

***Health and Safety Policy of
Brewsters Waste Management Ltd***



Version 19a

Prepared on 3rd November 2018

Review Date 4th November 2019

Health and Safety Policy of Brewsters Waste Management Ltd

General Statements of Intent

1. The business intends to provide and maintain safe premises and healthy working environment. They will Plan, Manage and monitor to ensure a good culture of Health and Safety exists.
2. It intends to assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
3. It intends to identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
4. It intends to provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect health and safety changes significantly.
5. It intends to involve and consult with worker representatives on health and safety issues.
6. It intends to investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its health and safety management processes.
7. It intends to have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
8. It intends to make sure information on health and safety issues is shared across the business.
9. It intends to set targets for continuous improvement in health and safety performance, make sure resources are available to help it deliver those targets, and review its health and safety policies and procedures at least once a year.
10. The business will ensure that a good infrastructure is in place at their depot, so that unauthorised persons cannot access the workplace.

General Information

1. The business employs five (5) or more employees. Its main place of business is: **Unit 3 Thames Wharf Dock Road London E16 1AF**
2. The business is compliant with the **Employers' Liability (Compulsory) Insurance Regulations 1998** and is displaying copies of its Certificate of Insurance at each of its places of business.
3. The business is registered with its appropriate Health and Safety Authority which is the Environmental Health department of its local authority

Organisation of Health and Safety Responsibilities within Brewsters Waste Management Ltd

1. Everyone within Brewsters Waste Management Ltd has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below

1.1. The senior management through Barry Brewster will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.

1.1.1. Barry Brewster is to ensure that the business is given current information regarding health and safety legislation and is to identify the business's responsibilities, also to initiate and advise on amendments to the health and safety policy, Codes of Practice and any safety instructions.

1.1.2. Barry Brewster shall disseminate information on health, safety and welfare within the organisation as appropriate.

1.1.3. Barry Brewster shall be the custodian of the business's health and safety records.

1.1.4. Barry Brewster shall co-ordinate the business's health and safety audits and inspections/risk assessments, and supervise the general administration arising from health and safety matters.

1.1.5. Barry Brewster shall arrange that workers' safety representatives be appointed (where appropriate), trained and perform their duties satisfactorily.

1.1.6. Barry Brewster shall ensure that records are kept of the business's activities in respect of:

1.1.6.1. Training given to all workers (including safety representatives).

1.1.6.2. Copies of all inspection/audit and risk assessment reports.

1.1.6.3. Accident/incident reports and statistics.

1.1.7. Barry Brewster shall compile an annual report on the state of health and safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of health and safety, recommendations on procedures that need to be introduced to comply with current and forthcoming health and safety legislation, and accident statistics for the business.

1.1.8. Barry Brewster will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that where required, the accidents/incidents are reported to the appropriate enforcing authority.

1.1.9. Barry Brewster will arrange health and safety training courses for all workers (where appropriate) including induction training.

1.1.10. Barry Brewster will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.

1.1.11. Barry Brewster will arrange for the testing and inspection, by a competent contractor, of fire alarms, fire fighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.

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

1.1.13. Barry Brewster will monitor the appointment of contractors to perform work for the business and will ensure by reference to materials supplied by the contractors in respect of health and safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Barry Brewster will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.

1.1.14. Barry Brewster will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.

1.1.15. Barry Brewster will arrange for occupational health medical examinations to be undertaken where necessary.

1.2. All workers have the following responsibilities: -

- 1.2.1. To read and understand this health and safety policy and to perform their work in accordance with the requirements of this document;
- 1.2.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents
- 1.2.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
 - 1.2.3.1. To take care of their own health and safety and that of others who may be affected by their acts or omissions
 - 1.2.3.2. To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers
 - 1.2.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of health and safety
 - 1.2.3.4. To work in a safe manner and not take unnecessary risks which could endanger themselves or others. Where possible workers should remove hazards or protect persons, as far as is reasonably practicable
 - 1.2.3.5. To follow laid down procedures and report to their line manager:
 - 1.2.3.5.1. Any injury to themselves or others caused by work activities
 - 1.2.3.5.2. Any hazards that they find
 - 1.2.3.5.3. Any damage or defect to equipment, machinery, etc.
 - 1.2.3.6. To suggest ways of improving the health and safety policy and working methods, to their immediate line manager
 - 1.2.3.7. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken
 - 1.2.3.8. Not to use equipment etc. for which it was not intended, or for which they have not been trained
 - 1.2.3.9. Where workers have to use, visit, or work on premises other than those under the control of the company, they must ensure that they are aware of any health and safety policies and procedures which may apply and are in force, i.e. participate in a fire drill
 - 1.2.3.10. Not to take risks while working or indulge in "horseplay", practical jokes, etc. as these may be dangerous
 - 1.2.3.11. To ensure that any young or inexperienced person working on the premises is not put at risk
 - 1.2.3.12. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment
 - 1.2.3.13. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Regular Surveillance

1. Barry Brewster will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

Smoking

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

Risk Assessments

1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact Barry Brewster for information on specific risks.
2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

Signed as being the Health and Safety Policy on 3rd November 2018



Barry Brewster
Brewsters Waste Management Ltd

Unit 3 Thames Wharf Dock Road London E16 1AF

3rd November 2018

Statement on the development of the Health and Safety Policy for Brewsters Waste Management Ltd

Date of this statement: 3rd November 2018

Date of next review: 4th November 2019

I, **Barry Brewster**, am the person at **Brewsters Waste Management Ltd** who has overall responsibility for compliance with the health and safety policy of the business. I set out below a record of the current status of the business in respect of its health and safety compliance.

The business is of a specialist nature which is outside the scope of the logic of the Health and Safety Procedure Creator. Consequently, it needs to seek specialist guidance from the HSE (Health and Safety Executive) in preparing its risk analysis for compliance with the legislation. The guidance in undertaking a risk analysis performed in this document cannot be considered to be comprehensive.

General Statement of Intent

The business whose main place of business is **Unit 3 Thames Wharf Dock Road London E16 1AF** is a business employing five (5) or more employees.

1. The business currently has no disabled employees and therefore a risk assessment in respect of disabled workers has not been carried out.
2. The business currently has no employees who are pregnant or who are capable of bearing children.
3. The business does not employ workers who are under 18 years of age but it may at some point employ workers who are under 18 years of age.
4. The business does not employ workers who are children (i.e. over 13 but under 18 years of age) nor is it likely to do so in future. Additionally the business does not allow children on work experience.
5. None of the business's workers work from home.
6. The business does not allow children in its workplace (save for in the reception area).

Environment

1. The business confirms that the air quality of the working environment is satisfactory and that there is adequate ventilation.
2. The business confirms that the temperature of the working environment is satisfactory.
3. The business confirms that the lighting of the working environment is satisfactory.
4. The business confirms that the workplace, furniture, fittings, floor, wall and ceiling surfaces are kept suitably clean with the waste materials and rubbish kept to a minimum and stored in suitable containers.
5. The business confirms that the room dimensions and space for the workers of the business are satisfactory.
6. The business confirms that the sanitary facilities for the workers of the business are satisfactory.

7. The business confirms that the washing facilities for the workers of the business are satisfactory.
8. The business confirms that an adequate supply of drinking water is available for the workers of the business.
9. The business confirms that suitable and sufficient accommodation is provided for personal clothing not worn at work, and for special clothing worn at work but not taken home.
10. The business confirms that suitable and sufficient rest facilities are provided, including facilities for eating meals where meals are taken in the workplace.
11. The business has implemented a Smoke Free policy in its workplace.
12. The person responsible for implementation and maintenance of the smoke free policy in the workplace is:
Gavin Cooper

Insurance and Registration

The business is compliant with the **Employers' Liability (Compulsory) Insurance Regulations 1998** and is displaying copies of its Certificate of Insurance at each of its places of business.

The details are as follows:

Novae Policy

Date of commencement of policy: 21 May 2018

Date of expiry of policy: 21 May 2019

Arrangements

- 1 The business firmly believes in training and communication. All staff will be required to attend training sessions and site safety meetings.
- 2 Staff will be required to attend tool box talks and One to one training sessions.
- 3 The business also believes that these meetings provide a forum for communication and discussion.
- 4 At the point of joining the company all staff will be given induction training and be enrolled into the staff training programme.
- 5 Training sessions will be mainly Health and safety related, as well as other relevant subjects, for example new legislation. Topics will be based around incident highlighted within Industry news and also The Daily site inspections and H& S Audits.
- 6 Training sheets will be issued and signed for by attendees to confirm understanding. Sheet will be issued in Polish and any other relevant languages. Gavin Cooper will ensure that all attendees have the training information in their chosen language and format.
- 7 The Business will ensure that training is available to all staff and that the training given is understandable and up to date.
- 8 The company will provide outsourced training when and where appropriate.

Registration

The business is registered with its appropriate Health and Safety Authority which is the Environmental Health department of its local authority.

Notices, First Aid and the Accident Book

The company has drawn up a policy for dealing with accidents and this will be explained to all staff. All accidents, near misses or minor injuries will be dealt with in accordance with this policy.

The company will ensure that all staff are aware of procedures in respect of accident and injuries. An accident book will be kept and all RIDDOR reports will be kept in a secure storage area for 5 years.

Gavin Cooper will investigate all minor accidents thoroughly to decide on the cause and determine what has happened and what can be done in order to prevent any further reoccurrence.

Barry Brewster will ensure that all reports are kept securely.

1. The business correctly displays the Health and Safety Law poster in its premises.
2. The business has a correctly stocked first aid box at its premises.
3. The business has appointed a worker as the appointed person to take charge in an emergency.
4. The approved person to take charge in an emergency and administer first aid is Gavin Cooper
5. The business has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.
6. The site has 2 full time first aiders and one part time.

Risks to the business which have been eliminated

1. The business does not involve working at height.
2. The business does not involve high stress at work.
3. The business has no special risks arising from hand held equipment.
4. The business is not of a type where there is a realistic possibility of violence at work.
5. None of the workers has to work unsocial hours in the business.
6. The business premises are located in a safe location.

Driving at Work

1. The business involves some workers doing work related driving. Workers in the business drive on work related activities constantly. The business has begun and continues to consult its workers on the topic of driving on work related matters.
2. The business has appointed a person to check compliance with Health and Safety regulations for driving on work related matters.
3. The person appointed to take responsibility for compliance with health and safety regulations regarding work related driving matters is Barry Brewster
4. The business keeps a record of its workers who drive on work-related matters which is reviewed by Barry Brewster to determine whether any particular workers require additional training to carry out their duties safely.
5. The business has supplied information to its workers who drive on work related matters on what they should do when they feel sleepy, and of the general dangers of fatigue.
6. The business has checked with its workers who drive on work related matters, know how to use the safety equipment associated with their vehicles, and how to cope with hazards arising from their particular vehicles.
7. The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.

Fire Safety

1. A fire risk assessment of the premises was completed on 5th September 2018 by Gavin Cooper .
2. A fire drill will take place each month on the third Friday.
3. The premises used by the business do not have gas appliances
4. The business does not have a fire certificate in respect of its premises
5. The workers know what to do in case of fire.
6. The workers are trained in how to raise a fire alarm.

Asbestos

1. The business has considered the issues arising in respect of asbestos.
2. The business has conducted a risk assessment.
3. Procedures are in place in order to prevent exposure to Asbestos for all staff.
4. Staff have been trained in Asbestos awareness. This training will be kept updated at regular intervals.
5. In the event of an occurrence, measures are in place to protect staff and minimise exposure to all staff

Manual Handling Risk Assessment

1. The business involves manual handling. Workers in the business are required to do a small amount of manual handling, but have been trained in order to protect themselves.
2. The business has begun and continues to consult its workers on the topic of manual handling.
3. The business has made sure that no single worker manually handles loads of more than 15kg (for men) or 10kg (for women).
4. The business has reviewed the health and condition of all of its workers who may be engaged in manual handling at work, and has concluded that there is little or no risk to their health arising from manual lifting.
5. The business has ensured that all workers who may be engaged in manual handling at work have been trained to do so safely.
6. The business has ensured that all workers have been told to report injuries which may have been caused by manual handling.
7. The business has appointed a person to check compliance of manual handling methods by spot checks and to ensure that all of its workers who may be engaged in manual handling at work are properly trained.
8. The name of the person responsible for spot checks and training in respect of manual handling is Steven Brewster

Repetitive Tasks Risk Assessment

The business involves repetitive tasks. Workers in the business perform tasks requiring repetitive movements of the upper limbs for no more than two hours a day

1. The business has begun and continues to consult its workers on the topic of repetitive tasks.
2. Most of the equipment used in the business which could give rise to a repetitive injury is in conformity with a recognised ergonomic standard
3. The business has ensured that in the undertaking of repetitive tasks no twisting or stretching is involved.
4. The business has made sure that workers carrying out repetitive tasks that involve the application of force are not doing the same task for more than 30 minutes in each hour.
5. The business has trained its workers who do repetitive tasks so that they understand the need to adopt the correct posture, take regular breaks or switch tasks and has provided them with written information about the health risks from repetitive tasks.
6. The business has instructed and reminded workers to take breaks from any repetitive tasks, such as typing, for ten minutes in every hour.
7. The business has checked to determine whether workers have any health problems and has made sure the repetitive tasks will not make them worse.
8. The business has checked with its workers to see if they are aware of any ill-health symptoms such as aches and pains from repetitive tasks.
9. The business has ensured that all workers have been told to report injuries which may have been caused by repetitive tasks.

10. The business has appointed a person to check compliance with safety rules for repetitive tasks.
11. The name of the person responsible for compliance with safety rules in respect of repetitive tasks is Gavin Cooper .

Staff Welfare Facilities

The business values the welfare and wellbeing of its staff members.

- 1 All staff will have access to the following facilities :
 - a Hot and Cold Hand washing facilities.
 - b Mess Room facilities
 - c Company uniform 3 sets
 - d Personal protective equipment
 - e Hot and cold drinks including drinking water
 - f First Aid facilities

Personal Protective Equipment

- 1 The company has considered the use of PPE for all staff and developed a PPE Policy
- 2 PPE will be issued to all staff as required. Effective use of PPE will be monitored by Gavin Cooper
- 3 Issue will be in accordance with the company personal protective equipment policy.

Hazardous Materials Risk Assessment

1. The business involves hazardous materials. Workers in the business potentially work with or near hazardous substances on a daily basis.
2. The business trained its staff in COSHH procedures and on the topic of hazardous materials.
3. The business regularly checks the performance of safety equipment for hazardous substances.
4. The business has made an assessment to ensure that for all hazardous materials used, there are no less harmful substances.
5. The business has made a record of all hazardous materials provided and everyone who might be exposed to them.
6. The business has trained its workers in the safe use of hazardous materials, including the use of safety equipment.
7. The business has protective equipment for hazardous materials available at all times.
8. The business has checked its workers for health problems or symptoms which can be made worse by hazardous materials.
9. The business has nearby facilities for washing off hazardous materials from the skin or eyes.

10. The business has ensured that all workers have been told to report injuries which may have been caused by hazardous materials.
11. The business has appointed a person to check compliance with safety rules for use of hazardous materials.
12. The name of the person responsible for compliance with safety rules in respect of hazardous materials is Barry Brewster.

Guarded machinery (or machinery with dangerous parts) Risk Assessment

1. The business involves working with guarded machinery (or machinery with dangerous parts). Workers in the business work with machinery that has dangerous parts which require guarding rarely.
2. The business has begun and continues to consult its workers in considering all the tasks and reducing the chance of injury from working with guarded machinery or machinery with dangerous parts.
3. The business has appointed a person to check compliance with safety rules for guarded machinery.
4. The name of the person responsible for compliance with safety rules in respect of guarded machinery is Steven Brewster
5. The business has ensured that its workers make sure all guarded machinery is switched off and the power supply is isolated before any inspection, blockage clearance or maintenance can take place, unless the job cannot be done without power supply.
6. The business will ensure that a competent person checks the condition of guarding/interlocks, and other safety features on a regular basis.
7. The business treats a misuse of guarded equipment, such as operating machinery without a guard, or tampering with guard interlocks as gross misconduct
8. The business has ensured that all dangerous machinery or equipment has a warning notice about the hazard AND machinery with dangerous moving parts has an emergency stop button.

Workplace Transport Risk Assessment

1. The business involves workplace transport. Workers in the business operate or work close to motor vehicles or other powered mobile equipment on sites that controlled by the business on a daily basis.
2. The business ensures that all workers who operate vehicles or powered mobile equipment have an appropriate licence or certificate, or have been formally assessed as competent to operate them safely.
3. The business ensures that it assesses the ability of all temporary or contract workers to operate vehicles or powered mobile equipment safely before they are allowed to operate them.
4. The business has marked out all areas where vehicles or powered mobile equipment operate and/or closely supervise these areas to ensure pedestrian safety
5. The business has prescribed a site speed limit and regularly reminds all operators of vehicles or powered mobile equipment to stay within this limit, when on site
6. The business has not made sure that vehicles or powered mobile equipment do not reverse on its site, other than in a car park.

7. The business has made sure that there are physical barriers separating vehicles or powered mobile equipment from people on foot, other than drivers entering and leaving parked vehicles
8. The business has begun and continues to consult its workers on the topic of workplace transport.
9. The business makes sure that workers who operate vehicles or powered mobile equipment carry out basic safety checks on each shift, prior to use.
10. The business makes sure that there are trained supervisors or controllers to check regularly for compliance with transport safety rules.
11. The person responsible for spot checks regarding transport safety rules is Steven Brewster

Slips and Trips Risk Assessment

1. The business involves workers moving in or across areas where there is the potential for slips, trips and falls. Workers move in or across areas where there is the potential for slips, trips and falls on a weekly basis.
2. The business has consulted with a competent person to identify the most appropriate cleaning methods and equipment for removing water and contamination from floors.
3. The business provides the necessary equipment for tackling spills, wet and contaminated floors.
4. The business has made sure that there are storage areas for keeping objects out of the way and to keep passage ways free from obstacles
5. The business provides safety footwear where required, free of charge and in consultation with its workforce
6. The business has trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs.
7. The business has begun and continues to involve its workers in considering how floors will be used, the main types of contamination likely to find its way onto them and whether floors are appropriate to the business and give good slip resistance.
8. The business ensures that floors that have become uneven are repaired promptly or made safe, keeping pedestrians out of the area until this is completed
9. The business has informed ALL workers of basic housekeeping methods for different jobs in different locations
10. The business has organised work so that workers do not need to carry awkward or heavy loads across obstacles or slippery surfaces
11. The business has ensured there is a competent person identified to check regularly for compliance with safety rules about slipping and tripping hazards.
12. The competent person responsible for prevention of slips and trips is "Steven Brewster ".

Noise Risk Assessment


1. The business involves excessive noise. Workers in the business work in a place where noise is excessive on rare occasions.
2. The business confirms that the noise within the business is below the scope of the Control of Noise at Work Regulations 2005.

Display Screen Equipment Risk Analysis

1. The business involves the use of Display Screen Equipment (DSE). Some workers in the business use computer screens constantly.
2. The business has worked through the HSE workstation checklist in respect of all of its computer workstations. All staff have undertaken a DSE assessment.
3. The business has studied the accessibility features of its computers and has tailored them to suit its workers.
4. The business has notified all employees who habitually use display screen of their right to free eye tests.

Please read through the above **Statement of Development** to ensure that you are content that it represents your position and then initial it in the space provided below.

Statement of Development - Approved:



A handwritten signature in blue ink, consisting of a stylized 'V' or 'W' shape with a horizontal line extending to the right, positioned over a horizontal line.

ACTIONS

Actions are set out below. Note that the specified time limits are given as latest dates. All actions should be commenced immediately and completed as soon as practically possible. Until some of the actions are completed, the business may be in breach of health and safety legislation and it (and in some cases individuals within the business) may incur criminal and/or civil liability:

Signed as being the position on 4th November 2018

A handwritten signature in dark ink, appearing to be 'B. Brewster', with a stylized loop at the end.

Barry Brewster Managing Director
Brewsters Waste Management Ltd

Unit 3 Thames Wharf Dock Road London E16 1AF