



**Incorporating:**  
**Alan's Skip Hire Ltd**  
**Alan's Skip Hire (Wales) Ltd**  
**ASH Resource Management (Cambrian Quarry) Ltd**  
**ASH Metal Recycling Ltd**  
**ASH Waste Services Ltd**  
**ASH Aggregates Ltd**

# **Health & Safety Policy**

## **2020**

**Issue Number 16**



# **Policy Index**

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## Health & Safety Policy Statement

The Company will ensure, so far as reasonably practicable, the health, safety and welfare of all its employees, and the health and safety of other people, including contractors and the general public, who may be affected by the Company's activities, so to prevent injury, ill health, damage to property and the environment and to constantly improve its management systems.

To achieve the overall objective, the company will, so far as reasonably practicable, take steps to ensure the timely identification of hazards, and will seek to provide safe plant and equipment, safe systems of work, and adequate training, instruction and supervision of all employees.

The company intends that its operations will comply with all relevant legislation, and codes of practice. The company will make appropriate arrangements to ensure that it keeps up-to-date regarding both its statutory and other obligations and the hazards likely to be associated with any of its activities.

A handwritten signature in black ink, appearing to read 'NH' followed by a period.

Neil Hassall  
Managing Director  
ASH Group Ltd.

Jan 2020



## Health & Safety Responsibilities

The person with overall and final responsibility for Health and Safety at Alan's Skip Hire Limited is the Managing Director, Neil Hassall.

The following personnel will also be responsible for the day-to-day management of Health and Safety:

Neil Hassall	Safety Supervisor – Responsible for all site
John Dinnan	Safety Supervisor – Deeside Inert Operation.
Danny Flood	Safety Supervisor – Wrexham + Widnes Depots.
Keith Morris	Safety Supervisor – Bretton Depot.
Jimmy Chadwick	Safety Supervisor – Dunkirk
Steve Rymill	Safety Supervisor – Cambrian Quarry
Bernie Carr	Health and Safety Manager.



## **Health & Safety Responsibilities**

### **Managing Director/Directors - main responsibilities**

1. The Managing Director has overall responsibility for Health and Safety.
2. To ensure all managers and supervisors are familiar with the Health and Safety policy and that they realise their duties under the Health and Safety at Work etc. Act, to ensure the safety of all employees.
3. To ensure that sufficient resources in money, time and personnel are available to implement the policy.
4. To achieve, by all reasonably practicable means, the highest standards of Health, Safety and Welfare for all employees of the company and for all others whose Health and Safety may be affected by the company's operations.
5. To ensure adequate arrangements are made for controlling emergencies that may affect the Health and Safety of personnel or endanger the environment.
6. To keep the Health and Safety policy up-to-date.
7. Nominate competent persons to assist the management to carry out their Health and Safety duties.



## **Health & Safety Responsibilities**

### **Managers/Supervisors - main responsibilities**

1. To be responsible so far as reasonably practicable for the Health, Safety and Welfare of all employees within their own area of operational responsibility, and to ensure compliance with all relevant legislation.
2. Ensure that employees have received adequate training and are not required to carry out any work for which they have not received suitable instruction.
3. To ensure so far as reasonably practicable, all work systems and processes are safe and without risk to health.
4. Investigate accidents involving injuries to employees under their control and recommend steps necessary to prevent or minimise recurrence.
5. Ensure that employees know the rules and regulations applicable to their work. Special attention must be given to young persons and new employees.
6. Monitor the Health and Safety performance of the area under their control, so that the Health and Safety of the area can be improved.



## Health & Safety Responsibilities

### Employees - main responsibilities

1. To take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work.
2. To use protective clothing/equipment where required and to not misuse the equipment provided.
3. To report all incidents to management that have led, or may lead to injury to themselves or others, or do physical damage to property or assets.
4. To co-operate with their manager or supervisor by carrying out safety instructions and following safe systems of work.
5. Where applicable visually check safety devices daily prior to start of work. This includes visually checking plant/electrical equipment for obvious damage/defects before use. Any defects must be immediately reported to management.
6. Inform your supervisor if taking any form of medication or prescribed drug, which may impair your skills or judgement.
7. To follow all site safety rules, these include:
  - No smoking is permitted except in designated areas i.e. At the smoking hut. Failure to comply with this rule is considered gross misconduct
  - Ensure good housekeeping at all times - clear up any litter or spillages to reduce the risk of fire or potential slip, trip hazards.
  - Do not use any machinery that you have not been authorised to use.
  - Never attempt to lift any item, which may be too heavy, or outside your own lifting capacity - always ask for help.
  - When handling materials in the waste transfer station report any hazardous materials to supervision this includes sharps/needles etc.
  - Always wear high visibility clothing when in the main yard.
  - Ensure safety guards are used at all times when using machinery. Safety guards must never be



removed from any machine.

## **Health and Safety Procedures and Arrangements**

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Appendix A No 1 - Near miss reporting form.

## **Emergency Procedure in case of Fire**

### **ON DISCOVERING A FIRE**

1. Raise the alarm - alert all other persons nearby.
2. Using appropriate fire appliances tackle the fire - only if it is safe to do so.
3. Evacuate the area/building by the shortest safest route, and then go immediately to the fire assembly point area.

### **ON HEARING THE ALARM**

1. Stop whatever you are doing
2. Switch off any electrical appliances or mechanical devices
3. Evacuate the area/building by the shortest safest route
4. Go immediately to the fire assembly point area.
5. Do not re-enter the site/building until the all clear is given

## **Medical Emergency Procedure**



**IN THE EVENT OF A SERIOUS ACCIDENT OR SUDDEN ILLNESS:**

1. Summon help - alert a first aider immediately.
2. If a first aider cannot be alerted call for assistance - call the emergency services on 999.
3. Give exact location and details of accident/incident. Have someone available to direct nursing/ambulance staff to the incident.
4. Do not move the patient unless there is immediate danger
5. Keep the patient calm and still. Do not give anything by mouth
6. Do not move any equipment or items unless it is absolutely essential. If it is essential, then note its original position. This will help with any subsequent investigations

**IN THE EVENT OF A MINOR INJURY:**

1. Ask a first aider for assistance.
2. Report any injury to your supervisor - no matter how small. Always ensure the accident is also recorded in the accident book. Located in the main office.

**Risk Assessment**

It is the policy of all ASH Group companies to comply with the legislation as set out in the Management of Health and Safety at Work Regulation 1999.

Risk assessments will be conducted for all tasks and operations, which have the potential to cause personal injury to employees, sub-contractors or the general public. The assessments include a safe system of work, which must be followed by all employees and sub-contractors, to control hazards



and reduce the risk of injury within the workplace.

All risk assessments can be found in the Health and Safety file located in the main office.

Assessments will be reviewed annually or whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All employees will receive adequate information and training on the Health and Safety issues relating to risk assessment.

All employees and sub-contractors have a duty to follow all control measures and safe systems of work as identified by risk assessment.

## **Control of Substances Hazardous to Health**

It is the policy of all ASH Group Companies to comply with the law as set out in the Control of Substances Hazardous to Health Regulations (COSHH, 2002).

All hazardous substances used on site are assessed to ensure the risks to health and safety are adequately controlled. The company's policy is to eliminate or substitute any substances, which pose a significant risk to the health and safety of personnel, so far as reasonably practicable. The substances, which will be assessed, include;

- Chemicals
- Dusts
- Gasses
- Degreasers
- Paints etc.

All COSHH assessments including material safety data sheets are held in the safety file located in the main office and held in the H&S drive.

Assessments will be reviewed annually or whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid. Any new substance will be assessed before being used on site.

All employees will receive adequate information and training on the Health and Safety issues relating to hazardous substances used on site.



## **Personal Protective Equipment**

It is the policy of all ASH Group companies to comply with the legal duties as set out in the Personal Protective Equipment Regulations 1992.

Risk assessments will be used to identify where hazards cannot be fully eliminated or reduced in the workplace, and where it is essential for operators to wear personal protective equipment.

When personal protective equipment is deemed necessary, it shall be selected by the supervisor/safety advisor for suitability and user acceptability. When personal protective equipment is used, which is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and when appropriate subject to routine maintenance.

All protective clothing and equipment will be issued free of charge to all employees by supervision. Records will be kept of all protective equipment issued. This record will be kept in the safety file.

All employees have a duty to use all protective clothing and equipment provided and to not misuse it. Protective clothing/equipment should be visually inspected for damage or excessive wear before use. Any defects must be reported immediately to supervision so that the clothing/equipment can be repaired or replaced.

All employees will receive adequate information and training regarding the issue, maintenance, storage and use of protective clothing and equipment.

## **Work Equipment**

It is the policy of all ASH Group companies to comply with the law as set out in the Provision and Use of Work Equipment 1998.

All ASH Group Companies will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All work equipment will be maintained in good working order and repair. The company considers preventative maintenance as a fundamental requirement for the proactive management of health and safety.

Work equipment is regularly inspected and tested by either a competent person internally, or an external qualified company, to ensure the equipment is safe for use within the workplace.

All employees will be provided with adequate information/training to enable them to use work



equipment safely. The use of any work equipment, which poses a significant risk to the health, and safety of employees will be restricted to authorised persons only.

All employees/operators have a responsibility to visually check any work equipment or appliances for damage or defects before use. This includes damage to plugs, cables, switches, gauges, chains, slings and company vehicles etc. If damaged or defective the equipment should not be used. Supervision must be informed immediately so the equipment can be repaired and re-tested.

## **Training / Communication / Consultation**

The management of all ASH Group Companies will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.

All companies within the ASH Group communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives, on notice boards and this policy statement.

Safety training is an indispensable ingredient of an effective health and safety program. It is essential that every employee is trained to perform their jobs effectively and safely.

All employees will be trained in safe working practices concerning any potential hazards that maybe present in the workplace. Training sessions will be held as often as deemed necessary and will provide another opportunity for employees to express any fears or concerns they may have relating to their health, safety and welfare at work.

Health and safety committee meetings will be held every 3 months. These meetings will be chaired by the Safety Manager.

Health and Safety training will include the following topics. However, this is not an exhaustive list:

- Health and safety responsibilities and emergency procedures.
- Safe use of machinery and equipment.
- Substances hazardous to health.
- Risk assessment and safe systems of work.



- Manual handling.
- Display Screen Equipment – for personnel classed as users.
- Maintenance, use, issue and storage of protective clothing/equipment.
- Induction training for new starters.

## **Manual Handling Operations**

It is the policy of all the ASH Group Companies to comply with the legal duties as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

When manual handling operations cannot be avoided a suitable and sufficient risk assessment will be conducted considering the task, the load, the working environment and the capacity of the individual. The company will then reduce the risk of injury so far as is reasonably practicable.

Wherever possible mechanical aids will be used to handle materials to reduce the need for manual handling, these will be provided by the company as and when deemed necessary by risk assessment.

Assessments will be reviewed whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All employees will receive adequate information and training regarding safe manual handling techniques.

## **Accident Investigation and Reporting**

It is the policy of all the ASH Group companies to comply with the legal duties as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR2013).

Any reportable injury, disease or dangerous occurrence as stated by the regulations will be reported as soon as possible online to the Health and Safety Executive (HSE). An F2508/F2508A form will then be completed online and sent to the HSE within 15 days. The HSE website is [hse.gov.uk](http://hse.gov.uk)



The Safety Manager shall contact the HSE when necessary. However, it is the responsibility of Supervisors to ensure the Safety Manager is aware of any reportable accidents or incidents, which occur on site.

All ASH Group companies sees accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the manger/supervisor or a person appointed by the Managing Director. The report will establish the following:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date and location of the incident.

All eyewitness statements will be collated as near to the time of the accident as is reasonably practicable. The completed report will then be submitted and analysed by the Health and Safety Manager to discover why the accident occurred and what action should be taken to avoid a recurrence of the event.

## **Audits and Inspections**

To ensure the company's safety policy and the various statutory requirements are being implemented, the Safety Advisor, Safety Manager, Senior Management and Supervisors will make regular visits to specific areas, to carry out safety inspections, to ensure that all control measures and safe systems of work are adhered to.

The company safety policy and procedures are constantly under review to ensure their meaning remains relevant to any changes in procedures or law.

Details of injuries and dangerous occurrences are closely examined and data collated to detect trends and ensure resources are directed to those areas to endeavour to prevent reoccurrence.

All employees have a duty to bring to the immediate attention of their manager/supervisor any defects in work equipment or unsafe acts/occurrences in the workplace, which may cause injury to themselves or others. All defects with plant/equipment will be recorded by the manager/supervisor so that they may be rectified at the earliest opportunity.

## **Noise in the Workplace**

It is the policy of all companies in the ASH Group to comply with current legislation relating to noise as defined in the Control of Noise at Work Regulations 2005.



The company will seek to protect employees from hearing damage caused by exposure to excessive noise in the workplace. Any work and/or location which are suspected of exposing employees to excessive noise will be subject to a formal noise assessment, which will be conducted by a competent person.

The following control measures shall be introduced when any person is identified as being exposed to noise levels in excess of 80 dB(A) measured/calculated over 8 hours (or equivalent for longer working periods);

- Efforts shall be made to reduce noise emission, and reduce the time of exposure.
- If such measures cannot reduce exposure below 80 dB(A) employees shall be provided with information relating to noise and also issued with suitable hearing protection.

Additional control measures will be implemented when noise levels are considered to be in excess of 85 dB(A) based on an eight-hour average;

- These areas shall be classed as designated hearing protection zones.
- All persons working in these areas shall be given information relating to noise including the safe use of personal protective equipment.
- Supervision shall monitor the area on a regular basis to ensure hearing protection is worn.
- All hearing protection zones shall be suitably indicated by warning signs.
- Only authorised personnel with suitable hearing protection shall be permitted to work or gain access into any hearing protection zone. The hearing protection provided shall ensure employees are not exposed to noise levels above 87 dB(A).
- All personnel working in these areas shall be provided with regular health surveillance i.e. an audiometry test.

It is the policy of the company to maintain all machinery to ensure noise levels are adequately controlled. Any new machinery shall also be checked before being purchased, to ensure noise emissions are kept as low as possible.

Employees have a responsibility to use hearing protection when provided, and to ensure it is not misused. Any defects with this equipment must be reported immediately to their supervisor.

## **Fire Safety**

It is the policy of all the companies in the ASH Group to comply with the legal duties as identified by the Regulatory Reform (Fire Safety) Order, which came into force in October 2006.

A fire risk assessment will be conducted by the Safety Advisor or nominated person, to evaluate:

- The means of escape
- Firefighting equipment
- Evacuation procedure
- Means of raising the alarm
- Training of employees
- Storage of flammables
- Sources of ignition and any relevant shut down procedure.





The Safety Manager will be responsible for the maintenance and testing of fire alarms and firefighting equipment.

All employees have a duty to participate in training relating to fire safety and to report any defects in plant/equipment or any unsafe acts/occurrences which could result in a potential fire or accident.

The Safety Manager acts as the fire safety co-ordinator and is responsible for the provision and maintenance of fire prevention and detection equipment including all relevant documentation. Supervisors are also responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper firefighting practices and emergency procedures.

Firefighting equipment should only be used when safe to do so i.e. where there is a minimal risk to the individual. If a situation arises where it is unsafe to tackle a fire, the emergency services should be called immediately.

## **Chemical spillage procedure**

### **IN THE EVENT OF DISCOVERING A CHEMICAL SPILLAGE:**

1. Contact your supervisor immediately.
2. Advise other persons within the area. In the event of a major spillage evacuate the building immediately.
3. Establish what the substance is - Flammable, Irritant, Harmful etc. This information can be gained from the container, or from the COSHH. assessment and hazard data sheet kept in the health and safety file.
4. Contain the spillage (Spill kits are available) only if it safe to do so. Wear suitable protective equipment as listed in the COSHH. assessment.
5. If the chemical is flammable a no smoking zone of 10 metres of the spillage must be enforced. Keep all vehicles i.e. forklift trucks etc. outside the 10 metres zone. Do not switch on or off any electrical apparatus in the area as this could result in a spark. Ensure a fire extinguisher is available close to hand.
6. Do not allow the chemical to enter drains, gullies or any other underground network, place mats over drains.



7. If the chemical enters any underground drain or gully the Safety Manager should contact the Environment Agency or NRW.
8. All contaminated materials used to clear up the spillage must be disposed of properly. Ask your supervisor for advice.
9. If you are unsure about any aspect of this safe system of work - **ASK YOUR SUPERVISOR - DON'T TAKE, CHANCES.**

## **Incidents and Near Misses**

A near miss is an incident, which has resulted in no injury to personnel. However, the incident may have had the potential to cause injury or loss including damage to property or the working environment i.e. a pallet falling from a forklift truck, a major spillage of a hazardous substance etc.

Analysing data provided from near misses and incidents enables the company to have a valuable insight into any inadequacies in risk control. This information can be used to identify any additional control measures, which should be implemented to prevent a recurrence and to prevent any future injuries or losses.

Near misses should be reported on the official form (see appendix A). The Supervisor should keep a record and ensure a copy is forwarded to the Safety Manager.

The company believes that effective prevention and loss control must focus on the cause of the incident and not its results. Where applicable risk assessments shall be reviewed to include any additional control measures to reduce the risk of injury or loss within the workplace.

## **Working at Height**

It is the policy of all companies in the ASH Group to comply with the legal duties as defined by the Work at Height Regulations. Falls from height are the most common cause of fatal injury and the second most common cause of major injury in the workplace.



We will provide a safe working environment for all employees who may be required to work at height. We will achieve this by:

- Identifying work activities that may involve working at height.
- Eliminating the need to work at height whenever it is reasonably practicable to do so.
- Ensuring that, where work at height cannot be eliminated, we use the risk assessment process to evaluate & manage the risk.
- Implementing a safe system of work that will prevent falls of persons, materials & equipment.
- Providing suitable plant and equipment to allow safe access for persons and materials.
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards.
- Ensuring that regular inspections of all equipment required for working at height are undertaken.
- Providing adequate information and training to ensure that only competent persons are engaged in working at height.

All personnel are responsible for ensuring that the intentions of this policy are effectively implemented on site. It is the responsibility of each member of staff to;

- Co-operate with this policy and Report any defects immediately.
- To abide by the requirements of any systems of work designed to protect them and prevent them falling from height.
- Utilise any plant and equipment in a safe & responsible manner.

## **Asbestos**

It is the policy of all companies in the ASH Group to comply with the legal duties as defined by the Control of Asbestos at Work Regulations (CAWR).2012.

There are three main types of asbestos still found in premises. These are commonly called blue asbestos (crocidolite), brown asbestos (amosite) and white asbestos (chrysotile). All are dangerous but the blue and brown are more so than the white. They cannot be identified just by their colour. Asbestos containing materials (ACM's) were used in the construction of buildings from the early part of the 20th century until the late 1990's.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. There is usually a long delay between first exposure to asbestos and the onset of disease of 15-60 years.



To prevent exposure to ACM's the following control measures will be implemented;

- It is the policy of the company to not bring any asbestos contained in designated skips onto site. Any designated asbestos skips shall be taken from the pickup point directly to landfill.
- All operators will be briefed in relation to the location and hazards associated with any asbestos materials before commencing work.

In the event that asbestos is identified on site the following controls are used;

- All work will be stopped until the asbestos materials is made safe or removed from site.
- All ACM's will only be removed by a licensed contractor in accordance with HSE guidance.

Where an incident arises that may have resulted in an uncontrolled release of asbestos into the work place at a concentration that might have exceeded the appropriate control limit, the following procedures will be implemented:

- The area should be immediately evacuated and steps taken to secure the affected area from re-entry of unauthorised persons.
- The yard manager and Managing Director must be notified as soon as possible in order that the cause can be firmly established.
- Specialist contractors will undertake air sampling and microscopic examination to determine fibre in air levels and the type of asbestos fibres - if any.
- Specialist contractors will be employed to thoroughly clean all visible debris and dust.
- On completion, air sampling will again be carried out and if satisfactory a clearance certificate will be issued.
- The company will keep health records for any affected persons. Such records must be kept for at least 40 years. A record of any exposure to asbestos above legal action limits will be placed on any affected employee's personnel file. A copy of the record will be sent to the employee instructing him that it should be retained indefinitely.

## **Electricity**

It is the policy of ASH Group Companies to comply with the legal duties as defined by the Electricity at Work Regulations 1989.



All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Company acknowledges that work on electrical equipment can be hazardous and it is therefore the Company's intention to reduce the risks as far as possible. The Company will:

- a) Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations. (This is in relation to any new installations and equipment.)
- b) Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- c) Inspect and test portable and transportable equipment as frequently as required, this frequency depending on the environment in which the equipment is used and the conditions of usage.
- d) Promote and implement a safe system of work for maintenance, inspection or testing.
- e) Only permit live working where absolutely necessary.
- f) Ensure employees who carry out electrical work are competent
- g) Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the Company health and safety arrangements.
- h) Provide suitable personal protective equipment if required, maintaining it in good condition.

## **First Aid**

It is the policy of the whole of ASH Group companies to comply with the legal duties as defined by the First Aid at Work Regulations, 2013.

The site safety Manager will oversee the Company's first aid arrangements and will:

- a) Assess the Company's first aid requirements and ensure that the necessary facilities are provided.
- b) Ensure that adequately trained first-aiders are always available, are familiar with procedure and ensure that first aid boxes are fully stocked.
- c) Ensure that all accidents are entered in the accident book.
- d) Ensure that all accidents which result in over seven-day absence from work are reported to the HSE and more serious accidents are reported immediately by telephone to the HSE. (See



section 3.9, RIDDOR for details.)

### **Associated Documents:**

- a) The Accident Book (located in the main office).
- b) A list of first aiders which should be displayed on notice boards in each department.
- c) First aiders' training certificates. These are kept in HR files.
- d) Accident investigation reports kept by the site safety manager.

## **Work carried out under CDM Regs**

ASH Group acknowledges the Construction Design Management Regulations 2015. Under these regulations, it is a requirement to consider all alterations to established buildings on our sites and new works including ground works and buildings to be governed by the Regulations

ASH will only use the workers who can demonstrate the right skills, knowledge, training and experience. ASH will also only use Contractors who are able to provide the appropriate supervision instruction and information to its workers

All projects will have a written construction Phase plan, and if more than one contractor is selected for any project, then a Health and Safety File will be generated. The HSE will be informed when required based on the number of days worked and the number of workers used.

Note the use of contractors on ASH sites is detailed in section 3.20 of this document.

## **Title: Control of Contractors on Site**

### **PURPOSE**

This procedure outlines the actions that should be followed when any contractors require to work on site at ASH Group Site

The main purpose of this contractor control system is to ensure the health, safety and welfare of all contractors whilst on site, including employees, visitors or members of the general public.

### **SCOPE**

This policy applies to all contractors conducting work on site at ASH Group Site

### **DEFINITIONS**

Contractor – means anyone brought in to work on site who is not an employee of the company.

### **CONTRACTOR VETTING**

Before a contractor initially works on site for the first time they must be vetted to ensure they are competent to conduct the task. For low risk tasks this will be a simple and straight forward process that will just require obtaining



the following information;

- Copy of the contractor's insurance certificate (for public liability and employer's liability).
- Copy of their safety policy.
- Risk assessments and method statements for the task.
- Copies of relevant training records such as fork lift or cherry picker licences etc.
- Test certificates for equipment such as vehicles, lifting equipment, scaffolding or electrical equipment.

If the task is classed as high risk and involves;

- Working at height (including roof work).
- Working on live electrical appliances.
- Confined space work.
- Underground excavations etc.

The contractor vetting form located in appendix No1 must be completed by the contractor. The information supplied by the contractor will then be vetted by the company Safety Advisor, to ensure they are competent before they commence work on site.

#### PROCEDURE WHEN CONTRACTORS ARRIVE ON SITE

1. Contractors must initially report to the main reception.
2. All contractors will be asked to sign in using the visitors book located in reception.
3. If the contractor is to conduct any work on site a job registration form must be completed by the contractor prior to commencing work (See attached document in Appendix No2).
4. It is the responsibility of the Safety Co-ordinator or Yard Manager to ensure the job registration form is completed.
5. It is the responsibility of the contractor to ensure that all information is communicated to any sub-contractors that are working for them on site. It is also the responsibility of the contractor to ensure all sub-contractors are competent.
6. The job registration form will detail any specific hazards created by the work and the agreed arrangements required to control the hazards and reduce the risk of injury.
7. All contractors shall be given a site induction before commencing work. The induction will cover the following information;
  - Emergency procedures for the site including fire and first aid.
  - Contact names and numbers to be used in an emergency.
  - Welfare facilities, i.e. location of toilets and canteen etc.
  - Site traffic rules and parking.
  - Site rules for pedestrians.
  - Permit to work system.
  - Site hazards.
  - Smoking policy

Additional information may be provided depending on the nature of the work to be conducted.

8. The Contractor must provide a written risk assessment and method statement. These documents must be checked and authorised Safety Co-ordinator or Yard Manager before commencing the task. The only exception to this is when low risk tasks are conducted on site. However, safety arrangements must be verbally agreed



before the task is conducted.

9. The contractor must provide a valid insurance policy certificate. The policy must provide adequate cover to allow for any liability claims that may arise out of his, or his subcontractor's actions, by way of a breach of contract, statutory or common law duties that may cause any loss, damage or injury to Alan's Skip Hire Ltd property, equipment, reputation, employees, visitors or members of the public.

### **SITE RULES FOR CONTRACTORS.**

1. All electrical work must be conducted in accordance with the Electricity at Work Regulations and IEE guidance. Only qualified personnel will be permitted to work on electrical equipment.
2. When practical all portable electrical equipment should be of 110-volt supply and used in conjunction with centre-tapped earth transformers. All electrical equipment must hold a current PAT test certificate.
3. An additional permit to work must be obtained from the Safety Co-ordinator or Yard Manager for any of the following tasks,
  - Hot work; grinding, welding or cutting etc.
  - Roof work.
  - Underground excavations.
  - Note; permits will be issued on a daily basis.
4. Only park in designated car-parking areas.
5. All site traffic must observe the one-way system and speed limit indicated on site. Always drive to a speed consistent with road conditions.
6. Always observe any warning signs displayed on site.
7. Hearing protection must be worn on the picking line. Additional protective clothing must also be worn when deemed necessary i.e. when stipulated by risk assessment.
8. Wear high visibility clothing at all times when on site. Note; the car park located in front of reception is exempt.
9. Use designated walkways where they are marked on site. Access to any vehicle movement areas is strictly prohibited when vehicles are operating.
10. Stay clear of any moving vehicles, especially reversing vehicles. Remember that if you cannot see the mirrors of a vehicle, the driver will not be able to see you.
11. Cross roads and vehicle movement areas with care. Use designated crossing points when applicable. Take extra care when on site at night or when it may be dark in the winter months.
12. Do not approach any vehicles which are being loaded or unloaded.
13. Contractors must **not** operate any company vehicles i.e. forklift trucks or machinery etc. without prior permission from the Safety Co-ordinator or Yard Manager.
14. Contractors must provide an up-to-date copy of their driving certificate for any vehicles that they will use on site before commencing work. This includes; site plant, forklift trucks, cherry pickers, scissor lifts etc.





15. Any lifting equipment brought onto site must have an up-to-date LOLER certificate. All certificates will need to be checked by the maintenance department or operations manager before commencing work.
16. Scaffolding must only be erected or modified by competent persons that hold a valid certificate. All scaffolding must be visually checked on a daily basis and formally inspected and tagged every 7 days.
17. Smoking is **not** permitted in any buildings on site or in outside areas where flammable substances are stored.
18. Passengers must not be transported by any vehicle unless it is designed to carry passengers. All loads must be secured to prevent accidental damage.
19. Where necessary, the contractor must cordon off the work area by erecting safety barriers and display warning signs to protect the safety of his employees and Alan's Skip Hire employees.
20. No contractor may use or disconnect any service, e.g. water, gas, electricity without prior permission from the maintenance manager.
21. The contractor and his sub-contractors must not dispose of any waste unless prior authorisation has been given.
22. Waste / materials must be stored safely to reduce the risk of an environmental spillage, fire hazard or risk to the health of personnel on site. Do not dispose of chemicals down drains.
23. It is the responsibility of the contractor to ensure all employees or sub-contractors are competent and suitably trained.
24. All contractors must provide their own tools and equipment. All tools and equipment must be suitable for the task and tested/calibrated when applicable.
25. All accidents and/or dangerous occurrences, including those which do not result in injury, i.e. a near miss, must be reported to the Safety Co-ordinator or Yard Manager.
26. If you see any hazards on site always report them to your supervisor.

### Contractor Vetting Document

Project Reference:	
Organisation Name:	Tel:
Address:	Fax:
	E-Mail:
Completed by:	Position:
Date:	Signature:



**Please answer the following questions and supply relevant information as requested, providing supporting details and documentation separately.**

1. Provide an up-to-date and signed copy of your organisation's safety policy.
2. Who in your organisation has day to day responsibility for the management of Health & Safety or provides competent advice?

Name:

Position:

Tel:

Address:

Fax:

Please provide details of the experience and qualification of the above person

3. Who will be responsible for site health and safety on this project?

Name:

Position:

Tel:

Address:

Fax:

Please provide details of the experience and qualifications of the person name above.

4. Provide details of the health and safety training which will be provided for your employees and others to ensure they are competent to carry out their designated responsibilities on this contract.
5. What measures will you use to monitor the health & safety of your personnel whilst on site?
6. Provide evidence of how your organisation consults with the workforce.
7. Provide evidence of how your organisation appoints competent sub-contractors.
8. Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive or any other enforcing body in the last 3 years?
9. Provide details of any accidents/incidents reported by, or on behalf of, your organisation during the last three years as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
10. Provide copies of risk assessments and associated method statements applicable to the project.
11. Please supply copies of insurance certificates for employer's liability, public liability, and professional indemnity as appropriate.



- 12. Please supply copies of specific plant that will be used on site and any relevant test certificates including PAT testing certificates.
- 13. Outline what welfare facilities will be provided for the workforce.
- 14. Provide examples of worked carried out previously, which are comparable in size and nature to this project

*For Alan's Skip Hire Office Use, Only:*

**Comments – Yard Manager:**

*Approved Yes / No*

**Comments – Safety Co-ordinator / Advisor**

*Approved Yes / No*

**Contractor Registration Form**

*To be completed by all contractors before commencing work on site.*

<b>Name of company:</b>	
<b>Tel No (Works):</b>	<b>Tel No (Mobile):</b>
<b>Persons requiring entry to site, list names:</b>	
<b>Date of start:</b>	<b>Date of completion:</b>
<b>Description of work to be conducted:</b>	



We or our sub-contractors wish to bring on site by agreement the following.			
Materials:		Equipment:	
Asbestos	<input type="checkbox"/>	Abrasive wheels	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	Pneumatic drills	<input type="checkbox"/>
Flammables	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>
Toxic	<input type="checkbox"/>	Ladders or stepladders	<input type="checkbox"/>
Oxidising	<input type="checkbox"/>	Cartridge guns	<input type="checkbox"/>
Corrosive	<input type="checkbox"/>	Welding equipment	<input type="checkbox"/>
Harmful	<input type="checkbox"/>	Lifting equipment	<input type="checkbox"/>
Irritant	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>
Ionising radiation	<input type="checkbox"/>	Lasers	<input type="checkbox"/>
Compressed gasses	<input type="checkbox"/>	Portable electrical equipment	<input type="checkbox"/>
Other materials	<input type="checkbox"/>	Other machinery	<input type="checkbox"/>

We or our sub-contractors wish to use on site by agreement the following services		The work will involve the following hazards.	
Electricity	<input type="checkbox"/>	Working at height	<input type="checkbox"/>
Water	<input type="checkbox"/>	Excavations	<input type="checkbox"/>
Gas	<input type="checkbox"/>	Entry into duct work	<input type="checkbox"/>
Compressed air	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>
Forklift	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
Other - equipment	<input type="checkbox"/>	Roof work	<input type="checkbox"/>
		Noise	<input type="checkbox"/>
		Isolation of services	<input type="checkbox"/>
		Hot work	<input type="checkbox"/>
		Other - hazards	<input type="checkbox"/>

Please specify other specialised materials, equipment or services required and any special hazards:

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The following site arrangements and safety information must be explained to the Contractor before they commence work (*tick each box when complete*):

- |   |  |
|---|--|
| <input type="checkbox"/> Site Hazards                       | <input type="checkbox"/> Welfare facilities                    |
| <input type="checkbox"/> Site rules for pedestrians         | <input type="checkbox"/> Smoking Policy                        |
| <input type="checkbox"/> Site rules for vehicle             | <input type="checkbox"/> Emergency contact numbers             |
| <input type="checkbox"/> Emergency procedure for fire       | <input type="checkbox"/> Housekeeping                          |
| <input type="checkbox"/> Location of First aider facilities | <input type="checkbox"/> Accident/incident reporting           |
| <input type="checkbox"/> Site rules for contractors         | <input type="checkbox"/> Disposal of waste                     |
| <input type="checkbox"/> Permit to work system              | <input type="checkbox"/> Wearing PPE – high-vis / hearing etc. |



To be completed by the Maintenance Manager or Operations Manager	Yes	No
Has an adequate risk assessment and method statement been provided for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Has the risk assessment been checked / vetted by the Yard Manager, Safety Co-ordinator or Safety Advisor?	<input type="checkbox"/>	<input type="checkbox"/>
If using chemicals – have adequate COSHH assessments been provided and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Does the task require an additional permit to work i.e. for hot work, roof work, confined spaces or excavations?	<input type="checkbox"/>	<input type="checkbox"/>
Have all contractors, sub-contractors provided valid driving certificates for the vehicles and/or equipment they will use on site?	<input type="checkbox"/>	<input type="checkbox"/>
Have all contractors, sub-contractors provided up-to-date test certificates for the vehicles and/or equipment they will use on site?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor provided an up-to-date liability insurance certificate with adequate cover for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Has an agreed frequency been agreed to monitor the contractor whilst on site?	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above answers are indicated as “No” the task must not commence until the issue has been resolved.

I have read and understand the contractor’s rules and regulations for the site. I have been briefed on aspects of site safety and agree to abide by them. I will also ensure all employees and/or sub-contractors working on behalf of ----- will adhere to all safety procedures and site rules.

**Signed by the Contractor:** ..... **Date:** .....

**Signed by the Yard Manager or Safety Co-ordinator:**  
 ..... **Date:** .....

### PART A. Incident Report Form

1. WHAT TYPE OF INCIDENT ARE YOU REPORTING? (see cover notes for further guidance)					
Near Miss	Incident resulting in Injury	Dangerous Occurrence	Environmental	Fire	
Fire alarm activation	Other incident (specify)				

If reporting a **Fire** and/or **Fire alarm activation**, did the Fire Brigade attend? Yes



**2. WHEN AND WHERE DID IT HAPPEN?**

Date of incident:  Time:  Time of Incident

Name of Department/Area:

Exact location of incident:

**3. DETAILS OF PERSON AFFECTED or INJURED in Incident (if none go to Section 4)**

*Use a separate form for each individual*

Name   Male   
 Female

• Is the person: a member of staff  an agency employee  Contractor   
 a Visitor  Other  (please specify).....

• If a member of staff, which department does He/ She work in?

**4 DESCRIBE THE EVENT / WHAT HAPPENED?**

**5. DETAILS OF ANY INJURIES**

Part of body affected:

Describe injury /  
 (e.g. cut, bruise, burn)

**6. WAS INJURED PERSON TAKEN TO HOSPITAL?**

No  Yes

**7. DID THE INJURED PERSON TAKE TIME OFF?**

No  Yes  How long?  Not yet known, give phone no. for contact

**8. WHICH CATEGORY BEST DESCRIBES THE CAUSE OF THE ACCIDENT/INCIDENT?**

Slip/Trip or Fall - At any level	Hit by Moving, flying or Falling Object	Hit Something Fixed, Stationary or Mobile	Machinery/Equipment - Nip/Trap or Crush
Driving Co Vehicle - FLT, Car etc	Using Hand Tools	Working with Harmful Substance	Electricity - Shock or Burn
Burn - to include chemical	Cleaning/Maintaining or Repairing eqpt	Breach of Procedure or Poor Work Practice	Working in Office - Admin etc.
Other			

**9. NAMES OF WITNESSES**



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**10. SIGN OFF BY PERSON COMPLETING PART A and PERSON INVOLVED IN THE INCIDENT**

NAME ..... Position ..... Signature ..... Date.....

NAME ..... Position ..... Signature ..... Date.....

**PART B**

**PART B MUST BE COMPLETED BY THE MANAGER RESPONSIBLE FOR THE AREA**

**11. PRECAUTIONS ALREADY IN PLACE (describe the existing risk controls)**

**12. ACTION TAKEN OR PROPOSED TO PREVENT RECURRENCE**

**13. SIGN OFF BY MANAGER RESPONSIBLE FOR THE AREA**

NAME ..... Position ..... Signature ..... Date.....

FOR HEALTH & SAFETY OFFICER USE ONLY					
<b>RIDDOR</b>	<b>RISK Assessment Review</b>	<b>FIRE ALARMS</b>		<b>Copy to:</b>	<b>Further Investigation:</b>
Y      N	Y      N	False Alarm	Event		Yes      No
Date F2508 submitted:		Eqpt Fail	Eqpt Used		

SEND COMPLETED COPY TO HSE MANAGER AS SOON AS POSSIBLE