

**CHARTERED INSTITUTION OF WASTES  
MANAGEMENT**

**CIWM ENTERPRISES LTD**

**HEALTH AND  
SAFETY  
POLICY**

## INDEX

<b><u>Health and Safety Policy Statement</u></b>	<b>3</b>
<b><u>Organisation</u></b>	<b>4</b>
<b><u>Responsibilities</u></b>	<b>5-6</b>
Lead Trustee	5
Chief Executive Officer and Managing Director	5
Managers	5
Safety Officer	6
Employees	6
<b><u>Arrangements</u></b>	<b>7-12</b>
Risk Assessments	7
Computer Work Stations	7
Competency and Training	8
Accident Reporting	8
First Aid	9
Emergency Procedures	9
Monitoring	10
Consultation with Employees	11
Manual Handling	11
Electricity	11
Driving and Travel	12
Smoking	12
Alcohol and Drugs	13
Stress	13

## HEALTH AND SAFETY POLICY STATEMENT

It is the aim of the Chartered Institution of Wastes Management and CIWM Enterprises Ltd to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose.

The Chartered Institution of Wastes Management and CIWM Enterprises Ltd recognise and accept their legal responsibility as employers in the duties imposed upon them by the Health and Safety at Work, etc Act 1974, and other relevant statutory provisions.

The Company shall ensure the health, safety and welfare at work of its employees by:

- Providing and maintaining a safe working environment with adequate facilities for the welfare of employees whilst at work
- Providing adequate resources to ensure the health, safety and welfare of its employees
- Encouraging a positive and constructive approach to health and safety, to require and promote the responsibility of personnel to work in a manner that is safe for themselves and others who may be affected by their activities.

The Chartered Institution of Wastes Management and CIWM Enterprises Ltd recognise and accept their responsibilities for providing and maintaining a safe environment for visitors to their premises, and others who may be affected by their actions, and for minimising risks to their health and safety.

The effectiveness of this policy shall be reviewed annually and changes implemented as required.

Signed:

  
Chief Executive Officer – CIWM

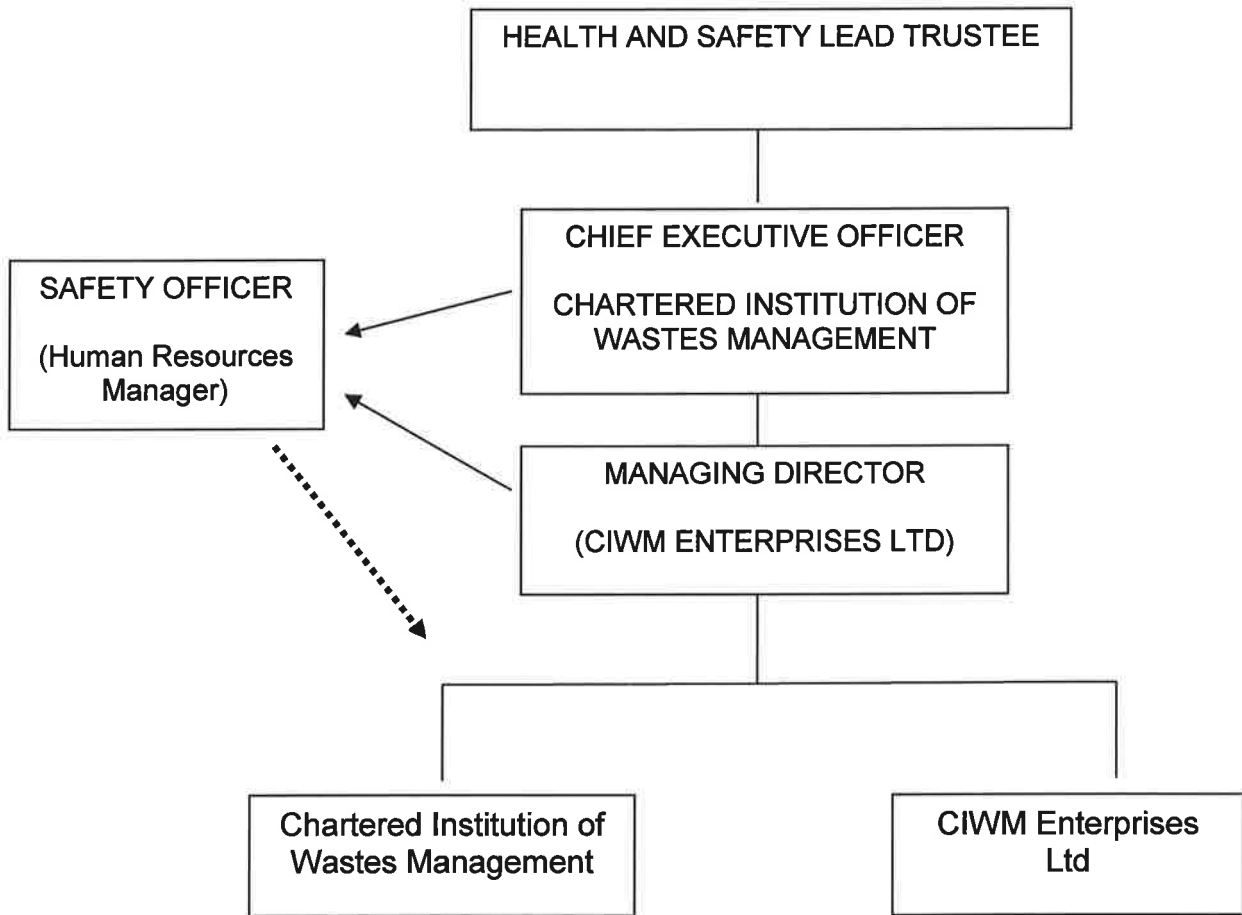
Signed:

  
Managing Director - CIWM ENTERPRISES LTD

Date:

  
28/2/17

**ORGANISATION**



## **RESPONSIBILITIES**

### **HEALTH AND SAFETY LEAD TRUSTEE**

The Lead Trustee of the General Council of the Chartered Institution of Wastes Management will:

- Be a Champion for Health and Safety.
- Keep the Trustees informed of any Health and Safety issues by routine reports to the Executive Committee.
- Source competent Health and Safety advice.
- Assist the Trustees to consider the Health and Safety implications of their decisions which will be satisfied by routine reports through the Executive Committee.

### **CHIEF EXECUTIVE & MANAGING DIRECTOR**

Day to day responsibilities for Health and Safety issues within the Chartered Institution of Wastes Management are delegated to the Chief Executive Officer.

The Managing Director of CIWM Enterprises Ltd will support the Chief Executive and deputise if required.

Their health and safety responsibilities are:

- To lead on Health and safety in the Organisation and ensure that the Health and Safety policy is a priority.
- To periodically audit and review the effectiveness of the Health and Safety Policy.

### **MANAGERS**

The health and safety responsibilities of managers are:

- To ensure that the Health and Safety Policy is brought to the attention of their staff.
- To plan all work in accordance with the Policy's requirements.
- To ensure that all staff under their control are adequately trained to carry out their task.
- To ensure that all accidents and incidents are correctly reported and investigated, and to act on results of investigations.

- To take the appropriate action following a safety audit.
- To set a personal example to other employees on safety issues.
- To ensure that safe working practices are in place and are adhered to.

#### SAFETY OFFICER

The Safety Officer's health and safety responsibilities are:

- To act as the organisation's representative in health and safety matters.
- To ensure, so far as possible, that all employees are aware of their health and safety responsibilities.
- To carry out inductions for all new employees.
- To organise and update office risk assessments.
- To monitor and advise on Health and Safety arrangements.
- When required, to investigate accidents and, if necessary, make recommendations for improvement.

#### ALL EMPLOYEES

The employee's health and safety responsibilities are to ensure that:

- A safe place of work is always maintained
- They fully understand the instructions for the works being carried out.
- They co-operate with the Company on all aspects of health, safety and welfare and comply with the requirements of the Health and Safety Policy.
- They or other persons are not endangered through their actions or failure to act.

## **ARRANGEMENTS**

### **RISK ASSESSMENT**

The Company is required by The Management of Health and Safety at Work Regulations 1999 to carry out an assessment of risks to health and safety to all persons who may be affected by their business. This will include employees, visitors and members of the public.

The purpose of a Risk Assessment is to:

- Identify operations, tasks and processes which have the potential to cause harm to employees or others who may be affected
- Identify the potential of the hazard being realised, and the potential consequences which might then occur (the risk)
- Implement measures to eliminate or reduce exposure to the risk.

The Risk Assessment will identify the task, the frequency and duration of exposure to the risk, who will be exposed to the risk and a list of the particular hazards. The hazards will be assessed as to their likelihood and severity. The overall assessment of the risk will then be made.

Once the risks have been identified and assessed, control measures can be implemented to either, remove the risk from the workplace, reduce the risk to as low a level as possible, or reduce the number of persons exposed to the risk.

Risk Assessments will be recorded and information regarding the findings and control measures passed to the persons at risk.

Risk Assessments will be reviewed on a regular basis to ensure that they remain valid.

### **COMPUTER WORK STATIONS**

An assessment should be carried out on all computer work stations to ensure that operators are not subject to any risks to their health and safety. Examples of risks to health of operators are visual fatigue, stress and postural problems. Any risks identified should be reduced as far as reasonably practicable.

The equipment will be suitable for the work and the operators, i.e. the key-board, screen and chair should be adjustable, there shall be sufficient space available etc. The environment should be suitable e.g. lighting, heat, noise, humidity etc. The software and systems should be suitable for the work carried out.

Operators should take regular breaks from work at the display screen.

All employees who are regular users of display screen equipment are entitled to an annual eye test. On production of an optician's receipt the company will reimburse the cost.

Employees working at home are subject to the same requirements for their work station. If the employee is a regular user of visual display equipment, an assessment

shall be carried out on their work station and, if required, action taken to minimise risks to their health and safety.

### **COMPETENCY AND TRAINING**

All employees must be competent to carry out their specific tasks. Competency will be achieved through experience and training which will take various forms, from formal training courses to inductions.

All new employees will be inducted by the Human Resources Manager; this will include an explanation of the Company Safety Policy, awareness of their safety responsibilities, emergency procedures, accident reporting etc. All employees will also be made aware of the risks and safe systems of work for their specific task.

Records will be kept of all training and qualifications.

### **ACCIDENT REPORTING**

All accidents and incidents will be reported to a First Aider as soon as possible and will be recorded in the accident book. In the absence of a First Aider, the Human Resources Manager will be informed. If possible the person involved in the accident should complete the form. The First Aider should report what treatment or advice was given, and provide a copy of the accident report form to the Human Resources Manager.

For all major accidents and dangerous occurrences, an accident investigation will be carried out. An accident investigation report will be produced which will document the cause or causes of the accident and recommend steps to be taken to prevent the incident reoccurring.

The accident book must be retained for at least three years from the last date of entry.

All accident books must now meet the requirements of the Data Protection Act 1998. This means that other members of staff, except for safety staff and the employee's manager, must not view accident records. The accident book will be kept in confidential filing by the Human Resources Manager.

### **What is RIDDOR?**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death
- work-related accidents which cause certain serious injuries (reportable injuries)



- diagnosed cases of certain industrial diseases
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

There are also special requirements for gas incidents.

Recording requirements are to record accidents resulting in the incapacitation of a worker for more than three days, and injuries to non-workers which result in them being taken directly to hospital for treatment.

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is only required when:

- the accident is work-related, and
- it results in an injury of a type which is reportable, as listed under 'Types of reportable injuries' which can be found on the HSE Website – [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

### **FIRST AID**

Adequate numbers of trained First Aiders and First Aid equipment and facilities shall be provided.

The First Aiders will have attended a suitable First Aid at Work training course.

All employees will be made aware of the location of the First Aid kit and the First Aiders as part of their induction. The location of the First Aid kit and the names of the First Aiders will be displayed. The First Aiders will be responsible for ensuring that the First Aid kit remains fully stocked.

Any injury requiring First Aid will be reported in the Accident Book.

### **EMERGENCY PROCEDURES**

Documented emergency procedures shall be in place. These shall include the emergency evacuation procedure, the location of the nearest Accident and Emergency Hospital, emergency contact numbers, names and locations of First Aiders etc.

You must only use suitable fire fighting equipment if you have been trained in its use in the previous six months and feel confident to do so.

A Fire Alarm system shall be in place and shall be tested on a weekly basis. At least one emergency evacuation exercise shall be carried out each year.

All employees shall be made aware of the emergency procedures and evacuation point as part of their induction training. The action to be taken in an emergency shall be displayed in a prominent location.

Safe access for emergency services shall be maintained.

Prior to any meeting or training course taking place, all visitors shall be made aware of the nearest fire exit and the evacuation point.

Where training courses are held on other's premises, it shall be the responsibility of the trainer and/or facilitator to ensure that he is aware of the emergency procedures for that premises and all attendees are aware of the action to be taken in the case of an emergency.

## **MONITORING**

On a regular basis a Safety Inspections shall be carried out. This will be generally carried out by the Chief Executive, Chief Fire Warden and Safety Officer and shall include a check on all health and safety issues on site. The inspection shall be documented and actions recorded if required. The Safety Officer may co-opt other members of staff or competent persons if required to assist with inspections.

These inspections shall include the following as a minimum:

- Housekeeping
- Statutory signs and notices are in place
- All persons have been inducted and are competent to carry out their tasks
- Fire exits are well signed and kept clear
- Fire extinguishers are in their correct location and have been checked
- Fire alarm system is tested weekly, evacuation procedure carried out annually
- Adequate First Aid personnel and equipment are in place
- Review of accidents
- Work stations
- Safe handling of substances hazardous to health
- Check that equipment maintenance is carried out

Records of all inspections and audits shall be maintained in order that the health and safety performance can be monitored.

## **CONSULTATION WITH EMPLOYEES**

The Health and Safety (Consultation with Employees) Regulations 1996 require that all employees shall be consulted on any matters that may affect their health and safety whilst at work. This will include the following:

- The appointment of persons to provide health and safety assistance and co-ordinate emergency procedures
- The planning and organising of health and safety training
- Any health and safety information the Company is required to provide to employees under statutory provisions
- The introduction of any new technologies into the workplace which may have health and safety consequences.

Consultation shall be with the employees directly or through a nominated representative of the workforce.

## **MANUAL HANDLING**

In accordance with The Manual Handling Regulations 1992, where possible the requirement for manual handling will be avoided by the use of mechanical means. If this is not practicable, then a risk assessment will be carried out and control measures implemented to reduce the risk to the lowest practical level.

Where manual handling is unavoidable, training shall be given in the correct manual handling techniques.

## **ELECTRICITY**

All employees must use electrical sockets and electrical equipment safely.

Any installation or work that is required to be done involving electrical equipment or supply must only be undertaken under the supervision of a Senior Manager, and that work must be carried out by competent electrician who has carried out an appropriate risk assessment.

Cables laid on the ground should be avoided where possible, if not they should be clearly marked and protected.

All hand-held electrical equipment shall undergo Portable Appliance Testing (PAT), at a frequency defined by the Company.

### **DRIVING & TRAVEL**

Whether employees are driving a company car, a vehicle purchased or hired by the organisation or using their own car for business purposes this is considered as the workplace.

Anyone travelling anywhere, in any vehicle, in the course of their business or employment is, in fact, at their place of work.

All employees are expected to take due care and attention of health and safety matters at all times when driving or travelling on organisation business.

All employees must familiarise themselves the Highway Code and the requirements of the policy on Driving in the Employee Handbook.

### **SMOKING**

In accordance with the ban on smoking in workplaces and in enclosed public places in the UK Smoking is not permitted in the office, while driving a company car, a vehicle purchased or hired by the organisation or by anyone using their own car for business purposes or in any other place or enclosed public place that is a place of work.

All employers are required to protect non-smokers from tobacco smoke in the workplace and smoking at work is prohibited on safety grounds, principally because of the risk of fire or explosion. This applies to workers and members of the public.

Employees should familiarise themselves with the policy on smoking in the Employee Handbook.

## **ALCOHOL AND DRUGS**

All employees are required to be free from the influence of alcohol or drugs whilst in the workplace. The consumption of alcohol on company premises, with the exception of appropriate company functions, is expressly forbidden. Drunken behaviour whilst on company premises or on company business will be considered to be an act of gross misconduct. Similarly, taking drugs that have not been prescribed on medical grounds is a disciplinary offence. Alcohol or drugs should never be brought onto company premises.

## **STRESS**

The company is committed to protecting the health, safety and welfare of its employees. The company recognises that some work-related stress may damage the mental and physical health of its employees and that work-related stress is a health and safety issue which must be taken seriously by the organisation.

This policy will apply to everyone in the organisation including temporary and freelance staff.

All managers are responsible for ensuring that this policy is implemented.

If anyone has any concerns regarding stress in respect of themselves or others, they should make their Line Manager or the HR Manager aware immediately. The company grievance procedure can also be used for serious problems of this nature.

### **Definition of stress**

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress can affect anyone and is not a sign of weakness.