



Millers Environmental & Sons Ltd



HEALTH AND SAFETY POLICY FOR SITE BASED ACTIVITIES



Millers Environmental & Sons Limited Health & Safety Policy Statement

Millers Environmental & Sons Limited is a safety conscious company which sets itself high standards and encourages ownership of health and safety from everyone. The company's policy aim is to ensure compliance with current health and safety legislation and continually improve its performance by aspiring to achieve "best practice" at all times. Nothing is so important that we cannot find the time to undertake all our site-based activities safely. Achieving these values will ensure the health, safety and wellbeing of all its own employees and anybody else who may be affected by their work activities, in particular customers and clients.

Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

As the Managing Director I believe that good health and safety management is a business priority which can make a valuable contribution to the wellbeing of all workers by reducing injuries and ill-health. We accept that it is our responsibility to take the lead in promoting health safety and wellbeing within the company and ensure that its policy is planned, developed, reviewed and resourced for its implementation.

Millers Environmental & Sons Limited shall:

- Provide adequate and effective control of the health and safety risks related to our work activities, our resources and our equipment
- Involve our employees in consultation on matters affecting health and safety, and to encourage a free exchange of views and concerns
- To provide and maintain safe resources and equipment
- Ensure the safe handling and use of substances that might constitute a health or safety risk
- Provide our employees with the appropriate training, information, and supervision at all times
- Do everything that is reasonably practicable to prevent accidents and instances of work-related illnesses
- Review and where appropriate revise this policy regularly to assess its ongoing effectiveness

Everybody working for Millers Environmental & Sons Limited shall take responsibility to ensure that any risks at their respective workplaces have been assessed and control measures implemented so that the likelihood of injury or ill health is minimised. All employees shall be treated in a manner that respects them as individuals, they will be provided with instruction, training, information and suitable equipment to undertake their work safely. Any sub-contractors working for Millers Environmental & Sons Limited will be required to carry out their activities in safe manner equal to our standards or better.

Effective two-way communications is essential at all levels within the workplace, everybody is encouraged to participate in all Health, Safety and Wellbeing discussions. As part of this process, all accidents and near misses must be reported immediately, and discussed to prevent or learn from mistakes.

Nathan Miller
Managing Director

3rd September 2019

Millers Environmental & Sons Limited

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Duty of care

Whilst the Managing Director will do all that is within its power to ensure the health and safety of its employees and other workers, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee or subcontractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any person.

The Health and Safety at work etc. Act 1974 imposes certain duties of care on different groups of people in the workplace. As employers we shall provide:

- safe plant and systems of work
- a safe means of using, handling, storage and transportation of articles and substances
- safety information, instruction, training and supervision
- systems to ensure the health and safety competence of our employees and any contractors
- a safe place of work with a safe access and egress
- a safe working environment at all times
- safety of people not employed but affected by our undertaking

Millers Environmental & Sons employees must:

- care for their own safety
- care for the safety of anyone affected by their work
- co-operate with the Managing Director to ensure legal obligations are met
- not misuse or interfere with anything provided for work or in the interests of safety at work
- wear Personal Protective Equipment (PPE) as stipulated by the Managing Director or the relevant risk assessments
- inform the Managing Director and relevant fellow employees about any health and safety issues adversely affecting their work

Millers Environmental & Sons Limited is committed to consult with all employees upon any matters of health and safety having a significant effect in accordance with current legislation. This Health and Safety Policy has been prepared and brought to the attention of all personnel working for Millers Environmental and Sons Limited to ensure that total commitment is given to the prevention of accidents and ill health on our sites and places of work.

The document contains the proactive actions relating to the work, plant, equipment and procedures of the company. If any of these actions cannot be answered satisfactorily, stop and Managing Director immediately. Please retain this document and refer to it on a regular basis, make sure you are aware of your duties and responsibilities for Health and Safety. We are counting on your co-operation!

Nathan Miller

Managing Director

Millers Environmental & Sons Limited

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OCCUPATIONAL HEALTH - POLICY STATEMENT

As a caring employer, Millers Environmental & Sons Limited is committed to operating and providing a workplace environment that is both safe and free from hazards to health.

The management of health risks on site remains the foundation upon which good occupational health policy depends and wherever reasonably practicable, the company is committed to:

- Giving priority to the elimination of substances, materials and activities which could give rise to health risks
- Giving priority to smaller products or adoption of mechanical handling techniques for building methods
- Where it is not possible, manage the use of hazardous substances, materials and activities so that risks to health are adequately controlled
- Carry out appropriate pre-employment screening of safety critical workers where their health conditions could affect their own and / or other workers safety
- Carry out employment screening and health surveillance to all at risk workers
- Actively manage any cases of ill health that arise from work and make arrangements for the rehabilitation of anyone whose health has been affected

The successful implementation of arrangements to manage occupational health will depend to a large extent on the participation and co-operation of all personnel, including the confidential disclosure of any changes to their health. Where personnel have been diagnosed with an occupational illness or condition, the management will take all practical steps to prevent any identified condition worsening.

Millers Environmental & Sons Limited is committed to uphold these arrangements and will provide adequate resources for this purpose.

Nathan Miller

Managing Director

3rd September 2019

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Millers Environmental & Sons Limited Environmental Policy Statement

Millers Environmental & Sons Limited takes environmental issues very seriously, we recognise that its operations may affect the local community – we will endeavour to work diligently to reduce any adverse effects as promptly as possible.

We will identify and comply with environmental regulations and any other statutory or regulatory obligation, which affects the work activities undertaken.

We will develop a culture, which challenges standards and aims to achieve excellence in all it does. We will make the communication of environmental awareness and the steps required to meet all relevant environmental legal standards.

Millers Environmental & Sons Limited will work with our employees and clients to minimise the impact of its activities on the environment by: -

- Minimising emissions through the selection and use of its fleet and the source of its power requirement and, by measuring its impact on the environment and set targets for ongoing improvement
- Minimise waste by evaluating operations and ensure they are as efficient as possible
- Actively promote recycling both internally and through its customers and suppliers
- Meet or exceed all the environmental legislation that relates to the company
- Minimise the negative environmental impacts that may arise through operations
- Comply with all codes of good practice and other codes which are relevant to our operations
- Give due consideration to environmental effects of energy usage during operational practices

Nathan Miller

Managing Director

3rd September 2019



Roles and Responsibilities

Director

1. Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure that it is brought to the notice of all employees
2. Set a personal example by wearing the correct personal protective equipment and by carrying out work in a safe manner
3. Prepare instructions for the company and review methods for carrying out work tasks to ensure each person is aware of their responsibilities and the means by which they carry them out
4. Ensure that appropriate training is given to all staff as necessary
5. Insist that sound working practices are observed as laid down by the safety procedures and that work is planned, the risks are assessed and then carried out in a way to ensure no harm is caused
6. Carry out the assessment of sub-contractors to ensure that their health and safety policy and procedures meet with our commitment to health and safety, this may involve the use of an external Health & Safety Advisor to provide help and advice
7. Obtain full details from customers / clients of any risks associated with substances, processes or any work activity hazardous to health and safety.
8. Instruct all operatives and contractors that the correct personal protective equipment must be worn as is necessary, this will be set out in the risk assessments and method statements
9. Ensure as far as is reasonably practicable that once work is started it is carried out as planned and that account is taken of changing and unforeseen conditions as works proceed; It shall be carried out in accordance with appropriate statutory requirements
10. Ensure that there is a liaison on health and safety matters between the company and others working on the site
11. Ensure that all vehicles and any plant & equipment is serviced, maintained and inspected by competent persons as per manufactures guidelines
12. Ensure adequate resources are provided for health and Safety
13. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
14. Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety
15. Investigate all incidents & near misses, this may involve the use of an external Health and Safety Advisor
16. Arrange for adequate funds and facilities to meet the requirements of the Company Policy

Nathan Miller

Managing Director

3rd September 2019



Roles and responsibilities

Site Operatives & Sub-Contract labour

1. Read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements
2. Carry out all duties to ensure compliance with relevant standards of Safety, Health, Environment and Quality.
3. Undertake any training as stipulated by the Managing Director
4. Use the correct tools and equipment for the job
5. Wear the correct personal protective clothing and equipment provided by the company and ensure that this is suitably maintained, this shall be worn as stipulated by the Managing Director
5. Keep all tools in good condition.
6. Report immediately any defects to plant or equipment
7. Always work in a safe manner, never take unnecessary risks which could endanger yourself or others
8. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out, always keep good standards of housekeeping; clear up as you go along, etc.
9. Do not use plant or equipment for work for which it was not intended or if you are not trained/authorised to use
10. Warn other employees or anyone else who may be affected of known hazards
11. Do not play dangerous or practical jokes or engage in 'horseplay' on any site
12. Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
13. Always Liaise with the Managing Director with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
14. Never deviate away from the agreed safe method of working stipulated in the risk assessments

Nathan Miller

Managing Director

3rd September 2019

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Abrasive Wheels

Abrasive wheels will only be used to cut through materials such as metal, concrete, masonry and asphalt, and will only be used provided that the appropriate blade is fitted. Materials such as timber and pitch must not be cut in this way. No person is allowed to mount an abrasive wheel unless:

- They have been trained to mount abrasive wheels
- They are competent to undertake the work

Abrasive wheels will only be changed and mounted upon disc cutters by persons who have been appointed by the company. All damaged and defective abrasive wheels will be discarded, and under no circumstances should they continue to be used. Impact grade eye protection, ear defenders and where dust is generated FFP3 grade dust masks must be worn. All cutting operations involving concrete or asphalt will require the use of dust suppression water bottles.

Alcohol and Drugs

As a responsible organisation Millers Environmental & Sons Limited is committed to operating and providing a working environment which is safe and free from hazards to health arising from the misuse of drugs, alcohol or solvents.

- We will not knowingly allow any person under the influence of drug, alcohol or solvent misuse to continue working, or place themselves or others at risk
- We expect all persons to take reasonable care of themselves and others who could be affected by their actions while at work or when driving a motor vehicle on a road or other public place
- We will not knowingly permit the supply of any controlled drugs, the smoking of cannabis and the consumption of alcoholic drinks or certain other activities to take place at any workplace

The company is committed to management of health and wellbeing, if requested we will provide any worker with general information about the effects of drugs, alcohol and solvents on health and safety. We reserve the right to carry out random testing and where undisclosed misuse comes to our attention and, or performance is impaired, disciplinary action will be taken. If it is thought that anyone is under the influence of alcohol or drugs and they refuse to be tested they will be asked to leave site immediately.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. In addition, the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered. Therefore, if there is any doubt as to the person's condition or cause of their condition medical advice should be sought immediately.

Prescription drugs can also affect or impair a person's ability to operate equipment. Any employee prescribed drugs as part of medical treatment should pass on details to their immediate manager. Further advice will then be sought as necessary.



Accident Reporting

Any accident or injury at work must be reported to the Managing Director immediately. Depending on the severity or incident potential, this will determine the course of action that will be followed. The aim shall always be to find out what happened; why it happened and what can be implemented to prevent reoccurrence. The company does operate a “No Blame Culture” but it will not tolerate deliberate non-compliance of company procedures in the workplace.

All injuries must be recorded in the company Accident Book. If working on other companies’ premises, then their accident reporting procedures shall be adhered to. If an incident or accident occurs that falls under the RIDDOR Regulations 2013 the Managing Director will complete form F2508 and submit to the HSE electronically.

Any major injuries or accidents where a member of staff has taken over 3 days off work must be reported to the management who will record the matter internally. Any major injuries or accidents where a member of staff has taken over 7 days off work must be reported to the management who will ensure the RIDDOR reporting is completed. Workplace accidents resulting in a worker being unable to perform their usual duties for 7 days or more are also subject to RIDDOR reporting

Near miss accidents also need to be reported to the Managing Director in the same way as an injury accident. Just because there isn’t an injury, this does not mean that this is not an incident and should be classed as ‘a near miss’. This means that the work system or equipment may need to be altered, to aid the prevention of there being a recurrence which may become an injury accident:

- Notify the Managing Director who will carry out an investigation to look at what can be done to prevent reoccurrence
- Remedial actions to be implemented as required
- Operatives to be advised of any changes required to the method of works

Diseases

Certain industrial related diseases must be reported but only if they are associated or linked to the work that the employee completes. After notification via a doctor’s medical certificate, the Company has to report these issues forthwith (ASAP) via the online form F2508A. This online form will normally be completed by the Managing Director at www.hse.gov.uk/riddor.

Example industrial reportable diseases

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma



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- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

Asbestos

Asbestos containing materials (ACMs) must be identified in advance and work planned and carried out using adequate precautions to ensure exposure will be prevented.

Millers Environmental & Sons Limited shall always seek from the client or customer information with regards to any known asbestos likely to be present in the immediate work area. This information shall always be provided to the employees and any contractors.

Where asbestos has been identified, if it is likely to be disturbed Millers Environmental & Sons Limited shall not proceed with any works until it has been made safe or removed by a licensed Asbestos Removal Contractor. The procedure for these works involving a specialist contractor will have to provide full risk assessments, method statements and drawings which will detail segregation areas, how the works will be carried out and where the removed material will be sent away to. The area will not be allowed to be accessed by any other person until the Asbestos Removal Contractor issues a Certificate of Clean Air.

Confined Spaces

A confined space according to definition can be found almost anywhere dependent upon some of the many prevailing conditions such as access, mobility, lighting, ventilation and the like. The Confined Spaces Regulations 1997 define confined spaces as “Any place in which by virtue of its enclosed nature there arises a specified risk”. This could include garage inspection pits, sewers, drains, some boiler rooms, inside machinery and storage vessels, grain silos vehicle production tracks, trunking ducts, watercourses and tanks.

Specified Risks

- risk from fire or explosion
- loss of consciousness through lack of oxygen or increase in body temperature
- drowning or asphyxiation from a free flowing solid



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Main Hazards

Flammable substances (methane from organic decay). How hazardous a flammable substance is depends on its Explosive Limits (Also known as flammability limits).

These are the concentration of a flammable substance in the air, the Lower explosive limit (LEL) is the lowest concentration (percentage) of a gas or a vapour in air capable of producing a flash of fire in presence of an ignition source (arc, flame, heat). The Upper explosive limit means there is too much of the substance and it will not explode or cause a fire. At a concentration in air lower than the LEL, gas mixtures are "too lean" to burn. Methane gas has a LEL of 5%. If the atmosphere has less than 5% methane, an explosion cannot occur even if a source of ignition is present.

Oxygen enrichment (from welding) • Toxic Gas, fume or vapour (Hydrogen sulphide from organic decay) • Oxygen deficiency • Ingress of liquids (standing in just 20 cm of flowing water is difficult) • Free flowing solids e.g. grain, sugar, flour • Excessive Heat • Lack of Space • Hazards due to previous contents

Regulation Requirements

Prevent access to confined spaces • Prevent need for entry • "Suitable and sufficient risk assessment" • Safe procedures for working in confined spaces including: Emergency Arrangements & Training

The company will ensure there are safe systems of work in place for all entry into confined spaces. This will show the safest way for people and equipment to work together and to ensure that work can be completed in a confined space safely. The safe system will cover:

- The layout to allow safe access and egress
- the sequence of the task (s) to be undertaken
- the actual procedures to be undertaken
- Emergency procedures
- How the working environment is to be kept safe.

All confined space work must be undertaken via a "Permit to Work" procedure and supervised by others. Any equipment used must be examined before use and within any required Thorough Examination, any electrical equipment must be intrinsically safe and marked accordingly Ex.

Training

Work in confined spaces must only be undertaken by trained people. This includes those going into a confined space, those supervising this type of work and those who may be involved in any rescues. The exact nature of the training will depend on the nature of the work they will undertake but the type of issues which will need to be covered during training are:

- The operation of a safe system of work and permit to work system
- Instruction on the use of suitable breathing apparatus
- Instruction in atmospheric testing
- Rescue procedures
- Use of resuscitation equipment
- First aid
- Emergency evacuation procedures
- Use of firefighting equipment
- Personal hygiene (i.e. in sewers)
- Use of mobile communication equipment

Refresher training should be given regularly, and practice evacuation/rescue drills completed to ensure staff know how to react in an emergency.



Contaminated Ground

Where it is necessary to work in contaminated ground the soil shall be analysed to ascertain the type and degree of contamination. As a result of this analysis, a COSHH assessment will be carried out to determine suitable working methods. The customer is responsible for providing this information prior to any works commencing.

Personal protective equipment identified by the COSHH assessment will be provided.

All persons affected by the work will be properly instructed as to the hazards and necessary safe working procedures.

DISPLAY SCREEN EQUIPMENT (VDU) Health & Safety (Display Screen Equipment) Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations set legal standards for personnel who use computers for a significant part of their normal working day. These standards are also considered good practice whether a computer is used for half an hour a day or seven hours a day.

Where computer use is involved the following standards apply:

- Chair: adjustable height, adjustable back rest, swivels e.g. a non-static typists' chair
- Keyboard: separate from computer unit, adjustable height, clear keys and clean
- Screen: able to tilt, swivel and has contrast and brightness controls
- Desk non-glare surface, sufficient space to allow keyboard and other work to be completed
- Environment: adequate ventilation, temperature, space and lighting

When using your Display Screen Equipment:

- Raise or lower your seat until your forearms are horizontal. Make sure your wrists are straight when your hands are on the keyboard
- Sit right back in the chair so that the backrest can support you
- Use a footrest if your feet do not comfortably touch the floor, remove any obstructions under the desk
- If you have a document holder position near to the screen, adjust your screen and document holder to suit your sitting position
- Change your screen adjustments to suit the differing lighting levels, clean your screen regularly as it will attract dust readily
- The screen should be free from glare and reflection, if you can see your face in the screen it is in the wrong position.
- Rest your arms and shoulders whenever your work routine allows
- The keyboard can be tilted to improve accessibility, keep a clear space in front of the keyboard to support hands and forearms
- Do not stay at your workstation in the same position all the time, stretch your arms and legs, look out of the window to relax your eyes. Try taking a break from keyboard work on a regular basis - 5 minutes an hour or try doing something different to help reduce any discomfort.



Discipline

The company has established and maintains an agreed standard of discipline to undertaken whilst at work to support the Health & Safety Policy and ensure its effective implementation.

Where an employee or sub-contractor is found to be in breach of the Company Health & Safety Policy appropriate action will be taken.

Driving at Work

Safe driving is vital to those of us who drive to and from our work locations on company business. We are committed to providing a safe place and systems of work to eliminate and minimise risks wherever possible. Employees who are required to travel alone shall be assessed for risks alongside the risks of lone working. A second person should always be used whilst reversing in tight areas or where the driver cannot achieve 360-degree vision.

Work related hazards include:

- Driving in poor weather conditions
- Driving for long periods
- Vulnerability of driving alone
- Driving in unfamiliar areas
- Vehicle breakdowns
- Reversing when there is poor visibility
- Load safety where goods, tools, parts etc. are being carried
- When planning your journey always check the weather conditions first, do not travel during adverse weather unless absolutely necessary
- **DO NOT DRIVE UNDER THE INFLUENCE OF DRINK OR DRUGS**, it will seriously affect your judgement.
- Ensure the vehicle seat and ergonomics are comfortable before setting off
- If it is necessary to carry loads in the vehicle get help to load and ensure they are secure, always spread the load evenly over the axles
- Always drive within the speed limits and follow the Highway Code
- Do not give lifts to strangers or hitchhikers
- Regularly check lights; tyres; wiper blades; coolant levels etc.
- If an accident or breakdown occurs whilst traveling stay calm, ring the emergency or break down recovery services
- Always ensure that your mobile phone is working and charged before making any journeys

Drivers must NOT use a mobile phone whilst driving unless the vehicle is fitted with a hands-free kit, and even then, drivers should only make/take short phone calls. You should bring your vehicle to a halt at a suitable place to continue a conversation. Driving whilst using a hand-held mobile phone is illegal and breach of this rule will be treated as a serious disciplinary offence.



Drivers should never drive while sending a text message or responding to an incoming text. It is both irresponsible and a danger to you, passengers and other drivers. Failure to adhere to this rule will be dealt with as a serious offence under the Company's disciplinary procedure.

All drivers must have a valid and up-to-date drivers' licence for the type vehicle being driven.

Driving under the influence of alcohol or illegal drugs is totally unacceptable. It is a criminal offence and disciplinary action will be taken against any driver found to be in breach of this rule

Drivers are reminded that they must take account of any medication or alcohol consumption that reduces their capability to drive safely or breaches the permitted limit. Please note that insurance policies may be invalidated if the police identify this and, in addition, charges may be brought against individuals as appropriate.

Drivers should plan their journey and take breaks at appropriate intervals to reduce tiredness and fatigue. Drivers should comply with the Highway Code recommendation and take a 15-minute break after every 2 hours of driving. Consideration should also be given to two cups of strong coffee or other high caffeine drink.

As stated in the Highway Code, seat belts, where fitted, must always be worn by drivers and passengers. Failure to wear a seat restraint may lead to serious injury in the event of an accident; is an offence and may invalidate insurance.

Vehicles should only be loaded up to the manufacturer's recommended weight. Loads must be secured and contained within the vehicle perimeter. Overloading vehicles can result in loss of vehicle control and injury to others. It is not only a prosecutable offence, but drivers not meeting these standards may be subject to disciplinary action.

Learner drivers are not permitted to drive any Company vehicle, Smoking is not permitted in Company Vehicles.

The following action MUST also be taken in the event of an accident: -

- As appropriate, use your hazard warning lights to warn other traffic of any hazard
- If someone is injured, you MUST call for an ambulance and contact the police immediately
- NEVER ACCEPT RESPONSIBILITY and no comment should be made to anyone except the police
- Exchange names, addresses and motor insurance details with all third-party drivers involved in the accident. Take note of the vehicle registration number(s) and a description of the vehicle(s) involved. If any of the vehicles are, or appear to be, owned by a company, obtain the name and address of the company
- If the third party did not stop or give their details the police MUST be contacted
- Take down names and addresses of any witnesses that weren't involved in the accident
- Take measurements or use your own judgment to assess the position of the vehicles involved in the accident. Photographs should be taken whenever possible
- Do not move the vehicle if you think it will cause further damage
- Road traffic accidents involving animals MUST also be reported to the police
- Any vehicle accident on a client's site must be reported to the Principal Contractor's Site Manager / Client and to the management of Millers Environmental & Sons Limited.



Environmental Issues

To assist in the preservation and protection of the environment the Millers Environmental & Sons Limited will reduce any adverse environmental effects to as low as achievable by best available techniques. Where there are several options for action involving plant, machinery, equipment, materials or processes the best practicable environmental option will be selected.

These activities include: -

- the selection of the least environmentally harmful products with, where reasonably practicable, raw materials from sustainable or recyclable sources
- always look to re-use, recycling and reclaiming potential of materials, including paper, packaging and other consumable materials to the extent which is economically acceptable
- minimising the use of energy for heating, lighting and power requirements
- Avoiding so far as is reasonably practicable, emissions of harmful substances into the atmosphere and into water systems.

Records will be maintained for the following: Waste Transfer; Environmental Complaints; Environmental Incidents; Water and fuel consumption; Correspondence from Regulators relating to the environment

Excavations

If excavations are to be undertaken close to known live utility apparatus, the relevant utility company will be contacted, and site plans will be requested.

Where excavations are required the risk of collapse will be assessed and suitable methods employed to prevent persons from being struck by a dislodgement of soil. Suitable methods of excavation support include, but are not restricted to;

- Battering the sides of the excavation to a safe angle of repose
- Stepped excavations provided that the vertical and horizontal steps are suitably sized so as not to cause a hazard
- The use of trench boxes, manholes boxes, drag boxes, trench sheets and trench struts or manhole braces to name but a few available types of system
- All excavated spoil, materials for backfilling and tools and equipment will be positioned a suitable distance away from the excavation in order to ensure that they do not fall in, even accidentally
- Excavations will be kept free of water by the safe use of pumps and any other means necessary. Water from excavations must not be pumped directly into road gully's drains or any form of surface water sewer
- Where it is necessary to tip material into an excavation, suitable means such as a 'stop block' will be provided to prevent any vehicle being used from over running into the excavation

All excavations shall be protected by suitable barriers. Such barriers must be strong enough to prevent a person falling into the excavation should they fall against them. Barriers will be positioned far enough away from the edge of the excavation so that anyone working in the excavation is not struck by falling material etc. A suitable safe means of access and egress will be provided for all excavations and will be secured against movement.

All excavations shall be visually inspected every day before any works commence and support systems shall be examined by a competent person at least every seven days. The results of such examinations will be recorded in a register of inspections.



First Aid

If an injury or illness occurs employees or other workers should raise the alarm immediately. Adequate first aid equipment should always be available in the office and each vehicle.

If anyone has an accident on site and loses consciousness or if the injury is serious or if you have any doubt about the injured or ill person's condition, call an ambulance immediately.

- Never move a seriously injured or ill person unless danger threatens, or resuscitation is necessary
- Do not put yourself in danger when trying to help an injured person
- Any casualty should be kept as comfortable as possible, kept warm and protected with coats or blankets. Never offer food or drink
- Unconscious casualties should be placed on their side in the recovery position
- If there is serious bleeding, apply direct pressure and ensure the limb is elevated to try and stop the bleeding
- Burns should be cooled with clean water, preferably under a cold tap for ten minutes

It is every employee's responsibility to ensure that all first aid supplies and equipment are maintained by informing the management team when replacement items are required. It is the Managing Directors responsibility to ensure that first aid training is kept up to date and renewed at interval not exceeding three years.

General Fire Precautions

It is in everyone's interest, regardless of work location that all sites have good fire precautionary measures in place. Every vehicle shall be provided with a fire extinguisher. The following are a guide to the minimum standards expected:

- Do not allow unnecessary combustible material to accumulate in the workplace
- If anyone discovers flames, smoke or abnormal heat they should: Shout FIRE, ensure anyone close to you is made aware; Call the emergency services by dialling 999
- Only if safe to do so and you have been trained, attempt to extinguish the fire using fire extinguisher if you can do so without risk to yourself
- Leave the affected area by the nearest and safest route
- Do not store flammable substances inside vehicles and ensure that where necessary suitable storage facilities are provided
- Never smoke in company vehicles, it is illegal
- Only smoke in the designated areas, do not discard butts or matches into rubbish bins. Do not discard combustible rubbish into ashtrays or cigarette bins
- Never leave any flammable substances outside overnight unless they are locked away and stored in an appropriate container
- Ensure electrical equipment is properly connected and not left switched on unnecessarily



Nearly All new extinguishers are red – look for the colour of the sign and read the label to ensure you know what it contains.

Type	Colour Code / Band	Use on:	Do not use on
Water	Red	Paper, Wood & Textiles	Electrical equipment Flammable liquids
Dry Powder	Blue	Multi Use	
Carbon Dioxide	Black	Electrical Equipment	Paper, Wood & Textiles
Foam	Cream	Paper, Wood & Textiles Flammable liquids	Electrical Equipment

Good Housekeeping

Clean tidy and uncluttered workplaces help reduce the risk of injury to anyone working or visiting site. Everyone must work together to keep the working area and surrounds free from obstructions and trailing leads where possible:

- All tools and equipment shall be stored away at the end of each working shift in a safe and secure area
- All rubbish must be placed in appropriate bins or skips for the correct type of material being disposed of
- Broken glass or any other sharp object must be disposed of carefully and never left exposed
- Storage of any combustible material must be kept to a minimum in the workplace and stored outside in locked containers
- Diesel/Petrol or any other flammable liquids must be stored separately away from anything that may produce a spark. This area or container should be labelled or marked so it is easily identifiable
- Spilt liquids should be cleared up immediately
- Safe access and egress will always be maintained. Walkways must be kept clear of loose materials, tools, plant etc.
- Mud and spillages must be cleared away. Grit/salt will be available in icy conditions to treat walkways
- All dusty areas will be kept damp and swept clean regularly to ensure dust levels are maintained at a low level
- Roadways and paths used by members of the public and others will be monitored to ensure they remain free of debris and trip hazards

If a potential hazard or issue is observed, then it should be corrected immediately if it is safe to do so. It should never be left thinking someone else may have already reported it.



Hygiene

All employees must take responsibility for their own hygiene, they shall ensure that hands are washed after working and before eating or smoking. Food shall only be consumed in the van or designated areas, eating food on sites is forbidden. Smoking shall only be allowed in a designated area. Food waste and wrappers shall be disposed of in the relevant waste bin or taken home after each working shift.

The Managing Director shall be responsible for ensuring that adequate welfare facilities are always provided on site or in vans / lorries.

Leptospirosis / Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats which can be present in soil and water. The disease is contracted by the bacteria getting into the body through cuts and scratches or through the lining of the mouth, throat and eyes. To prevent infection, keep all cuts and scratches covered, wear gloves where there is a risk of infection and do not eat, drink after contact with soil without washing hands.

In addition to letting Millers Environmental & Sons management know that you are ill please also report any illness to your GP, particularly any flu like symptoms or jaundice. Tell your Doctor that you work in areas which may be inhabited by rats. Leptospirosis / Weil's disease is relatively easy to avoid by following good hygiene principles.

Hazardous Substances

All employees or contractors shall be made aware of any hazardous substances and the correct precautions to be taken. If any workers are likely to come into contact with any known harmful chemicals or substances, then a COSHH Assessment will be undertaken. Where COSHH assessments identify the need for protective measures, suitable PPE and or extraction equipment shall be provided. These shall always be correctly used where there is a risk of contact with any hazardous substance.

Information on any substance, stipulating how to handle and store, what to do with spillages or contact with skin, eyes, etc. must be available to the person handling or likely to come into contact with the substance. Correct storage procedures shall be adhered to as stipulated on Material Safety Data Sheets. Unless otherwise stated all chemicals should be stored in a clean, dry and safe place and locked away.



Lone working

No employee is permitted to work alone if there is significant risk to their health or safety whilst doing so. If there is significant risk, a formal written risk assessment must be undertaken. All employees must use their judgement to assess if the work they are doing whilst alone puts them at risk and to cease work and report to the Managing Director if they consider themselves at risk. The company acknowledges that there may be an increased risk to the health and safety of its employees when working alone. The general risk assessment has summarised the risk as low.

Staff shall be provided with information, instruction and training as appropriate in order to minimise risk when working remotely from colleagues or other persons and / or outside normal working hours.

Adequate arrangements must be made for maintaining contact for those who are working on their own. The Managing Director must be informed of the workers location and a reporting system to be agreed. e.g. Phoning in at regular intervals or a similar arrangement.

For lone working at remote locations the following factors must be considered:

- How long should the work take and how often should the worker report in
- Is there access to adequate rest & welfare facilities?
- Is there safe means of entry and exit from the premises?
- Can all equipment be used safely, especially powered tools?

Manual Handling

If there are manual handling risks expected, then the senior site person shall make an assessment to see if additional resources are required. Wherever possible mechanical lifting aids or accessories shall be used to avoid excessive manual handling operations. Workers age, size and lifting capabilities shall always be taken into consideration.

All workers shall be encouraged not to lift or move anything that is heavy or an awkward size. Everyone shall seek help if the load is too heavy or awkward to lift, if help or suitable lifting aids are not available then the load should be left. Millers Environmental Limited shall provide sack barrows; skates; vehicle tail lifts to minimise manual handling injuries.

Wherever possible, use appropriate gloves especially if the load has sharp edges, grease or anything that may weaken your grip or injure your hands. Think about how to lift the load and direction you want to go before you start to lift. Suitable protective footwear shall always be worn.

Examples of good lifting techniques:

- feet shall be positioned as close to the load as possible
- using bent knees, the body should be lowered in a smooth action keeping the back and upper body straight
- the lift shall be started by raising the head which straightens the back and allows legs to take the strain
- no sudden jerks are required, the individual should start to stand and move upwards in a smooth continuous action
- individual should never lift and twist at the same time



Noise

Loud and excessive noise at work can cause irreversible hearing damage. Hearing problems due to noise exposure can be experienced by being in the vicinity of noisy tools and equipment and not just when operating it.

To ensure compliance with the Noise at Work regulations 2005, whenever there is significant noise (85db or over), or an employee is in a location where persistent noise is present, suitable and sufficient hearing protection must be worn. As a rule of thumb, if normal conversation cannot be carried out on two metres away from the source of the noise, then this noise level is likely to exist.

The action levels consider a person's daily exposure to noise, considering the different activities they undertake in a typical day, as well as any noisy and quiet periods. Action will be taken to reduce employee exposure to noise to as low a level as possible.

Lower Action Value 80 dB(A) - Carry out noise survey and record it; inform employees of the danger of working in noisy areas; provide suitable hearing protection; train employees in the use of hearing protection

Upper Action Value 85 dB(A) - Reduce noise levels, so far as is reasonably practicable, by engineering means; highlight noise zones with signage e.g. ear defenders must be worn; provide and ensure use of hearing protection; inform / train employees in use of hearing protection

- Ear defenders shall be readily available to anyone who is expected to work in a noisy environment or using power tools which are omitting significant noise over (80db(A) or over)
- Try and keep noise to a minimum where possible
- Always protect yourself and minimise noise pollution for those who may be close by and affected by your activities
- If you are not using the noisy piece of equipment but someone close by is it can still affect you. Remember the 2-metre rule, if you have to shout when you are 2 meters away from the person you are speaking to then you need hearing protection.

Advice and assistance shall be requested from the Client, Managing Director, Manufactures or the external Health & Safety Advisor where required.

Occupational Illness

The prevention of any work-related illness and exposure to harmful substance is the aim of Millers Environmental & Sons Limited. Some work may from time to time may have potential to involve exposure to hazardous substances or materials. Suitable risk assessments shall be undertaken, and relevant information requested from the customer or supplier before any work shall be allowed to commence. No-one shall be allowed to undertake any work without the relevant experience/training, instruction, supervision and adequate PPE. If anyone undertaking work on behalf of Millers Environmental & Sons Limited suspects their health may have been affected or accidentally exposed to hazardous substances, then the Managing Director must be notified immediately who may seek advice from an external Health & Safety Advisor. Early recognition of problems and subsequent adaptation of work processes and or the working environment could prevent serious ill health effects developing.



Dealing with Raw Sewage

Several work activities bring workers into contact with sewage and sewage products. Each year, some workers will suffer from at least one episode of work-related illness. The majority of illnesses are relatively mild cases of gastroenteritis.

Sludge tanker drivers/operators and associated maintenance staff have been identified as at risk. The term raw sewage may be used to mean raw sewage, sewage sludge, or septic tank waste. Raw sewage is mainly water containing excrement, industrial effluent and debris, such as sanitary towels

Personal Protective Equipment (PPE)

All employees shall be provided with the appropriate personal protective equipment to allow them to undertake their work tasks in a safe manner, PPE shall be issued without charge. Suitable instruction shall be given to all persons issued with PPE on its correct use, maintenance and any limitations. Records of the issue of all PPE shall be kept. It is all employee's responsibilities to advise when PPE is to be replaced/reissued. If anyone has any doubt about how to use or wear PPE correctly then they should stop work and seek advice from the Managing Director.

Every individual is expected to wear the appropriate PPE stipulated in the task specific Risk Assessment. PPE should be stored in a clean safe place when not in use. Contaminated overalls must not be taken home for washing. It may be necessary to dispose of contaminated or damaged PPE, under no circumstances shall PPE be altered or modified.

Head protection will be worn at all times whenever there is a risk of something coming into contact with an employee's / subcontractor's head; when a Director determines the need; the relevant risk assessment identifies a hazard.

Impact safety goggles to BS EN 166-B will be worn when using abrasive disc cutters and during other operations where there is a risk of eye injury. Chemical resistant eye protection to BS EN 166-3 will be worn when handling hazardous substances.

Hearing protection will be available to all operatives upon request. Hearing protectors will be provided and must be worn when using noisy equipment or working close by to someone who is.

Suitable gloves will be worn when there are risks of hand injuries or when site policy dictates their requirement. Suitable rubber gloves will be worn while handling hazardous substances and other chemicals

High visibility clothing will always be worn by all operatives whether it is a waistcoat, jacket or flame-proof top will depend upon Risk Assessment and type of work being undertaken. It is a requirement of the "Code of Practise" of the New Roads and Street works that persons working on or near the carriageway wear Hi-Visibility clothing.

Suitable strong footwear with protective toe caps will always be worn by all operatives on all sites, these must have suitable ankle support.

The type of **respiratory protective equipment** will be identified by the risk assessment of the specific activity. The minimum protection factor will be FFP3. Whenever there is a risk of exposure to dust then respiratory equipment shall be worn.



Suitable Clothing giving protection against wet weather or extreme cold conditions will be worn where appropriate. Where Risk Assessments identify that safety harnesses are required, the minimum specification will be to BS EN 361. A full assessment of the appropriate equipment to be worn will be made prior to any use.

Electrical Equipment

Electricity is a known hazard, which has the potential to kill if not treated with respect. Equipment from home should not be used in the workplace. All users of electrical equipment will carry out a pre-use check focussing on visual signs of damage or defect. Any equipment considered defective must be withdrawn from service. Trailing cables must be avoided wherever possible and if any are found they should be removed if possible or covered to reduce the risk of tripping.

All electrical tools used on sites must either be 110 Volt or battery operated. Pre-user checks must always be undertaken to ensure that there are no obvious defects. E.g. damaged cables, broken switches/plugs, signs of overheating. All defects shall be reported immediately, if you consider anything to be in a dangerous condition, do not use it. Electrical equipment should be switched off, preferably at the socket when not in use. At the end of each day all electrical equipment shall be packed away and stored in a dry secure area.

All hired equipment must be provided with relevant inspection / calibration certificates.

Safe Use of Tools and Plant

Hand tools must only be used for their intended purpose, they should never be misused. When not in use they shall be stored in a clean dry area.

All employees shall receive adequate information; training where required and have access to relevant manufacturer's instructions. For certain items of plant or power tools, proof of formal training will be required before being allowed to use. E.g. Any abrasive wheel; Nail Guns etc.

- Workers must not operate any mechanical tools or plant when unfit to do so owing to illness, fatigue or medication
- Adequate PPE must be worn when the risk assessment identifies. e.g. Adequate impact protective eyewear when there is a risk of flying debris when using abrasive wheels; Ear defenders when using noisy tools
- Portable ladders must be maintained in good order and pre-user checks carried out before use
- Everyone should inspect tools prior to use to check for damage. Any defects must be reported immediately, and the tool not used until repaired
- Ensure you have copies of operator instructions and are familiar with the item of work equipment
- Ensure protective devices, markings and warnings are clearly visible
- Never remove guards or override safety devices that have been put in place to ensure safety to the operator



Skin Protection

Skin cancer is the most common cause of cancer in the UK and is an occupational hazard for people who work outdoors. The company advises all employees to cover all limbs during the summer and prohibits the wearing of shorts. T Shirts must be worn with long sleeved trousers as a minimum.

Smoking

It is our policy that all workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises within the workplace, this includes company vehicles. Anyone working for the company shall be expected to observe the company and site-specific rules at all times. It is illegal to smoke in any vehicle with anyone under 18 present. If anyone is seen smoking in the workplace or a company vehicle, please ask them to stop.

Stress at Work

Millers Environmental & Sons Limited recognise that we have a duty of care to prevent, so far as reasonably practical, ill health due to physical and psychological causes present in the workplace. Stress is the adverse reaction people have to excessive pressure or other types of demands placed on them. A controllable level of pressure is healthy and leads to improved motivation, job satisfaction and performance. In contrast excessive pressure can lead over a period to ill health such as heart disease, anxiety and depression.

Our aim is to provide a working environment in which no individual suffers unduly from stress.

The Health & Safety Executive definition of stress is:

"The adverse reaction people have to excessive pressure or other types of demand placed on them"

The company will monitor sickness and absence records for indications of excessive stress. Back to work interviews may be used as part of the assessment process. If employees feel that work demands are affecting their health, they must report this issue to the H&S adviser or the Managing Director.

Traffic Management

Where sites involve working on or adjacent to the highway, all employees must be vigilant at all times and be aware of the dangers from passing traffic. At least one member of each team must be trained and hold a valid NRSWA certificate. All operatives on road works of any kind will wear distinctive high visibility protective clothing.

All work areas on or adjacent to the highway will be properly signed in accordance with Chapter 8 of the Road Traffic Signs Manual – Traffic Safety Measures for Road Works.

Working areas in roads and pavements will be protected by substantial barriers or fencing.

The working area on roads shall be protected with traffic cones and all plant, material and equipment will be positioned inside the coned off area



Unsafe Behaviour

People's behaviours are the most common cause of accidents and occupational ill health.

Unsafe behaviour is not limited to physical acts: consideration should include and psychological factors, i.e. how well/alert/tired/distracted workers may be.

Most unsafe behaviours are not intentional. It is usually due to people developing bad habits; not identifying the hazard; inadequate training or forgetting training; or just trying to get the job done quickly.

Everyone should take time to consider how they carry out their work with a view to other people's safety. Everyone is encouraged "Don't Walk By" and to report unsafe situations; plant & equipment; the working environment; people's behaviours & attitudes or anything else that may cause an accident or harm to the environment.

Vehicle & Plant Movement

All work carried out by Millers Environmental & Sons Limited including the transportation and use of plant and vehicles will be planned and carried out under a safe system of work. Employees must follow the safe system of work in place for any task that is undertaken.

If for any reason Millers Environmental & Sons Limited employees believe the safe system is unsuitable and putting people at risk, then they must bring this to the attention of the Management and the site manager.

Specific Hazards include:

Reversing • Gradients • Operating near excavations • Tight bends • Speed • Structures • Overhead cables • Size of vehicles • Crushing against fixed objects

Control measures for sites can include:

Design ground works to minimise the need to import or remove soil from the site • Limit the number of vehicles on site (car parking for employees and visitors) • Use gates or barriers to control traffic coming on site • Provide turning circles to turn around without reversing • Separate entry and exit gateways for vehicles • Firm, level well drained pedestrian walkways • Separate vehicle routes from pedestrians as far as possible • Where walkways cross vehicle routes provide clearly signed, lit crossing points • At site entrances ensure vehicles can see both ways where the enter or cross the public highway

Specific control measures regarding vehicles and plant include:

Audible & visual warning devices when reversing • CCTV in the vehicle cab • Use of a trained competent banksman / signaller where necessary • Ensure traffic and pedestrian routes are suitable for use • Ensure the ground conditions are suitable for vehicle movement e.g. slopes, gradients, changes in level, kerbs and surface conditions – these may be fine but after poor weather may be variable. • Clean and adjustable reversing mirrors on vehicles • physically separate traffic routes - barriers • the provision of warning signs in suitable locations



Working at Height

It is not envisaged that Millers Environmental & Sons Limited will ask anyone to work at height. If working at height is ever likely to be requested that task specific risk assessments shall be undertaken utilizing the advice of an external Health & Safety Advisor. This includes working next to open chambers; excavations; channels on Sewage Treatment works, etc

Any opening shall be protected by suitable barriers which must be strong enough to prevent a person falling into the opening should they fall against them. Barriers should be at least 950mm high with no gaps exceeding 470mm high.

Note for Advice only:

Tower scaffolds will only be erected by trained operative. The stability of the tower can be affected by use and weather conditions, ensure all known factors are used to calculate the type of tower suitable for the purpose.

The tower must not be moved with operatives or materials on it; The tower must not be overloaded; The wheels must always be locked when in use; Stabilisers and outriggers must be used where required; Tower scaffolds should be tied to the structure wherever possible; Towers will be fitted with guardrails, toe boards and internal stairways or other suitable means of access.

Stepladders will only be used after a risk assessment has shown that personnel are exposed to minimum risks. Stepladders are only to be used if the duration and frequency rate is minimal. Ladder work will only be undertaken if a risk assessment has been completed and shows low risk to include:

1. The stepladder will be spread to its fullest extent
2. It will be made stable and only used on a level surface
3. The stepladder will be checked to ensure that it is in good condition
4. Ensure that the steps can be used without overreaching
5. Never work from the top platform/step
6. Only one person is to use the stepladders at any time
7. If used in a doorway, the door is to be wedge open

Working over or adjacent to Water

Anyone involved in working over or adjacent to water must be a competent swimmer. Sufficient effective barriers will be provided at all working places where there are risks of falling into water.

- **Warning Notices:** Warning signs will be erected at boundaries near water.
- **Rescue Procedure:** A documented Emergency Procedure for rescue will be prepared.

Nathan Miller

Managing Director

3rd September 2019

Millers Environmental & Sons Limited

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