



## Health and Safety Policy

### SludgeTEK Limited

<i>Policy Revision:</i>	1.0
<i>Policy Revision Date:</i>	1 <sup>st</sup> August 2023
<i>Next Review Date:</i>	31 <sup>st</sup> July 2024
<i>Approved By:</i>	Peter Cramp

# Health & Safety Policy Rev 1.0

## Contents

<b>Health and Safety Policy Statement .....</b>	<b>3</b>
<b>1. Organisation and Responsibilities .....</b>	<b>4</b>
1.1. Health and Safety Management Structure .....	4
Staff Responsibilities .....	4
<b>2. Health and Safety General Arrangements .....</b>	<b>5</b>
2.1. General Arrangements.....	5
2.1.1. <i>Communication and Consultation</i> .....	5
2.1.2. <i>Training</i> .....	5
2.1.3. <i>First Aid</i> .....	5
2.1.4. <i>Accident Procedures</i> .....	5
2.1.5. <i>Health Surveillance</i> .....	5
2.1.6. <i>Alcohol and Smoking</i> .....	6
2.1.7. <i>Company Vehicles</i> .....	6
2.1.8. <i>Plant and Machinery</i> .....	8
2.1.9. <i>Welfare Facilities</i> .....	8
2.1.10. <i>Control of Substances Hazardous to Health</i> .....	8
2.1.11. <i>Personal Protective Equipment</i> .....	8
2.1.12. <i>Communication with Non English Speaking Workers</i> .....	8
2.1.13. <i>Supervision and monitoring of sub-contractors</i> .....	8
2.2. Arrangements Within The Company's Office Premises.....	10
2.2.1. <i>Fire Safety</i> .....	10
2.2.2. <i>Visitors and Contractors</i> .....	10
2.2.3. <i>Workplace Inspections</i> .....	11
2.2.4. <i>Manual Handling and Lifting</i> .....	11
2.2.5. <i>Display Screen Equipment</i> .....	11
2.2.6. <i>Risk Assessments</i> .....	11
2.2.7. <i>Induction Training</i> .....	11
<b>Appendix A. General Risk and COSHH Assessments.....</b>	<b>12</b>
Fire .....	13
Good Housekeeping .....	14
Office .....	15
Manual Handling .....	16
Stores .....	17
Driving .....	18
Template (COSHH) .....	19
<b>Appendix B. Forms .....</b>	<b>21</b>
Employee Safety Induction Training record .....	22

## Health & Safety Policy Rev 1.0

### Health and Safety Policy Statement

It is the policy of SludgeTEK Limited to comply with the requirements of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment for all of our employees, contractors and visitors.

At the time of preparing this document, the prime business activity of the Company is that of Configuration, supply, hire, installation and maintenance of liquid waste treatment plant.

We, in our management of client works, have a duty to ensure that those employed, by its clients, and others are, in so far as are reasonably practicable, and afforded a safe environment in which to carry out their business without detriment from our client's activities.

The company will provide such information, training and supervision, as may be need for this purpose.

The company accepts its responsibility for the health and safety of other people who may be affected by our activities.

The company will pay particular attention to the provision and maintenance of: -

- Plant, equipment and systems of work that is safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- A safe place of work with safe access and egress.
- A healthy working environment.
- Adequate welfare facilities.

While the management of the company will do all that is reasonably practicable to ensure the health and safety of its employees, 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 to take reasonable care of their own and other people's welfare and to report any situation which may present a threat to the wellbeing of any other person.

The organisation and allocation of duties for safety matters, and the arrangements for implementing this policy are set out below.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, this policy will be reviewed annually as a minimal requirement.

Signed  
For **SLUDGETEK LIMITED**

A handwritten signature in black ink, appearing to be "Peter Cramp", written over a horizontal line.

**Peter Cramp**  
1st of August 2023

# Health & Safety Policy Rev 1.0

## 1. Organisation and Responsibilities

### 1.1. Health and Safety Management Structure

Overall responsibility for Health and Safety within the company is that of:

#### **Peter Cramp**

*Peter is the Managing Director of the Company and is also responsible for the update and review of this policy, its implementation and ensuring that adequate resources are made available for its implementation. To advise directors and any other persons who may be affected by the Company's undertakings to ensure that satisfactory arrangements exist at the Company's workplace to comply with current legislation.*

The above, combined with the board of directors constitute the **safety committee**.

Responsibility for the implementation of this policy within customer premises and on site is that of the safety committee.

#### **Allison Barham**

*Allison Barham has the 'day-to-day' duty for implementation, maintenance and update of the health and safety within the business.*

#### **Staff Responsibilities**

All employees and sub-contractors have a responsibility to co-operate with the above to achieve a healthy and safe workplace and to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Whenever an employee or contractor notices a potential or real health or safety problem they must immediately inform the appropriate person named above. They must also inform a client's safety representative if the problem occurs on site, if such a person be available.

All site based personnel have a responsibility to familiarise themselves with specific site health and safety procedures and to adhere to clients' safety rules and regulations. They have a responsibility to study any risk assessments or procedures that may be issued to them in respect of any site or job and to adhere to any safe methods of work detailed to them.

All accidents, injuries and dangerous occurrences must be reported to the above people as soon as possible.

## Health & Safety Policy Rev 1.0

### 2. Health and Safety General Arrangements

The following arrangements are designed to enable implementation of the company's Health and Safety Policy and are to be adhered to by all personnel.

#### 2.1. General Arrangements

##### 2.1.1. Communication and Consultation

The company recognises that communication and consultation are an important factor in the implementation of good health and safety practices and has established the following procedures:

- All staff and all contractors are to be issued with a copy of this policy on commencement of their employment and after each annual review and after each amendment to the policy. A copy of this policy is also to be issued to all customers on request.
- The safety committee will conduct a health and safety meeting at quarterly intervals, or at any time when called by a member of the committee due to concern over a health and safety issue.
- The company will also communicate with employees and contractors by means of verbal and written actions as required. All staff are encouraged to communicate fully with the safety committee on any health and safety issue that may arise at any time.

##### 2.1.2. Training

Training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee be adequately trained to perform his or her job effectively and safely.

The company will make available training in safe working practices and procedures. Training will be provided prior to the allocation of any new role. However, it shall be noted that the company might make assumptions regarding pre-existing training of new employees with specific experience of the job role. It is the duty of any employee to notify their superior and / or the safety committee of any deficiency in their training for a particular task. No employee or contractor must attempt to undertake any job that they do not feel they are adequately trained to carry out safely. No employee or managed contractor shall attempt to undertake any job that appears unsafe.

Identification of training needs are the responsibility of **Managers** and implementation of training requirements is the responsibility of the **Safety Committee**.

##### 2.1.3. First Aid

Within the Company's premises a first aid box is available in the office.

On site or on customer premises, unless other specific arrangements have been made and notified to staff, we are dependent on client first aid facilities. All site personnel will therefore familiarise themselves with the first aid facilities and procedures available on arrival at each site. Where a situation is identified that first aid facilities on site are inadequate the safety committee will be informed immediately. All Company vehicles are issued with first aid kits for use in such circumstances.

Allison Barham is responsible for checking at least every 12 months and replenish of first aid boxes.

##### 2.1.4. Accident Procedures

Supervisors is responsible for maintaining and keeping accident records, collating all accident reports and reporting such to the safety committee.

All cases of accidents, injuries, or ill health must be reported verbally Supervisors. Accidents and injuries must also be reported by means of the company's accident book held at the company's office.

## Health & Safety Policy Rev 1.0

All accidents or dangerous incidents will be analysed by the safety committee to discover why the accident occurred and determine what action will be taken to avoid a recurrence of the problem.

It is the policy of this company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Supervisors are responsible for reporting cases of accident or disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

### 2.1.5. Health Surveillance

Due to the nature of our business, we have decided not to implement health surveillance screening. Should the nature of the business change the company will investigate if surveillance has to be implemented

Allison Barham is responsible for monitor any changes.

### 2.1.6 Alcohol and Smoking

Consumption of or being under the influence of alcohol and non-prescribed drugs is considered detrimental to health and safety and is strictly prohibited at all times on site, client premises, Company premises, or whilst driving a vehicle. This rule will be strictly enforced and any breach will be considered gross misconduct.

Smoking is not permitted on client premises except in specifically designated areas where the client permits smoking. The company operates a no smoking policy within its premises; smoking is restricted to outdoor areas away from the building entrance.

### 2.1.7 Company Driving and Vehicles

The company recognises that driving of any vehicle on today's roads is regarded as a well-documented hazard. The company makes every effort to minimise the risk of driving, but the onus for road safety is ultimately on the driver of the car. The company will ensure that adequate resources are made available for the safe operation of company vehicles, but all provided vehicle drivers are expected to co-operate in full to assist in this process. Rules for the operation of company cars are published separately, but the following Code of Conduct shall be observed.

#### Code of Conduct

SLUDGETEK LIMITED expects all staff driving on SLUDGETEK LIMITED business to comply with UK traffic legislation, to be conscious of road safety and to demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct:

- Drinking, being drunk or under the influence of drugs while driving.
- Driving while disqualified or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions that warrant suspension of licence.

#### Employee Responsibilities

Staff who drive on SLUDGETEK LIMITED business must adhere to the following:

- Ensure that they hold a current driving licence and provide a copy to SLUDGETEK LIMITED.
- Ensure that they hold current insurance and provide a copy to SLUDGETEK LIMITED.
- Ensure that they hold a current Road fund licence & MOT and provide a copy to SLUDGETEK LIMITED.

## Health & Safety Policy Rev 1.0

- Immediately notify their manager and/or Supervisors if their driver licence has been suspended, cancelled or has limitations placed on it.
- Be responsible and accountable for their actions when driving on business.
- Assess driving hazards and anticipate 'what if' scenarios.
- Wear safety belts
- Make sure that any tools/materials are carefully secured and that there is nothing loose within the vehicle which could distract them.
- Driving within legal speed limits
- Comply with traffic legislation
- Check vehicle prior to the journey to ensure that it is within safe operating conditions. Checks should include proper inflation of tyres, clean windows and mirrors, mirrors properly adjusted, brakes and brake lights in working order, windscreen wipers and wash in working order.
- Advise their manager and/or Foreman if they deem their vehicle is unsuitable/unsafe to drive.
- Do not use a mobile phone (including hands free kit) when driving. Pull over at a safe place (not the motorway hard shoulder, except in an emergency) to use the phone. To avoid distraction, it's a good idea to switch off your phone and divert your calls to voicemail.
- Report any accident or near-miss incident to your manager, including those that do not result in damage or injury.
- Complete an insurance accident report form on all accidents; report any/all accidents to the police immediately, and to your manager and/or foreman as soon as possible.
- Take regular and adequate rest breaks
  - At least 15 minutes for each 2 hours driven
  - Stop when tired
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.
- Stay overnight if, other than under exceptional circumstances, driving time and non-driving duties exceed 11 hours or 400 miles in one day. If for unavoidable reasons it is necessary to exceed these limits on an occasional day, considerable care must be taken to have regular breaks and avoid any risks of driving while tired.
- Ensure that they are familiar with the vehicle that they drive (including hire cars), before they set off.

### **In the event of an accident**

Stop your vehicle at the scene or as close to the scene as possible, always ensuring your safety first. Collect the following information at the scene:

- Details of other vehicle
- Name and address of other driver
- Name(s) and address(es) of any witness(es)
- Name of other driver's insurer
- Description of incident

### **Contact the police:**

- If there are injuries
- There is a disagreement over the accident
- If you damage property other than your own
- If you feel unsafe
- To get the incident reference number

## Health & Safety Policy Rev 1.0

### Contact your Manager and/or Foreman to:

- Notify any injuries and/or damage sustained
- Hand in a completed accident report form

### 2.1.8 Plant and Machinery

Plant and machinery, issued by the company, or equipment covered by existing risk assessments, must not be operated by any personnel unless they are specifically trained to do so and have been given specific permission to do so by a member of the safety committee. Such permission will not normally be given unless a specific risk assessment has been completed.

All plant and machinery issued by or used on behalf of SLUDGETEK LIMITED must be maintained in good serviceable order.

Foreman's are responsible for arranging PAT testing on all portable equipment issued by or used on behalf of SLUDGETEK LIMITED at intervals no longer than 3 months.

All plant and machinery shall be visually inspected by staff prior to use to ensure operational safety, this will include checking cables, casings, safety devices (if fitted) as well as plugs (for portable electrical equipment). Any faults found must be reported to your Foreman and equipment must not be used before it is made safe.

### 2.1.9 Staff Welfare Facilities

It is SLUDGETEK LIMITED's policy to ensure that we provide "adequate and appropriate" welfare facilities all our employees. These welfare facilities include toilets, washing facilities, rest and changing facilities, personal security arrangements (e.g. lockers) and refreshment.

Toilets, where feasible, shall be separate for male and female, clean, and provided with toilet tissue, soap, drying facilities, and hot and cold running water.

SLUDGETEK LIMITED will ensure the supply of clean and wholesome drinking water, which is easily accessible to all employees. Cups are to be provided and the taps clearly labeled.

On site, where our work activity requires employees to change into specialist clothing, SLUDGETEK LIMITED will provide changing rooms and facilities for secure storage of personal belongings.

SLUDGETEK LIMITED will provide suitable seating area for use during breaks. This must be clean and provided with washing facilities nearby and a means of heating water for hot drinks.

Allison Barham is responsible for ensure welfare facilities are provided at the office and **Supervisors** are responsible for welfare facilities are provided on sites.

### 2.1.10 Control of Substances Hazardous to Health (COSHH) Policy

SLUDGETEK LIMITED will take appropriate measures to protect employees and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of SLUDGETEK LIMITED.

SLUDGETEK LIMITED shall do all that is reasonably practicable to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) together with any other regulations referred to in the COSHH Regulations.

SLUDGETEK LIMITED undertakes to assess the risks to health from possible exposure to any hazardous substances. Work which exposes employees to risk from substances hazardous to health is **prohibited**, unless, following a suitable and sufficient assessment of the risks created by the work, the risks to health are reduced to an acceptable level.

SLUDGETEK LIMITED Directors are required to establish and monitor the operation of systems to provide and maintain any control measure, personal protective equipment, or any facility required by the Regulations.

Managers and Foreman must ensure that staff are familiar with relevant safe handling advice and guidance, including, where appropriate, information, instruction and training about the



## Health & Safety Policy Rev 1.0

risks of substances in use and the precautions to be taken, and that Risk Assessments and Substance Hazard Data Sheets and all appropriate protective measures are in place.

Employees must follow all safe working practices, guidelines and instructions and use any control measures in the correct manner. Defects discovered in any control measure, device or facility, or any item of personal protective equipment must be reported promptly to their line manager or supervisor.

All SLUDGETEK LIMITED employees are informed that hazardous substances must have an assessment before use.

### 2.1.11 Personal Protective Equipment Policy

This policy forms part of and must be read in conjunction with the Health and Safety Policy and the Risk Assessment Policy and Procedure. It is designed to provide guidance for managers and staff on the arrangements for the provision and use of personal protective equipment (PPE) and thereby confirm how SLUDGETEK LIMITED will comply with the Personal Protective Equipment at Work Regulations 1992.

The policy requires all managers, on behalf of SLUDGETEK LIMITED to:

- Make suitable and sufficient assessments of the hazards presented to employees by their activities.
- Prevent those hazards where reasonably practicable.
- Where the hazards cannot be prevented implement appropriate protective risk control measures, including the provision of PPE necessary to reduce the risks presented.
- Select PPE based on a formal assessment of the need to ensure the PPE:
  - provides adequate protection from the hazard;
  - Is compatible with other items of PE;
  - Complies with European Standards (CE mark);
  - Is adjustable (or made to measure) and comfortable to wear.

This policy applies to all SLUDGETEK LIMITED employees either on or off site whilst engaged on SLUDGETEK LIMITED's business. Where an activity related risk assessment identifies the need to use PPE by visitors, SLUDGETEK LIMITED will ensure that adequate supplies of appropriate PPE for shared usage, such as goggles, ear defenders and hard hats etc are available and worn.

Contractors working on site will be expected to comply with the PPE regulations, in so far as the use of necessary PPE, in accordance with SLUDGETEK LIMITED's Contractors Documentation, and their own company's policies and procedures.

SLUDGETEK LIMITED recognises the need to assess the risks posed to employees, contractors and others by its activities and the need to protect individuals from hazards that cannot be prevented so far as is reasonably practicable, this policy is designed to ensure that suitable and sufficient arrangements are in place for this protection by the provision of PPE.

The selection of PPE will be made by management in consultation with staff and their Representatives and will be provided to staff free of charge, equipment suitable for shared usage will also be provided free for visitors.

It is a requirement of this policy that where PPE is required a suitable mandatory sign is displayed and all persons frequenting these areas must be correctly attired or equipped, this aspect of health and safety will be specifically addressed by SLUDGETEK LIMITED disciplinary procedures.

Managers establishing contractual arrangements with external employers must ensure that adequate provision is included that address the requirements for the provision and use of PPE by their operatives.

## Health & Safety Policy Rev 1.0

### 2.1.12 Communication with Non English Speaking Workers

It is SLUDGETEK LIMITED's policy not to blanket refuse to consider Non-English speaking employees for any vacancies or activities as this will almost certainly be in breach of the provisions of the Race Relations legislation. Therefore, this policy is intended to protect the health and safety of Non-English speaking personnel, and others on site, whilst ensuring that they are not unfairly discriminated against. It shall be noted that this does not only apply to "foreign" labour, as British citizens cannot always read/write in English and their communication skills may be poor.

Risks may arise from a range of issues: from the consequences of not being able to understand communication to the inability to communicate danger to others on site. The employer needs to assess the risk of each activity and identify where the ability to understand and speak English is critical and where it is not. Such critical activities may include those such as crane slinger/signallers; confined space working and activities that require a permit to work system. These types of activity may be deemed unsuitable for operatives who cannot understand or speak English.

Measures that SLUDGETEK LIMITED may employ to assist in the safe integration of Non-English speakers into the working environment can include:

- Not allowing lone working or allocating safety critical roles to Non-English speakers
- The allocation of low risk work and/or areas for Non-Englishspeakers
- Ensuring the use of internationally recognised pictorial warning signs within the workplace
- Providing a greater degree of training and allowing additional training time.
- Providing a greater degree of supervision
- Using external translator services where the provision of written information is considered essential
- Considering English language courses for longer-term workers

Managers shall pay special attention to observe the working practices which will indicate whether the requisite messages have been received and understood by the Non-English speakers and any deficiencies will be acted upon immediately.

## 2.2 Arrangements within the Company's Office Premises

### 2.2.6 Fire Safety

Supervisors are responsible for all fire safety routines and will ensure that all employees, visitors and contractors are familiar with fire procedures. They are also responsible for the provision and maintenance of firefighting equipment. All members of staff must familiarise themselves with means of escape from the premises.

All staff have a duty to conduct their operations in such a manner as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials away from sources of ignition and avoiding accumulation of combustible materials.

Action to be taken in the event of fire is published separately, but in general staff must only attempt to extinguish a fire if it pose no threat to their personal safety to do so. Fire extinguishers are provided at strategic locations within the premises. Staff discovering a fire shall attempt to ensure that all other occupants of the building are notified. Staff discovering a fire will notify the fire brigade by dialling 999. If calling the fire brigade from inside the premises pose a threat to their personal safety then staff shall call from outside the premises. On being warned of a fire within the building, all personnel shall evacuate the premises immediately. Any visitors on the premises shall be assisted out of the building.

### 2.2.7 Visitors and Contractors

Visitors and Contractors must be accompanied at all times whilst on the premises. Any contractors carrying out work within the premises will be informed of fire safety procedures, and are expected to

## Health & Safety Policy Rev 1.0

comply with the Company's health and safety policy. A member of the safety committee or other senior member of staff will ensure that contractors are made familiar with the requirements of this policy that are applicable to them.

This is the responsibility of Allison Barham.

### 2.2.8 Workplace Inspections

It is the policy of SLUDGETEK LIMITED to comply with the Workplace (Health, Safety and Welfare) Regulations 1992. Workplace inspections will be carried out periodically to ensure an optimum level of safety in the workplace.

This is the responsibility of Allison Barham.

### 2.2.9 Manual Handling and Lifting

It is the policy of the company to comply with the Manual Handling Operations Regulations 1992.

So far as is reasonably practical, Manual Handling operations are to be avoided or mechanized where there is a risk of injury. Where manual handling cannot be avoided, then all precautions shall be taken to carry out such handling safely, and in accordance with the procedures published.

Personnel must not attempt a manual handling operation that is likely to cause injury. If in doubt, get help.

*The hierarchy of control in H&S is always*

- 1. Don't do it*
- 2. Get something or someone else to do it or substitute for something safer*
- 3. Then control it*

This is the responsibility of Allison Barham.

### 2.2.10 Display Screen Equipment

It is the policy of the company to comply with the Health and safety (Display Screen Equipment) Regulations 1992. All staff using VDU equipment is supplied with equipment conforming to low radiation and reduced glare specifications. All staff using VDU screens will be allowed periodic breaks in their work.

Yearly DSE assessments will be undertaken by all office based staff

This is the responsibility of Allison Barham.

### 2.2.11 Risk Assessments

The above arrangements have been put in place as a result of a general risk assessment based on the current and normal use of the premises, being that of an office and light equipment store only. All employees must be aware that carrying out additional or unusual activities within the premises might require a further risk assessment of that activity to be carried out. In these circumstances, a member of the safety committee will be consulted in respect of such a risk assessment prior to carrying out the additional activity.

### 2.2.12 Induction

All SLUDGETEK LIMITED employees will receive Induction training within 2 weeks of employment. The Employee Safety Induction Training Record shall be filled in and signed as appropriate by the Inductor as well as the Inductee. Records are filed in the employees personnel files.

This is the responsibility of Allison Barham.

This policy is to be read in conjunction with all regulations and guidance issues by the Health & Safety Executive, SLUDGETEK LIMITED's risk assessments and safe systems of works and any other legal request from SLUDGETEK LIMITED senior management.

## Health & Safety Policy Rev 1.0

### **Appendix A. General Risk Assessments**

The sample templates provided below are deemed an integral part of the SLUDGETEK LIMITED Health and Safety Policy and full assessments are provided separately.



## Health & Safety Policy Rev 1.0

**Activity:**  
Fire

Risk assessment  
carried out by: Flemming Westphalen, QSUK LTD

**Area:** Anywhere

**Level of supervision required:** None, when fully trained

**Activity:** This assessment covers non-specific machinery/equipment such as computers, printers, kettles etc.

Hazard	At Risk	Risk	Control Measures	Residual Risk Level
Machinery/Equipment	Staff Visitors	Fire	Training including appropriate instruction manuals Maintenance Quarterly PAT testing 5 yearly mains testing	Medium
Smoking	Staff Visitors	Fire	Smoking only permitted outside. All smokers are reminded to extinguish their butts prior to discarding.	Low
Mains circuit	Staff Visitors	Fire	Mains circuit is tested at least every 5 years.	Low
Non-working alarms	Occupants of building	Non-evacuation	Alarms are tested weekly from different call points Maintenance Yearly service	Low
Non-working extinguishers	Occupants of building	Non-evacuation	Checked regularly Maintenance Yearly service	Low

**RECORDS:** Training Record      Maintenance Records      PAT Records      Fire Risk Assessment



## Health & Safety Policy Rev 1.0

**Activity:**  
Good House Keeping

Risk assessment  
carried out by: Flemming Westphalen, QSUK LTD

**Area:** Anywhere

**Level of supervision required:** None, when fully trained

**Activity: It is imperative that good house keeping is kept at all times both indoors as well as outdoors.**

Hazard	At Risk	Risk	Control Measures	Residual Risk Level
Slip, trips and falls	Staff	Broken limbs Cuts Bruises	Clean as you go policy. Training Basic Health and Safety training	Medium
Fire	Staff	Burns Suffocation	Training Fire Drills Fire Fighting equipment	Low - Medium

**RECORDS:** Training records

Fire Record

## Health & Safety Policy Rev 1.0

Office

Risk assessment  
carried out by: Flemming Westphalen, QSUK LTD

Level of supervision required: As identified in training records

Activity: Typical office with associated tasks.

Hazard	At Risk	Risk	Control Measures	Residual Risk Level
Display Screen Equipment (DSE)	Operator	WRULD (Work Related Upper Limb Disorder)	Yearly DSE assessment on individual workstations. Training: Take breaks as and when needed. Identifying symptoms early of WRULD. Knowing what to do if problems arise.	Low - Medium
Electrical equipment	Operator Occupants of building	Electrocution Fire	Training: Visual inspection of equipment for cracks and damage. Maintenance: Yearly PAT testing	Low Low - Medium
Guillotines	Operator	Cuts Amputation of fingers	Only use as per Instruction Manual. Ensure guards are used at all times. Do NOT overload.	Low
Slips, trips and falls	Operator	Injuries typical to slips, trips and falls	Good housekeeping	Low
Manual handling	Operator	Injuries typical to manual handling.	Training: Manual handling training	Low - Medium

RECORDS: Training records

PAT records

## Health & Safety Policy Rev 1.0

Manual Handling

Risk assessment  
carried out by: Flemming Westphalen, QSUK LTD

Area: Anywhere

Level of supervision required: None, when fully trained

Activity: Manual handling takes place everywhere. In order to ensure the safety of our staff we have trained all employees in Manual Handling, ensuring they know not only how to lift correctly but also that, where available, mechanical aids shall be preferred. The training also ensures that all our staff is able to assess Manual Handling and that help shall be sought, if needed. All our staff is also thought our communication lines and that they must report activities that they do not feel comfortable with.

Hazard	At Risk	Risk	Control Measures	Residual Risk Level
Lifting	Staff	Back injury	Training Induction training	Low
Carrying	Staff	Back injury Slip, trip and fall	Training Induction training	Low
Holding	Staff	Repetitive strain injury	Training Induction training	Low
Pushing and pulling	Staff	Strains and sprains	Training Induction training	Low
Twisting	Staff	Strains and sprains	Training Induction training	Low

RECORDS: Training Record



## Health & Safety Policy Rev 1.0

Driving

Page 1 of 1

Risk assessment  
carried out by: Flemming Westphalen, QSUK LTD

Level of supervision required: None. Full driving licence required

Activity: This risk assessment covers any driving taking place on behalf of the company or in a company vehicle. The Drivers Licence will be checked every 6 months.

Hazard	At Risk	Risk	Control Measures	Residual Risk Level
Mechanical failure	Driver Passenger Other	Accident	Maintenance: As per manufactures recommendations. Yearly MOT	Low
Wear and tear	Driver Passenger Other	Accident	Tyres, water and oil checked monthly.	Low
Driving	Driver Passenger Other	Accident	Training: Full Driving Licence appropriate to vehicle.	Low - Medium
Driving	Driver	Back injuries	Training: Correct driving position. Adjustment of seat.	Low - Medium
Tiredness and fatigue	Driver Passenger Other	Accident	Tiredness and fatigue is a killer. Breaks must be taken with regular intervals.	Medium

RECORDS: Personnel Records

Training Records

Vehicle Check Records

## Health & Safety Policy Rev 1.0

<b>COSHH Assessment Form</b>		<b>Section</b>	Maintenance / Repairs	
Date			Building Facilities	
Person(s) carrying out the COSHH assessment			Grounds Maintenance	
			Other	

1. Eliminating the need to use hazardous substances, consider is it possible to avoid the need to use hazardous substances?	Yes	No
---	-----	----

2. Before beginning work on the COSHH assessment process ensure you have a copy of the latest **Manufacturers Safety Data Sheet (MSDS) for the substance**. MSDS's are available from suppliers and manufacturers of products










MSDS on file    YES                       NO

Describe the activity or work process. Note: Include how long the task will take, how often it will be repeated and how much of the substance is used .	How long?	How often?	How much?

<b>Location of work</b>	<b>In Development area</b>			
<b>Persons at risk:</b>	Employees <input type="checkbox"/>	Customers <input type="checkbox"/>	Others <input type="checkbox"/>	Vulnerable persons <input type="checkbox"/>

<b>Name of the substance</b>	
------------------------------	--

Classification (place an x in the box next to the appropriate sign)

 Acute Toxicity (Cat 1-3) <input type="checkbox"/>	 Explosive <input type="checkbox"/>	 Serious long term health hazard <input type="checkbox"/>
 Acute Toxicity (Cat 4 (harmful)) <input type="checkbox"/>	 Oxidising <input type="checkbox"/>	 Compressed gasses etc <input type="checkbox"/>
 Corrosive <input type="checkbox"/>	 Flammable <input type="checkbox"/>	 Dangerous to the environment <input type="checkbox"/>

3. Substitution Is it possible to use a less harmful substance to do the work?	Yes	No
---	-----	----

Indicate below which form the substance takes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other State

Indicate below which route(s) of exposure the substance takes









<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inhalation	Skin	Eyes	Ingestion	Other State

Workplace Exposure Limits (WELs)

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):
------------------------------------	--------------------------------------

List the risks to health below from exposure to the substance

## Health & Safety Policy Rev 1.0

Control Measures: List below control measures eg extraction, ventilation, supervision, include additional controls for vulnerable persons where necessary				Certain substances can react adversely when they come into contact with others, please list any compatibility warnings here:	
Is health surveillance or monitoring required? (remember health surveillance may be required for vulnerable persons eg pregnant/young workers those with asthma, dermatitis etc)				Yes (see Health and safety arrangements, health surveillance)	
Personal Protective Equipment identify type and specification					
	<input type="checkbox"/> Dust mask	For the duration and amount used PPE is not needed		<input type="checkbox"/> visor	
	<input type="checkbox"/> Respirator			<input type="checkbox"/> Goggles	
	<input type="checkbox"/> Gloves			<input type="checkbox"/> Overalls	
	<input type="checkbox"/> Footwear			<input type="checkbox"/> Other	
First Aid Measures					
No ill effects are anticipated at predicted level. However, in the event of:					
<b>Eye contact</b> - rinse immediately with plenty of cold water.					
<b>Ingestion</b> - rinse mouth and give water to drink but do not induce vomiting.					
<b>Inhalation</b> - remove to fresh air.					
<b>Skin contact</b> - not required, remove access from skin.					
If any symptoms persist seek medical advice					
Fire identify appropriate fire extinguishers here			During combustion substances may give rise to harmful vapours/gases etc please detail below		
Dry Powder <input type="checkbox"/> CO2 <input type="checkbox"/> Water <input type="checkbox"/> Foam <input type="checkbox"/> Fire Blanket <input type="checkbox"/>					
Storage					
Store out of direct sunlight and areas of ignition					
Disposal of waste substances & containers please indicate below					
Hazardous Waste <input type="checkbox"/> General waste <input type="checkbox"/> Biological waste <input type="checkbox"/> Return to Supplier <input type="checkbox"/> Other <input type="checkbox"/>					
Is exposure adequately controlled?		Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Health & Safety Policy Rev 1.0

### Appendix B. Forms

These documents follow, and are deemed an integral part of the SLUDGETEK LIMITED Health and Safety Policy

# Health & Safety Policy Rev 1.0

## EMPLOYEE SAFETY INDUCTION TRAINING RECORD

Each employee should be advised of the following safety requirements that are applicable to their work:

Company Health and Safety Policy	Tick to Indicate that this item has been Covered
<b>Housekeeping</b>	
1. To keep gangways, stairways and doors clear.	
2. Not to leave material / equipment / objects lying about, after use.	
3. To always remove spillage from floors in accordance with procedures.	
4. To place waste materials in the appropriate receptacles	
<b>Lifting and Handling</b>	
1. The correct method of manual handling.	
2. Not to lift beyond their capacity but to seek assistance from others.	
3. To be aware of other articles when removing items from the work areas e.g. benches, shelves, racks etc.	
<b>Safety Practices</b>	
1. To stack items so that they will not fall.	
2. To never leave materials or work equipment on overhead structures or on top of cupboards.	
3. To report defective hand tools / work equipment immediately.	
4. Not to tamper with electrical equipment but to return it for repair immediately.	
<b>Hazardous Substances</b>	
1. Hazardous substances to which they may be exposed and any precautions.	
2. Use of PPE.	
3. Any emergency procedures.	
<b>Hazards</b>	
1. To report all hazards which may lead to an accident.	

Company Health and Safety Policy	Tick to Indicate that this item has been Covered
<b>Fire Precautions and other Emergencies</b>	
1. Action in case of fire and other emergencies.	
2. The location of their nearest fire exits, the escape route and assembly area.	
3. The location of the nearest fire alarm.	
4. How to use the fire fighting equipment.	
5. The hazards of carelessly discarding cigarettes, matches etc.	
<b>Reporting of Accidents and Injuries</b>	
1. How and where to report an accident.	
2. Location of first aid facilities.	
3. That all accidents, <b>however minor</b> , must be reported.	
<b>Introduction to all Legislation relevant to their Occupation</b>	
<b>Their Duties as an Employee to use any of the following in accordance with any training and instruction they receive / have received:</b> <ul style="list-style-type: none"> <li>• Machinery;</li> <li>• Equipment;</li> <li>• Dangerous substances;</li> <li>• Transport equipment;</li> <li>• Safety devices.</li> </ul>	
<b>The Employer's Health and Safety Policy Statement is to be brought to the attention of Employees.</b>	

This employee has been instructed in all the ticked items.

Name of Employee \_\_\_\_\_

Date Employment Commenced \_\_\_\_\_ Job Title \_\_\_\_\_

I have received instruction as shown above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Name & Position of Person who conducted the Training (CAPITALS):

\_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

This completed form should be sent to Supervisors, who is responsible for retaining training records.