



# Health and Safety Policy

## **Brampton Skip Hire**

Warren House Farm  
Brampton  
Cumbria  
CA8 2HY  
Tel: 016977 2524  
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## Section 1

### Introduction and statement of Safety Policy

The policy of Brampton Skip Hire Limited, Warren House farm, Newcastle Road, Brampton, is to achieve and maintain conditions of work which are safe and healthy for all of our employees, so far as is reasonably practicable. The activities of Brampton Skip Hire Limited will be conducted with appropriate safeguards against exposing either employees or any other person to risk to their health and safety.

Brampton Skip Hire Limited recognise the importance and value of ensuring the health, safety and welfare of our employees. In order to achieve this, we aim to comply with all aspects of the Health and Safety at Works Act 1974 and other relevant legislation. To do this we will take a systematic approach to identifying risks and allocating the appropriate resources to control them.

The Company's general policy is:

- Make the working environment safe and without risks to health by being aware of health and safety matters.
- To provide adequate control of the health and safety risks arising from our work activities.
- Ensure that hazards are identified, risks assessed and safe systems of work designed and applied.
- To consult with our employees on matters affecting their health, welfare and safety.
- Realistically combat such hazards as cannot be completely eliminated by making available devices required to protect against those hazards such as Personal Protective Equipment, which must be worn when appropriate.
- To provide and maintain safe plant and equipment.
- Provide regular servicing of plant and equipment.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks and give them adequate training.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.
- Provide first aid equipment and record incidents should they occur.
- Consider actual and potential risks to persons not in the Company's employment, but who may be affected by its operations, with the same care and attention as is given to the company's own employees.
- Regularly review Company policies, operating procedures, instructions and revise as appropriate in accordance with knowledge and changing circumstances.
- To conform to the company's Working Plan Component in conducting its business activities.

The company policy statement and arrangements regarding health and safety will be made available to staff, clients or other persons who may require it upon reasonable request.

Co – operation on the part of all employees and sub – contractors is vital to the success of our health and safety policy, this will be actively encouraged.

Richard Allan  
Managing Director

## Section 2

### General arrangements

#### DETAILS

Name of Employer: Brampton Skip Hire Limited

Address: Warren House farm, Newcastle Road, Brampton, Cumbria. CA8 2HY

Telephone Number: 016977 2524

Nature Of Business: Waste Recycling and Skip Hire

#### KEY PERSONNELL AND ORGANISATIONAL RESPONSABILITIES

Overall and final responsibility for health and safety is that of **Richard Allen** (Managing Director)

Responsible for ensuring that this policy is put into practice **Paul Burrridge** (General Manager)

Day-to-day responsibility for ensuring that all employees are aware of this policy **Keith Graham** (Site Foreman)

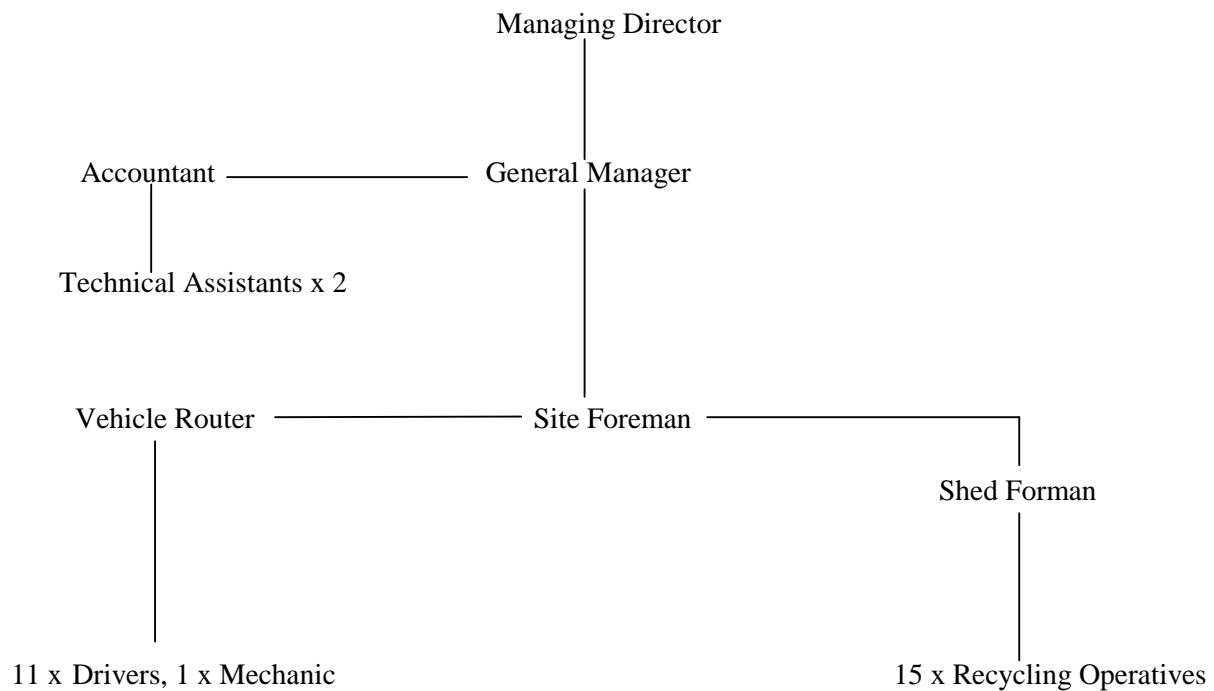
To ensure health and safety standards are maintained and improved the following people have responsibility for the following areas:

Richard Allan	-	Provision of PPE
Richard Allen	-	Machinery / equipment maintenance
Richard Allan / Paul Burrridge	-	Discipline
Paul Burrridge / Keith Graham	-	Accident reporting
Paul Burrridge / Keith Graham	-	Fire Precautions
Paul Burrridge / Keith Graham	-	First Aid
Paul Burrridge / Keith Graham	-	Safety induction / training

All employees will:

- Co-operate with Supervisors/Line Managers on health and safety matters.
- Not interfere with anything provided by the company to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to their Supervisor/Line Manager.

## Organisational chart



## GENERAL HEALTH RULES

- All Mechanical control measures must be used for all appropriate work processes.
- Operatives must maintain satisfactory standards of housekeeping, personal hygiene and safe working practices.
- Operatives must clean up immediately all spillages.
- No smoking, eating or drinking except in designated areas.
- Operatives must wear personal protective equipment as provided at all times.
- Operatives must report any defects in personal protective equipment or any other equipment provided for health and safety purposes as soon as possible.
- Operatives must ensure that all traumatised skin (burns, cuts etc) are properly protected by suitable first-aid dressing.
- Operatives must not misuse any items of equipment provided for their health, safety and welfare.
- Operatives must report all accidents, dangerous occurrences etc to employer and ensure their entry into the accident book.
- No operative will be permitted to attend work while under the influence of drugs or alcohol.
- Any operative who is found operating machinery, vehicles, equipment or plant whilst under the influence of drugs or alcohol will be instantly dismissed.
- Any suspected drug trafficking (or any other type of trafficking) will immediately be reported to the police.
- Operatives must conform to all safety rules, instructions (written and verbal) and procedures at all times.
- Employees must co-operate with the employer in the performance of the company code of conduct and legal duties.

## **HEALTH AND SAFETY LAW**

This section of the policy is a brief guide to the health and safety law. It does not describe the law in detail but it does list the key points.

The law protects health, Safety and welfare at work. As an employer Brampton Skip Hire has a duty to protect employees and to keep them informed about health and safety in the workplace. Brampton Skip Hire Ltd has a clear duty under the law to ensure so far as reasonably practicable, the health, safety and welfare at work of employees. We are also clear about our obligations to provide employees with all the relevant information concerning these important matters.

*In general these duties include:*

- Making the workplace safe without risk to health
- Ensure that all plant and machinery are safe and that the safe systems of work are in place and are followed.
- Ensure that articles and substances are moved and stored in a safe manner.
- Provide adequate welfare facilities.
- Provide sufficient information, instruction, training and supervision necessary for health, safety and welfare,

*In particular as an employer Brampton Skip Hire must also:*

- Make arrangements for implementing the health and safety measures identified as being necessary.
- With 5 or more employees then record the significant findings.
- With 5 or more employees draw up a health and safety policy statement and bring it to the attention of all employees.
- Appoint a competent person to assist with all health and safety responsibilities and consult employees or their safety representative about this appointment.
- Set up emergency procedures
- Provide adequate first aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements.
- Make sure that work equipment is suitable for its intended use so far as health and safety are concerned and that it is properly maintained and used.
- Prevent or adequately control exposure to substances hazardous to health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation.
- Avoid hazardous manual operations and where they cannot be avoided reduce the risk of injury.
- Provide free protective clothing or equipment where risks are not adequately controlled by any other means.
- Report certain injuries diseases and dangerous occurrences to the appropriate health and safety authority
- Consult employees about matters affecting their health safety and welfare.
- Ensure that the appropriate safety signage is provided and maintained.

*As an employer Brampton Skip Hire has a duty to*

- Take precautions against fire.
- Provide adequate means of escape
- Provide suitable means for fire fighting.

*All employees also have legal duties: These include.*

- Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.
- Co – operating with their employer on all health and safety issues.
- Use work items provided by their employer correctly this includes all personal protective equipment.
- Not to interfere or misuse anything that is provided for their health, safety or welfare.

If there are any concerns regarding to health and safety at work issues an employee must discuss the matter with their Supervisor/Line Manager in the first instance.

## **MATERIALS IN USE**

The Site rules and company policy will normally diminish the risk of hazardous substances entering the site, however all employees should be aware of the potential for such substances to be introduced in an unauthorised manner. Any employee who has suspicions regarding any such hazards should immediately report it to their Supervisor/Line Manager.

## **UNSATISFACTORY HEALTH AND SAFETY CONDUCT. GROSS MISCONDUCT**

Failure to comply with all health and safety requirements and safe working systems on the part of an employee and an attitude of non co – operation with their employer could lead to disciplinary action.

Health and safety breaches which endanger the life of any person OR which create a risk of major injury will be classed as gross misconduct making the employee liable for instant dismissal.

## **ACCIDENT REPORTING including First Aid**

### *Accident reporting:*

The following steps **MUST** be taken in the event of an accident.

- If injury is serious then immediately call an ambulance by dialling 9999 (internal) 112 (mobile)
- If a hazardous substance is involved then emergency procedures should be obtained from the data sheets held in the site office.
- All accidents (no matter how small) **MUST** be reported immediately to your Supervisor/Line Manager who will then investigate the circumstances of the accident and complete any necessary documentation including accident book and report if necessary to Paul Burrige who will in turn report it to the local authority and instigate any additional safety control measures that are needed to reduce the likelihood of a re – occurrence of the accident.
- Details of the accident should be recorded in the accident book as soon as possible; the book is situated in the Site office.
- Details of any fatal or major injuries and dangerous occurrences should be given to the HSE area office in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- If any piece of equipment has been involved in the accident then it must be isolated until a qualified person has examined it. The report whether written or verbal should be given to Richard Allan immediately. If the equipment belongs to a third person then that person should also be notified.
- All incidents that *could* have caused an injury or damage **MUST** be reported in the same manner.
- If any witness to the incident then all details must be obtained from them.
- Employees **MUST** not make any comment or agree with any third parties in any way. This may have a damaging effect on any legal proceedings that take place. *Under no circumstances admit liability.*

### *First Aid*

First aid boxes are kept in all company vehicles and also in the staff canteen. It is the responsibility of the Site Foreman to ensure these are kept stocked at all times. Employees **MUST** inform the Site Foreman when they require re- stocking.

## **WELFARE – PROVISION OF FACILITIES.**

- Adequate toilet and hand washing facilities are provided in a clean and safe condition. There is a supply of hot and cold water, soap, toilet paper and hand drying facilities.
- A suitable rest facility has been provided in a designated area. It is suitable for eating meals at it is located away from areas where food could be contaminated.
- The above facilities will be maintained in a clean and hygienic condition.

## **FIRE PRECAUTIONS AND PROCEDURES**

### *Fire evacuation procedure:*

- On discovering a fire raise the alarm immediately.
- Warn others as leaving the building DO NOT RUN.
- Call the Fire Brigade.
- DO NOT attempt to tackle the fire unless you are trained to do so.
- All buildings to be evacuated and all staff to assemble at the fire assembly point, located in the car park. All staff have a responsibility to know where the fire assembly point is.
- DO NOT re – enter any buildings until informed by Supervisor/Line Manager that it is safe to do so.

### *Fire prevention:*

- Flammable materials should be stored safely in accordance with written procedures.
- Wherever “hot work” is performed care must be taken to ensure that any flammable materials are removed or protected. Paul Burr ridge is to issue a hot work permit.
- Site Foreman will inform all employees of the fire assembly point.
- All employees to be trained to raise the alarm and call the Fire brigade.
- All employees to be trained in the use of the fire fighting appliances.
- All flammable liquids to be handled and stored with care.

### *Fire Extinguishers:*

Appropriate fire extinguishers have been provided. All employees will be instructed in their correct use.

A specialist contractor will examine all extinguishers annually and all records kept in site office.

## **SMOKING**

Brampton Skip Hire has a total no smoking policy except in designated smoking areas. Any employee who is found smoking in unauthorised area will be subject to disciplinary action. In designated areas all cigarettes must be carefully extinguished to eliminate any fire risks.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Brampton Skip Hire will provide all necessary equipment for the protection of employee’s health and safety. All such equipment will comply with all relevant standards.

Protective clothing is available at all times. All employees are trained in the use and care of the appropriate PPE.

Personal protective equipment (PPE) means clothing such as gloves, safety footwear, eye protection, ear protectors, hard hats and dusts masks etc.

All employees MUST wear the PPE that has been supplied by the Company

## **ALCOHOL AND DRUGS**

- All employees will ensure that no alcohol is consumed during work hours.
- No employee will be permitted to work whilst under the influence of alcohol or drugs.
- No drugs shall be brought onto any premises unless a doctor has specifically prescribed them. In this event then the Supervisor/Line Manager must be informed.
- No alcohol shall be brought onto any premises where the employee is working.
- Anyone who is found operating machinery whilst under the influence of alcohol or drugs will be dismissed.
- Any employee who feels that they have a problem with either alcohol or drug abuse are encouraged to consult Paul Burrige who will provide guidance and maintain confidentiality.
- Any suspected drug trafficking would be immediately reported to the police.

## **ELECTRICAL AND DANGEROUS TOOLS AND EQUIPMENT.**

*Brampton Skip Hire will:*

- Ensure that all electrical equipment complies with the Safety, Health and Welfare at Work regulations (General Application) Regulations 1993.
- Ensure that manufacturers operating instructions are provided for all employees.
- Ensure that all general portable equipment is regularly checked and maintained by a competent electrician.

*All employees will follow these procedures AT ALL TIMES:*

- No employee will ever tamper with, attempt to repair or install any electrical equipment. Unless trained to do so.
- Faulty equipment must be reported to Supervisor/Line Manager. This equipment must not be used until a qualified electrician has checked it. Supervisor/Line Manager to authorise re – instatement of equipment.
- No employee will use or clean any equipment until all training has been completed.
- All machinery must be switched off before cleaning or routine servicing takes place. All equipment must be switched off when not in use.
- Machinery and equipment must only be operated in accordance with the manufacturers instructions and written procedures.
- Correct tools to be used for the job in a safe and efficient manner.
- Damaged tools will not be used and all defects reported to Supervisor/Line Manager immediately.

## **SAFE PLANT AND WORK EQUIPMENT.**

*Brampton Skip Hire will:*

- When intending to buy new or second-hand plant and work equipment ensure that it meets health and safety standards before buying it.
- Ensure that all plant and equipment is regularly maintained and records kept.
- Ensure all electrical equipment will be given a thorough visual check every 6 months and make arrangements for repairs by a competent electrician when required.
- Ensure that all authorised operators are competent and trained in the routine checking of all equipment before using it. All defects to be reported to Supervisor/Line Manager.

*All employees must:*

- Report to Supervisor/Line Manager immediately any defect, fault or damage to any equipment provided.
- Keep storage areas clean and tidy, access and exit routes to be kept clear at all times.
- Observe all laid down systems of safe working or other operating procedures.
- Loose or torn clothing should not be worn when working near machinery.
- Long hair to be tied back when using machinery.

*All employees must not:*

- Operate equipment without having received training and authorisation to do so.
- Use any equipment belonging to a contractor unless authorised by Supervisor/Line Manager and the equipment is in a safe condition.
- Clean any equipment that is in motion that could give rise to danger. Leave equipment unattended whilst in motion.
- Carry out repairs or modifications unless competent to do so and have been authorised by Supervisor/Line Manager.
- No person under the age of 18 to operate any machinery unless supervised had the necessary training and following a suitable risk assessment.

## **MANUAL HANDLING OF LOADS**

Where possible manual handling will be eliminated or reduced. Where it is not practicable, safe systems of work will be introduced and training given to employees. No person shall be asked to lift, move or carry any item that is too heavy to handle safely.

*The following factors should be considered before moving a load:*

- Is it possible to move the load without help? If not then ask for assistance.
- Plan the route that the load is to be taken is the route clear?
- Clear any hazards make sure the drop off point is clear.
- Check the load for shape, size and weight before trying to lift it.
- Wear protective gloves at all times.

## **RESPONSIBILITY TO THIRD PARTIES.**

Brampton Skip Hire may appoint sub – contractors. The health and safety competence of such companies will be checked before work starts.

Safe working procedures may be requested to cover the work being carried out. A copy of our Health and Safety Policy will be supplied to other contractors if requested

All visitors and contractors must be informed of any hazards concerning their health and safety while they are on the premises

Should any visitor, customer or contractor commit any breach of health and safety they will be informed in a polite and friendly manner that their actions may be considered to have a detrimental effect. Continued breach of the health and safety policy will mean eviction from the site.

No unauthorised persons will be permitted on site; a member of staff will escort all visitors. Any officials will be asked to confirm their identity.

Any Visitor, customer or contractor who is blatantly ignoring basic health and safety procedures will immediately be asked to stop. If they carry on they will be evicted from the site.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

A hazardous substance is defined as any substance that is capable of causing an adverse health effect and may include chemicals, biological agents and even substantial quantities of any dust. Control is based on risk assessment and the introduction of appropriate measures.

Before employees use any chemicals appropriate training will be given by Supervisor/Line manager.

*Supervisor/Line Manager will:*

- Obtain all data sheets from suppliers and identify hazards. Use the information to determine the risk.
- Be responsible for identifying all substances that require a COSHH assessment and check all substances to ensure that they can be safely used.
- Ensure that all employees can carry out their duties under COSHH by providing instruction and training.
- Ensure that assessments are reviewed every six months.

*All employees must:*

- Read labels and check the warning symbol.
- Protect themselves against skin and eye contact at all times by using PPE whilst handling any chemicals or dangerous substances.
- Where protection against fume inhalation where necessary.
- Read and comply with all instructions supplied before use.
- Use chemicals and substances in accordance with their training and the information contained in the Product Data Sheet.
- Store all chemicals/substances as per instructions when not in use.
- Remove chemicals/substances if likely hood of contamination before eating and drinking.
- Report any defects in equipment to Supervisor/Line Manager.

## **NOISE**

Brampton Skip Hire does not underestimate the dangers of excessive noise levels. As far as possible control measures will be used to reduce exposure to excessive noise levels.

*Brampton Skip Hire will:*

- Warn employees about the risk to hearing of excessive noise levels.
- Provide suitable hearing protection for the use of all employees whilst operating noisy machinery.
- Display EAR PROTECTORS MUST BE WORN signs where applicable.
- Provide adequate information and training for all employees on how to use noise control equipment, when and where to use ear protectors, how to look after them and what to do if any defects are found.

*Employees must:*

- Use the protective equipment provided.
- Report any defects to Supervisor/Line Manager.

## **HOT WORK**

All employees will be made aware of the hazards associated with using blowtorches and welding equipment as part of their work. Their Supervisor/Line Manager will ensure that all employees know where the fire fighting equipment is situated, also that there is no combustible material is close to the work zone and that a hot work permit has been issued.

Inside buildings hot work is to stop at least 30 minutes before the end of the day and a final check is to be made before leaving the site.

## **SIGNS AND NOTICES**

*All employees must:*

Observe and act upon any signs or notices displayed within the working environment. Be aware of the following notices.

- Prohibition signs
- Warning and hazard signs
- Signs relating to fire and emergency actions
- Mandatory signs
- Health and Safety placard
- Safe conditions

## **TRANSPORT**

All vehicles will be kept regularly serviced and maintained and a log kept.

*Employees must not:*

- Drive or operate any company vehicles whilst unfit or unwell.
- Drive or operate any company vehicle whilst under the influence of alcohol or drugs.
- Use a company vehicle for any unauthorised purpose.
- Drive or operate a vehicle that they do not hold an appropriate licence or other permit.
- Operate any moving mechanical plant, unless properly trained and authorised to do so.
- Do not drive any vehicles that are known to be defective.

*Employees must:*

- Carry out daily checks on their vehicle prior to use in accordance with the checking procedures.
- Use reversing hazard warning horns where fitted.
- Be aware of and follow the current requirements of the Highway Code.

## **PROCEDURES AND SYSTEMS OF WORK**

All work activities will be carried out in accordance with current good practice, for example.

### *Access*

- Clear access ways must be maintained at all times
- No designed fire door or fire pathway is to be blocked or otherwise obstructed.
- Only use steps provided for mounting/dismounting of any machinery.

### *Storage*

- Stock should be stacked and stored in a safe manner no person should over reach in any way.

### *Waste Disposal*

- Waste materials must not be left in such a way as to cause an obstruction or a fire hazard.
- Waste bins should not be over full and also should be emptied regularly.
- Waste that is defined as controlled waste must be placed in the appropriate container for safe disposal.

### *Employees must:*

- Take protective measures to prevent pollution to the environment
- Maintain high standards of housekeeping throughout the premises.
- Leave all waste materials in the stipulated disposal point.
- Make full and proper use of all equipment that is provided for their use in accordance with training.
- Immediately notify their Supervisor/Line Manager of any hazardous situation without delay.

## **WORKING AT HEIGHT**

### *The employer will:*

- Whenever its employees have to work at height the company will ensure safe working practices are implemented.
- Ensure that an adequate warning system is put into operation, in order to protect other employees and any third party that might be affected. When necessary physical protective measures will be put into place.

## **TRAINING**

Section 2 of the Health and Safety at Work Act 1974 imposes a general duty on an employer to provide such information, training, instruction and supervision as is necessary to ensure, so far as is reasonably practicable the health and safety at work of all employees.

It is Brampton Skip Hires policy to provide training to all employees (fulltime or temporary) not only to comply with the statutory requirements but also to ensure a safe and healthy working environment for its employees and others who may be affected by their work activities. The company will continuously assess the health and safety needs of employees and record the training provided.

## **YOUNG PEOPLE**

A young person is anyone under 18 years old. It is Brampton Skip Hires policy to protect young employees from risk of accidents or ill health that they are unlikely to recognise because of.

- Inexperience
- Not being trained
- Not paying enough attention to safety

The Company will provide adequate information, training and supervision and ensure that all employees undergo an induction before commencing work, ensure that the induction procedures are kept up to date and a record kept.

## **MONITORING AND REVIEW**

We will monitor the conformance of our organisation with all aspects of this health and safety policy by the following means.

- Conformance to Safety policy, Risk assessments, procedures and safety standards will be monitored on a daily basis.
- Regular checks and audits specific safety tour to identify standards and a record kept.
- Incident and injury investigation.
- Performance reviews including client feedback.

## **TEMPORARY WORKERS**

If recruiting temporary workers from an employment agency we will inform that agency of any special qualifications or skills required to carry out the work safely and notify them of any specific features of the job that might affect health and safety.

Such temporary workers or contract staff will also be provided with information on health and safety and supplied with PPE similar to that given to all new employees. This will be provided before the individual starts work on site.

For the purposes of this safety policy the term “employees” will include agency, casual, temporary or sub – contracted workers.

## **CO – OPERATION**

Where our workplace is shared clients premises for example. We will co – operate with other employers to enable them to comply with the relevant requirements placed on them by health and safety legislation.

We shall take all reasonable steps to co – ordinate our health and safety measures with the clients' arrangements particularly in aspects of emergency procedures and in considering the health and safety of any particularly vulnerable population such as children, elderly or infirm.

## **RISK ASSESSMENTS AND METHOD STATEMENTS (WORKING PROCEDURES)**

To comply with the law Brampton Skip Hire will assess risks to health and safety of anyone who may be affected by work activities and record the significant findings.

Action required to remove/control risks will be approved by Richard Allan who will be responsible for ensuring the action is implemented and will check that the actions have been implemented and the risk reduced.

Assessments will be reviewed every six months.

Any additional documentation or information necessary to maintain health and safety will be provided to operatives or clients via these documents as required

## Section 4

### Employee's Responsibilities

*It is the legal responsibility of each employee to:*

- Co – operate with the employer and Line Managers in the performance of company policy and legal duties
- To take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Not misuse/interfere with any items of equipment provided for their health safety or welfare.
- To ensure that all guards, safety devices and protective clothing or equipment are used where necessary.
- Report immediately to Line Manager any damage to such protective clothing and equipment.
- Report all accidents, dangerous occurrences and disease outbreaks to the management.
- Report all health and safety concerns to their Line Manager.
- Conform to all safety rules, instructions and procedures at all times.

I have read and fully understand my legal obligations in the performance of my work with Brampton Skip Hire Limited as detailed in their company Health and Safety policy.

Employee Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

For the purpose of this Health and Safety Policy the term “employee” includes agency, casual, temporary or sub – contracted workers operating under our control.