

Health & Safety Policy

For



SOLWAY
RECYCLING

Prepared By:

Border Environmental Services Ltd
Health and Safety Consultants
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GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Managing Director accepts overall and final responsibility for health and safety within Solway Recycling Ltd. It is his intention to maintain an effective organisation for health and safety which will maximize the contribution of individuals and groups through participation at all levels. In doing so, he will seek the continued commitment of his Managers/Supervisors and the active support of everyone within the organisation.

To assist in this undertaking the responsibility for implementing health and safety within the premises and activities of Solway Recycling Ltd are delegated in accordance with the organisation document associated with this policy.

The safety risks associated with the activities of the company have been assessed and the outcome of these assessments embodied in safe systems of work, safe working practices, standard operating procedures, permits to work, method statements, guidance notes, etc. All of these assessments will be continually reviewed by taking on board the comments of those involved in the activities, through the safety committee.

It is also intended that the effectiveness of the procedures and working practices established to control the risks generated by the activities of the organisation should be measured and assessed. This policy will be updated to reflect the findings of such assessments. The detailed arrangements and methods for monitoring and assessing safety performance are contained in supporting documentation.

Our health and safety objectives for the organisation are:

- To achieve high standards of health and safety by establishing procedures and working practices, which fulfil statutory requirements and are effectively implemented by the proper allocation of resources.
- To promote a positive health and safety culture which supports the control of risk and ensures the health and safety of all employees and any others affected by the activities of the organization.
- To ensure, as necessary, that all employees receive adequate supervision, instruction, information and training in the safety aspects of their work.
- To make available all necessary safety and protective equipment.
- To ensure that all employees are kept fully aware of their responsibilities under this policy and that an effective employer/employee consultation facility exists.

All employees are reminded that they have a responsibility to co-operate and assist in the achievement of a healthy and safe workplace by taking reasonable care of themselves and others by working safely and by complying with all safety procedures and practices.

Where an employee notices a health and safety problem that cannot be immediately rectified they must, without delay, report it to their supervisor. Accidents and dangerous occurrences must be similarly reported and full co-operation given in any subsequent investigation.

SIGNED: Roy Wilkinson
(Managing Director)

DATE: 16/7/12

1) **COMPANY STATEMENT ON HEALTH AND SAFETY WITH OPERATIONAL GUIDELINES**

Statement

Solway Recycling Ltd places particular importance on the promotion of health, safety and welfare of all those employed by the company, visitors or any person who may use or work in the company premises.

It attempts to do this by:-

- 1.1 Providing and maintaining systems and working environment that are safe and without risks to health, with adequate welfare facilities for all.
- 1.2 Making arrangements for ensuring safety and absence of risk to health with the use, handling, storage and transport of goods, equipment, materials and personnel.
- 1.3 Providing all necessary information, instruction, training and supervision.
- 1.4 Ensuring that any operations within the environs of company premises and working areas are carried out in such a way, that the adjacent property owners, or the public, are not exposed to risks of health and safety.
- 1.5 Ensuring joint consultation with employees to fulfil the aims and objectives of the Safety Policy.
- 1.6 Contributing towards the drafting and approval of any internal practices, or method of work, and ensuring safe systems of work are used throughout the company.
- 1.7 Monitoring the effectiveness of the overall policy through the company Safety Consultants.
- 1.8 Ensuring good health and safety practices are adhered to which will contribute to business performance by reducing accidents and losses to the organisation through lost time and unnecessary costs and ensure the effectiveness of our environmental policy.
- 1.9 Thoroughly investigating accidents and incidents and recognising them as failures in our management systems. Solway Recycling Ltd's policy is not to allocate blame, but to ensure that similar failures do not reoccur.

Solway Recycling Ltd expects all employees to co-operate and to ensure that a healthy and safe place of work is maintained at all times. Any system of work provided as a result of adequate risk assessment, must be such that persons do not endanger themselves or others, and bring to the attention of management, any health and safety problem.

All employees must not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health, safety and welfare.

2) **ORGANISATION**

2.1 The overall implementation of Health and Safety at Solway Recycling Ltd is carried out by Roy Hiddleston, Managing Director.

2.2 The Managing Director accepts day-to day responsibility under this policy and will thereby assume the role of Health and Safety Adviser. The Managing Director will, in his absence, delegate the responsibility to the most senior person on site.

2.3 **All Employees**

- At all times wear high visibility aprons or jackets with the exception of in the office.
- Wear suitable work wear for the task you are undertaking.
- Do not misuse anything, which is provided for health, safety and welfare.
- Read and understand the Company Health and Safety Policy and work in accordance with its requirements.
- Use correct tools and equipment for the job.
- Ensure that you know the relevant procedure in the event of fire.
- Ensure that you know the location of a First Aider or Appointed Person and the location of the first aid box.
- Ensure that all PPE issued to you is worn/used as required, stored safely and replaced as necessary.
- Report defects found in equipment/machinery immediately to your supervisor.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself and others.
- Do not maintain equipment unless you have been trained and authorised to do so.
- Warn new employees, particularly young people, of known hazards.
- Do not play practical jokes that could cause danger or injury.
- Report all injuries, accidents or incidents at work, to your immediate supervisor.
- Report to management, any person seen abusing safety equipment or the welfare facilities provided.
- Always suggest ways of eliminating hazards.
- Ensure that the vehicle you drive is serviced according to the manufacturer's recommendations and that you carry out the daily safety checks as defined in the manufacturer's handbook.
- Ensure that you know and conform to the local Health & Safety rules when visiting customer's premises or construction sites.
- Co-operation with the employer, in order that he may fulfil his legal obligations.

2.4 **In addition to the above, further responsibilities for Directors and Managers**

- Organise the workload so that it is carried out to the required standard with the minimum of risk.
- See that the safety checks are carried out as required and records are maintained.
- Ensure that operatives receive precise instructions on their responsibilities.

- Arrange safe delivery and storage of materials.
- Plan and maintain a tidy workplace.
- Co-ordinate the work of any sub-contractors. Ensure they work safely and are aware of any emergency procedures.
- Set an example to others by using correct personal protective equipment.
- Ensure that staff has received the required training for Health & Safety.
- Nominate others to act and know what to do in an emergency.
- Discipline those who refuse to conform to these rules.

2.5 **In addition to the above, further responsibilities for the Managing Director**

- Ensure hazard evaluation and risk assessments have been carried out.
- Ensure safe systems of work and codes of practice are prepared and implemented.
- Investigate all accidents and report them, if required by Law, to HSE.
- Approve and endorse any reviews or updates to the Company's Health & Safety Policy.
- Prepare instructions for the implementation of the Company Policy.
- Appoint and manage a Health and Safety Representative to administer the Health & Safety Policy.
- Be aware of legislative requirements with regard to Health & Safety.
- Ensure that tenders submitted are adequate to allow for health and safety requirement.
- Institute investigations, reporting and costing of injury, damage and loss.
- Arrange for funds and facilities to meet requirements of the Company policy.
- Arrange regular meetings with management and consultant if, or when necessary.

2.6 **Company Health and Safety Consultant**

The company has engaged the services of Border Environmental Services Ltd as the company Health and Safety Consultants.

The Company Health and Safety Consultant will act as advisers and will aid the Management of the company, when required, to:

2.6.1 **General**

- Monitor the general safety programme.
- Liaise with outside agencies.
- Act as tutor or arrange safety courses.
- Arrange for the company to hold safety information.
- Instigate safety campaigns at the request of management
- Analyse accident reports and dangerous occurrences and report to HSE, as required.
- Carry out inspections.
- Prepare material for the company safety policy.
- Prepare health and safety reports
- Prepare Health and Safety Management system

2.6.2 **Fire Prevention**

- Organise and check fire drills.
- Inspect premises for fire risks.
- Ensure Fire Awareness, including practice evacuations and use of fire fighting equipment.

2.6.3 **First Aid**

- Establish first aid procedures
- Inspect first aid boxes.
- Establish training needs.

3) **Other Contractors**

- 3.1 All other contractors and sub-contractors must, before commencing work, furnish Solway Recycling Ltd with a copy of their Safety Policy. If, however, the company has less than five employees a letter of intent to work safely will suffice.
- 3.2 A meeting between a representative of Solway Recycling Ltd and the other contractor shall take place before work commences. The company's Health and Safety Consultant will be in attendance, if required.
- 3.3 This meeting will decide on all matters relating to health, safety and welfare and include the following:-
- date of commencement
 - any storage areas required
 - the marking of 'No Go' areas
 - contractors staff know what welfare and amenities are available to them
 - the contractor must be aware of any hazards and risks the work may create and how these will be controlled by written Risk Assessments
 - the contractor has proper indemnity insurance to cover him against all claims
 - the contractor to supply all necessary materials and equipment, with specific agreement for the supply of site services
 - the contractor is informed of the procedure of reporting accidents/near misses
 - a joint decision will be made as to whether a Permit to Work Systems is needed
 - the control of noise, risk of fire and dust etc
 - the importance of security
 - control of any hazard under COSHH
 - correct use of site transport
 - use of personal protective equipment
 - contractor to complete proper site clearance on completion

4) **First Aid**

The Appointed Person(s) for the company are Roy Hiddleston, Chris Mellon, George Cloy and Robert Hughes.

The First Aid equipment can be obtained at first aid points within both workshop and office tearooms.

The Qualified First Aiders are: The above persons

5) **Accident Reporting**

Action to be taken if an accident occurs:-

5.1 Ensure the injured person receives the appropriate First Aid treatment.

5.2 If the injured person requires conveying to hospital, any of the following methods of transport – as appropriate – should be used:-

- by calling an ambulance
- by calling a taxi
- by company or private transport

The chosen method will obviously be decided by the type and severity of the accident.

5.3 The appropriate accident/incident form is completed (See Appendix 2). Forms obtainable from the Office. The accident book completed.

5.4 All accidents no matter how trivial must be entered in the accident book, located in reception at main office next to weighbridge office.

5.5 A full investigation is carried out as soon as possible.

Reporting Incidents, Disease, Dangerous Occurrences Regulations

Whilst all incidents must be reported, serious injuries have to be reported by the quickest possible means to the enforcing authority. Form F 2508 must be completed after informing the enforcing authority by telephone. The types of accidents are to be found in the booklet '**Everyone's Guide to RIDDOR**'. Alternatively, phone direct to HSE 0845 277 0277.

6) **Permit to Work Systems**

A Permit to Work may be necessary for some maintenance tasks and all excavations works. The aim of the permit is to ensure potentially dangerous jobs are approached and carried out using the appropriate safety procedures. Persons issued with a permit must read it carefully, make sure they understand it, know what action to take in an emergency, and note for how long the permit is valid.

7) **Training**

The company is committed to training at all levels. All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations: Induction training for new employees, The introduction or modification of new/existing machinery or technology, A change in employee position/work activity or responsibility. Training is also specifically provided for work with hazardous substances, use of PPE and manual handling, any training provided by the company will be formally recorded with a hard copy kept on file.

Refresher training will be undertaken when required to keep employees up to date with legislation and industry best practice.

7.1 **Induction Training**

All new employees will complete the appropriate induction-training programme suitable to their needs. It is the responsibility of the managers to ensure this training is carried out.

Programme:-

- Emergency Procedures Fire and Evacuation
- Legal responsibilities
- Safe use of materials
- Manual handling techniques, correct method of lifting, any special handling instructions
- Welfare Facilities
- Site Tidiness
- Electrics
- Work Places (offices, workshops, outside yard areas etc)
- Ladders/Step Ladders
- Reporting faults
- Reporting injuries and accidents, and to whom
- First Aid facilities
- Company Health and Safety Policy explained
- Training and Certification
- Safety Procedures in use

Further details are contained in Appendix 1

8) **Transport**

8.1 **Speed Limits**

Speed limits must be obeyed by employees driving on organisation business. This applies whether on the public road or speed limits imposed by clients on their property and within the organisations site.

8.2 **Loading of Vehicles**

It is the responsibility of employees in charge of vehicles, on organisation business to ensure that the vehicle is not overloaded in excess of its plated loads. If the maximum load is exceeded, an assessment should be made to re-examine the load or the suitability of the vehicle.

8.3 **Inspection prior to use**

Any employee prior to using a vehicle must check tyres, lights, and oil, water, and fuel levels. If any fault is found, then this must be reported, so that the fault can be rectified before use.

8.4 **Fatal or Very Serious Vehicle Accidents**

If, as a result of an accident, there is a fatal or very serious injury to any person, the driver, if capable, or such person employed by Solway Recycling Ltd who is available, must contact by the quickest possible means:-

- (a) his/her base office
- (b) notify the police,
- (c) the person receiving the message must report to a Senior Manager, and

NAMES AND ADDRESSES OF ANY WITNESSES MUST BE OBTAINED WHERE POSSIBLE.

- 8.5 It is dangerous and illegal to drive whilst using a mobile phone unless it is totally hands free. This includes making or receiving calls, pictures, text-messaging or accessing the internet. You must pull over to a safe location before using the mobile phone. The company will not require any of its employees to operate a hand-held mobile phone whilst driving including while the vehicle is stopped at traffic lights, junctions or in a traffic queue. If the office or any member of staff phones a driver whilst they are driving they must not answer, but then should listen to any message or phone back next time they have parked in a safe place.

9) **FIRE SAFETY**

These regulations are issued by the Managing Director and apply to all employees.

A copy of these regulations will be issued to each employee of Solway Recycling Ltd and will be displayed in appropriate places.

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation combustible materials.

Site supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

The person responsibility for the maintenance and testing of fire alarms and fire fighting equipment is Best Fire Safety.

Testing of alarms will be carried out weekly.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest exit and assemble at the designated assembly point.

A full evacuation of the premises will be carried out annually. During this evacuation timings will be checked to ensure that all staff escapes from the premises and are accounted for timeously.

A Fire Risk Assessment for the premises will be carried out by a competent person and reviewed no later than annually. Any actions required as a result of the Fire Risk Assessment will be carried out by the manager.

General Statement

The Managing Director accepts the duty to ensure that the users of the premises at Solway Recycling Ltd, Rigghead, Shawhead, Dumfries DG3 9SH are protected by proper fire regulations and assessments.

This also applies to those using company vehicles and to all site work on client's property. The regulations which currently apply to the premises are The Fire Safety (Scotland) Regulations.

10) **REGULATIONS AFFECTING THE WORKPLACE**

10.1 **Control of Substances Hazardous to Health Regulations**

It is the duty of the Managing Director who takes any substance to be used by Solway Recycling Ltd to make adequate assessment before the substance is used. If control methods are required, such as Personal Protective Equipment, then the Managing Director must ensure that the Personal Protective Equipment is suitable, properly maintained and its use monitored. The policy of Solway Recycling Ltd is always to seek a substance that is safe and does not need any precautions.

The Company carries out assessments of any substances used, in accordance with the Control of Substances Hazardous to Health Regulations, the information being recorded and held on file.

An inventory of all substances and materials hazardous to health is held in the office. Adequate storage facilities will be provided for all substances which are or may be hazardous to health.

If required, the Managing Director will ensure that any training required will be carried out.

Further details are contained in Appendix 1.

10.2 **The Management of Health and Safety at Work Regulations**

The Managing Director will ensure that: -

10.2.1 all necessary assessments will be carried out and recorded.

10.2.2 effective planning, control and monitoring will be carried out.

10.2.3 specialist contractors will be employed wherever necessary to ensure the health and safety of all persons under their control.

10.2.4 clear procedures exist to safeguard all persons at work.

10.2.5 cognisance will be taken of all work activities as they affect other persons, and that all new employees will be trained.

10.2.6 employees will be adequately informed of all hazards, which affect them, and any risks, which may be brought to the attention of the management.

Further details are contained in Appendix 1.

10.3 **Manual Handling Operations Regulations**

10.3.1 The Managing Director of Solway Recycling Ltd will ensure that manual handling of loads is eliminated as far as is reasonably practicable.

10.3.2 If mechanical handling systems cannot be employed, then a risk assessment will be carried out to identify if any risks exist to workers' health and safety.

10.3.3 On the basis of the assessment, the management must implement preventative and protective measures to reduce the risk of injury from manual handling.

10.3.4 All assessment procedures will be carried out in accordance with the method shown in the above Regulations.

Further details are contained in Appendix 1.

10.4 **Provision and Use of Work Equipment Regulations**

10.4.1 The management of Solway Recycling Ltd at all levels must ensure that:-

- all work equipment is suitable for the task for which it will be used;
- take into account the working conditions and hazards when selecting equipment;
- appropriate information, instruction and training is given;
- adequate records of maintenance are kept.

Further details are contained in Appendix 1.

10.5 **Workplace (Health, Safety and Welfare) Regulations**

Solway Recycling Ltd will endeavour so far as is reasonably practicable to comply with the above Regulations.

Within the premises, Solway Recycling Ltd will ensure that sufficient numbers of toilets are provided. All toilet facilities will be maintained and decorated to ensure that they are easily cleaned. Sufficient washing and drying materials will be provided and levels of such supplies maintained.

A canteen will be provided for staff to eat and rest without risk of contamination. Tables and chairs will be supplied which can be cleaned easily.

Regular cleaning of all welfare facilities will be carried out.

10.6 **Working at Heights Regulations**

Solway Recycling Ltd will ensure that where work at height is carried out they will comply with the above regulations, provide suitable and sufficient risk assessment and provide suitable accessing equipment and relevant training.

10.7 **Construction Design Management Regulations (CDM)**

Where work is carried out under the above regulations Solway Recycling Ltd will provide the Co-ordinator and Main Contractor with all the necessary risk assessment, method statements and any other documentation relevant to their part of the contract whenever the site falls within the above regulations during alteration etc.

10.8 **The Control of Noise at Work Regulations**

The management will make suitable and sufficient assessments of all areas where employees may be exposed to noise. Solway Recycling Ltd will fully comply with the requirements of the above regulations and put into practice suitable control measures.

10.9 **The Control of Asbestos at Work Regulations**

The management will take all reasonable steps to ensure that their employees are not exposed to asbestos. Solway Recycling Ltd will identify the type of asbestos their workers could come into contact with and where appropriate produce a register of asbestos within the workplace. The management will fully comply with the requirements of the above legislation and put into practice suitable and sufficient control measures.

10.10 **The Health and Safety (Consultation with Employees) Regulations**

10.10.1 Solway Recycling Ltd will endeavour so far as is reasonably practicable to comply with the above regulations. (See Appendix 1)

10.10.2 The Managing Director will ensure that employees will be consulted with all matters relating to Health, Safety and Welfare. He will do this by forming a Health and Safety Committee which will meet three or four times yearly as a minimum. Meetings will be chaired and a record of discussions at the meetings will be made. Minutes from the meetings will be disseminated to all employees through their department committee member and posted on Health and Safety notice boards.

10.10.3 In addition regular monthly meetings will take place for all other business related activities and wherever appropriate Health and Safety will form part of the agenda.

11) **RISK ASSESSMENT**

11.1 **Policy**

Solway Recycling Ltd is committed to achieving and maintaining high standards of health and safety for all staff, visitors and others. To do this requires the identification of hazards, which threaten health and safety, an evaluation of the risk, which arises from

those hazards, and a careful selection of suitable, practical precautions, which protect and control the hazards identified.

11.2 **Competent Persons**

Risk Assessments will be carried out periodically as a check on our performance in safely managing the work and protecting health. The checks will look at buildings occupied, the equipment, and the methods of work. The assessments will be carried out by either our trained staff or others who are competent and selected by the management. It is essential that the assessors are given total co-operation by all employees.

11.3 **Permits-To-Work**

For specific risk areas, other systems such as Permit-to-Work will form part of the company assessment procedure. These will be monitored and checked by competent personnel.

11.4 **Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Assessments will be carried out to ensure PPE is adequate and appropriate for the individuals and the tasks being carried out.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to in writing to Solway management.

12) **ELECTRICITY**

12.1 The hazards to be prevented from electricity are electric shock, burns, fire and explosion. The normal supply of 240 volts at 50Hz should always be considered to be potentially fatal.

Burns from electricity are due to the heating effect caused by the passage of electric current through the body. They are normally associated with electric shock. Burns from arcing may be caused by ultra violet radiation generated from the arc or molten particles that result from the heat of the arc.

Fire may result from overloading, the effects of arcing or surface temperatures sufficiently high to cause flammable substances to ignite.

Explosion may be caused by arcing igniting organic dusts – Dust Explosion.

To avoid any of the above, the following should be observed:-

12.2 **Access and Lighting**

At all places where work is to be done on electrical systems, whether live or dead, there must be clear access with adequate lighting. This requirement is equally important during installation work to enable work to be carried out safely and to ensure proper connection of conductors, distribution boards and equipment.

The above regarding access, adequate lighting is an absolute duty of the Electricity at Work Regulations when testing or maintenance is carried out.

12.3 **Competent Persons**

In all cases, Solway Recycling Ltd will employ competent electrical staff and where appropriate competent electrical sub-contractors for all electrical work.

Every staff member and sub-contractor will ensure that no person shall be engaged in any work activity on, or near to, a live conductor (other than a conductor suitably sheltered with insulation so as to prevent danger). That danger may be present if:-

- a) It is reasonable in all circumstances for it to be dead.
- b) It is reasonable in all circumstances for a competent worker to work on or near it while it is live.
- c) Suitable precautions including the provision of suitable protective equipment are taken to prevent injury.

Any work carried out on live equipment must be undertaken using a Permit-to-Work.

12.4 **Maintenance and use of Appliances and Extension Cables**

All electrical equipment, both fixed and portable including power sockets and plugs, must be maintained in good working order and in good repair. Employees must not intentionally or recklessly interfere with any electrical equipment. If they consider a fault is present, they must not use the equipment, but report the fault as soon as possible to Management.

If any fault is found on portable equipment, it must be taken out of service immediately and labelled 'DO NOT USE'. The fault must be reported in writing as soon as possible to the management.

Only 110 Volt portable equipment or cordless tools shall be used.

Regular checks must be made to ensure there are no:-

- a) Cracked or frayed cables.
- b) Loose connections or plugs
- c) Taped or other non standard joints.
- d) Overheating or burn marks on plugs, cables or equipment.
- e) Outer case of equipment is not damaged or loose, and all screws are in place and tight.

Trailing leads (extension leads) should be as short as possible and always used uncoiled to avoid overheating. Leads in the path of pedestrian traffic, must be protected against damage.

All leads and extension leads must be inspected before use. A thorough and recorded examination must be made every 3 months.

- a) Disconnect lead from the supply and visually examine the whole length.
- b) Any visible damage, which extends to the insulated conductors, renders the lead unserviceable.
- c) Check the sheath is clamped securely in the connectors.

Note: All portable appliances require to be tested at suitable intervals, to comply with Work Equipment Regulations and a register kept. This includes item of a personal nature that are authorised for use on site, e.g. radio.

13 Smoke-Free Policy

13.1 This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005

Policy

13.2 It is the policy of Solway Recycling Ltd that all of our workplaces are smoke-free and all employees has a right to work in a smoke-free environment. The policy came into effect on 26th March 2006 and be reviewed annually by the management.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. The policy applied to all employees, consultants, contractors, customers, or members of the public and visitors.

Smoking may be permitted only in the open air outside the premises.

13.3 Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

13.4 Non – Compliance

Disciplinary procedures should be followed if a member of staff does not comply with this policy. The procedures set out on page 12 of the Scottish Executive's booklet 'A guide for employers, managers and those in control of premises', should be followed if a customer, visitor or passenger dose not comply. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

13.5 Help to Stop Smoking

Support for smokers who want to stop will be provided.

Sources of support are: Smokeline 0800 848484. WWW.hebs.com/tobacco, the Public Health Department of your local NHS Board, or your local GP surgery. Contact details can be found in your local directory.

13.6 Smoking Areas

There are two designated smoke areas – 1) Outside workshop tearoom, 2) In the main car park, round the side of the weighbridge office.

14.0 **Stress at Work**

14.1 The management will set in motion procedures to ensure that the problem of stress is understood and taken seriously; that excessive stress is not seen as a personal problem but an issue which managers, staff and the organisation as a whole are committed to addressing. The management of Solway Recycling Ltd will ensure that individuals are not made to feel guilty about their stress problems and are encouraged to seek the relief and support they made need.

14.2 The management will ensure that people know what is expected of them with regards to their job and will ensure that the job itself is 'do-able'. Wherever possible jobs will be matched with the individual's abilities and motivations.

14.3 The management will ensure that management styles are consistent and will not

tolerate bullying in the workplace at any level.

- 14.4 The management will offer support to individuals who are likely to be affected by stress and pressures.
- 14.5 The management will monitor stress, by sickness absence monitoring and where appropriate providing adequate communication and consultation with individual employees.

15.0 **Staff's Personal Health & Safety Folder with Training Program**

- 15.1 The Managing Director will ensure that all staff receive appropriate training in order to carry out their work safely.
- 15.2 A training matrix will be produced to ensure that all staff has been assessed in their training needs. The Managing Director will ensure that sufficient allowance has been made in the budget each year for training requirements.
- 15.3 Training to comply with current Regulations will be carried out by suitable qualified competent organisations. Training records and certification shall be kept on file.
- 15.4 In house training will be carried out in the form of Toolbox Talks by competent in-house personnel.
- 15.5 Regular refresher training will be provided whenever required or where it is required by current Regulations.
- 15.6 Risk assessments and method statements for main work to be carried out yourself will be in this folder.

APPENDIX 1
ARRANGEMENTS AND DELEGATIONS
(FOR SPECIFIC ACTIVITIES)

Health and Safety risks arising from our work activities	Safe Equipment	Safe handling and use of substances
<ul style="list-style-type: none"> • Risk assessments will be Undertaken by the Managing Director in conjunction with Border Environmental Services Limited • The findings of risk assessments will be reported to the Board of Directors. • Action required to remove/control risks will be approved by the Managing Director. • The management will be responsible for ensuring the action required is implemented. • Border Environmental Services Limited will check that the implemented actions have removed/reduced the risks. • Assessments will be reviewed every year or when the work activity changes, whichever is the soonest. 	<ul style="list-style-type: none"> • Operators will be responsible for identifying all equipment/plant needing maintenance. • The Managing Director and appointed staff will be responsible for ensuring effective maintenance procedures are drawn up. • The appointed staff will be responsible for ensuring that all identified maintenance is implemented. • Any problems found with plant/equipment should be reported to the management and noted in the Machinery Defect Report Book • The Managing Director will check that new plant and equipment meets health and safety standards before it is purchased. 	<ul style="list-style-type: none"> • The management will be responsible for identifying all substances which need a COSHH assessment. • Border Environmental Services will be responsible for undertaking COSHH assessments. • The management and appointed staff will be responsible for ensuring that all actions identified in the assessments are implemented. • The Managing Director will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. • The management will check that new substances can be used safely before they are purchased. • Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

APPENDIX 1

ARRANGEMENTS AND DELEGATION (FOR SPECIFIC ACTIVITIES) – CONTINUED

Information, instruction and supervision	Competency for tasks and training
<ul style="list-style-type: none"> • Health and Safety Law poster is displayed in the reception room of the top office at Rigghead, Shawhead, Dumfries DG3 9SH. • Health and Safety advice is available from <i>Border Environmental Services Ltd. Solway House. 26 – 34 Terregles Street, Dumfries DG2 9HB</i> • Supervision of young workers/trainees will be arranged by Roy Hiddleston • The management of Solway is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information. 	<ul style="list-style-type: none"> • Induction training will be provided for all employees by the Solway management. • Job specific training will be provided by competent staff or outside training organisations. • Personal folders and training records will be kept in the reception office of the top office. • Training will be identified, arranged and monitored by the Managing Director. • Report forms will be kept in the reception room of the top office. • Accident book will be kept in the reception room of the top office.

Consultation with employees	Monitoring
<ul style="list-style-type: none"> • Employee representatives are Chris Mellon for workshop employees, Robert Hughes for the driver employees and Jim Muir for office employees. • Consultation with employees is provided by the Managing Director 	<ul style="list-style-type: none"> • To check our working conditions, and ensure our safe working practises are being followed, we will and have: • Engaged with Border Environmental Services Ltd to help us design and implement a Health and Safety Management system, including a programme of workplace inspections. • Ensure that Health and Safety concerns raised by the workforce will be investigated. • The Managing Director is responsible for investigating work-related causes of sickness absences. • The Managing Director is responsible for acting on investigation findings to prevent a recurrence.

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Accident Report Book

Guide to completion:

- 1. It is the policy of Solway Recycling Ltd that all accidents/incidents are reported.**
- 2. Please complete clearly in ink the accident book which is kept in the reception room of the top office.**
- 3. Ensure the appropriate person signs the form.**
- 4. This entry must be given to the Managing Director as soon as possible after the accident/incident. This is to ensure the Company can fulfil any duties imposed by RIDDOR.**