



**COMPANY POLICY FOR  
HEALTH, SAFETY AND WELFARE**

The following is the formal Policy statement of Golding Skip Hire Ltd, which confirms the importance to which the Company attaches to the safety of its employees, the general public and its local neighbours according to the nature of the business and operations carried out.

The Company recognises that it is one of its prime responsibilities, as far as is reasonably practicable, to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons on the premises, will be conducive to their safety and health.

It is the Company's intention, as far as is reasonably practicable, to maintain and operate all equipment and facilities and to control the use of materials in such a manner as to prevent harm to their employees, the general public and the environment.

The Directors have the responsibility for implementing this policy and they will ensure that health and safety considerations are always given priority in planning and day-to-day supervision at work.

All employees are expected to co-operate with the Company in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Mr B Golding has particular responsibility for health, safety and welfare and the operation of this Policy will be monitored by him.

To assist him in this respect, the Company have appointed Mr M White, Safety Advisor, to give advice on the requirements of the relevant statutory provisions and safety matters generally.

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Mr B Golding

Director

Date – 01 November 2014

## INTRODUCTION

The prevention of accidents and ill health is one of the most important functions of Management

because:

- (a) we do not want any employee or other person to suffer as a result of our work,
- (b) we intend to comply with all health and safety legislation, and
- (c) we recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This document has therefore been prepared to define the way that the Company intends to manage health and safety and to meet the requirements of Section 2 (3) of The Health and Safety at Work etc. Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees, others not in his employment but for whom he is responsible, and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of The Health and Safety at Work etc. Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees and others not in his employment but for whom he is responsible for by providing :

- a safe system of work ;
- safe plant and equipment ;
- safe means of handling and transporting articles and substances ;
- adequate training, instruction, information and supervision ;
- a safe place of work with safe access and egress from the place of work ;
- a safe and healthy environment.

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the employer to assist in meeting the statutory requirement.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and/or prosecution of the Company, Directors or Employees with substantial fines and for certain offences, imprisonment.

**Note that the arrangements refer to appropriate legislation and guidance which must be applied to our work. Further information and advice is available from our Safety Advisor M White, on 01332 671730 or 07900 894048.**

## **ORGANISATION FOR HEALTH AND SAFETY**

In order to minimise confusion in respect of the responsibilities of individuals with regard to the Health and Safety Policy it is necessary to clearly identify those individuals and clarify their specific responsibilities.

## **PERSONS RESPONSIBLE FOR HEALTH AND SAFETY**

### **Mr B Golding is responsible for:-**

1. Preparing and keeping up to date a Statement of the Company's Policy for Health and Safety and ensuring that it is brought to the attention of employees.
2. Ensuring that appropriate training is given to employees in order that they are able to carry out the tasks given in a safe and proper manner.
3. Ensuring that sound working practices are observed as laid down by Codes of Practice and the work is planned and carried out in accordance with statutory provisions.
4. Ensuring information, guidance, or advice is made available to those persons involved, so they may handle, transport, store, use and dispose of products and materials safely.
5. Reprimanding any employee failing to discharge satisfactorily their responsibilities for health and safety.
6. Ensuring that no member of the public or any third party is exposed unduly to hazard or risk resulting from Company activities.
7. Ensuring that operations present no nuisance to the public or local neighbours, such as excessive noise, dust or fume.

### **The Foreman is responsible for:-**

1. Ensuring that this policy is brought to the attention of all employees under your control and all work is carried out in accordance with its requirements.
2. Being aware of the regulations applicable to the work on which employees and other authorised persons on site are engaged and insist that these regulations are observed.
3. Not allowing employees or other authorised persons on site to take unnecessary risks.
4. Ensuring that 'horseplay' or practical jokes do not take place and reprimanding those who consistently fail to consider their own safety or that of others around them.
5. Ensuring any accident and/or dangerous occurrence is investigated.
6. Ensuring all employees under your control are adequately trained and instructed to perform all the tasks required of them and that they are aware of all known hazards which may exist within the operation of those tasks.
7. Ensuring all employees under your control are instructed concerning relevant safe systems of work and that personal protective equipment is used whenever required.

**Employees are responsible for:-**

1. Ensuring you read and understand the Company Health and Safety Policy and you carry out your work in accordance with its requirements by working in a safe manner at all times and not taking unnecessary risks which could endanger yourself or others.
2. Using the correct tools and equipment for the job.
3. Wearing all safety clothing and equipment provided.
4. Ensuring any defect or damage to plant or equipment is reported to management
5. Ensuring you do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
6. Reporting any injury to yourself which results from an accident at work, even if the injury does not stop you working.
7. Ensuring dangerous or practical jokes or "horseplay" does not take place.
8. Suggesting safer methods of working.

**Mr M White, Safety Advisor, is responsible for:-**

1. Advising the company on the preparation, implementation and review of the policy for health, safety and welfare including the organisation and arrangements for carrying out the policy.
2. Giving advice to Management as requested on:
  - (a) Legal requirements affecting health, safety and welfare.
  - (b) Prevention of injury and damage.
  - (c) Provision, selection and use of protective clothing and equipment.
  - (d) New working methods, equipment or materials which could reduce risks.
  - (e) Proposed changes to legislation.
  - (f) Specialist services required in relation to the control of substances hazardous to health, noise at work etc.
3. Carrying out safety inspections as requested.
4. Assisting the company in any dealings with the Health and Safety Executive or any other legislative body.
5. Carrying out investigations following serious accidents/incidents and providing reports.
6. Promoting interest and enthusiasm for health and safety throughout the company.

### **ARRANGEMENTS FOR HEALTH AND SAFETY**

The following arrangements include the written systems of work to ensure the health and safety of employees and other authorised persons on site.

It is therefore important that employees read and understand the contents of this document and comply fully with all necessary requirements.

### **Monitoring and review of Company Safety Policy**

1. All employees will be expected to bring to the notice of Mr B Golding any area where the Company Policy on Health, Safety and Welfare appears to be inadequate.
2. At 12 monthly intervals, or other intervals as arranged, a meeting will be arranged between Mr M White, Safety Advisor and the Directors to discuss the performance of the Company in accident prevention, compliance with its Policy, to establish areas where improvements in Company procedures, training etc. could be made and to review, and where necessary, revise the Company Safety Policy.

### **Incident and accident reporting**

1. The senior person on site at the time of the incident/accident will be responsible for recording adequate details.
2. In the event of a fatal or major injury to any person or dangerous occurrence as defined by the RIDDOR Regulations 2013 the HSE must be notified by telephone immediately on 0845 3009924.

Depending on the severity of the incident the HSE will give guidance as to any immediate actions.

3. Where an injury to a person (other than those reported as in paragraph 2 above) results in the injured person being off work for more than 7 days Form 2508 should be sent to the Incident Contact Centre within 15 days either electronically via the HSE website, [www.hse.gov.uk](http://www.hse.gov.uk),

by facsimile on 0845 3009924 or by post to:-

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

### **The Health and Safety (Consultation ) with Employees Regulations 1996**

The Company will ensure employees are consulted on all matters affecting their health and safety whilst at work.

The method of communication will either be written or verbal and addressed to individuals or affected groups as necessary.

### **The Management of Health and Safety at Work Regulations 1999**

The Company will ensure that suitable and sufficient risk assessments are carried out for all work activities.

The assessments will identify the hazards and degree of foreseeable risk employees may be exposed to whilst at work and the measures needed to ensure the level of risk is effectively controlled.

The assessments will be reviewed annually or when changes to work activities require re-assessment.

### **The Control of Substances Hazardous to Health (As Amended) Regulations 2002**

The Company will provide suitable and sufficient information, instruction and training for employees to know the health risks created by any exposure to substances hazardous to health.

All employees must make full and proper use of whatever is provided to control exposure to harmful substances and must report any equipment defects or potential hazards to the Mr B Golding.

Containers of hazardous substances should bear the correct label providing adequate details on health risks and the necessary handling precautions. Prior to use always read the information provided.

### **First Aid**

The company will ensure that there are suitable and sufficient arrangements in place for the administering of first aid treatment. Sufficient details of all first-aid treatment given should be entered in the accident book maintained for this purpose.

### **Protective clothing and equipment**

#### **Eye Protection**

The following are examples of activities and processes involving a risk to the face and eyes for which protection should be used.

- (a) The use of a high speed metal cutting saw or an abrasive cutting-off wheel or disc, which in either case is power driven. (goggles or face shield)
- (b) The use of compressed air for removing dust, dirt or other particles where in the course of any such work there is a foreseeable risk of injury to the eyes of any person engaged in the work from particles or fragments thrown off.(goggles)
- (c) The dry grinding of materials using an abrasive wheel.(goggles or face shield)
- (d) Handling or coming into contact with acids, alkalis and corrosive or irritant substances. (goggles or face shield)

#### **Protective Footwear**

Employees are required to wear safety footwear at all times.

#### **Gloves**

Unless impracticable gloves should be worn at all times when carrying out tasks where there is a foreseeable risk of injury to the hands.

It should be noted that gloves must not be worn when operating machinery with rotating parts as there is a risk of the glove becoming entangled on the rotating part.

#### **High visibility clothing**

It is a mandatory requirement for all persons entering the yard to wear a high visibility waistcoat.

### **Powered Equipment and Hand Tools**

Always use such equipment with care and make sure you know how to use each piece properly and safely. This applies especially to compressed air tools, cartridge tools and abrasive wheels and cutting off discs.

Before you start work make sure any piece of equipment is in good working order. If you find a fault report it immediately and **DO NOT LET ANYONE ELSE USE IT.**

The danger with electrical appliances comes not so much from the tool itself but from the source of power it is connected to.

The following rules should be adhered to;

- \* Never tamper with electrical appliances.
- \* Check for signs of damage to the equipment or cable.
- \* Make sure all connection to power points are by proper plugs and **NOT** by bare wires.
- \* Make sure all tools are correctly earthed and have the correct fuses.
- \* Don't leave tools lying around, put away after use.

### **Fire Precautions**

Fire fighting appliances are located at designated points throughout the site and these must be kept free from obstruction at all times to allow easy access if required in the event of a fire occurring.

Only attempt to extinguish a fire in circumstances where this can be attempted with no danger to yourself and when the fire is of a minor nature.

Report any use of fire extinguishers to the Mr B Golding who will then arrange to have the extinguishers re-charged.

Materials, both combustible and non-combustible, should be stored alternatively in properly designated areas so as to minimise fire risks. Flammable substances such as oils, greases, compressed gases, fuels etc., must be stored as laid down in the Regulations governing their use.

### **Training**

The company will ensure employees are provided with adequate health and safety training ;

- (a) On recruitment
- (b) On being exposed to new or increased risks because of:-
  - (i) their being transferred or given change of responsibility.
  - (ii) the introduction of new work equipment or work procedure.
  - (iii) the introduction of new technology

A record of any training given should be maintained for all employees.

### **Induction procedure**

The following procedure will be carried out by a responsible person on the new employees first day at work:-

- a) Explain to the new employee what they will be required to do and whom they will be directly responsible.
- b) Show the employee where the Company Safety Policy is displayed, explain its purpose and ensure they are aware of their responsibilities.
- c) Ascertain if the employee has any disability or illness which could prevent them from carrying out any certain tasks safely or if additional protective measures are required.
- d) Warn the employee of any potential dangerous areas of work.
- e) Issue to employee any protective equipment necessary and explain the procedure for replacement for damaged or lost items.
- f) Explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial they appear at the time.
- g) Show the employee location of fire extinguishers and fire hoses.
- h) Ask employee whether or not they have any points they want to raise regarding health and safety arrangements.

New employees should be kept under close supervision initially and when given new tasks to undertake.

### **Specific training**

No employee will carry out tasks for which they have not received adequate training. In particular fork lift truck operation, the operation of dangerous machinery and the mechanical or electrical maintenance of equipment or machinery.

### **The Control of Noise at Work Regulations 2005**

It is mandatory for all persons exposed to high noise levels as defined by this legislation to wear suitable and sufficient hearing protection when generating high noise levels, working in the vicinity of such work and when working in close proximity to machinery where high noise levels are generated.

### **Electrical systems**

- 1 All electrical systems should be constructed and maintained so as to prevent danger.
2. Where electrical equipment is exposed to adverse weather conditions, low or high temperature, dusty and dirty conditions, the integrity of the equipment shall be of construction so as to prevent danger.
3. Every joint and connection in a system shall be mechanically and electrically sound.

4. All conductors in a system must be suitably covered with insulating material.
5. There must be suitable means of isolation or cutting off the electricity supply to any item of electrical equipment.
6. Adequate precautions must be taken to prevent electrical equipment, which has been knowledge and expertise of the system being worked.

### **The isolation of equipment prior to maintenance or cleaning.**

The prime reason for a lock-off system of work is to remove persons from being at risk from moving parts due to accidental or inadvertent starting up of plant or machinery.

All moving parts must be guarded at all times and it is the operators duty to check that guards are in place before use.

Machines intended for use by an operator must have local emergency stop(s) and an isolator easily identifiable to the operator.

Any maintenance work must only be carried out by competent and authorised personnel and under no circumstances should maintenance work be carried out on a machine whose power source, i.e. hydraulic, electrical or mechanical, has not been isolated.

### **Procedure for locking off**

1. Turn the electrical isolator to the OFF position.
2. Lock the isolator in the OFF position if a facility to do so is available.
3. Check that the machinery is electrically isolated, i.e. try to start the machinery.
4. The use of warning signs is advised but only to supplement the above.
5. Where hydraulic systems are in use safety valves should be securely closed and locked off with residual fluids drained off.
6. When work has been carried out guards must be replaced before the machinery is tested.

### **Lead acid batteries**

Battery acid is poisonous and corrosive which will cause burns and irritation to the skin and eyes. If spilt on clothing it will attack materials made of natural and also some synthetic fibres.

### **Precautions**

1. Where there is a risk of acid splashing wear suitable and sufficient eye protection and protective clothing.
2. Always handle batteries with care, ensuring that they are in the upright position.
3. Do not overfill batteries and always charge in a well ventilated area.
4. Hydrogen and oxygen are emitted during charging and can be present at other times, particularly if a battery is moved or shaken. Avoid any source of ignition close to batteries, in particular no smoking and no naked flames.
5. Batteries are particularly heavy awkward units to handle, correct lifting techniques must be employed.

6. Should clothes become contaminated with acid during handling, remove clothing at once and drench the affected body area with plenty of clean water.
7. If splashing to the eyes occur, irrigate with water immediately for at least 10 minutes and seek prompt medical advice.

### **Storage of materials at a height**

1. All materials stored at a height should be secured at all times to prevent such materials falling to the ground below.
2. Stillages or other storage containers should be stacked at a safe height.
3. Edge protection should be maintained on all upper storage areas within buildings to prevent objects or personnel accessing such areas falling to the ground below.
4. Extreme care should be taken to avoid storing materials at a height likely to Cause facial or eye injury should a person come into contact with such materials.

### **Manual handling**

Although mechanical handling techniques can be employed for many work activities the very nature of the work carried out depends on a considerable amount of manual handling.

Many accidents which occur during lifting, pushing and pulling at work are avoidable with the application of good handling techniques.

### **Rules of lifting**

1. Make full and proper use of any handling and any personal protective equipment provided.
2. Exercise care and diligence at all times, giving consideration to others who may be affected by your activities.
3. Ascertain the characteristics of the load, e.g. weight, centre of gravity etc., and feel confident and able before lifting.
4. The height of any load carried should not obstruct vision. Know the route before setting off, i.e. steps, floor surface etc.
5. Always apply the six points of lifting:-
  - Arms - keep close to the body.
  - Chin - look straight ahead with the chin tucked in.
  - Body weight - use to your best advantage to initiate load movement and then lift using your leg muscles.
  - Back and legs - keep the back straight, shoulders level. Bend with the legs not the trunk.
  - Grip - grasp firmly using the palms of the hands, roots of the fingers and thumbs.
  - Feet - face the direction of travel with leading foot at the side of the load, rear foot behind the load and a firm balanced stand.
6. When lowering loads apply the above six points of lifting taking care not to

- trap hands and fingers on releasing the load.
7. Apply common-sense - over confidence can lead to permanent injury.

### **Traffic control on site**

The following rules apply to all lorry drivers on site, both employees of the company and visiting drivers.

#### On arrival

1. Approach the entrance with care.
2. If a lorry is on the weighbridge, park in a safe position and await your turn.
3. If the weighbridge is clear, drive onto the weighbridge remembering there is a 5 mph speed limit on site.

#### To weigh in

1. Report to the weighbridge being aware of moving vehicles / plant.
2. Once the weight has been recorded the weighbridge staff will direct you to your loading / unloading area.

#### In the yard

1. Only leave your cab to open or close your rear doors or on the request of the crane operator or person supervising yard activities.
2. If you are required to leave your cab you should stand in a safe position visible to the crane or loading shovel operator.
3. Be vigilant for movement of other vehicles and mobile plant.
4. DO NOT wander around or walk up to the crane without first making sure that the operator has seen you.
5. Any reversing vehicle must be under the control of a 'banksman'.

#### Jammed loads

1. To not attempt to clear the jam yourself, seek assistance from the crane operator.
2. Lower the body and attract the attention of the crane operator using hand signals.

#### Weighing out

1. Drive onto the weighbridge, collect your tickets and leave the yard.
2. If you need to wait for whatever reason park your vehicle away from the weighbridge area in a safe position.

**Remember - You must wear your safety footwear and high visibility jacket at all times whilst in the yard.**

### **Mobile plant**

Only trained and authorised persons are permitted to operate mobile plant. Take care when operating the grab in the vicinity of pedestrians and do not allow persons to walk underneath any raised load. Where it is necessary for persons to be employed in the vicinity of the grab operation they should be kept at a safe distance or be so protected that they will not be struck by a displaced load.

### **Fork lift truck**

The main hazards associated with lift trucks are :

1. Overturning
2. Instability of loads
3. Failure due to poor maintenance
4. Over lifting.
5. Use in congested areas.

Only qualified and authorised persons will be allowed to operate a fork lift truck and the following rules must be strictly adhered to;

1. The truck must not be loaded in excess of the manufacturer's loading table.
2. All loads must be transported securely and correct.
3. Passengers must not be carried.
4. Sound your horn at every potential danger spot but remember sounding your horn does not give you automatic right of way.
5. Never run over cables or flexible pipes.
6. Be careful when braking, as braking violently may make the load unstable.
7. Do not pick up a load if someone is standing close to it.
8. When leaving a truck even for a few minutes make sure that it is in neutral, the parking brake applied and the forks lowered.

As well as following the manufacturer's instructions as to inspection, maintenance and servicing, checks should be made at the start of each working day of such things as tyres, brakes, battery, water levels etc.

All working parts should be thoroughly examined at least every 6 months.

### **The following rules apply to site collections**

1. Prior to work commencing each day check your vehicle and lifting equipment:-
  - brakes
  - tyres
  - lights
  - steering
  - seatbelts
  - wheel chocks (if required)
  - lifting equipment – controls, hooks, chains, hoses etc

Any fault found should be reported to Mr B Golding.

2. Before setting off:

- Check with the office about any special precautions for the drop off / pick up
- Ensure lifting arms are fully lowered
- Ensure any load / skip is secure and chains are correctly stowed.
- Ensure all necessary PPE is available

3. On arrival at site

- Obey all site traffic rules
- Beware of pedestrians
- Wear the PPE provided - high visibility clothing, safety footwear, safety helmet and gloves
- If during loading / off loading there is a risk of eye injury, i.e. flying objects etc., eye protection, must be worn

4. Safe working procedure

4a. Reversing

- Minimise any reversing activities, both the amount and distances travelled
- Ensure the reversing area is clear
- If necessary request the assistance of a 'Banksman' but ensure their presence does not put them at risk
- If using a 'Banksman' you must be clear about what their signals mean and obey them
- If you cannot see the 'Banksman' at any time when reversing – **Stop!**
- Ensure there are no pedestrians present in the reversing area.

4b Exiting the vehicle cab

- Do not jump from your vehicle cab
- Keep close to your vehicle
- If waiting for the skip to be filled you must stand at a safe distance from the loading area.
- Never approach the skip loader unless given express permission by the operator.

4c Dropping off and picking up

- Park on good ground – avoid sloping, soft or uneven ground where possible
- Apply the handbrake
- Use chocks where necessary on slopes
- Use stabilisers – keep braked rear wheels on the ground when on slopes
- Avoid trapping between the skip and other vehicles / fixed objects

- Sheet / unsheet from the ground if the vehicle is not fitted with an auto-sheeter
- Do not climb onto the skip load. If the skip is overfull or appears to be unsafe for transit do not load. Request mechanical assistance from the site representative to reduce the contents in the skip or to make the load safe. If in any doubt seek guidance for Mr B Golding.
- Before lifting the skip ensure hooks, chain lugs and bars are fully engaged. Chains must not be twisted or knotted and should not snag during load movement. Doors (where fitted) should be in good condition and locks fitted.

#### 4d Tipping skips

- Ensure the off loading area is free from other vehicles and pedestrians.
- If fitted with doors stand well outside the door arc and discharge path to avoid being struck by 'pressurised' door or contents.

#### Remember

- Monitor the work area at all times
- Skip movements can kill!
- If the drop / pick up seems unsafe, do not do it – seek advice from Mr B Golding
- Do not climb onto the back of a skip to alter the load – use mechanical assistance

## **GENERAL HEALTH AND SAFETY RULES**

These rules reiterate some of the points mentioned previously in this document and apply to all persons employed by the Company. The responsibility to comply with them is as prescribed by The Health and Safety at Work etc. Act 1974.

### **Working Practices**

You must not operate any machine, plant or equipment unless you have been trained and authorised to do so and you must make full and proper use of all machine guarding.

You must report to the Mr B Golding any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guard.

### **Notices and Written Instructions**

You must make proper use of all safety equipment and facilities provided to control working conditions / environment.

You must dispose of waste chemicals or oils at the correct disposal point.

You must not pollute water courses, sewers, or drains with chemicals, oils or other hazards.

### **Housekeeping and Welfare facilities**

All stacking of materials and other equipment is to be executed in a manner which ensures stability. Extreme care is also to be exercised to avoid creating trip hazards at ground level, and facial or eye injury at head level.

### **Protective Clothing and Equipment**

You must use all items of protective clothing/equipment as instructed.

You must not misuse or wilfully damage any item of protective clothing / equipment.

You must report any damage, loss fault, or unsuitability of protective clothing / equipment to the Mr B Golding.

### **Fire Precautions**

You must conform with all emergency procedures pertinent to your work activity.

You must inform any use of fire fighting equipment to the Mr B Golding.

### **Accidents**



You must seek medical treatment for injuries you sustain no matter how slight and ensure that appropriate records are entered in the accident book.

**Health**

You must report to the Company any medical condition which could affect the safety of yourself or others.

**THIS DOCUMENT FORMS ONLY THE BASIC REQUIREMENTS OF THE COMPANY AND MAY BE ADDED TO TAKING INTO ACCOUNT CHANGED CIRCUMSTANCES.**

**IF YOU HAVE ANY DOUBTS REGARDING ANY WORK PROCEDURE ASK MR B GOLDING.**