

HEALTH & SAFETY POLICY

INDEX TO THE HEALTH & SAFETY MANUAL

Section	Description	Page No.
1.0	STATEMENT OF SAFETY POLICY	3
2.0	ORGANISATION AND RESPONSIBILITIES.....	4
3.0	GENERAL ARRANGEMENTS.....	5
4.0	FIRE PREVENTION AND CONTROL	6
5.0	ELECTRICITY AT WORK.....	7
6.0	USE OF POWER TOOLS, PLANT & EQUIPMENT	8
7.0	WORKING AT HEIGHT	9
8.0	SOLVENTS, OILS AND CHEMICALS	10
9.0	MANUAL HANDLING	11
10.0	PLANT AND EQUIPMENT MAINTENANCE	12
11.0	NOISE.....	13
12.0	PERSONAL PROTECTIVE EQUIPMENT	14
14.0	FIRST AID	15
16.0	RISK ASSESSMENT AND METHOD STATEMENTS	18
17.0	WASTE DISPOSAL	18
18.0	ASBESTOS	18
19.0	DISPLAY SCREEN EQUIPMENT.....	18
20.0	EMPLOYMENT OF YOUNG PERSONS	20
21.0	NEW & EXPECTANT MOTHERS.....	20
22.0	HEALTH AND SAFETY TRAINING.....	21
23.0	COMMUNICATION	22
24.0	WELFARE.....	23
25.0	ISSUE AMENDMENT AND CHANGE RECORD.....	24

1.0 STATEMENT OF SAFETY POLICY

B&W recognises that effective health and safety management is a fundamental element of running a successful business and consequently must be ranked equally with other management functions. We are committed to ensuring so far as is reasonably practicable the health, safety and welfare of employees, customers and other people who may be affected by our activities.

Our overall objectives are:

- To ensure the protection and well being of all employees, customers, visitors and others who may be affected by our activities.
- To comply with statutory requirements and codes of practice in all matters of health and safety.
- To promote high standards of health, safety and welfare amongst all employees through the provision of suitable information, instruction and training.
- To create and maintain a safe and healthy place of work for all employees.
- To provide safe vehicles, equipment and systems of work.
- To continually improve our performance through the monitoring, audit and review of health and safety performance.

The successful implementation of this policy requires total commitment from employees at all levels. The Managing Director has overall and final responsibility for the management of health and safety within B&W. However, each individual has a legal obligation under the Health and Safety at Work Act 1974 to take reasonable care for his or her own health and safety, and the safety of people who may be affected by their acts or omissions.

This policy and supporting documentation will be communicated and made available to all employees.

M.A. Buckle

Marcus Buckle

Managing Director

Date: 19/02/2020

2.0 ORGANISATION AND RESPONSIBILITIES

General principles

Our aim to satisfy our policy commitments are achieved by:

- Assessing the risks associated with our processes
- Putting in place safe systems of work for all that we do
- Clearly communicating with our employees and others who may be affected by our actions by our processes details of risks and how these may be controlled
- Listening to interested parties on areas of our operations where we may improve
- Providing resources needed to manage our systems, reduce and eliminate risk
- Providing equipment that is safe and fit for purpose
- Measuring the results of our processes to ensure they continue to operate effectively
- Reviewing the effectiveness of our systems periodically and updating them where necessary
- Setting objectives, targets and management programmes to improve our health and safety performance

Responsibilities

In developing the health & safety management system, B&W has identified groups and individuals that contribute to the achievement of company policy and safe and healthy operations. This manual and other company documentation assigns responsibility for aspects of the system. All individuals with responsibility have the necessary authority to carry out these assigned tasks.

Overall Responsibility for Health and Safety

The Managing Director has overall and final responsibility for health and safety within B&W.

The following persons are responsible for health and safety as shown:

Overall Site Safety	Managing Director
Day to Day Site Operations	Operations Manager
H&S Compliance	Nina Langdon

Employees

Employees have responsibilities under the law to take care of health and safety of themselves and others and to co-operate with Management in doing this. Sufficient information, instruction, training and supervision are provided to enable all employees to avoid hazards and carry out these responsibilities. Under these circumstances any breach of Policy or Regulations or failure to conform to good work or housekeeping practices are viewed most seriously. They are made the subject of disciplinary action up to and including dismissal.

Each employee has the responsibility to observe all safety rules and regulations and use protective equipment where it is required. They have the responsibility to work in a safe and responsible way. They must not misuse anything for safety reasons, and must not work in a manner that either exposes themselves or any other person to risk.

All employees have a duty, under the Health and Safety at Work Act and must report all accidents, 'near misses' and potential hazards to the Senior or Operations Manager.

The continued effectiveness of the policy is monitored by the Managing Director and is discussed and reviewed at regular intervals.

Safety Advisors

B&W uses an external safety advisor to provide necessary health and safety advice. XBS Business Solutions Ltd. provides information and services to support company health and safety management systems to enable the company to meet its overall policy and objectives.

3.0 GENERAL ARRANGEMENTS

Responsibilities for General Arrangements are:

Managing Director and Managers

- Publication and Review of Health and Safety Policy
- Publication and review of Health & Safety Procedures
- Employers' Liability (Compulsory Insurance)
- Display of Health and Safety Law poster
- Display of Safety Signs
- Safety information displayed on Notice boards
- Accident Reporting and Investigation
- Risk Assessment
- Site Maintenance
- Plant and Equipment Maintenance
- Inspection of Portable Electrical Equipment
- Transport and Vehicles
- Employee welfare
- Training and Information

4.0 FIRE PREVENTION AND CONTROL

Responsibilities for Fire Prevention and Control are:

Managing Director and Managers

Provision and maintenance of escape routes
Provision and display of Warning Signs
Provision and maintenance of Extinguishers
Confirmation of emergency procedures

General Fire Precautions (All personnel)

- **Confirm locations fire escapes and escape routes**
- **Confirm locations of fire extinguishers.**
- **Observe 'NO SMOKING' signs**
- **Dispose of flammable materials safely**
- **Keep flammable materials away from naked flames**
- **Switch off electrical equipment when not in use**
- **Do not obstruct escape routes or fire fighting equipment**
- **Report damage to electrical equipment to a Manager**

Transfer Site

1. Person discovering the fire **Raise the alarm and evacuate the area.**
2. Transfer Station Manager **Contact Fire Brigade Supervise evacuation and fire control, ensure all clients and personnel are accounted for.**
3. Transfer Station Manager **Remove vehicles from the vicinity of the fire if safe to do so.**
4. Transfer Station Manager **Fight fire if safe to do so.**

5.0 ELECTRICITY AT WORK

The requirements of the following Regulations are complied with:

1. Electricity at Work Regulations (1989)
2. The Provision and Use of Work Equipment Regulations (1998)

General Arrangements

1. Re-chargeable power tools or 110v power supply to be used where practical
2. An Earth Leakage Breaker (ELB) must be used when using power tools outside from 240/415v supply
3. All electrical equipment to be fused at the correct rating and fitted with good quality, undamaged plugs and connectors
4. Trailing cables to be raised clear of the ground or protected to prevent damage from traffic, water etc.
5. Operators are required to regularly inspect cables and extension leads for damage.
6. Repairs to electrical cables must be with appropriate connectors - **NB: No taped joints are permitted**
7. It is the responsibility of the Management to ensure that equipment and power tools are only used for the appropriate purpose and operated by trained and experienced employees.
8. Portable Equipment to be inspected and tested at regular intervals to ensure its safe operation. The inspection & test to be recorded.
9. All fixed electrically operated equipment is to be inspected and maintained to ensure its safe operation and means of isolation.
10. The fixed electrical installation to be inspected and tested periodically to ensure its safe operation. The inspection to be carried out by a contractor approved by the NICEIC the results recorded and any recommendations acted upon without undue delay.

In Case of Electric Shock:

1. **DO NOT TOUCH CASUALTY. SUMMON ASSISTANCE.**
2. **TURN OFF POWER OR UNPLUG EQUIPMENT (if safe to do so)**
(If power cannot be turned off pull or push casualty clear using insulated material (e.g. Wood, rubber))
3. **IF NOT WEARING THICK RUBBER-SOLED SHOES/BOOTS, STAND ON WOOD OR RUBBER TO PREVENT ELECTRIC SHOCK**
4. **IF CASUALTY IS BREATHING PLACE IN RECOVERY POSITION**
5. **TRANSFER CASUALTY TO HOSPITAL**

6.0 USE OF POWER TOOLS, PLANT & EQUIPMENT

Responsibility for the provision and maintenance of power tools

It is the responsibility of the Managing Director and Managers to ensure that:

1. All equipment used is suitable for the intended purpose
2. All equipment is regularly examined and maintained by competent persons
3. Employees are provided with instruction and training in the use of equipment
4. Equipment provided complies with EC Product Safety Directives where appropriate
5. Fixed and portable equipment is provided with suitable guarding when required
6. work areas are suitably and sufficiently lit taking into account the type of work being done
7. Specific hazards are identified by appropriate warning signs
8. Controls and Emergency Stops are clearly marked, easily reached and regularly tested.

Transfer Station Manager

1. Maintains list of machinery and equipment in area of control
2. Ensures that all equipment is maintained in accordance with manufactures procedures
3. Carries-out and records periodic routine inspection and maintenance on all portable electrical equipment
4. Withdraws defective equipment from use until repaired or replaced
5. Ensures that machinery guarding is provided and used where appropriate
6. Ensures that Employees are provided with and use personal protective equipment where appropriate
7. Ensures that only suitably qualified or experienced operators use power tools and equipment
8. Maintains good housekeeping standards to ensure that work areas are free of obstructions

Users of power tools and equipment must:

1. Be qualified or experienced in the use of the equipment in question
2. Be familiar with the position and operation of all controls, guards etc
3. Ensure that guards are properly positioned and used at all times
4. Only use a piece of equipment for its intended purpose
5. Notify management of defective or damaged equipment
6. Use appropriate personal protective equipment where supplied
7. Maintain work area clean, tidy and free from obstructions

7.0 WORKING AT HEIGHT

Risk Assessment

It is the responsibility of the Managing Director to ensure that suitable Risk Assessments for working at height are completed and include:

1. Confirmation of appropriate handling methods and equipment required.
2. Provision of adequate resources for lifting heavy or awkward weights.
3. Provision of adequate lighting.
4. Provision of P.P.E (hard hats, gloves and safety footwear).
7. Provision of information and training in the use of access/handling equipment and P.P.E.
8. Periodic inspection of access/handling equipment, harnesses and P.P.E.
9. **The use of ladders as working platforms should be seen as a last resort once all other safer methods of accomplishing the task have been considered.**

Employees

It is the responsibility of employees when working at height to:

1. Establish a safe means of access.
2. Verify ground conditions when using ladders and access towers.
3. Use appropriate access and handling equipment.
4. Examine ladders and access equipment prior to use.
5. Secure ladders at top and base when working over 3m high.
6. Position ladders to maintain 1:4 rule (1 rung out for every 4 up).
7. Ladders to extend 1metre above landing point where practical.
8. Avoid over-reaching and carrying heavy/awkward loads when using ladders.
9. Access towers and work platforms to be used when working above 3m.
10. Toe Boards and guardrails to be fitted to access towers.
11. Access towers to be fitted with outriggers when 1:3 ratio (Base to Height) is exceeded.
12. Access towers not to be moved when carrying personnel or equipment.
13. Access towers castors to be locked when in situ.
14. Exclude unauthorised persons from area when working at height.
15. Use safe method of carrying tools.
16. Ensure adequate overhead clearance when working at height.
17. Use safety harnesses when working in awkward or inaccessible positions over 2m high.
18. Use mechanical handling where appropriate.
19. Wear appropriate P.P.E. as recommended by management.

8.0 SOLVENTS, OILS AND CHEMICALS

Provision of Information

It is the responsibility of the Technical Manager to ensure that Safety Data Sheets are provided to all employees handling and using substances, solvents and chemicals that are potentially hazardous to health.

Responsibilities include confirmation of safe working methods, the provision of personal protective equipment where required and confirmation of First Aid treatment in the event of exposure or contamination.

Risk Assessment

A list of substances, chemicals and solvents subject to the COSHH Regulations is maintained by the Managing Director or Manager as appropriate.

For each of the substances identified carries-out and records a COSHH Assessment to confirm:

1. The substance, chemical or solvent
2. The appropriate use
3. Employees qualified to use the substance
4. The safe working method
5. Appropriate control measures
6. Requirements for the use of personal protective equipment
7. First Aid treatment to be provided in the event of exposure leading to injury

Substances subject to the Control of Substances Hazardous to Health

Solvents	-	Paints & Thinners
Cleaners	-	Containing Bleach or other corrosive agents - Detergents
Mineral Oil	-	Lubricants, Petrol & Diesel, Antifreeze
Corrosives	-	Battery Acid

9.0 MANUAL HANDLING

Manual Handling Assessment

It is the responsibility of the company Managers to assess manual handling operations in order to reduce the risk of injury by:

1. Avoiding hazardous tasks (as far as reasonably practical)
2. Assessing those tasks that cannot be avoided taking into account:
 - a) The task
 - b) The load
 - c) The working environment
 - d) Individual capability
3. Reducing risk of injury (as far as reasonably practical) by use of mechanical handling aids
4. Providing information and training to employees required to carry-out manual handling operations
5. Providing manual/mechanical handling equipment appropriate to the load
6. Providing Personal Protective Equipment where an injury resulting from manual handling can be reasonably foreseen
5. Ensuring that handling equipment is only used by competent employees
6. Development of safe systems of work for specific manual handling activities

Employees' Responsibilities

Employees are required to make full and proper use of any system of work recommended by the company to reduce manual handling risks, and to use the appropriate personal protective equipment when provided.

Employees are required to advise the management of any significant manual handling hazards not already under control, and to comply with any safe systems of work developed by the company to reduce the risk of injury.

10.0 PLANT AND EQUIPMENT MAINTENANCE

Responsibility for Plant and Equipment Maintenance

It is the responsibility of the Managers to ensure that plant and equipment maintenance procedures are established and implemented for installation and maintenance activities, including the retention of appropriate records.

Maintenance Procedures

1. The Operations Manager establishes maintenance procedures for all equipment, and nominates either sub-contract or in-house maintenance personnel as appropriate.
2. The Operations Manager ensures that mandatory inspections of equipment are carried-out by competent persons, and that inspection records are maintained for the required periods.
3. The Operations Manager:
 - a) Maintains list of equipment in area of control
 - b) Ensures that all equipment is maintained in accordance with established procedures
 - c) Carries-out and records periodic routine inspection and maintenance on all portable electrical equipment, where appropriate
 - d) Withdraws defective equipment from use until repaired or replaced
 - e) Ensures that machinery guarding is provided, properly fitted and used or locked as appropriate
 - f) Conducts weekly checks of the operation of machinery emergency stops and guard interlock switches to ensure efficient operation
 - g) Ensures that operators are provided with and use personal protective equipment where appropriate
 - h) Ensures that only suitably qualified or experienced operators use equipment
 - i) Maintains good housekeeping standards to ensure that work areas are free of obstructions

11.0 NOISE

General Responsibilities

It is the responsibility of the Managing Director to:

1. Select plant and equipment that has acceptable noise levels
2. Ensure that plant and equipment is regularly maintained to prevent a progressive increase in noise levels
3. Segregate or insulate noisy equipment where practical
4. Identify operations subject to noise and carry out risk assessment
5. Provide hearing protection to all employees where there is a significant risk of hearing loss or damage
7. Display warning signs in areas of risk attributable to noise
8. Conduct a Risk assessment where there is any possibility of noise exceeding the first action level of 80(db)A.

It is the responsibility of the Operations Manager to:

1. Arrange work to reduce noise levels where practical
2. Ensure that equipment is maintained to reduce noise levels
3. Ensure that tools and equipment are only used for the appropriate purpose
4. Issue hearing protection as required, and ensure that it is correctly fitted, worn and maintained
5. Ensure that warning signs are clearly displayed
6. Ensure vehicles are not revved up or raced on site.

It is the responsibility of employees to:

1. Co-operate fully with procedures and controls introduced to prevent injury as a result of exposure to noise
2. Wear hearing protection provided
3. Advise management of defects in plant, equipment and personal protective equipment detrimental to the control of noise
4. Advise management of significant risks attributable to noise

12.0 PERSONAL PROTECTIVE EQUIPMENT

General Responsibilities

It is the responsibility of the Managers to ensure that Personal Protective Equipment is used to provide added protection to employees, and that safe systems of work are implemented at all times.

They are responsible for:

1. Providing P.P.E. as required without charge to the employees
2. Ensuring that P.P.E. is suitable for employee protection and of reasonable quality
3. Ensuring that P.P.E. complies with European Product Directives (CE Marking) where appropriate
4. Providing training and instruction on the use of P.P.E.
5. Ensuring that P.P.E. is adequately stored and maintained
6. Displaying Warning Signs requiring the use of P.P.E. where required
7. Periodically checking that PPE provided is still fit for purpose

P.P.E. Issue and Use

It is the responsibility of the Site Operations Manager to supervise the issue and use of P.P.E. to employees where appropriate, including:

- Protective glasses/goggles
- Protective footwear
- Protective gloves (adequate for the job)
- High Visibility jackets
- Headwear
- Respirators
- Work wear
- Job specific PPE

Employees' Responsibilities

It is the responsibility of all employees to make proper use of P.P.E, and to report loss or damage to their Manager.

14.0 FIRST AID

General Responsibilities

The Managers are responsible for:

1. Ensuring that a representative number of employees have received training as Appointed Persons or First Aiders.
1. Ensuring that sufficient suitable First Aid kits are provided and maintained,
2. Ensuring that notices are displayed confirming the location of First Aid boxes and the identity of the Appointed Persons.
4. Ensuring that First Aid cover is provided at all times.
5. Confirming the location and telephone number of the nearest Accident and Emergency department.

Appointed Persons

The Appointed Persons and First Aiders will be clearly identified.

Location of First Aid Kits

First Aid kits are located: will be located in the office of B&W site operation, the contents of the kit will be recorded to ensure that adequate supplies are maintained at all time. The contents of the First aid kit will comply with the government guidance.

15.0 ACCIDENT REPORTING AND INVESTIGATION

The general procedure for reporting accidents and dangerous occurrences is as follows: -

All accidents (including road accidents) resulting in personal injury, however slight, must be recorded in the accident book located on the premises.

The Director must be notified of any dangerous occurrence or of any accident resulting in injury or illness where the person concerned has to have time off work within four days of the occurrence. This must include not only our own employees but also those of a contractor working on our behalf or a member of the public affected by our activities. The Director must be telephoned at once in the event of a serious incident.

If the accident causes death, major injury or is a dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Director should be advised over the telephone as soon as possible. He will then telephone HSE and ensure the reportable incident is registered within 15 (fifteen) days using either the internet or form 2508.

If the accident results in an employee being prevented from carrying out their normal duties for more than 7 (seven) consecutive days, excluding the day of the accident, the Director must be advised in order that they may submit Form 2508 to the HSE within 15 (fifteen) days. Any cases of reportable diseases as defined in the regulations should be notified to the HSE on form 2508A.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded, including where applicable preventive measures taken.

Health and Safety Executive Reporting Contacts

Website www.hse.gov.uk/riddor
Phone 0345 300 9923 (office hours only)

Responsibility for Accident Investigation

Following a reportable accident or incident, it is the responsibility of the Managing Director and Senior Manager to carry out an accident investigation, assisted by members of staff and external consultant as required.

The purpose of the investigation is to confirm:

1. Details of injured personnel
2. Details of injury, damage or loss
3. What happened, Where, When, How, What was the direct cause?
4. What equipment and materials were involved?
5. Were procedures in place? Were they adhered to? Were they adequate?
6. Were the employees -Authorised to be doing the job?
Competent?
Trained and Instructed?
Supervised?
Properly organised?
7. Were there witnesses to the accident? What are their comments?
8. What was the underlying cause?
9. Were inspection procedures in place? Were they effective?
10. Is there any previous relevant accident history?
11. Conclusions
12. Summary of recommendations

The Accident Report is signed and dated by the person responsible for conducting the investigation and retained on file for a minimum of three years following the accident/incident. Accident statistics are reviewed annually by the Managing Director to identify trends or evidence of repetitive injuries.

16.0 RISK ASSESSMENT AND METHOD STATEMENTS

Responsibility for carrying-out Risk Assessment

It is the responsibility of the Managing Director, Senior Manager & Operations Manager to ensure that Risk Assessments are undertaken in respect to:

B&W Site Operations

Risk assessment will define actions to reduce risk where appropriate and will be reviewed and updated at least annually.

Records of risk assessments will be maintained and available.

Responsibility for the preparation of Method Statements

It is the responsibility of the Manager to ensure that when required Method Statements or safe systems of work are compiled, copies of method statements will be available where they are applicable.

17.0 WASTE DISPOSAL

It is the responsibility of the Managing Director and Technical Manager to ensure that waste is identified and handled as appropriate by licensed Trade Waste contractors, including completion of Controlled Waste Transfer Notes when required.

18.0 ASBESTOS

White asbestos is stored in a 40 yard skip; the skip and surrounding area are tested every 6-12 months to ensure that no ACM is transferring into the atmosphere and that Workplace - Exposure Limits are as far below the control limit of 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³) as possible. This is as stipulated in Control of Asbestos Regulations 2012. Blue and Brown asbestos will only be received on site if it is double bagged, this is then stored in a sealed and locked container. – ACM is moved via an approved contractor, who must be ADR qualified, for landfill. Qualifications to be checked by Management prior to agreed transport.

19.0 DISPLAY SCREEN EQUIPMENT

The company understands its obligations for providing a safe workplace and the influence of workplace ergonomics. For Display Screen Equipment (DSE) users a workplace assessment is undertaken and any necessary equipment or work practices are provided for employees.

The Health and Safety (Display Screen Equipment) Regulations 1992 states that although work with display screen equipment is not generally high risk, any problems that may arise can be overcome with attention to good design and equipment and seating.

Conditions at the workstation are assessed by the Director to discover any risks that may exist. All requirements are met that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

Work is planned to ensure there are breaks or changes of activity. Complete training is given for all display screen equipment users.

It is noted that display screen equipment users are entitled to appropriate eye and eye sight tests by an Optician or Doctor and to special spectacles if they are needed and normal ones cannot be used – if needed the company will provide these.

20.0 EMPLOYMENT OF YOUNG PERSONS

General Policy

1. Young persons employed by B&W will be any employee under 18 years old, but above the Minimum School Leaving Age [MSLA] of 16 years old.
2. Operations and controls identified in the company's Health & Safety Manual comply with relevant Health & Safety legislation, and pose no additional risks in the employment of young persons.
3. It is the responsibility of the Managing Director to ensure that young persons undergo induction Health and Safety training, job-specific safety training and are provided with P.P.E. appropriate to the tasks for which they are employed.
4. It is the responsibility of the Managing Director and Transfer Station Manager to ensure that young persons are supervised at all times.

Risk Assessment

It is the responsibility of the Managing Director and Transfer Station Manager to review Risk Assessments for suitability for young persons in respect to:

- Physical abilities of young persons
- Psychological capability (i.e. immaturity, lack of understanding)
- Skill level in comparison to an experienced older employee
- Lack of practical work experience
- Lack of awareness of hazards and risks
- Likely exposure to toxic or carcinogenic substances

Young persons will not be employed for the following:

- Work considered beyond their physical or psychological capability
- Work exposing the employee to extreme heat, cold or vibration
- Work exposing the employee to radiation
- Driving
- Work exposing the employee to toxic or carcinogenic substances
- Work where there is an increased risk of accidents or injury due to insufficient attention to safety, lack of experience or inadequate training
- Work where there is a likelihood of exposure to violence or aggressive behaviour
- Work where there is a requirement for decision making under stressful conditions

21.0 NEW & EXPECTANT MOTHERS

General Policy

New and Expectant Mothers are not permitted to work with any potentially toxic substance.

Risk Assessment

It is the responsibility of the Managing Director to review Risk Assessments for suitability for New and Expectant Mothers.

New and Expectant Mothers will not be employed on the following:

- Work considered beyond their physical or psychological capability
- Work exposing the employee to extreme heat, cold or vibration
- Work exposing the employee to radiation
- Driving
- Work exposing the employee to toxic or carcinogenic substances
- Work where there is an increased risk of accidents or injury due to insufficient attention to safety, lack of experience or inadequate training
- Work where there is a likelihood of exposure to violence or aggressive behaviour
- Work where there is a requirement for decision making under stressful conditions

22.0 HEALTH AND SAFETY TRAINING

It is the responsibility of the Managing Director and Managers to ensure that all personnel receive adequate health and safety training.

The following training with associated records is maintained:

Skill/Task

- Induction
- First Aid
- Manual Handling
- Fire Prevention & Control
- Electricity at work
- Use of Power Tools and equipment
- COSHH
- Working at Height
- Use of Steps and Ladders
- Noise
- Personal Protective Equipment
- Risk Assessment
- Use of site balers and compactors
- Use of Fire Equipment
- Asbestos Awareness
- Trips, slips and falls

Records of Health and Safety training are confirmed on individual Training Records that are retained by B&W on site.

23.0 COMMUNICATION

Arrangements for the communication of Health and Safety

The Managing Director & Managers are responsible for communicating Health and Safety information as appropriate.

The company's Health and Safety Policy is confirmed in a Statement of Policy, and is reviewed on a regular basis to ensure that it continues to demonstrate effective health and safety management practice.

Specific procedures and controls are confirmed in the Health & Safety Manual available to all employees, which is periodically reviewed and updated as required.

Health & Safety Information

Relevant Health and Safety legislation

Risk Assessments

Technical Data Sheets

Method Statements

Monitoring of Health and Safety

The Managing Director is responsible for monitoring health and safety:

1. Following an accident or incident
2. As a result of a significant change in either processes, equipment or materials
3. As a result of changes to health and safety legislation
4. As a result of a periodic review

Documented policies and procedures are subject to amendment following consultation with employees and other interested parties.

Audits of the Health and safety documents and activities for B&W sites will be conducted every quarter, record of the results of the audit will be communicated within the company and maintained on site for future reference. Any actions required as a result of the audit will be communicated and closure of the action will be confirmed on subsequent audit.

Advice and guidance on Health and Safety issues

It is the responsibility of the Managing Director to ensure that all employees receive appropriate training in the management of Health and Safety, and are provided with adequate information and guidance to prevent personal injury.

To ensure that information provided is current and appropriate, the company subscribe to recognised sources of Health and Safety information and have access to qualified Health and Safety consultants if required.

24.0 WELFARE

B&W recognises its duties in connection with the provision of welfare facilities to be provided for employees employed on our sites or when working at a customer site.

We will provide and maintain the following welfare facilities at its sites of operation:

a) Suitable and sufficient sanitary conveniences at readily accessible places. These are:

- i) Adequately ventilated and lit.
- ii) Kept in a clean and orderly condition, with
- iii) Separate rooms containing sanitary conveniences are provided for men and women

b) Suitable and sufficient washing facilities are also.

- i) In the immediate vicinity of sanitary conveniences.
- ii) Include a supply of clean hot and cold water, soap, towels, etc.

c) An adequate supply of wholesome drinking water which is:

- i) Conspicuously marked, and has sufficient cups

d) B&W does require employees to change for work and therefore will provide facilities for changing work clothes.

e) Suitable and sufficient rest facilities at readily accessible places. So far as is reasonably practicable.

f) B&W understands the need to provide facilities for pregnant women and nursing mothers and will evaluate the need for welfare facilities through its risk assessment.

g) During working hours, so far as is reasonably practicable, the office will be maintained at a reasonable temperature for the workplace

25.0 ISSUE AMENDMENT AND CHANGE RECORD

Issue	Date	Details of Amendment	Signed
1	Jan 2017	Initial issue of revised documentation	<i>N Langdon</i>
2	Jan 2018	Minor Changes – Spelling Errors/Staff Title Amendments	<i>N Langdon</i>
3	Jan 2019	Reviewed – Minor Change- Staff Name Change	<i>N Langdon</i>
4	Feb 2020	Reviewed	<i>N Langdon</i>