

# HEALTH & SAFETY POLICY

## General Statement of Policy

The Management of the company regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

We are committed to the prevention of personal injury and damage to property and the elimination of hazards and risks. We commit to protect everyone (including the public, in so far as they come into contact with the company or its products) from foreseeable work hazards. At all times, safety will take precedence over expediency, and we (The Company) recognise its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislations.

In particular the company has a responsibility to:

- Comply with legal & other requirements to which the business subscribes including the international standard ISO 45001:2018.
- Assess and monitor the risks to the Health & Safety of our employees and provide and maintain safe and healthy working conditions, taking account of any current statutory requirements and other requirements (as applicable) in order to provide the framework to set our OH&S Objectives.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Make available all necessary safety devices and protective equipment and to supervise their use.
- Commitment to consultation and participation of workers
- Maintain a constant and continuing interest in health and safety matters applicable to the company's activities in order to continually improve ensuring our Management set an example in safe behaviour.
- Review the policy periodically and notify employees of substantive changes communicating this policy both internally and on the company's website.

Employees have a duty to co-operate in this objective by:

- Working safely and efficiently.
- Using the protective equipment provided and by meeting statutory obligations.
- Reporting incidents that have led or may lead to injury or damage.
- Adhering to company procedures jointly agreed on their behalf, for securing a safe workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

Signed.....

Print Name..... SEAN MERRETT.....

Position in Company..... MANAGING DIRECTOR.....

Date Approved..... 09.02.2023.....

Review Date..... 09.02.2024.....

## About this Policy

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

This Health & Safety policy is intended to give an overview which apply to the Company in general. Specific arrangements for ensuring health and safety throughout the Company are detailed in the Company Handbook, and task-specific risk assessments and procedures.

It is the policy of NATWASTE LIMITED (We, Our, Us), including all and any trading names connected with them, to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:

Customers and Clients  
Suppliers  
Contractors  
Visitors

This policy applies to all employees.

## Status of this Policy

This policy does not form part of any contract of employment.

We have consulted with staff members in respect of the creation and implementation of this policy.

## Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all Staff Members while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.
- That sufficient measures are implemented by us to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Provision of clear and adequate information, instructions and training to all Staff Members to ensure that they are competent to carry out their work in a responsible and safe manner.
- Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of Staff Members and others.

-That we maintain safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for Staff Members to carry out the duties of their role with us.

- We shall ensure safe storage and handling of any and all substances and products which may cause harm to Staff Members who are required to use them during the course of their work.

## Health and Safety Information

### Personnel

Ultimate responsibility for health and safety rests with the Company Director Mr Sean Merrett (hereafter referred to as the Health & Safety Director). To assist the Health & Safety Director, Luke Statham (Operations Manager) manages Health and Safety day-to-day (hereafter referred to as the Health & Safety Manager)

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

### Communication

Effective consultation between management and employees is to be actively encouraged with regard to matters of the Health, Safety and Well-being of all employees. The Company recognises that a key measure towards safe-working practices is effective communication.

A copy of this Health & Safety policy is supplied to new employees as part of their Induction.

We hold monthly H&S Toolbox Talks with employees, whereby all aspects of Health & Safety are discussed, if necessary amendments to policies and procedures are communicated.

A copy of this policy is displayed in the Foyer and Staff Room within the office, and a copy is also made available on our website.

### Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of the Health & Safety Manager.

### Training

It is the responsibility of the Health & Safety Director to ensure that adequate training has been carried out,

Specific training takes the form of either:

1. the formal course provided by a suitably qualified or accredited instructor, or
2. informal instruction given by either the Health & Safety Director and or Manager

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

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

## Fire Safety

All Staff Members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment).

Our fire safety procedures are displayed in the Main Office and Staff Room.

We shall ensure that all Staff Members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place every 6 months.

All relevant and necessary signage and fire equipment for the protection and safety of Staff Members and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly.

This shall be the responsibility of the Health & Safety Manager.

## First-Aid and Accidents

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Our accident book is located in the Kitchen.

A First-aid box is also located in the Kitchen

Our first-aid notice contains relevant information in relation to first-aid. The first-aid notice is located in the Main Office and Staff Room.

The person who has been appointed with the responsibility of all first-aid arrangements is the Health & Safety Manager

All accidents or workplace injuries should be reported to the above-named person as soon as is reasonably practicable.

## Public Health Emergencies and Infectious Diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.

Staff Members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Our Covid-19 policy is located in the Staff Room.

All matters relating to the prevention of infectious diseases any public health emergency shall be the responsibility of the Health & Safety Director.

## Screens and Computers

All Staff Members who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take regular breaks.
- Shall receive training and information to reduce the risks posed by regular use of screens.
- Are entitled to a workstation assessment in order to reduce any risks which may be present. This may be required from the person listed below.
- Shall be entitled to eyesight tests at our expense.

All issues relating to the use of screens is the responsibility of the Health & Safety Manager.

## Facilities

All relevant facilities such as:

Toilets;  
Taps with drinking water;

shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of the Health & Safety Manager.

## Equipment and Machinery

Implementation of systematic inspections and testing of our equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. All faults should be reported to the person listed below as soon as they are discovered.

The person responsible for the safe and proper functioning of equipment and machinery is the Health & Safety Manager

### Personal Protective Equipment

It is the responsibility of the Health & Safety Manager to ensure that sufficient and adequate personal protective clothing and equipment (PPE) is supplied according to the nature of the tasks to be undertaken, and that this equipment is suitable for use, compatible with other items of PPE and clothing, and CE marked where appropriate. It is also the responsibility of management to ensure appropriate items of PPE are worn by employees (direct or indirect) under their control.

It is the responsibility of all employees to abide by the rules laid down for that site, and wear the PPE provided in the manner intended.

It is the responsibility of management at all levels to discipline non-compliance, and to set a personal example by wearing appropriate PPE on site and/or as necessary.

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

### Personal Safety

Use of personal audio equipment is strictly prohibited in the workplace; When on sites/depots, use of personal mobile phones is prohibited in the workplace unless specifically authorised by site/depot management, and then only when safe to do so.

Use of mobile phones (other than hands-free) whilst driving is prohibited; use of hands-free mobile phone equipment whilst driving is discouraged.

Smoking is banned in all workplaces, including all sites/depots unless a specific area has been designated as a 'smoking zone/shelter', and company vehicles. It is Company policy that this ban includes e-cigarettes.

It is the responsibility of the Health & Safety Director to ensure that prohibitions and such rules are observed, and to discipline non-compliance.

### Control of Sub-Contractors/ Supply Chain

It is the responsibility of the Health & Safety Manager to ensure that only those sub-contract companies who can demonstrate competency for the work will be considered for inclusion on the Company Approved List

Currently, entry onto the Approved List is reliant on either:

- 1) proven health & safety performance on site or
- 2) an assessment initially by questionnaire

The Health & Safety Manager is responsible for ensuring that the system is monitored and effective.

The Health & Safety Manager is also responsible for ensuring that all Sub-contractors and Suppliers are made aware of risks and control measures as detailed within Company and site rules, and relevant site specific / depot specific risk assessments.

### COSHH Assessment

Common substances and products have been previously assessed; generic COSHH assessments are held by the Company. For unfamiliar substances or products, data sheets are sought from the supplier and specific COSHH assessments carried out.

Information from all assessments concerning the use, handling and storage of substances and products is disseminated to those on site through induction or toolbox talks, including strict instruction never to use a substances until sufficient instruction has been given, never to deface or remove a label, and to always ask if unsure.

### Manual Handling

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

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

### Additional Actions

Other relevant actions that shall be taken are:

The business implements a sign in and out system for visitors, so that it is easy to identify who is on site in the event of a fire or other safety event.

These shall be the responsibility of the Health & Safety Manager

## Duties of Staff Members

All Staff Members have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environment. All Staff Members have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Use any machinery, equipment goods, tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- Handle or use any substance in accordance with the relevant product instructions and in accordance with any specific training which has been issued in relation to that substance.
- Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.

## General Health and Safety Information

The approved health and safety poster is displayed in the Foyer

## Updates to this Policy

This policy shall be reviewed annually and shall be updated where appropriate.

Signed.....

Print Name..... SEAN MERRETT

Position in Company..... MANAGING DIRECTOR

Date Approved..... 09.02.2023

Review Date..... 09.02.2024