

Health and safety policy

Contents

1	HEALTH AND SAFETY POLICY STATEMENT	3
2	Organisation.....	4
3	Purpose	4
4	Scope.....	5
5	Responsibilities.....	5
5.1	Trustees	5
5.2	CIWM Chief Executive Officer (CEO)	5
5.3	Safety Officer	5
5.4	Managers	6
5.5	Employer's duties.....	6
5.6	Employees' responsibilities.....	7
6	Consultation	7
7	Safety information and insurance	7
8	Fire safety	8
9	First aid and procedure in the event of an accident	9
10	Hazard and accident reporting.....	9
11	VDU users	10
12	Personal safety and security.....	11
13	Lone Working	11
14	Personal protective equipment (PPE)	14
15	Electrical safety.....	14
16	Housekeeping.....	14
17	Smoking, including electronic cigarettes	15
18	Driving on business.....	15
19	Pregnant women and those of child-bearing age	15
20	Medical conditions.....	16
21	Young workers.....	16
22	Manual handling	16
23	COSHH Regulations	16
24	Medical checks and health surveillance	17
25	Stress at work.....	17

26	Monitoring	17
27	Related policies and documents	18
28	Further information	18
29	Policy owner.....	18
30	Policy review date.....	18



1 HEALTH AND SAFETY POLICY STATEMENT

CIWM, the Chartered Institution of Wastes Management, aim 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 to achieve this. We aim to create a workplace which is not only healthy and safe but also a pleasant environment.

CIWM recognise and accept its legal responsibility as an employer in the duties imposed upon them by the Health and Safety at Work, etc Act 1974, and other relevant statutory provisions.

CIWM shall ensure the health, safety and welfare at work of its employees, our team, 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.
- CIWM recognise and accept its 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.

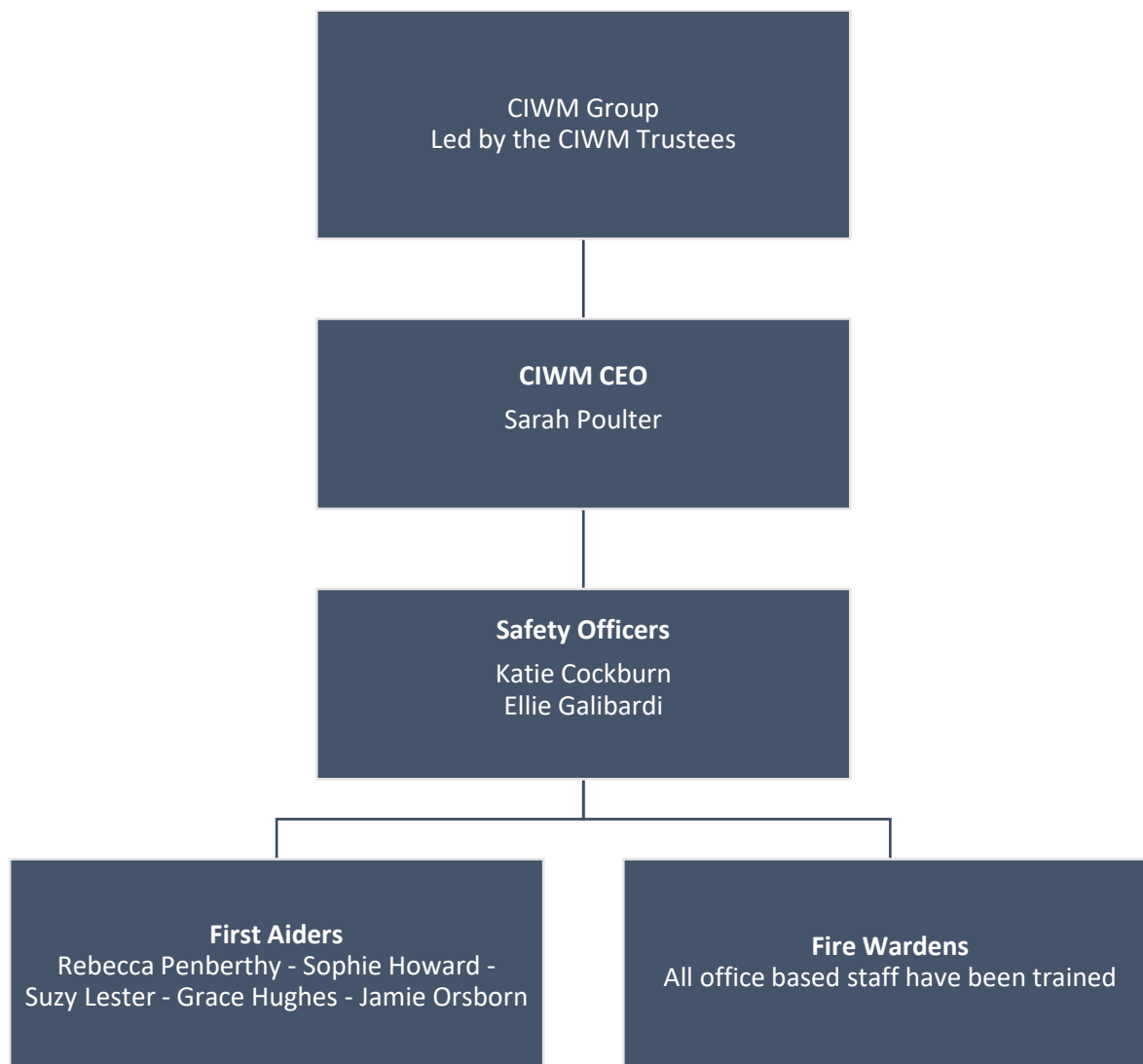
CIWM refers to all organisations in the CIWM Group, including Circular Economy Institute.

Signed:

Date: June 2025



2 Organisation



Names correct at time of review (30.10.25)

3 Purpose

- 3.1 We recognise and accept our responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of our employees and of other persons who may be affected by our activities. The management of health and safety is an integral part of our business and is given the highest priority.
- 3.2 The aims of this policy are to:
- ensure the prevention of personal injury, damage to health and damage to property and equipment
 - ensure the prevention of and protection from foreseeable work hazards for everyone, including clients/customers, students, contractors, visitors to our



premises and members of the public in so far as they come into contact with us or our products/services

- ensure that all equipment is safe and that we provide personal protective equipment (PPE) where appropriate and necessary
- provide appropriate training and information about any hazards or dangerous substances related to individual roles
- display clear and prominent safety notices throughout the workplace.

3.3 This policy is not contractual but aims to set out how we normally deal with such issues.

4 Scope

4.1 This policy can only work with the full co-operation and understanding of all our employees and workers and therefore applies to everyone.

4.2 Any neglect of health and safety requirements will be regarded as a serious disciplinary matter. Where an action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal and even prosecution.

5 Responsibilities

5.1 Trustees

5.1.1 Trustees are collectively responsible for health and safety within CIWM. This includes the health and safety of employees, volunteers and members of the public who may visit the CIWM office or engage with CIWM's activities.

5.1.2 Trustees have a duty to ensure that:

- CIWM complies with all health and safety legislation and regulations
- CIWM provides the necessary policies, by risk assessing day to day activities and ensuring that both policies and risk assessments are suitable, sufficient and implemented.

5.1.3 Trustees will review CIWM's health and safety policy and performance annually and discuss health and safety at board meetings

5.2 CIWM Chief Executive Officer (CEO)

5.2.1 The CEO will:

- Be a champion for Health and Safety.
- Receive routine reports on any Health and Safety issues and where necessary take appropriate action including raising issues with the Trustee Board
- Source competent Health and Safety advice.

5.3 Safety Officer

5.3.1 The Safety Officer's 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.

- 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 including carrying out inductions for all new employees.
- To organise and update and implement the CIWM Health and Safety rolling plan including office risk assessments
- To monitor and advise on health and safety arrangements.
- When required, to investigate accidents, incidents and near misses and, if necessary, make recommendations for improvement.

5.4 Managers

5.4.1 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, incidents and near misses 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.

5.5 Employer's duties

5.5.1 We will:

- provide and maintain safe and healthy working conditions which meet the standards laid down by legislation
- provide training, instructions and information to employees which enable employees to carry out their work safely and without risk to health
- make available appropriate control measures, safety equipment and protective equipment and giving instruction in their use.
- provide suitable and adequate first aid facilities
- adopt a proactive approach towards the prevention of health and safety risks
- maintain equipment in good working order and ensuring that statutory inspections are carried out
- maintain records of accidents, incidents and near misses and dangerous occurrences as required by law and investigate the causes of these
- ensure that managers and directors are aware of their roles and responsibilities in health and safety matters and that they lead by example in terms of compliance with all health and safety procedures
- ensure that each new employee is given induction training which covers the precautions and procedures appropriate to their specific job and familiarises them with this policy and any safety rules and procedures and equipment
- advise all workers, agency workers and contractors of the health and safety rules on commencement



- consult with employees on an individual basis and inform them of any changes to working practices, amendments to health and safety procedures or changes in legislation.

5.6 Employees' responsibilities

5.6.1 All employees have a duty by law to co-operate with us to achieve the aims of this policy by:

- ensuring they are aware of all their responsibilities regarding health and safety
- following safe working practices and not removing or altering any safety devices on equipment
- ensuring that they are fully trained in the use of all equipment that is relevant to their job
- recording all accidents or injuries or "near misses" that occur in the workplace, using the Accident Report form, and seeking first aid treatment where appropriate
- informing their manager or the Safety Officer of any serious or imminent danger and reporting any shortcomings that they see in our safety arrangements
- seeking guidance from their manager if they are in any doubt concerning any health and safety issue
- following our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy
- informing any visitors with whom they are meeting of any health and safety risks and precautions they must take.

6 Consultation

6.1 Effective safety performance will only be achieved by enthusiasm and interest at all levels within our business. We will consult with staff either with employees on an individual basis or through a nominated representative of the workforce by informing them of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, all employees and workers are encouraged to raise any issues regarding health and safety with their manager or with the Safety Officer.

7 Safety information and insurance

7.1 The Health and Safety at Work poster is displayed in the kitchen at Quadra. All employees and workers are provided with a copy of our health and safety policy and rules on joining our business. These are also available via the HR software People Nest. All workers, agency workers and contractors will also be advised of these and be required to comply with them.

7.2 We will provide and display relevant safety warning signs throughout our premises to highlight any hazards and control measures.



- 7.3 Any significant hazards and risks identified will be assessed and the findings recorded in writing. Copies of our risk assessments and COSHH assessment are kept in the kitchen at Quadra and on People Nest and will be supplied to individuals as appropriate. Copies of COSHH data sheets are kept by the safety officer. Our risk assessments will be regularly reviewed to check whether any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice. Additional individual assessments of risk will be undertaken for pregnant employees, young workers and any disabled employees or workers and updated when necessary. Where employees work from their home, an individual risk assessment will be carried out for their home working activities by their manager.
- 7.4 Our fire regulations and evacuation procedures are displayed on the sign in table at Quadra and on People Nest. All employees, visitors and workers are instructed to read these carefully and to know what to do in the event of a fire. Details of our fire wardens will be circulated to all employees and displayed in prominent positions throughout our premises for the benefit of all workers and visitors.
- 7.5 The names and contact details of our first aiders are listed on the 'HSE poster in the kitchen area and on the pinboard in the post room.
- 7.6 A copy of our current employers' liability insurance is displayed in the kitchen at Quadra. Copies of certificates and of our insurance details will be kept for 40 years.

8 Fire safety

- 8.1 We have a legal duty to ensure that adequate precautions are taken against fire.
- 8.2 Fire risk assessments will identify the fire hazards on and around our premises and we will put in place any control measures needed to reduce fire risks to as low as reasonably practicable.
- 8.3 Fire wardens will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be circulated to all employees and displayed in prominent positions throughout our premises for the benefit of all workers and visitors.
- 8.4 Evacuation drills will be held on a regular basis and recorded in the Health and Safety rolling plan. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable. All inspections, maintenance and safety checks will also be considered as part of the regular fire marshal debriefing.
- 8.5 This includes keeping escape routes free from obstruction, regular fire drills, appropriate and regular servicing of fire alarms and extinguishers, fire resistant furniture and fittings, fire notices.



- 8.6 The procedures in the event of a fire or emergency evacuation are issued separately as part of our induction procedure. These include details of any fire wardens. All employees and workers are instructed to read these carefully and to know what to do in the event of a fire. Any changes in the evacuation plan or fire risk assessment will be immediately circulated to all relevant employees and workers.
- 8.7 Appropriate fire safety training will be provided as necessary.

9 First aid and procedure in the event of an accident

- 9.1 We have trained first aiders and first aid kits available. The name and contact details of our first aiders are listed on the HSE Poster in the kitchen and on the pinboard in the post room. The location of first aid kit and the defibrillator is in the end cabinet behind the Business Admin and Qualifications team. The cupboard is clearly marked with a first aid sticker.
- 9.2 In the event of an accident or need to use the first aid equipment, a first aider or the appointed person should be advised immediately.
- 9.3 Employees should use their discretion in the event of an accident, using whatever equipment/means to assist the injured person as required.
- 9.4 The injured person is responsible for recording details of any accidents occurring on our premises in the Accident Book (see below)
- 9.5 Business Admin Manager /First Aiders are responsible for checking there is an adequate supply of first aid equipment. Users are requested to inform the Safety Officer/Business Admin Manager if any replacement items are needed.
- 9.6 Employees are requested to inform any first aider or appointed person of any pre-existing medical conditions they have which the first aider, appointed person or emergency services may need to be made aware of in the event of an accident or injury. Such information will be kept in confidence.

10 Hazard and accident reporting

- 10.1 All employees and workers must report any potential hazard or unsafe working practice to their manager.
- 10.2 Home workers must report any potential hazard or unsafe working practice to their manager. They must also report any accident or incident that occurs because of the work activity being done, or the equipment you have been provided to carry out that work.



- 10.3 If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.
- 10.4 Any damaged or defective equipment should be reported to the appropriate manager and the Business Admin Manager at teamdesk@ciwm.co.uk immediately.
- 10.5 All accidents must be reported in the Accident Book which is kept in the large cupboard 'marked First Aid' located in the end cabinet behind the Business Admin and Qualifications team. No personal information will be kept in this book; once an entry has been made the completed entry will be removed, reviewed, then kept in a separate location away from the Accident Book for future reference.
- 10.6 All reported accidents and incidents will be investigated by the Business Admin Manager and the findings passed onto the Safety Officer, and depending on severity reported to the CEO and Trustees.

11 VDU users

- 11.1 VDU users are defined under the Display Screen Equipment (DSE) Regulations as those who regularly use a computer or other visual display screen equipment as a significant part of their normal work.
- 11.2 Risk assessments will be carried out for those who use display screen equipment (such as desktops, laptops, iPads or tablets) on at least an annual basis and reasonable measures taken to reduce the risk of repetitive strain injury. An assessment of each workstation will be undertaken and reviewed whenever new equipment is introduced or a workstation relocated. In addition, training will be provided to the users on the safe use of the equipment.
- 11.3 Users who are experiencing visual difficulties must request an appropriate eye and eyesight test. This test should take account of the nature of the work undertaken, including the distance at which the screen is viewed. The test is not a substitute for other regular and more comprehensive tests that may be carried out through an optician.
- 11.4 We will pay for the test and, if special corrective glasses or lenses are prescribed for work with display screens, we will pay for the cost of the appropriate prescription glasses or lenses, provided they are solely to be used for this work, up to a value of up to £100. Users who are experiencing visual difficulties before their next test is due must speak with their manager in the first instance. The user is personally responsible for the safe keeping of any glasses or lenses that are supplied.
- 11.5 Employees who use laptops for prolonged periods of time can request a docking station or a screen and riser, from the Business Admin Manager via teamdesk@ciwm.co.uk to allow their laptop to be set up at an appropriate height and distance.



12 Personal safety and security

- 12.1 The safety of our people is our priority, and we will do everything in our power to protect them from assault and to prevent unauthorised entry onto our premises.
- 12.2 All visitors will be required to sign in on arrival at Quadra and report to their host on entering our premises. All visitors must be informed of the relevant health and safety rules and procedures to be followed whilst on our premises.
- 12.3 Children are only permitted to visit our offices when accompanied by their parents or an adult in charge of them and must be supervised at all times.
- 12.4 Access to any potentially hazardous areas is limited to authorised persons.
- 12.5 When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.

13 Lone Working

- 13.1 Many people think that being a lone worker just involves a job which is carried out away from an office and team members. However, any employee can be a lone worker at any time, for instance when travelling on CIWM business or working from home. Employees may also be the last employee in the office at the end of the working day.
- 13.2 Lone workers can be defined as any employee who carries out their work at a location away from an office base or in isolation from colleagues, without close or direct supervision or who is travelling between work locations or on business. This may be on a regular or occasional basis.
- 13.3 The following health and safety guidelines give essential advice when working or travelling alone.

13.4 Legal Responsibilities



- 13.4.1 CIWM has a legal responsibility for the health and safety of all its employees, this includes employees who are lone working, irrespective of location.
- 13.4.2 The Working from home/home working policies contains the details of the risk assessments we undertake as part of our 'duty of care'.
- 13.4.3 Where employees are working as lone workers, they:
- have a duty to take care of their own health and safety and that of others who may come into contact with them during the course of their work
 - they must use all the equipment provided for their safety and follow the relevant instructions
 - they must follow all working procedures, safe working practices and emergency procedures as they would with other employees and as agreed as part of their H&S working from home risk assessment, if relevant.

13.5 Risk Assessments

- 13.5.1 Employees who work from home should have in place a H&S risk assessment and DSE risk assessment as outlined in the Working from home/home working policies.

13.6 Travel



13.6.1 The following issues are particularly important if you are travelling alone on CIWM business and should be read alongside our driving and expenses policies:

- Before setting off check the location and time of your appointment including parking options and other travel details.
- Where an appointment has been made more than a week in advance, we suggest calling the person you are meeting the day prior to check the appointment is going ahead and the location details.
- Make sure the details are clearly and correctly listed in your outlook diary so colleagues know where you are.
- Let a colleague and/or partner know when plans change
- Take a mobile phone and make sure it's charged. This should only be used in accordance with the law on use of mobile phones when driving
- Plan and take sufficient breaks, especially when travelling long distances
- Know what to do in the event of a breakdown when driving, including the approach to take for a breakdown on a [smart motorway](#).

13.7 Lone working at Quadra

13.7.1 Occasionally employees are working alone at Quadra. Where this is the case, the employee must ensure that another team member or a family member is aware of their location and their likely leaving time. Quadra has 24 hour patrolled security and employees should make the Business Admin Manager aware of any planned working that is before 7am, after 6pm or at the weekend to ensure the security team can make arrangements to unlock the car park and building.

13.7.2 Any issues whilst working at Quadra should be reported via teamdesk@ciwm.co.uk in the first instance who can then speak with the facilities management team.



13.8 Monitoring

- 13.8.1 You and your manager should review your working arrangements on a regular basis and ensure a home working risk assessment is completed once every 12 months.
- 13.8.2 It is essential that lines of communication are clear between you and your manager. You should both agree what you believe is a reasonable amount of contact and the actions to be taken if a manager is unable to contact their team member as agreed.
- 13.8.3 You must ensure your outlook diary is kept up to date to ensure your manager and the wider team can locate you.

14 Personal protective equipment (PPE)

- 14.1 Where appropriate, employees will be provided with suitable and appropriate personal protective equipment (PPE). This will be provided free of charge where employees and workers are exposed to risks.
- 14.2 Where PPE is provided, employees must wear this as and when instructed to do so and always keep it clean and tidy.

15 Electrical safety

- 15.1 All electrical equipment will be maintained to ensure it is safe for its intended use and does not present additional risks.
- 15.2 All portable electrical appliances will be inspected and tested by a trained and competent person as required.
- 15.3 No one is permitted to carry out maintenance on electrical equipment or plugs without prior training and permission.

16 Housekeeping

- 16.1 High standards of housekeeping are essential to ensure personal safety as well as good working conditions and presentation. Particular attention should be paid to the following points.
- The removal of waste from employee's local work area including desks and meeting rooms.
 - Removing any obstructions to passageways and doors.
 - No reading and walking, this includes watching or reading on mobile devices.
 - No bags or personal items left on the floor that could cause a trip hazard.
 - Returning tools to their designated location.
 - The facilities in the kitchen are there for the use of all employees. It is the responsibility of every employee to keep the kitchen area as clean as possible.



Particular attention should be paid to spillages on the floor, which must be cleaned up immediately to avoid accidents and the appropriate warning sign positioned to make others aware of a potential hazard.

- 16.2 CIWM has a cleaner who will clean desks and other high touch areas regularly to reduce the transmission of germs including viruses. To allow this to take place employees must tidy their desks at the end of each day and ensure that meeting rooms are left clear after use.
- 16.3 During times of high illnesses, such as cough and cold seasons, or in the case of pandemics, employees may be asked to clean equipment after every use.

17 Smoking, including electronic cigarettes

- 17.1 Smoking is not permitted anywhere on our premises (other than in designated areas) or in any of our vehicles or when using a private car if a client/customer or a fellow employee is present as a passenger.
- 17.2 Employees should familiarise themselves with the CIWM policy on smoking.

18 Driving on business

- 18.1 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.
- 18.2 Anyone travelling anywhere, in any vehicle, during their business or employment is, in fact, at their place of work. CIWM will complete annual checks on all documentation licenses, and insurance.
- 18.3 All employees are expected to always take due care and attention of health and safety matters when driving or travelling on organisation business
- 18.4 All employees must familiarise themselves with the Highway Code and the requirements of the policy Driving on Business and the associated guidance.

19 Pregnant women and those of child-bearing age

- 19.1 When we are informed that an employee is pregnant or breast-feeding, a specific risk assessment will be undertaken by their manager.
- 19.2 All necessary steps will be taken to reduce any risk to the employee or her unborn child.



20 Medical conditions

- 20.1 If you have a medical condition, illness, or injury, which is having an impact on you or others at work, please let us know so that we may consider whether it is appropriate to carry out a risk assessment and put any reasonably appropriate measures in place. Medical conditions may be physical or mental. Examples include, but are not limited to, dyslexia, MS, cancer, the menopause or symptoms of a medical process such as gender reassignment etc.
- 20.2 Employees are encouraged to discuss any health concerns with their line manager or, if they feel more comfortable with the safety officer or a member of the leadership team.

21 Young workers

- 21.1 Specific risk assessments will be carried out before employing a young person (any person who has not attained the age of 18), and also for any work experience placements. These will consider the inexperience, lack of awareness or risks and immaturity of young persons; the fitting-out and layout of the workplace and workstations; the nature, degree and duration of exposure to physical, biological and chemical agents; the form, range and use of work equipment and the way it is used; the organisation of processes and activities; the required training as regards health and safety and other specified risks.
- 21.2 In addition, we will provide the parent and/or school/college with comprehensible and relevant information on any risks to health and safety identified by the assessment and the preventative and protective measures taken.

22 Manual handling

- 22.1 All reasonable effort is made to limit the need for manual handling. However, CIWM offer information and training on safe handling to prevent potential injuries for all staff.

23 COSHH Regulations

- 23.1 We will undertake the relevant risk assessments for any substances that are hazardous to health and put in place any appropriate control measures.
- 23.2 In line with the COSHH Regulations, and to minimise risks, the least hazardous type of substance will be purchased and used. Cleaning materials, such as bleach and methylated spirits, will always be kept in their original containers with the caps secured and in a suitable storage area. These will be clearly marked for cleaner use only.
- 23.3 Copies of COSHH data sheets and assessments are kept by the safety officer



24 Medical checks and health surveillance

- 24.1 If any medical tests are necessary prior to commencement of employment this will be set out in the offer documentation.
- 24.2 It is a term and condition in all employment contracts that employees should undergo a medical examination at any time should we have concerns about their health or safety and feel this to be necessary.

25 Stress at work

25.1 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.

- 25.2 We will do all we can to reduce work-related stress and to offer support to any employees who may be affected by this.
- 25.3 We view stress as an adverse reaction to excessive pressure and not a disease or weakness. An employee who feels that the demands of their job are causing them pressure or stress, either temporarily or permanently, should discuss this with their manager who will recommend appropriate guidance and assistance.
- 25.4 We also appreciate that on occasions, situations may arise outside of work which can result in additional pressure on the individual. We will aim to react appropriately to any circumstances we are made aware of.

26 Monitoring

- 26.1 On a regular basis a Safety Inspections shall be carried out. This will be generally carried out by the 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.
- 26.2 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 (by FM Company)
 - Evacuation procedure carried out annually (by FM Company)



- Adequate First Aid personnel and equipment are in place
- Review of accidents
- Work station assessments
- 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.

27 Related policies and documents

- Absence due to illness or injury policy
- Adverse weather and transport disruption policy
- Driving on Business Policy
- Disciplinary policy
- Driving on business policy
- Drugs, alcohol and substance abuse policy
- Net Zero Commitment
- Family friendly policy
- Home working policy
- IT policy
- Whistleblowing policy

The above list is not exhaustive.

28 Further information

Any queries or comments about this policy should be addressed to the Safety Officer or CEO.

29 Policy owner

This policy is owned and maintained by the CEO.

30 Policy review date

Date last reviewed: 30/10/2025