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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.2 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety at the Management meeting.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The supervisor will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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3.13 Bullying at Work Policy

ABC Company recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to ABC Company or the Safety Representative.

Manager 2 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ under 18s. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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**HAZARD IDENTIFICATION AND CONTROL
MEASURES**

PART 4

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4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- ❑ The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- ❑ "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

- ❑ Risk Control measures are intended to reduce the risk to an acceptable level.
- ❑ Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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4.8 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, shall be carefully disposed of

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4.11 General Maintenance work

Note: All large or non-standard work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.
 Staff are not allowed to carry out maintenance on the vehicles.
 This assessment only relates to issues such as changing bulbs, basic painting using domestic type paints, etc.

HAZARDS

- Multi hazard

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All company owned commercial vehicles will be maintained by an outside contractor as required by the Manufacturers instructions and the DOE certification.
- Each task will be assessed at the time and relevant controls will be put in place.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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4.12 Working at height – Gantries, Trucks, etc.

Hazards

- Items falling from work area
- Overreaching
- Tripping Hazards on work area
- Falls from height

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on top of a vehicle or at height.
- Only approved ladders or attachments will be used to access the top of the vehicle.
- Staff will not use the bin lifts to access the tops of vehicles.
- Staff will not climb the vehicle or cab sides to access the top of the truck.
- Any jams or breakdowns will be attended to by a competent person with outside expertise if necessary.
- All work at height will be must be carried out safely to protect workers and people below.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Effective cordons must be fitted to deter non-essential personnel.
 - In some areas where this is not practicable operatives may be required to attach tools or small articles to cords so that they cannot fall.

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4.21 Load Security

HAZARDS

The main hazards associated with battery maintenance are:

- Loss or shedding of load.
- Unhitched trailer

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES (partial Source Dept of Transport Guidance)

- All drivers shall have CPC as necessary.
- The load compartment should be kept in good condition to minimise the risk of leakage.
- Bin lift will be maintained as recommended by manufacturer.
- Vehicle will never be driven with bin lift extended.
- All the body to chassis attachment points and body fittings such as hinge pins and brackets, tailboard locking mechanisms, drop side fasteners, etc. should be secure and in sound condition.
- The body sides should be of sufficient height not only to completely contain the material when it is loaded but also to reduce the likelihood of any part of the load, which might have moved during the journey, from falling or being blown over the edge.
- Axles can be overloaded when vehicles travel up and down steep gradients due to loose loads moving. In particular bulk loads can easily transfer from one end of the container to the other so loads should frequently be checked when operating in this type of environment and if necessary redistributed where it is safe to do so.

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4.24 Waste Collection activities

Hazards

- Road Traffic Accidents
- Pedestrians

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- Each collection point will be assessed for specific hazards i.e.
 - Pedestrians
 - Residents
 - Overhead services
 - Vehicle access
 - Entry to and exit from site
 - Other observed hazards as per table below

High winds/rain	Schools/ community centres	Working on the highway/crossing a highway	Road speed and usage	Overhead obstructions
Changeable	Permanent	Permanent or changeable	Permanent and changeable	Permanent
Concealed entrances	Blind bends	Pedestrian areas	Roadworks	Parked cars
Permanent	Permanent	Permanent	Changeable	Changeable
Snow/ice/mud	Loose surfaces/pot holes	Poor visibility	Local flooding	School holidays
Changeable	Changeable	Permanent	Changeable	Permanent
Reversing	Markets	Inclines and adverse cambers	Road width	Transient road effects/rush hour traffic/construction sites
Changeable	Permanent	Permanent	Permanent	Changeable

- Drivers will be provided with a running sheet that shows the site specific hazards and what the relevant control measures are.
- Collection of Waste on street locations during rush hour or heavy traffic/congestion time will be avoided.
- All collection crews shall be trained in safe procedures and hand signals, etc.

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- ✓ Minor faults on vehicle, hoist and bin reported to management on return to depot.
- ✓ Completed team check sheet returned to supervisor, for review.

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4.25 Safe use of Bin Hoists

Hazards

- Loader struck by bin on hoist
- Loader struck by falling bin
- Waste handler entangled in mechanism
- Waste handler/loader injured when trying to free a bin that has become stuck

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- General
 - All lifting equipment and bin hoists shall be CE certified and safe to use in the EU.
 - All hoists and lifts shall be maintained as per the manufacturers instructions.
 - All equipment shall receive a single doff pre use inspection before each daily run.
 - All staff shall be trained on the equipment especially on any differences between vehicles and their lifts.
 - All staff shall be trained on what to do if they encounter faults with equipment.
 - All staff shall be trained on what to do if they encounter abnormal or unusual loads, overfilled, bins, etc.
 - The safe working load (SWL) will be displayed on each Hoist/Lift and will be adhered to.
 - To prevent foot injuries, the distance between ground level and the normal lowest point of the hoist should be at least 120 mm. If the hoist needs to be lowered to ground level, a hold-to-run control should be provided in a position on the vehicle where the hoist is in full view.
- Controls
 - Hoist operating controls should be mounted in a safe place outside the hoist and bin movement zone.
 - Hoist controls should be protected against accidental operation and arranged so that the operation of the controls mimics the direction of hoist movement, (e.g. the upper button for 'lift' and the lower button for 'lower').
 - The hoist should stop when the manual hold-to run control is released.

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- Switching from manual to automatic mode should only be possible with the hoist in the lowest position and should not initiate lifting.
- Automatic mode should be cancelled by switching to manual mode.
- At least two clearly identifiable emergency stop devices should be provided
- Hydraulics
 - Hoists should have hose burst protection valves mounted directly on the lifting rams.
 - All hydraulic hoses and fittings should have a safety factor of at least twice the normal working pressure. Where hoses are located within 500 mm of the normal working area, workers should be shielded from the sudden failure of a hose, with protection that is sufficiently sturdy to stop or divert fluids away.
 - The hydraulic power system should comply with the requirements of BS EN 982: 1996.6
- Bins
 - Consider hoist manufacturers' and suppliers' instructions for correct choice, correct maintenance and safe use of bins.
 - They should be designed and built so that, when filled with an appropriate load, they fit securely into a compatible hoist (BS EN 1501-1: 19982); can be locked into the hoist during the tipping cycle (see pr EN 1501-54).
 - They should fit safely onto the hoist without having to be manually carried or lifted.
 - They should be designed and built to minimise the pushing and pulling forces required to move them (BS EN 840-5: 20043).
 - They should make best use of shape, size, centre of gravity, low rolling resistance and likely positioning of load, when positioning wheels and handles.
 - Four and two-wheeled bins should have suitable handles that give workers a safe, two-handed grip when pushing, pulling and manoeuvring them.
 - Sharp edges which could cause injury should be eliminated by design of the bin

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Checklist for supervisor of Hoist use and related activities

- ✓ Risk assessment/method statements for operation seen and understood.
- ✓ Vehicle and hoist in safe operational condition, including records of remedial work in response to fault reports (visual/functional inspection before leaving depot).
- ✓ Ancillary equipment stored on vehicle (e.g. pole to release bin 'hang-ups').
- ✓ Team members undertaken suitable induction and operational training for this operation (operation of equipment, manual handling of bins, and handling of public/clients, when bins not taken for emptying).
- ✓ Access/surface checked before bin moved; if arrangements for movement unsuitable (e.g. poor surface or further equipment required), bin left and reported to management, for suitable arrangements to be made.
- ✓ Contents/condition of bin checked before presenting to hoist. If contents/condition of bin unsuitable to lift, bin left and reported to management, for suitable arrangements to be made.
- ✓ Minor faults on vehicle, hoist and bin recorded, for report to management/maintenance crew on return to depot at end of shift.
- ✓ Significant faults, e.g. with hoist operation and 'hung-ups' which require maintenance intervention, reported to management/maintenance as occur.
- ✓ Additional risk to collection team assessed, and risk-related decision made whether vehicle attended should be attended by maintenance crew or returned to depot for remedial work.
- ✓ Minor faults on vehicle, hoist and bin reported to management/maintenance crew on return to depot.

Sources to be credited with extra information for sections 4.23-4.25 are the HSE leaflets on safe waste collection.

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