## **Health and Safety Policy Statement**

Newport Recycling Ltd recognises its duty to comply with the Health and Safety at Work Act 1974.

Newport Recycling Ltd will, as far as is reasonably practicable:

* Provide adequate resources to maintain health and safety
* Carry out risk assessments and review them when necessary
* Provide and maintain systems of work which are safe and without risk to health
* Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health
* Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions
* Carry out health surveillance, where required
* Make adequate provision and arrangements for welfare facilities at work
* Keep the workplace safe and ensure that access and egress are safe and without risk
* Monitor safety performance to maintain agreed standards
* The duties of employees are to:
	+ Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work
	+ Co-operate with others in the company to fulfil our statutory duties
	+ Not interfere with, misuse or wilfully damage, anything provided in the interest of health and safety
* To ensure that this policy is effective, we will:

Review it annually, or on significant changes in our business

Make any such changes known to employees

* Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare
* Comply with applicable legal requirements and other requirements to which the company subscribes that relates to its OH&S hazards.
* Ensure a framework is in place for action and the setting and reviewing of OH&S objectives to effect continuous improvement of the OH&S Management System.

**Director’s signature:**

**Date:**  4th April 2024

## **General Health and Safety Policy**

## **Introduction**

We recognise that we have an obligation to our employees and to any other people who might be affected by us in the course of our business, to take all reasonable steps to safeguard their health and safety at all times.

We will do everything reasonably practicable to provide a safe working environment without health or safety risks to our employees and members of the general public including children, visitors or other persons who may be affected in any way by our activities.

The Managing Director has overall responsibility for health and safety, but all employees have a personal responsibility for their own health and safety and that of other people who may be affected by the work they do or what you neglect to do. You are also responsible for co-operating with your manager or any other person in order to ensure that health and safety rules are complied with at all times.

## **Statement of Intent**

It is the policy of Newport Recycling Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate.

## **Objectives**

We take a pro-active approach towards health and safety issues in the work-place and are committed to taking all reasonable steps in order to discharge our duties and to ensure, as far as reasonably practicable that we provide and maintain:

1. a safe system of work
2. a safe place of work
3. safe equipment
4. proper protection, information, instruction, training and supervision necessary to ensure health and safety
5. a safe working environment without health risk to our employees, members of the general public including children, visitors or other persons who may be affected in any way by our activities

## **Responsibilities**

In order to ensure compliance with our policy we have appointed specific people responsible for health and safety matters and have developed rules that must be followed at all times and are set out below.

The person who has overall responsibility for health and safety is Matthew Hoare. However, all employees have a personal responsibility for their own health and safety and that of other people who may be affected by the work they do. You have a duty to co-operate with the business to ensure that the work place is safe and are referred to the rules set out below and to any other health and safety notices issued or posted in the premises from time to time.

## **Safety Management Team of Newport Recycling Ltd (SMT)**

The SMT has established the overall Health and Safety Policy. The following are responsible for implementing and monitoring the policy principally through the Management Team and the company Health & Safety advisor.

Managing Director – Matthew Hoare

Commercial Director – Alan Peers

Health & Safety Manager – Dawn Tyrer

## Safety Management Team (SMT)

The members of the SMT are responsible for:

* Keeping the Health and Safety Policy under review and ensuring that it is revised as and when necessary
* Monitoring the Policy’s implementation, and setting targets or objectives where appropriate
* Reporting on progress to the SMT
* Bringing to the nominated persons attention any faults or areas of weakness in the Policy or its implementation
* Ensuring that the relevant resources are made available to enable the policy to be implemented
* Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary

## Individual Responsibilities

All employees are required to:

* Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions
* Refrain from doing anything which constitutes a danger to themselves or others
* Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health
* Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored
* Be responsible for good housekeeping in the area in which they are working
* Report all accidents, incidents, dangerous occurrences and near misses, in accordance with Newport Recycling Ltd procedures.

## **Disciplinary Action**

Any breaches of the rules which follow or any act or omission which puts at risk the health and safety of yourself, a colleague or any other person will be regarded as gross misconduct and may result in your dismissal.

## **Contractors**

All Contractors working on Newport Recycling Ltd sites are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

## **Communication**

The name of the person designated with the responsibility for health and safety on Newport Recycling Ltd offices and sites is to be prominently displayed for the information of all employees.

## **Policy Review**

The effectiveness of general policy statement and other specific policies in use will be regularly reviewed and revised as and when necessary.

## **Risk Assessment Policy**

We take active steps to try and eliminate risks present in the workplace. It is our policy to carry out risk assessments at regular intervals in order to consider the risks to employees and other persons arising out of the operation of our business. The risk assessments involve identifying hazards, which include anything with the potential to cause harm to anyone; and evaluating the extent of the risk involved. You are required to co-operate fully with the risk assessments.

In particular we look at:

1. whether we are providing and maintaining safe work equipment
2. whether our employees are operating a safe system of work
3. what precautions should be taken to ensure that other persons visiting the premises are aware of any risk to their health and safety
4. any special precautions which may be required at the premises
5. whether we ensure that suitable personal protective equipment is provided to employees who may be exposed to risk to their health and safety while at work, except where the risk has been adequately controlled by other means which are equally or more effective
6. whether we ensure that the premises comply with the workplace regulations as to such matters as ventilation, temperature, noise, lighting, drinking water, clothing and facilities for washing, changing and eating
7. whether we can avoid any operations which entail a risk of injury from manual handling as far as reasonably practicable including, any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

Where such operations cannot be avoided it is our policy to carry out further suitable and sufficient assessments having regard to four main factors as follows; the task, the load, the working environment, individual capacities as well as any other factors that are relevant. You should remain alert and report any practices that you observe which, in your opinion, could constitute a hazard to yourself or others.

## **Taking Steps to minimise the Risk**

Where risks have been identified, we will take all steps reasonably possible to try and minimise those risks including, where appropriate:

1. proving our employees and other persons identified as being at risk with comprehensive information of any risk they are exposed to;
2. providing details of the measures we have taken to prevent or minimise the risk
3. continuing health surveillance of any employees or other persons who are potentially at risk
4. establishing and implementing procedures to be followed in the event of serious and imminent danger, for example fire or bomb scares
5. Instructing employees concerning their duty to take care of their own safety and the safety of others and to co-operate with us in this respect. This includes the employees’ duty to use any equipment provided to them in accordance with the instructions and training they have received.
6. Provide health and safety training for employees, including training for new employees and employees whose responsibilities change, and additional training where new technology is introduced or a change in equipment occurs. Training will be repeated where appropriate and adapted to take into account new/changed risk.

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# Manual Handling & Lifting

Attempting to lift a load that is awkward or too heavy or using the incorrect lifting technique can result in serious injury to you and/or damage to equipment. The risk of an accident occurring will be greatly reduced if proper thought is given to the method of lifting and the possible hazards incurred during such lifting.

## **Safe Lifting Practice**

Safe lifting procedures must always be followed and will be demonstrated to you by a supervisor. You must pay careful attention to this and it is your responsibility to ensure that these procedures are followed at all times.

You should never attempt to lift anything which may be too heavy. Before attempting to lift the load assess the weight first, if the load is too heavy do not continue, remove some items first.

When starting to lift a load ensure that you have a steady footing and have adopted the correct posture. Get a firm grip and lift smoothly, without jerking. Do not twist your upper body whilst carrying the load; if the load needs repositioning, put it down and re-lift it in the correct position.

Do not carry heavy loads long distances, split the load as required. Make use of any mechanical aids i.e. sack trucks.

If you are ever unsure about the weight of an object that you need to move, you must obtain further advice before attempting to lift it.

## **Estimation of Weight**

The weight that can be safely lifted by manual means can vary considerably and depends on a number of factors:

1. Unrestricted access to the weight to be lifted.
2. Shape of weight to be lifted.
3. Bulk of weight to be lifted.
4. Type of surface from which lift is to be made.
5. Number of lifts to be made.
6. Physique of lifter.

All the factors affecting the lifting operation must be considered when estimating what weight can be safely lifted.

The most practical way to assess the weight of an item for lifting is to move the object slightly and decide whether it can be safely lifted.

**If there is the slightest doubt obtain the necessary assistance**

# Fire Safety Policy

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious enough to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

We undertake to put in place arrangements as required by the Regulatory Reform (Fire Safety) Order 2005, for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls as appropriate:

* inspection of the structure of the premises for fire safety annually
* fire detection equipment, where installed will be inspected
* fire alarms and warning systems will be regularly tested
* fire suppression apparatus will be inspected regularly
* emergency lighting will be provided as appropriate
* fire extinguishers will be placed at clearly labelled fire points
* emergency exit routes to be clearly signed andto be kept clear at all times
* we will train staff in the use of extinguishers, procedures for fire drills and evacuation
* records of training, induction, drills, alarm tests and fire certification will be kept on the premises.

You should ensure that inflammable materials, particularly paper, are kept away from sources of heat and that heaters are not covered or placed in dangerous locations.

You should ensure that you are familiar with the position of any firefighting equipment, alarms and emergency exists. You should also ensure that you understand how to use any such equipment or alarms. Emergency exits, corridors and doorways should never be obstructed, and fire doors should always be kept closed.

In the event of a fire you should do everything you can to alert others on the premises (or in its proximity) of the danger and take such action as may be possible (without risk to yourself) to ensure that you, other employees and visitors are not placed in danger. You should leave the premises quickly and in an orderly fashion following the correct route.

On hearing the alarm, If it is safe to do so, close windows and doors and secure cash and confidential documents. If closed doors feel warm, do not open them. Leave the building by the nearest available exit, make your way to the assembly point and report to the person responsible for your area. ASSEMBLY POINT – located outside the Main Office.

Ensure that any visitors you have also leave the building. Do not run. Do not collect personal belongings. If not at a normal place of work when the alarm sounds do not return to your normal place of work, go directly to the assembly point and report to the person responsible for your area. Do not hinder roadways and routes that may be used for emergency vehicles. Do not return to the building until the all clear has been given and until instructed by the person responsible for your area. Never assume the evacuation is a drill.

If you are cut off by a fire you shouldclose the door, using clothing, etc. to block any gaps; go to the window and attract attention; use a phone if you have access to it and dial 999 to let them know your location; if the room becomes smoky stay low – it is easier to breathe; if the window is jammed, break it; remove jagged glass from lower sill and cover it using clothing, etc. get out feet first and make your way to the assembly point and report to the person responsible for your area

Potential fire risks need not be dangerous provided that all employees observe some simple but important precautions. You should memorise the evacuation procedures, your emergency exits and assembly point in case of fire. You should familiarise yourself with the position of the firefighting equipment and the correct method of operation of fire extinguishers and never interfere with, or misuse, the fire equipment. You should keep fire exits routed and access to firefighting equipment clear from any obstructions.

If you see signs of a fire or other emergency that could place employees in danger, **SOUND THE ALARM. If SAFE TO DO SO,** attempt to control the fire or other emergency, with assistance if available. Never put employees at risk in doing so. Never attempt to move burning objects. Ensure that the appropriate emergency services are summoned – **DIAL** 999.

# Occupational Ill-health Policy

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require us to report certain diseases to our enforcing authority.

Managers will provide their staff with information on any occupational diseases associated with their work activity, where relevant.

Any employee who notices any of the symptoms of, or is diagnosed by a doctor as having, any relevant occupational disease must report this to their supervisor or the manager as soon as possible.

We will take all reasonably practicable measures to prevent our employees from contracting any occupational disease.

If an occupational disease is contracted, wherever possible we will take steps to protect the employee against further exposure while keeping them in their normal job. If this is not possible, we will try and offer the employee suitable alternative work.

Not reporting an occupational disease associated with work activity is a disciplinary offence.

In some cases, we may have to suspend employees to protect their health. This will only be done after all other alternatives have been considered but are not reasonably practicable.

Management must report any occurrences of occupational diseases to the Managing Director. The appropriate manager will report all cases of reportable diseases to the enforcing authority.

# First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 require that all employers make adequate provision for first-aid in respect of employees.

We recognise our legal duty to make sufficient provision for first-aid to employees, including those travelling or working away from our premises. We will assess risks to employees and make appropriate first-aid arrangements to deal with the risks. We will reassess the first-aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

## Medical assistance

In the event of anything other than minor injuries, medical assistance must be sought. Our First Aider(s)/appointed person(s) will normally summon assistance. The name and normal location for each First Aider/appointed person is displayed prominently on a poster in the kitchen at head office.

## Management responsibility

Management responsibility for all first-aid functions is held by the Managing Director and the Safety advisor, who will be responsible for promoting and implementing the policy, together with allocating, or obtaining allocation for sufficient resources to enable it to be implemented. He will also be responsible for:

* reporting notifiable accidents to the appropriate authority
* encouraging staff to take training in first-aid, or as an appointed person
* authorising refresher training, as required

## Implementation

They will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of first-aid matters. These functions will include:

* providing first-aid cover
* keeping adequate first-aid equipment and supplies
* recording details of accidents and treatments

Any accident or illness occurring on the business’s premises should be reported to the Safety Officer, who will ensure that all details are entered in the Accident Report Book. It is important that all injuries, however slight, are reported.

You should ensure that you are aware of the location of the first aid box and emergency telephone numbers and you should respond quickly and appropriately to any incident in which another employee, client or other person on the premises becomes ill or suffers an accident. In appropriate circumstances, first aid should be administered, and a doctor or ambulance called.

# Visitors Policy

The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Occupiers’ Liability Act 1957 apply to visitors on our premises.

Our policy regarding the control of visitors on our premises is as follows:

1. We must be aware that the visitor is on our premises
2. Rules of the site should be explained to our visitors on their arrival
3. As far as possible, visitors will be accompanied by an employee. Visitors will not be permitted to wander freely around working areas. This is important for safety and security reasons.

Should a fire occur, the person who is accompanying the visitor will take him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible.

If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the company’s accident reporting system must be followed.

All visitors must:

* follow the fire procedures displayed on the premises
* adhere to any ’no smoking’ controls and our policy
* park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
* either be accompanied or authorised to enter the premises
* remain within authorised areas and must not enter any restricted areas unless accompanied
* not take anything from the premises without permission
* report all incidents and/or injuries to the host before departure
* wear protective clothing, which will be supplied when necessary

# Personal Protective Equipment Policy

The Personal Protective Equipment at Work Regulations 1992 applies to our work activities.

Personal Protective Equipment (PPE) will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk. This is because it protects only the wearer, so others who may enter the zone of hazard without PPE will be at risk.

Specific assessments to comply with the Personal Protective Equipment at Work Regulations 1992 will be carried out by the manager of each area or department.

For all activities requiring the use of PPE, a record will be made of the protective equipment, the operations and the personnel involved. All staff that visit operational sites will be issued with PPE.

All PPE required by the risk assessment for the activity will be provided without charge, as required by law.

In specific areas where PPE must be worn, suitable warning signs will be displayed.

All activities requiring the use of PPE will be monitored and any item found unsuitable or damaged will be replaced as necessary.

Only PPE that complies with the relevant British or European standard will be purchased. Where appropriate, only ’CE’ marked PPE (and replacement components of PPE) will be purchased. PPE will be selected which does not interfere with other items of equipment.

PPE will be maintained and replaced as necessary to ensure its effectiveness, including cleaning, disinfecting, testing and repair. Employees must report loss or obvious defects in PPE to management as soon as practicable and safe to do so.

Where PPE is subject to statutory inspection and testing, records will be kept by the manager of the activity.

Training can significantly reduce the risk of injury or ill-health and will be provided for all operations requiring the use of PPE.

In view of the importance of PPE as the ’last resort’ against hazards, employees are required by the business and the law to use PPE for the activities specified in our risk assessments. Repeated failure to do so may be considered as gross misconduct.

Employees who use PPE that has obvious defects and fail to report these to their manager as soon as practicable and safe to do so may be subject to our disciplinary procedures.

Recommended items to be carried on visits to supplier/customer sites are:

* Safety footwear
* Hard hat
* Ear defenders
* Safety glasses
* Hi Viz jacket
* Hi Viz vest
* First aid kit
* Fire extinguisher
* Warning triangle (x2 if you are travelling in Europe)
* Breathalyzer (if you are travelling in Europe)