

HEALTH AND SAFETY POLICY

Contact: General Manager

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Policy statement

Albion Waste policy is to provide safe and healthy working conditions, equipment and systems of work for all our employees, visitors, to provide all such training and information as is needed for this purpose. We undertake to implement all Health and Safety legislation and also accept responsibility for the health and safety of other people who may be affected by our activities.

Synopsis

Common sense and consideration for those around us does help to prevent accidents. The simplest precautions can be the most effective, but sometimes even these are forgotten, perhaps in a momentary lapse. The guidelines below can help you to play your part in preventing many of the most common accidents.

Scope

Health and Safety regulations apply to all staff and visitors.

It is the legal responsibility of all employees to adhere to safety regulations and standards in force at their place of work. When working at other sites, they should be aware of and follow the health and safety procedures and standards that obtain there.

Line managers are responsible for ensuring that individuals working for them (and also any visitors) are aware of the relevant procedures and standards that apply.

Note: This Policy was developed and approved by ALBION WASTE for internal use. It is believed to be an accurate reflection of the legislation and other regulatory requirements at the time it was approved and It applies to all staff and visitors to ALBION WASTE.

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Policy

This document is the health and safety policy of Albion Waste.

Our policy is to provide safe and healthy working conditions, equipment and systems of work for all our employees, visitors to provide all such training and information as is needed for this purpose. We undertake to implement all Health and Safety legislation and also accept responsibility for the health and safety of other people who may be affected by our activities.

Employees are reminded that it is their legal responsibility to adhere to safety regulations and standards in force at their place of work. When working at other sites, be aware of and follow the health and safety procedures and standards that obtain there.

Line managers are responsible for ensuring that individuals working for them (and also any visitors) are aware of the relevant procedures and standards that apply.

This policy will be kept up to date, particularly as the organisation changes in nature and size, and will be reviewed at least once a year by the Competent Person for Health and Safety at Albion Waste.

Overall and final responsibility is vested in:

Name: Marianna Banniha

Position: Managing Director

Organisation of Health and Safety

Person with overall responsibility

The person with overall responsibility for the advising on Health and Safety at Albion Waste is Marianna Banniha.

Registration of Albion Waste activity

Albion Waste activity was registered with The Environment Agency Reference: CBDU56622

On 17th December 2018.

Responsibilities of Staff for avoidance of accidents and Safety Awareness

We can all help to prevent injury to ourselves and others by taking simple precautions. Be observant, put right where appropriate, or if in doubt, report a senior member of staff anything you see as a potential health and safety hazard in or around the workplace.

Common sense and consideration for those around us does help to prevent accidents. The simplest precautions can be the most effective, but sometimes even these are forgotten, perhaps in a momentary lapse. The guidelines below can help you to play your part in preventing many of the most common accidents:

- Move around in a sensible manner; never run in the office, in corridors, on stairs or through doorways.
- Take extra care on uncarpeted or recently cleaned floors.
- Keep office and other areas tidy, avoiding excess accumulations of paper, boxes etc. Especially avoid leaving items where they restrict access or movement or may cause a tripping hazard.
- Mop up spillages as soon as they occur.
- Shut desk, cabinet and cupboard drawers straight after use.
- Do not store heavy articles on high shelves.
- Never stand on an office-type chair that has wheels on it in order to reach things that are high up. This could lead to a serious injury and is not worth that risk.
- Watch out for and report at once to senior management any sharp edges, pointed objects – nails, screws or other protrusions on buildings, furniture, fittings, equipment etc.

Drug-free Workplace statement

The unlawful use, distribution or possession of a controlled substance is prohibited within the workplace. The workplace should be taken to mean 'while at work' whatever your physical surroundings. Any staff member found to violate this will be subject to the disciplinary procedure and may be required to participate in a drug abuse assistance or rehabilitation programme. Any disciplinary procedure will obviously involve a full investigation.

As a condition of employment all staff must abide by these terms and must notify the Head of HR, in writing, within 5 working days of any drug-related conviction it is likely that the Head of HR would already know about such a matter, as the police will have been involved but procedure must be followed.

Electricity at Work

All Albion Waste supplied electrical equipment and portable appliances will be checked for electrical safety in accordance with current regulations. You must only use approved and tested equipment. Report at once to Imantas Liudkevicius any portable item that you use but which you suspect has not been tested or shows obvious signs of faults.

Do not misuse or interfere in any way with electrical appliances and follow instructions provided for their use.

Ensure appliance leads are safely concealed and do not trail in a hazardous way on or under desks or other work surfaces, or across floors. Watch out for and report frayed leads, loose wires or connections and signs of burning at a plug.

Fire Precautions

The person with overall responsibility for fire precautions is: David Sylge

That responsibility includes the following:

- Initial risk assessment and contact with the Fire Brigade
- Obtaining and maintenance and testing of fire equipment and keeping records
- Completing the fire drill procedure
- Compiling the fire notices
- Preparing the emergency evacuation procedure
- Responsibility for the fire register
- Making sure drills are carried out on a regular basis
- Testing the fire alarms
- Appointing and training the fire wardens

Emergency procedures

Instructions, including specific information on assembly points, are displayed throughout the building, above fire alarm call points. Acquaint yourself with these and get to know exit routes, the location of fire alarms, evacuation points and firefighting equipment.

If you discover a fire, sound the fire alarm immediately and exit the building. Only use extinguishers if you have been trained to do so, or if the fire is blocking your exit, and never use water on or near electrical equipment.

In the event of a fire or other emergency, leave the building at once and gather across the road outside the main gate, If this is not possible gather other end of the Yard/Site outside the gate. Upon hearing an alarm, depart from wherever you are at the time, in a prompt but orderly fashion. NEVER go back for personal or other belongings.

Fire evacuation practices will be carried out on a regular basis.

Smoking Policy

Albion Waste operates in adherence to the Health Act 2006 which makes provision for the prohibition of smoking in certain premises, places and vehicles.

The policy has been developed to protect all employees, consultants, contractors and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and the prohibition applies to the same.

It is the policy of Albion Waste that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment, a designated smoking area is provided.

Overall responsibility for policy implementation and review rests with Marianna Banniha

However, all staff members are obliged to adhere to, and support 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.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises.

Staff who smoke

A designated smoking area is provided.

Help to stop smoking

- The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Staff who work from home

Any part of a private dwelling used **solely** for work purposes will be required to be smoke-free if:

- it is used by more than one person who does not live at the dwelling
- members of the public attend to deliver or to receive goods and/or services.

What are the required signs for a smoke free premises?

From Sunday, 1 July 2007, no-smoking signs will need to be displayed in a prominent position at every entrance to smoke-free premises. Signs must meet the following minimum requirements:

- be a minimum of A5 in area (210mm x 148mm)
- display the international no-smoking symbol at least 70mm in diameter
- carry the following words in characters that can be easily read:

'No smoking. It is against the law to smoke in these premises'.

Emergency Fire Evacuation Drill: December 2019

Notice of procedure in case of fire

If you discover a fire:

Sound the Alarm.

Go to your place of assembly as (stated above) Across the road to premises main gate.

On hearing the fire alarm:

Calmly leave the building by the quickest and safest route to the street.

- Go to your place of assembly the pavement opposite the main gate. (refer to the Fire Procedure notices).
- Do not leave the assembly point until told to do so by the person in charge.
- Do not return to the building until told to do so by the person in charge.

First Aid

The person responsible for First-Aid assessment in the organisation:

- Hayley Spencer

Appointed persons:

Imantas Liudkevicius

Recording and Reporting of Accidents and Incidents

The person responsible for the reporting of accidents and incidents (including violence) is: David Sylge.

Accidents or injury resulting in 7 days of leave are reportable under the HSE guidelines as revised to RIDDOR 2013, (in effect from 1 Oct 2013).

- The incident/accident book and First-Aid box are kept in the Kitchen

Details of accidents and incidents that cause injury, no matter how minor, must be recorded in the book. Accidents and incidents not resulting in injury should nevertheless be reported to David Sylge

If you have a (known) pre-existing medical condition, you are invited voluntarily to inform David Sylge. if you believe that prior knowledge of the condition will be of potential benefit in its treatment in an emergency.

Lifting and Carrying Loads

Do not attempt to lift or move items you consider too large, heavy or awkward for you. Don't put yourself at risk; ask for help whenever you need it. Also, you should be aware that there are recommended lifting and carrying techniques.

Speak to your line manager or to David Sylge if you have a problem with anything you may be required to do that involves moving items that you believe you cannot easily and safely manage.

Work Equipment

ALBION WASTE will make all reasonable endeavours to ensure that work equipment provided and used conforms to safety regulations. It will be properly maintained and where

necessary, safety guidance, instructions and training in its use will be given. It is your responsibility to follow instructions provided and to ensure wherever appropriate, that you have been properly trained before using equipment.

Report any fault you discover whilst using or inspecting an item of equipment to Imantas Liudkevicius

Do not use faulty equipment until it is repaired or replaced.

Hazardous Substances

In the Yard and office environment, you may encounter some potentially hazardous substances. These can include cleaning materials and spirit-based products, such as correcting fluids and some adhesives. Always read and follow the instructions given on products that present a potential health or safety risk. Control of Substances Hazardous to Health – also known as COSHH signs mark areas containing substances potentially hazardous to health i.e. cleaner's cupboard and under-sink cupboards

Display Screens

The 'Health and Safety (Display Screen Equipment)' Regulations 1992 will apply to you if you habitually use display screen equipment and largely depend on it to perform your job.

The regulations define responsibilities and duties for employees and employers and also apply to members of Albion Waste staff working at home, who must complete a self-assessed risk assessment for their home office, forms to be collected from David Sylge.

Assessment of display screen equipment workstations will be carried out as required by the 1992 regulations. Everyone regularly working on display screen equipment (including laptops) for an hour or more per day should have a risk assessment carried out. Anyone who has not should speak to David Sylge. If you change workstations or equipment, or regularly suffer any discomfort using display screen equipment, again speak at once to your line manager or to David Sylge to arrange an assessment.

Work Related Upper Limb Disorders: WRULD (also known as RSI, or Repetitive Strain Injury.)

What are WRULD?

These are commonly caused by frequent repetitive movements and tend to develop slowly, rather than through a single event or injury. The risk is increased if strain due to awkward and difficult movements is associated with repetitive activities.

Who can be affected?

Anyone whose job or pastimes involve highly repetitive activities; both men and women, young and old, new and experienced display screen operatives could be affected.

What are the symptoms?

- Pins and needles or numbness in the hands or arms, and significant pain in the hands, arms, neck, shoulders, back or hips may be symptomatic of WRULD.

- The joints, tendons or muscles involved in repetitive movement can become painful, sore to touch, swollen and in some cases inflamed.
- Hands, arms, wrists, elbows or shoulder joints are most often involved, but leg and other joints can also be affected.

What should you do if you experience any symptoms?

If you experience the symptoms of WRULD, it is important that you seek medical advice immediately. Do not wait to see if the condition gets worse. It is possible that physiotherapy or other forms of treatment will be recommended.

You should also report this to HR (Human Resources). HR will report this to David Sylge . You must inform HR of any advice given by the doctor that is relevant to your work.

Advice should also be sought from the **Repetitive Strain Injury Association**:
<http://www.rsi.org.uk/>

Ways to reduce the risk of injury at your workstation

Sit directly facing your screen. Working at an angle puts strain on a particular group of muscles and can lead to WRULD. Symptoms may include headaches, back, shoulder or neck pain and sciatica.

Adopt a comfortable and upright working posture – adjust the height of your chair until it feels right, and the back to give good lumbar support. Discuss provision of a foot support with David Sylge if needed. Avoid leaving items that can restrict leg movement under your desk. Forearms should be approximately horizontal to your keyboard, with your elbows beside your waist.

There should be enough space to rest wrists on the desk in front of the keyboard during pauses in keying. Minimal extension, flexion or deviation of wrists is recommended and adopting the above approach should help to achieve this. Adjust the height and angle of your screen to provide a comfortable head position and to reduce glare or reflection if present. Make sure all equipment, documents and other items that you are using at your workstation are within easy reach and do not require you to stretch to reach them. Hold your mouse with a soft, relaxed grip, close to the edge of the desk.

Take breaks: If your job requires you to spend long periods working at a display screen, plan other tasks or activities so that you can take a short break from display screen work, for a minimum of five minutes every hour.

Pause Gymnastics: There are also exercises that can be performed at the workstation. These exercises, which have been referred to as 'pause gymnastics', are simple movements designed to move joints and stretch the muscles. This will stimulate the circulation, lubricate the joints and relieve muscle and nerve tightness. For example:

1. Stretch the head from side to side (i.e. ear to shoulder).
2. Pull the chin in and make a double chin; hold for five seconds and then relax.
3. Stand up; put the palms in the small of the back, and gently bend backwards.
4. Interlock the fingers; turn the palms to face away from you and lift the arms up so the palms face the ceiling. Now stretch the arms back behind the head.

5. With the elbow straight, bend the wrists back (palms facing out) and then stretch the arms back to each side at about hip height. Try to get the arms as far back behind the body as possible. You may feel some pulling in the arms and hands.

One or two stretches every twenty minutes are much better at relieving fatigue than longer exercise breaks taken less frequently.

Performing a different work task that does not require intense visual concentration and allows you to change your work posture will also be beneficial.

NB: INDIVIDUALS WITH PRE – EXISTING MEDICAL CONDITIONS SHOULD SEEK MEDICAL ADVICE BEFORE CARRYING OUT THESE EXERCISES.

Eyes and Eyesight

Although medical evidence does not suggest that using display screen equipment is a direct cause of eye damage or worsens existing defects, some workers may experience temporary visual fatigue, headaches, pain behind the eyes, blurring of vision and other visual discomfort. You should report any problems of this nature to David Sylge .Eye discomfort can be caused by bad positioning of display screen equipment, poor legibility of the screen or documents being used, and concentrating on images for long periods without a break. Adequate natural or artificial lighting is needed and there should be no glare or reflection on the screen. If necessary, adjust the angle and position of the display screen and its brightness and contrast, and adjust window coverings. If you still experience problems, speak to your line manager or David Sylge.

Visitors, Consultants and other temporary staff

Non employees may work or visit ALBION WASTE premises at any time. These not only include those working directly for ALBION WASTE e.g. consultants, interns, volunteers, temporary or occasional staff, but also those working indirectly on site such as couriers, electricians, maintenance contractors etc.

All non-employees working indirectly on site, including those specified above are expected to be under supervision of a member of staff at all times. This is also in accordance with the ALBION WASTE security policy.

Longer-term visitors, such as consultants, interns or temporary staff are provided with induction to the building (via the [GIR Information for Visitors](#) sheet) and a visitor pass in accordance with the ALBION WASTE security policy.lated Forms

APPENDIX I: ACTS AND REGULATIONS APPLICABLE TO ALBION WASTE

The following Acts and Regulations are applicable to ALBION WASTE:

Management of Health and Safety at Work Regulations (1992)

Workplace (Health, Safety and Welfare) Regulations (1992)
Display Screen Equipment Regulations (1992)
Manual Handling Operations Regulations (1992)
Provision and Use of Work Equipment Regulations (1992)
Personal Protective Equipment at Work Regulations (1992)
Electricity at Work Regulations (1992)
Control of Substances Hazardous to Health Regulations (1994)
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (1995)
First Aid Regulations (1981)
Regulatory Reform Fire Safety Order (2006)
Smoking at Work (2007)
Waste Electrical and Electronic Equipment Directive (2007)