)
- standard shapes
- standard colours

Prohibition (Must Not) 	A sign prohibiting behaviour likely to increase or cause danger. Round sign with a white background, red border and diagonal cross bar and black pictogram.
Warning 	A sign giving a warning of a hazard or danger. Triangular sign with a yellow background, black border and black symbol.
Mandatory 	A sign prescribing specific behaviour. Round sign with a blue background and white symbol.
Emergency Escape or First Aid Sign 	A sign giving information on emergency exits, first aid or rescue facilities. Note: BS5499 are also acceptable (these have a pictogram and text). Signs with text only are not acceptable. Square or oblong sign with a green background and white symbol.
Fire Fighting 	A sign indicating fire equipment. Rectangular or square sign with a red background and white pictogram.

4.7 The company will provide the necessary information and training to ensure employees, and where appropriate, contractors, sub-contractors and visitors are provided with:

- comprehensive and relevant information on the measures to be taken in connection with safety signs; and
- Suitable and sufficient instruction and training in the meaning of safety signs and the measures to be taken in connection with safety signs.

4.8 Periodic inspections of the workplace will include monitoring to ensure that safety signs and signals are maintained in good condition and that visual signs are not obstructed.

4.9 Safety signs will be removed promptly if changes in plant or systems of work etc. are introduced that render the sign irrelevant or no longer necessary.

SHEQ-14-01 – Operational Control Manual

Sheeting and Netting

1.0 Purpose

To ensure that all loads are sheeted or netted at all times.

2.0 Scope

This procedure covers all loads carried by the company vehicles.

3.0 Responsibility

Senior Management will be responsible for ensuring that adequate training is provided and understood for all employees involved with the collection and sheeting/netting of loads.

The operatives are responsible for ensuring all loads carried by company vehicles are safely secured and controlled.

4.0 Procedure

4.1 The Environmental Protection Act 1990 (Section 34), The Waste Management Regulations 1996, The Health and Safety at work etc Act 1974 and The Road Traffic Act 1991 impose a number of legal duties upon the company and its employees. To this end, the company and its employees are duty bound to control all loads its vehicles carry.

4.2 All vehicles/trailers are either fitted with sheeting systems or nets for manual netting. This ensures that all loads are safely secured and controlled.

4.3 Should a driver encounter a problem with a load which they feel they cannot safely sheet/net then they will contact the office for guidance on how to proceed.

4.4 If the driver is unable to contact the office then under no circumstances should the load be taken onto the public highway. Instead it should be left until steps have been taken to remedy the problem.

4.5 Should a load become loose or unsafe during transit then the driver must pull over to a safe location as soon as it is safe to do so. On all occasions of this happening the office must be contacted before the driver can proceed.

4.6 All nets and sheeting systems must be maintained and checked regularly. Any defect found must be reported to the relevant Senior Manager verbally who will then record the problem in the incident book.

4.7 Any person(s) who fails to comply with this policy will be subject to disciplinary action.

SHEQ-14-01 – Operational Control Manual

Slips, Trips and Falls

1.0 Purpose

This procedure enables the company to ensure that it provides a safe working environment free from slips and hazards, so far as is reasonably practicable.

2.0 Scope

This procedure describes the procedures, which should be followed, and the factors that should be taken into account by all employees when dealing with aspects of slips and trips in the workplace.

3.0 Responsibility

Senior Management will be responsible for ensuring that adequate risk assessments are undertaken and that identified control measures are implemented.

4.0 Procedure

4.1 All potential slips, trips and falls within the company premises shall be subject to the risk assessment process. A competent person shall complete risk assessments for individual stations or places of work.

4.2 Slips

4.2.1 The mechanism of slipping can be broadly categorised as follows:

- The heel of the moving foot contacts the surface and slips forward, or;
- The heel of the rear foot lifts as the force moves towards the front of the foot, the sole slips backwards and the person falls forwards

4.2.2 Accidents statistics show that slipping injuries are especially linked with wet floors – slips occur when foot and floor surface cannot make effective contact or grip. This hazard is generally controlled and minimised by good housekeeping and maintenance, supplemented by encouragement to wear suitable footwear where the hazard cannot be completely eliminated.

4.2.3 Hazards Causing Slipping

- Accidental spills or splashes of liquids (or solids)
- Poorly drained or wet floors (e.g. following cleaning, or trailing in mud from outdoors)
- Wet leaves, inclement weather (ice, rain, sleet or snow)
- Dusty floors
- Sloping surfaces

- Loose mats on polished floors
- Change from wet to dry surface (footwear still wet)
- Unsuitable or worn floor surface/covering
- Unsuitable footwear, including worn shoes

4.2.4 Typical Control Measures

- Make arrangements to deal with spills quickly. Make it clear via training that it is everyone's responsibility to report and act on spills as soon as practicable.
- After wet cleaning use appropriate signs/barriers or arrange alternative bypass routes.
- Ensure that carpets are securely fixed and do not have curling edges
- Ensure adequate draining of floor surfaces; in cold conditions (frost, snow or sleet) grit or salt exterior surfaces where appropriate. Arrangements should be made before the morning rush.
- Provide doormats and signs of risk on coming from wet to dry areas. Make sure that the mats are big enough to deal with the traffic
- Ensure that floor surfaces are suitable for the traffic use
- Ensure that staff wears suitable footwear. If a risk assessment indicates slip resistant footwear is required this must be provided free of charge.

4.3 Trips

4.3.1 Trips occur due to obstructions on the floor surface (clutter and debris), fixed or otherwise, or when a person's view of obstructions is impeded or obscured. These hazards are generally controlled and minimised by good, planning, housekeeping and maintenance.

4.3.2 Hazards Causing Tripping Accidents

- Untied shoe laces
- Loose floorboards and tiles
- Loose or worn carpets and mats
- Uneven floor surfaces, holes and cracks, bumps, ridges, protruding drain covers or nails, etc.
- Changes in surface level: ramps, steps and stairs
- Cables across walking areas
- Obstructions: materials, rubbish etc. (poor housekeeping)

- Low wall and floor fixtures: door stops, catches etc.
- Electrical and telephone socket outlets
- Poor visibility or lighting – shadows, glare.

4.3.3 Typical Control Measures

- Ensure that all floor surfaces suitably secured and well maintained: repair damaged surfaces, fill holes and cracks, etc.
- Ensure adequate lighting around changes in level
- Ensure that steps and access ramps are fitted with secure, robust handrails
- Position equipment to avoid cables crossing pedestrian routes, use cable covers to securely fix to surfaces and restrict access to prevent contact
- Keep access areas free from obstructions (housekeeping): clean regularly, do not allow rubbish to build up, store goods and materials in suitable receptacles.
- Ensure that waste materials are regularly disposed of, especially flammable and combustible materials.

4.4 Falls

4.4.1 These include falling down stairways, through unprotected windows, into open manholes, through weak barriers and fencing protecting a drop.

4.4.2 The control measures typically include:

- Place barriers around temporary openings such as open manholes etc.
- Fit secure fencing and guard rails, at least 1100mm high, around any place where a person could fall two metres or more.
- Where it is not possible to use a staircase, fixed ladders must have fall arrest systems or safety hoops fitted
- Prevent unauthorised access to lift rooms, lift ways and shafts
- If fencing has to be removed for maintenance purposes use a permit-to work system and suitably trained persons.

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Spillages

1.0 Purpose

The purpose of this procedure is to allow prompt and efficient action in the event of a spillage.

2.0 Scope

This procedure covers all spillages resulting from activities undertaken on the company site.

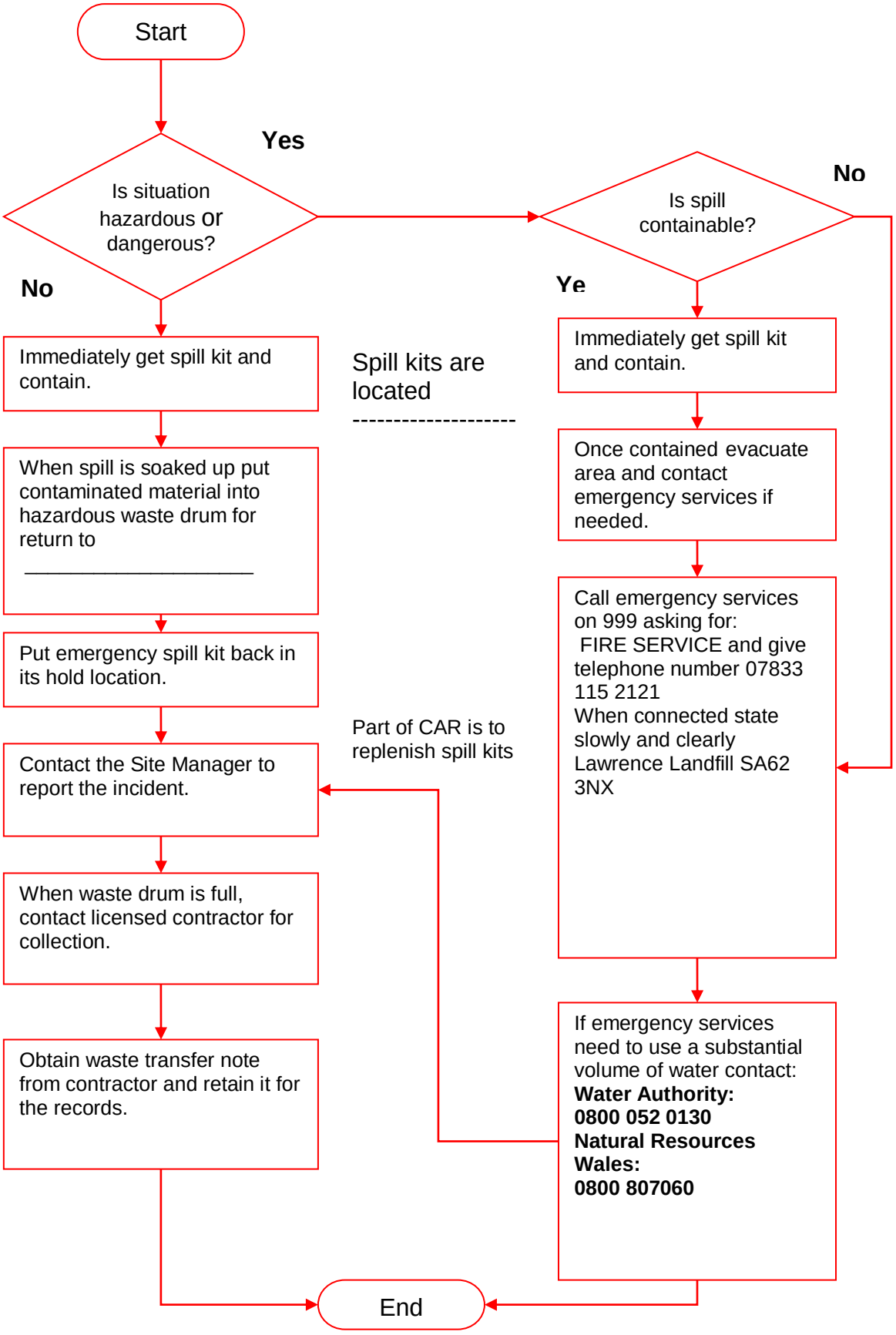
3.0 Responsibility

Responsibility lies with the first person noticing the incident.

4.0 Procedure

4.2.1 Responsibility for any spillage lies with the first person noticing or finding the spill to contain it by taking action as detailed in the Procedure Flowsheet below.

4.2.2 Every instance of spill **MUST** be recorded and investigated as an accident or incident.


Start
Is situation hazardous or dangerous?
Yes
No
Immediately get spill kit and contain.
When spill is soaked up put contaminated material into hazardous waste drum for return to
_____
Put emergency spill kit back in its hold location.
Contact the Site Manager to report the incident.
When waste drum is full, contact licensed contractor for collection.
Obtain waste transfer note from contractor and retain it for the records.
Spill kits are located

Part of CAR is to replenish spill kits
Is spill containable?
No
Ye
Immediately get spill kit and contain.
Once contained evacuate area and contact emergency services if needed.
Call emergency services on 999 asking for:
FIRE SERVICE and give telephone number 07833 115 2121
When connected state slowly and clearly
Lawrence Landfill SA62 3NX
If emergency services need to use a substantial volume of water contact:
Water Authority:
0800 052 0130
Natural Resources Wales:
0800 807060
End

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Violence at Work

1.0 Purpose

The purpose of this policy is to assist in protecting all persons working for or on behalf of the company whilst at work and to assist the company in fulfilling its legal and moral obligations.

2.0 Scope

This policy covers violence in the workplace against employees, self-employed persons or contractors under our control.

3.0 Responsibility

Senior Management will be responsible for investigating any claims of violence at work and with initiating measures to prevent any recurrence of these incidents.

4.0 Procedure

4.1 The company will take all reasonable measures to ensure those persons referred to above are made aware of the contents of this policy, the possible effects on their personal health and safety and the possible consequences in the event of any breach of this policy.

4.2 The HSE defines violence at work as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his her employment.'

4.3 Violence may not only be of the physical kind. Our definition of violence includes serious or persistent threats and verbal abuse. Injuries received as a result of suffering violence at work may also be more than physical; it may lead to emotional shock, stress, depression, and other psychological difficulties.

4.4 Should any employee believe that, in pursuance of their normal duties whilst at work, they have suffered or have reason to believe that they may suffer, violence at work, they may approach their Senior Manager, who will at all times confidentially treat any information provided and take such measures and instigate such procedures deemed necessary to ensure that the matter is resolved with the minimum of distress to the person concerned and all others that may be affected.

4.5 It is the policy of the company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the incidence of violence and what measures may be taken to prevent a recurrence of the incident.

4.6 This policy and the associated documentation will be reviewed after changes in legislation, changes in the structure of the company, in the light of additional knowledge and information becoming available and in any case annually.

SHEQ-14-01 – Operational Control Manual

Plant – Fault Finding Feed Belt Stoppage Procedure

1.0 Purpose

The purpose of this procedure is to ensure that all persons in the employ of the company are aware of their responsibilities with regards to the safe operation and maintenance of the plant.

2.0 Scope

This policy sets out the policy of the company in respect of any employee, self-employed person and contractor that may be asked to work or undertake maintenance work on the plant.

3.0 Responsibility

Senior Management in conjunction with supervisors will have overall responsibility for ensuring that this policy is implemented and adhered to. Employees will at all times exercise diligence in their work activities on and around the plant.

4.0 Policy

4.1 General

4.1.1 All persons should first refer to the Plant General Operating policy before undertaking any work either on or around the plant. If the belt stops the following steps should be undertaken to find the fault.

4.1.2 PLANT FAULT – CHECK SCREEN FOR FAULT DETAILS

4.1.3 PRESS MAY HAVE TRIPPED OUT – CHECK PRESS FOR DETAILS

SHEQ-14-01 – Operational Control Manual

Plant – General Operating Policy

1.0 Purpose

The purpose of this policy is to ensure that all persons in the employ of the company are aware of their responsibilities with regards to the safe operation and maintenance of the plant.

2.0 Scope

This policy sets out the policy of the company in respect of any employee, self-employed person and contractor that may be asked to work or undertake maintenance work on the plant.

3.0 Responsibility

Senior Management in conjunction with supervisors will have overall responsibility for ensuring that this policy is implemented and adhered to. Employees will at all times exercise diligence in their work activities on and around the plant.

4.0 Policy

4.1 General

4.1.1 All plant and equipment operating at this facility must only be operated by authorised, trained, competent employees of Lawrence Landfill or by trained operators supplied with the specialised plant or equipment.

The company will take all reasonable measures to ensure that those persons outlined above are made aware of the contents of this policy.

4.1.2 The plant must only be operated and maintained in strict accordance with the manufacturers operating and maintenance manual (located in office / workshop).

4.1.3 THE SHUT DOWN / ISOLATION PROCEDURE MUST BE OBSERVED AT ALL TIMES WHILST WORKING ON THE PLANT AND A BUDDY SYSTEM MUST BE ADOPTED

4.1.4 LONE WORKING MUST NOT BE CARRIED OUT AT ANY TIME, FAILIURE TO COMPLY WITH THIS INSTRUCTION WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST THE INDIVIDUAL

4.1.5 Maintenance or repairs must not be carried out by unauthorised untrained persons or at any time whilst the plant is running.

4.1.6 Appropriate PPE must be worn at all times by all personnel working on the plant to include safety harness whilst working in the access platform or at any time whist working at height.

SHEQ-14-01 – Operational Control Manual

Working at Height

1.0 Purpose

The purpose of this procedure and associated guidance is to prevent accidents associated with working at height and to ensure compliance with The Work at Height Regulations 2005.

2.0 Scope

The following procedures are to be adopted to provide a safe system of work for all employees and contractors working at height.

3.0 Responsibility

Senior Management is responsible for ensuring that the necessary identification of where work at height is undertaken and that suitable and sufficient assessment and risk management controls are implemented.

The individual(s) working at height will adhere to the control measures at all times and must notify Senior Management if they are aware of any changes, accidents or near misses that would require the risk assessment to be reviewed.

4.0 Procedure

4.1 Senior Management will identify working at height issues as part of the general risk assessments and evaluate the associated risks. The risk assessment will develop appropriate preventative and protective measures which when implemented will control these risks

4.2 Where Managers are engaging contractors for activities that may involve working at height it is the responsibility of that Manager to satisfy themselves that the contractors have adequately assessed the risks and that the contractors method statement adequately describes the preventative and protective measures that will be adopted to control the risks.

4.3 The risk assessment should consider:

- The working conditions.
- Access and egress.
- Distance and consequences of a fall.
- Duration and frequency of use/task.
- Ease of rescue and evacuation.
- Risk of use, installation and removal of equipment.
- The effects of working at height upon the individual(s).

4.4 The recommendations of the risk assessment using the 'hierarchy of control' will be implemented and management made aware of any limitations placed on any

individual's capabilities.

4.5 The 'hierarchy of control' places a duty to:

- Avoid work at height where possible.
- Provide and use work equipment or other measures to prevent falls where working at height cannot be avoided
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

4.6 A safe system of work shall be developed that ensures:

- All work at height is properly planned and organized
- Weather conditions that could endanger health and safety are taken account of
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- The work is appropriately supervised

SHEQ-14-01 – Operational Control Manual

Working in the sun

1.0 Purpose

The purpose of this procedure is to provide information and guidance on measures to protect employees against the harmful effects of ultra-violet rays and heat stress.

2.0 Scope

This procedure covers all persons working for or on behalf of the company.

3.0 Responsibility

It is the responsibility of Senior Management to actively promote sensible sun strategies and to establish and implement preventative measures that minimise the impact of ultra violet radiation and heat stress.

4.0 Procedure

4.1 A risk assessment will be undertaken by a competent person to identify employees who have a high risk of exposure to solar UV radiation, and work situations where exposure to solar UV radiation occurs.

4.2 The company will reduce employees' exposure to solar UV radiation by requiring the use of the following sun protection measures for outdoor workers:

- Provide shaded areas or temporary shade where possible.
- Encourage workers to move jobs where possible to shaded areas.
- Modify reflective surfaces where possible.
- Identify and minimise contact with photosensitising substances
- Provide indoor areas or shaded outdoor areas for rest/meal breaks
- Schedule outdoor work tasks to occur when levels of solar UV radiation are less intense, such as earlier in the morning or later in the afternoon
- Schedule indoor/shaded work tasks to occur when levels of solar UV radiation are strongest, such as the middle part of the day
- Encourage employees to rotate between indoor/shaded and outdoor tasks to avoid exposing any one individual to solar UV radiation for long periods of time
- Ensuring employees have access to and are using appropriate PPE e.g. sun block, long sleeves, hats etc.

Young Persons and New and Expectant Mothers

1.0 Purpose

The purpose of this procedure is to ensure that all young persons and new or expectant mothers are adequately protected from foreseeable risks whilst at work.

2.0 Scope

This procedure covers is applicable to all new and expectant mothers and all employees that are 18 years old or younger.

3.0 Responsibility

Senior Management must ensure that the recommendations of the risk assessment are implemented and ensure that all those affected are aware of any limitations placed on the individual's capabilities.

Following completion of the specific risk assessments of the work undertaken by the relevant employee, Senior Management is responsible for ensuring that appropriate modifications are made to the tasks that the new or expectant mother is required to undertake.

Where suitable modifications cannot be made to the "normal" work of the individual, Senior Management is responsible for implementing changes to the working conditions to protect health and safety of the employee for as long as may be necessary.

If suitable modifications cannot be made, the Company Directors are responsible for ensuring that appropriate redeployment of the new or expectant mother is undertaken to protect her from the risks associated with her condition, and if this is not practicable, for suspending her from work for the duration of the time when she is at risk.

4.0 Procedure

4.1 Young Persons

4.1.1 Where young persons are given access to the workplace either as an employee or as part of a work experience scheme the following procedure will be adopted.

4.1.2 Prior to the commencement of work Senior Management will be informed of the young person's pending start date in sufficient time to enable them to arrange for a risk assessment to be carried out

4.1.3 The risk assessment will pay particular attention to the requirements outlined in the Approved Code of Practice to Regulation 19 of the "Management" regulations"

4.1.4 Where the young person has not attained the minimum school leaving age the child's parent or guardian will be advised of the risk assessment findings and the control measures that have been implemented.

4.2 New and Expectant Mothers

4.2.1 When informed in writing by an employee that they are either a new or an expectant mother Senior Management will review the tasks that the individual is undertaking.

4.2.2 Senior Management will arrange for a specific set of risk assessments to be carried out to consider the risks to the individual concerned.

4.2.3 These assessments must be carried out by a competent person, following the general risk assessment procedure with specific reference to regulations 16 – 18 of the "management regulations".

4.2.4 The recommendations of the risk assessment will be implemented and management made aware of any limitations placed on the individuals capabilities.

4.2.5 Sufficient welfare arrangements must be made for the new or expectant mother including suitable arrangements with regard to facilities for rest and recovery, i.e. a private room.