



HEALTH & SAFETY POLICY

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of subcontractors working on its behalf and all others affected by their activities.

1. It is the intent of the Company to provide safe and healthy working conditions for all our employees by-:
 - Providing and maintaining safe plant and equipment
 - Providing safe systems of work
 - Providing a safe place of work and safe access and egress
 - Providing for the safe use, handling, storage and transport of all particles and substances
 - Providing a safe working environment
 - Providing adequate and sufficient information, instruction, training and supervision

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2. It is also the intent of this Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, cooperation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

2.1 The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

2.2 The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

2.3 This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

PART 2 – Organisation and Responsibilities

2.1 Head of Company

- The head of the Company has overall responsibility for health and safety in the Company, and will:
 - Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
 - Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

2.2 Health and Safety Co-ordinator / Representative

Named person responsible for H&S:Darren Mercer

Health and Safety Experience /qualifications of above person: Darren - 10 years experience

First aiders: Jemma Sproat & Olivia Ionau

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

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(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for: Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements

Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy

Reporting any defects to work equipment immediately to the Site Supervisor

Reporting to the management any incidents, which have led or might lead to injury or damage

Reporting any accidents or near misses however minor to the Site Supervisor

Using the correct tools and equipment for the job in hand and in accordance with training and instructions

Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of incidents.

Health issues and changes in level of fitness

As the nature of the work required implies that drivers and navigators be fit to work with and around goods vehicles, it is vital that employees are as forthcoming with health issues or changes in their level of fitness in order to ensure the continued safety of all team members while they perform their tasks.

We Clear Junk Ltd relies on each employee to notify them in the eventuality that they face health issues or a decrease in their level of fitness. While We Clear Junk Ltd cannot enforce this disclosure, it is the employees best interest to communicate with the company to ensure optimal health and safety standards are maintained at all times.

Drivers and navigators are encouraged to get in contact with any member of the office staff as soon as possible so that the employee can be allocated tasks in accordance to their situation or to arrange sickness leave when necessary.

PART 3 – Arrangements

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

The content of this policy
Any rules specific to a site or job
Changes in legislation or working best practice
The planning of Health and Safety training
The introduction or alteration of new work equipment or technology
This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memos posted on the staff notice board.

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3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations: Induction training for new employees (Health and safety awareness, company procedures etc) The introduction or modification of new/existing machinery or technology

A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

3.3 Risk Assessments

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined

spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.5 Cooperation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum, the following requirements will be adhered to:

Toilet/washing facilities accessible on site

Eating/rest facilities accessible on site

3.7 Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by:..... Darren MercerIn order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

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All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

3.8 Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to:..... John Lambert

3.9 Hazardous Substances

The Company carries out assessments of any substances used, in accordance with the Control of Substances Hazardous to Health Regulations, the information being recorded and held on file.

Assessments consider storage, handling, and aspects of use, exposure, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located in the office.

Qualified First Aider / Appointed Person:.....Jemma Sproat

On Project Sites – wherever possible arrangements are made with clients/principal contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.): Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

any work related injury that leads to an employee being absent from work for more than 3 working days
fracture other than to fingers, thumbs or toes;
amputation;
dislocation of the shoulder, hip, knee or spine;
loss of sight (temporary or permanent);
chemical or hot metal burn to the eye or any penetrating injury to the eye;
injury resulting from an electric shock or electrical burn leading to
unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury:
leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring
admittance to hospital for more than 24 hours.

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All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

3.11 Asbestos

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos

If, during your works, you see a fibrous material that you think may be asbestos, you should:

stop work immediately

prevent any dust / fibres being released e.g. turn off power tools, minimise air movement etc

evacuate the immediate area and prevent access by others e.g. the public

inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged

do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek

advice. 3.12 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Bridge Park Management is responsible for the maintenance and testing of fire alarms and fire fighting equipment.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. This is outside the front of the reception.

3.15 Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.16 RIDDOR

If the accident / incident results in, a specified injury, fatality, dangerous occurrence, or involves a person not at work being taken to hospital i.e. a member of the public, the Enforcing Authority must be informed as soon as is practicable and an F2508 provided within 10 days.

An F2508 must also be sent where a person is incapacitated from their normal work for more than 7 days as a result of an accident – this excludes the day of the accident. The report must be received within 15 days of the event.

3.17 Other Important Health & Safety information:

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General Safety

Never place your coworkers or yourself, or 3rd parties at risk.

Fire Safety

The meeting point is specified as the front of the building should the fire alarm go off. Always walk outside rather than through the building if the fire alarm goes off. Our office is compliant with Fire safety rules, and there are 3 fire extinguishers located near the doors. Please read the fire labels and check the location of the extinguishers. Also read the HSE guide on what do if a fire occurs.

Work at height in Office

We have little need for using step-ladders (always wait for truck teams as they follow safe procedure for handling items). If you might need to use a step-ladder, please read the HSE "working at height" booklet. Any action that requires a step ladder or any work at height should be carried out only when fully satisfied that risks are minimal. Whilst not required by law, we recommend wearing hard hats in the depot if any items are stored on the shelves. No office employees need ever be in the storage depot itself. Please check with Darren Mercer if you need access for some reason.

Working in the office and at your desk

Please ensure that all day to day tasks and actions can be carried out safely without risk to staff or the

public. If this is ever not the case contact Darren Mercer immediately. Working at desks should always be comfortable and any hint of back pain or repetitive strain injury should be investigated to prevent injury.

Depot & Storage Area

- a. ALWAYS avoid going into the depot unless necessary.
- b. All moving of items should be carried out by the truck teams as they follow safe procedure for handling items.

Conditions on site:

- a. Always report any items blocking doorways or hallway or any area where people need to keep clear. Any items on the floor (liquid or otherwise) moved safely if possible or should be reported if too heavy to move safely.

Depot & Office Facilities:

Toilets, drinking water, and changing facilities are all provided within the Bridge Park Centre. These can be found down the hall on the left hand side. The Bridge Park Community Leisure Centre is owned and managed by Brent Council Sports Service and is Quest accredited. Disabled toilets are also provided.

DAY H&S Form for Truck staff starters:

HEALTH & SAFETY RULES

For Drivers, Navigators, and Depot Staff employed by **"We Clear Junk Ltd"**

1. Safety

Never place your co-workers or yourself, or 3rd parties at risk.
Please read the HSE manual "Getting to grips with manual handling".

2. Protective Clothing (PPE)

- a. Hands - when carrying / moving junk always wear gloves supplied by We Clear Junk.
- b. Feet - Always wear steel capped shoes when loading.
- c. Eyes - When moving potentially dangerous materials (like glass or garden waste) you are strongly advised to wear protective goggles supplied by We Clear Junk.
- d. Nose/Mouth/Inhalation - To avoid inhaling any potentially dangerous irritants (e.g. dust), you are strongly advised to wear the mouth and nose masks supplied by We Clear Junk.

2. Heavy Items

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- a. Always bend your knees and keep your back straight when lifting heavy items.
- b. If you feel an item is too heavy to lift safely do not attempt it.
- c. Anything heavier than a standard rubble bag needs to be considered carefully before lifting.

3. Hazardous Waste

- a. Never load or handle hazardous items (asbestos, gas bottles unless empty, chemicals, solvents, motor oils, petrol cans, medical/biological waste, or any other toxic substances). If you are unsure, checks the labels. If you remain in doubt, don't take it.

4. Loading

- a. Load directly from the back of the truck. Under no circumstances is it permitted to throw items over the sides of the box. This may cause damage/injure pedestrians, co-workers, or customers.
- b. Never climb on or stand on items already loaded in the truck.
- c. Never fill the truck above the top of the box - loose items may fall out onto the pavement or road and cause damage/injury to vehicles or pedestrians.
- d. Always close the electric tarpaulin if the truck contains any loose items that might blow out when the vehicle is moving.

5. Unloading and Tipping

- a. The driver must ALWAYS wait for the navigator to signal that it is safe, before reversing to tip. Never stand behind the truck. If a load is lodged or the truck will not tip, lower the tipping body FULLY, then adjust the items, and then tip the box.
- b. Whilst the truck is tipping, - always stand at the side of the truck, VISIBLE to the driver in the

rear-view mirror.

c. Never, under any circumstances, 'bounce' the tipping body when raised by reversing then braking. This damages the tipping mechanism and could result in an accident or personal injury.

d. Never tip with the electric tarpaulin "closed" or down. Make sure it's open and rolled away.

6. Conditions on site

a. Never load or unload items without sufficient light to see what you are doing.

b. Never attempt to clear items located in an area that is only accessible when putting you or your co-workers at risk. For example, slippery steps/staircases, lofts without secure flooring or wet surfaces.

I hereby confirm that I have read, understand and agree to follow the above health and safety rules. I have also read the HSE publication "Getting to grips with manual handling". I intend to adopt the practises recommended in that document when carrying / loading items.

Covid -19 policy

<https://docs.google.com/document/d/18dl5OO7T6UHNgWd5ik--67c4IOXH0iwK4gciegoCtWY/edit?usp=sharing>



Signed: **Date:** 18/10/2023

Name: Darren Mercer

Position: Managing Director

Signed:

Date:

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Name:

Position:

