



Health & Safety Policy Statement of Intent

We recognise the legal obligations placed on us by the *Health and Safety at Work etc. Act 1974* other Statutory requirements as may be applicable to our undertaking. It is our intent to demonstrate an ongoing and determined commitment to improving health, safety and welfare throughout our organisation.

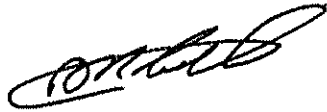
We will ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees, contractors, visitors, customers, and members of the public who may be affected by our operations by:

- Managing the health and safety risks arising from our work activities and implementing the necessary control measures;
- Ensuring suitable and sufficient risk assessments are carried out and that all reasonable and practical measures are taken to avoid risk;
- Adopting safe practises and continuous improvement through regular audits and reviews;
- Safe arrangements for the use, handling, storage and transportation of all equipment, materials and substances;
- Providing and maintaining safe plant, vehicles and equipment;
- Providing clear information, instruction, training, supervision and resources to ensure all our employees are competent in their duties;
- Consulting and communicating with our employees on matters affecting their health and safety;
- Safeguarding employees and others by implementing policies and procedures to reduce risk;
- Providing welfare facilities and maintaining a clean, safe and healthy working environment;
- Providing personal protective equipment, PPE;
- Implementing emergency procedures, including evacuation in case of fire or other significant incident;
- Committing to the continuous development and improvement of the health & safety management system;

- Reviewing, revising the health and safety policies, procedures regularly and update as necessary ensuring best practice.

Health and safety are the primary responsibility of the employer. Employees also have a duty of care for their own health and safety, and that of others who may be affected by their acts or omissions at work. Employees are required to cooperate with the employers and co-workers to help everyone meet their legal obligations. All are to ensure they are fully conversant with the Health and Safety Policy and are encouraged to report any accidents, near misses, dangerous occurrences or anything related to health and safety.

Signed:



Name:

Andrew Richards

Position:

Operations & Sales Director

Date:

13 April 2024

Responsibilities & Arrangements

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. This section sets out the responsibilities under this policy:

- The overall and final responsibility for health and safety within the business is that of **Andrew Richards**.
- To ensure health and safety standards are achieved, maintained, and continuously improved, the following is responsible for ensuring that all activities under their control are carried out in accordance with the business health and safety policy, procedures, training, standards, safe working practises and procedures and in compliance with statutory provisions is **Michael Dauscha**, Operations, Health & Safety Manager.

Employees must fulfil their duties under the *Health and Safety at Work etc. Act 1974*. In particular they must:

- Cooperate with management on health and safety related matters;
- Take reasonable care for their own health and safety, and that of others who may be affected by their acts or omissions at work;
- Cooperate and enable any duty or requirements imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements could lead to disciplinary action being taken by the business and prosecution by the Health & Safety Executive, HSE and or the Local Authority.

Health & Safety Risks Arising from our Work Activities

Under the *Management of Health & Safety at Work Regulations 1999*, the business has a duty to assess risk to the health and safety of anyone who may be affected by their work activities. It is the businesses policy to ensure that no one is put at risk from any activities under its control.

- Risk Assessments will be undertaken by A. R. Richards Ltd in consultation with our respective insurers and employees;
- The findings of the Risk Assessments will be conveyed to all relevant members of staff;
- Action required to remove, controlled risks will only be approved by **Andrew Richards** and or **Michael Dauscha**;
- **Andrew Richards** and **Michael Dauscha** will be responsible for ensuring the action required is implemented;
- **Andrew Richards** and **Michael Dauscha** will check that the implemented actions have removed the hazards and or reduced the risks to an acceptable level;
- Assessments will be reviewed annually or when there are changes in legislation, industry practises or technology, when new machinery, substances or procedures are introduced and whenever there is an accident, near miss and or dangerous occurrence resulting in injury or damage ensuring best practice.

Consultation with Employees

Under the *Health and Safety (Consultation with Employees) Regulations 1996*, the business has a duty to consult employees either directly or through an elected representative on matters relating to health and safety.

Employee Health & Safety Representatives are:

- Andrew Richards/Director Sales & Marketing
- Michael Dauscha/Operations, Health & Safety Manager
- Alex Gammon/Waste & Site Manager
- Jim Barratt/Builders Merchants & Site Manger
- Mike Weatherall/Transport Manager
- Stuart Williams/Logistics Manager
- Chloe Richards/Eurobins Manager
- Dave Morgan/Maintenance Manager
- Bart Baines/Sales & Marketing Manager
- Chris Mann/Health & Safety Officer

Safe Plant, Vehicles, Trailers and associated Equipment

Under the *Provisions and Use of Work Equipment Regulations 1998* and the *Lifting Operations and Lifting Equipment Regulations 1998*, the business has

a duty to ensure that all plant and equipment that requires maintenance, (including statutory testing) is identified and where applicable maintenance work is undertaken.

The Maintenance Manager will be responsible for ensuring testing, inspection and maintenance of lifts, hoists, cranes, and other lifting equipment including emergency repair work, and safe methods of undertaking this, will be ensured.

The Maintenance Manager will be responsible for ensuring all plant and accessories have been tested and have an in date LOLER/POWER certificate as per the respective regulations as stipulated above.

The Transport and Logistics Manager will be responsible for ensuring all vehicles and accessories have been tested and have an in date LOLER certificate as per the respective regulations as stipulated above.

Site Managers and Supervisors; will be responsible for identifying all plant and associated equipment receives daily pre use checks, periodic and routine maintenance ensuring an up to date record is kept by VIN, VRN, Make, Model, type of service, inspection and faults by date reported and rectified.

The Transport and Logistics Manager will be responsible for identifying all vehicles, trailers and associated equipment requiring periodic and routine maintenance ensuring an up to date record is kept by VIN, VRN, Make, Model, type of service, inspection and faults by date reported and rectified.

The Transport and Logistics Manager will be responsible for ensuring effective maintenance procedures are drawn up and will be responsible for ensuring that all identified maintenance is implemented and adhered to.

The Maintenance Manager will be responsible for identifying all plant and hand/portable tools and associated equipment requiring periodic and routine maintenance (*e.g. portable electrical/mechanical appliance portable appliance tester & STIHL saw etc.*) Ensuring an up to date record is kept by Make, Model, Serial, type of service, inspection and faults by date reported and rectified.

Any faults found with plant and hand/portable tools and associated equipment should be reported to the **Maintenance Manager**.

Any problems found with vehicles, trailers and associated equipment should be reported to the **Transport & Logistics Manager**.

All new or hired plant and vehicles are to be checked on receipt that they meet health and safety standards and come complete with the respective documentation, (e.g. letter of conformity, MOT, PMI, LOLER, PUWER) etc.

Employees may not use equipment unless they have received suitable and sufficient familiarisation training and authorisation.

Pre use checks are a mandatory requirement prior to using any plant, vehicle, equipment and or machinery. It is prohibited to use any plant, vehicles, equipment and or machinery if it is deemed faulty and or dangerous condition along with ensuring all safeguards are fitted and operational. In addition, if you have not been trained and or familiarised.

All vehicles, plant, machinery and associated equipment must be stopped before making an adjustment, undertaking maintenance and or lubricated, especially, if necessary, to remove guards for these tasks. All equipment must be isolated before cleaning, clearing an obstruction, conducting maintenance and or repairs.

Trailers and trailed equipment must be properly connected to the vehicle and or plant and where applicable all trailers should be fitted with an independent braking system and ensure that the brake lines are connected properly and in good working order.

Electrical

The electrical installation will be tested for electrical safety at appropriate intervals by an approved contractor.

Portable electric appliance will be regularly tested for electrical safety, (PAT/Testing) by an approved contractor or inspected by a trained, qualified member of staff. Check the condition of electrical equipment before and after every use and update the register as appropriate.

Electrical pressure wash equipment must not be used unless protected by a Residual Current Device, (RCD).

To minimise the risk of an electrical fire:

- Trailing leads must be kept to a minimum. Any cables showing damage to the outer insulations should be replaced with immediate effect;
- Electrical sockets must not be overloaded and should be switched off when not in use unless essential to keep switched on.

Safe Handling & Use of Substances

Under the *Control of Substances Hazardous to Health Regulations, (COSHH) 2002*, the business has a duty to assess the risks from both hazardous substances that are used, (e.g. chemicals, solvents, oil etc.) and hazardous substances generated from work activities (e.g. dust, fumes. Vapour etc.).

COSHH custodians are annotated on the respective H&S Notice Boards.

COSHH custodians will be overall responsible for identifying all substances that require a COSHH assessment.

COSHH custodians will be responsible for undertaking COSHH assessments and ensuring the COSHH register is up to date.

COSHH custodians are responsible for ensuring that all actions identified in the assessments are implemented.

Assessments will be reviewed annually or when the work activity changes, whichever comes first.

Information, Instruction & Supervision

The *Health and Safety (Information for Employees) Regulations 1989*, require the business to display:

A copy of the Health and Safety Executive, Health and Safety Law Poster and the Health and Safety Statement of Intent, policy is to be displayed on all Health and Safety Notice boards along with any other significant information.

Health and safety advice is available from **Andrew Richards**, **Michael Dauscha** and or all other **Managers** previously listed on page four.

Inductions, (Health and safety element) will be arranged and undertaken by Michael Dauscha and or Chris Mann.

Third Parties

We also have a responsibility to all contractors, visitors, and members of the public. We will provide a clean and safe working environment to the extent that is within our control and to highlight any specific hazards which are unlikely to be immediate apparent to the person(s) concerned. The person hosting the third party are responsible for ensuring the necessary health and safety information is provided.

Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including our employees. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, and operated by trained staff along with that it does not present a hazard.

The law requires us to take extra precautions to protect children from our work activities. Children are prohibited from all of A R Richards sites.

Unauthorised persons must be excluded from work areas using barriers and or appropriate signage where necessary. Each case should be judged on its own merit at the time. If in any doubt consult with either **Andrew Richards** and or **Michael Dauscha**.

Competency for Task & Training

Legislation requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

Health and safety Induction training is mandatory and will be provided for all employees.

Job specific training will be provided by the employees' respective line managers and or appropriate staff and or training provider.

The following tasks must only be carried out by specifically authorised employees of whom have successfully completed the respective training course. This is to monitor if a task is potentially hazardous or legislation demands trained/authorised person only. Such as:

- Plant (e.g. FLT, loadall, crusher & screener) operations
- Driving including towing
- Vehicle, plant, equipment & site maintenance
- Confined spaces
- Excavations
- Hot works
- Handling & use of chemicals
- Abrasive wheel including floor saw /angle grinders etc
- Chainsaw operations
- Working at height
- Manual handling

All other employees are prohibited from carrying out the above task unless supervised by a suitable qualified person.

Employees operating company vehicles must hold the appropriate category of licence, received suitable and sufficient familiarisation training and be specifically authorised.

Induction/Training matrix are to be kept up to date by the health and safety department.

Training will be identified, arranged, and monitored by line Managers.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction, and or training then they must report the matter to Management.

Accidents, First Aid & Work Related ill Health

The business will ensure, so far as reasonably practicable, that all accidents, near misses and dangerous occurrences are reported and where appropriate to the respective public body, organisation for example The HSE. In addition, all accidents, near misses and dangerous occurrences will be

investigated, recorded and reasonable measures put in place to prevent any recurrence.

All accidents, near misses, danger occurrences and cases of work related ill health are to be reported to Human Resources and Health and Safety Manager without delay. Details will be recorded in the accident book by site. **Michael Dauscha** and **Chris Mann** are responsible for periodically analysing the accident book(s) for data, trends.

All Managers are responsible for undertaking investigations following accidents, near misses, dangerous occurrences, and work-related ill health absence.

Michael Dauscha, Chris Mann and all **Managers** are responsible for acting on investigations findings to prevent recurrence.

Michael Dauscha and or **Chirs Mann** are responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the *Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR) 2013.*

First aid kits are located at each site office and in each company vehicle.

Michael Dauscha and or **Chris Mann** are to ensure there are appointed and trained first aiders at each site including night shift.

Human Resources are responsible for ensuring that all first aid boxes/kits are regularly checked and stocked with approved and in date first aid equipment.

Your First aiders are annotated on the respective H&S Notice Boards.

Health & Hygiene

To avoid ill health, always wash your hands thoroughly prior to eating, drinking, smoking and after any work activity using the soaps, sanitisers dispensers, stations readily available across all sites.

Always cover cuts and abrasions with plasters before work and or use gloves provided. Good standards of personal hygiene must be maintained to prevent infection.

Report any health concerns immediately to your Line Manager, Health & Safety Manager and or Human Resources. It is our policy to do everything that is reasonably practicable to reduce the risk of work related stress. If any members of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress they should speak in the strictest confidence to management.

No formal health surveillance is required for current work activities. However, all staff should monitor their own health and report any concerns to their Line Manager, Health & Safety Manager and or Human resources in strictness confidence with reference to for example; back pain, asthma or stress.

To prevent the spread of infection of contracting leptospirosis, weill's disease ensure you wash and keep all cuts and abrasions covered and don the appropriate PPE where applicable.

Display Screen Equipment & Workstations

The Health and Safety, (Display Screen Equipment) Regulations 1992, apply to workers who "consistently" use display screen equipment, (DSE) as a significant part of their normal work. The main features of the regulations are the duty to assess workstations and reduce the risk that may arise.

Workstations will be assessed, and staff given sufficient information and instruction in setting up a comfortable and suitable workstation.

Annual eye tests are available if required for all display screen equipment users.

Flexibility will be considered where possible to ensure breaks are incorporated into long repetitive computer work.

Alcohol & Drugs

The consumption of excessive alcohol or the use of controlled drugs at work is strictly forbidden. Any persons found to be using controlled drugs will be

removed for their own safety and that of others and could be subject to disciplinary proceedings. No alcohol or illegal drugs are permitted to be brought onto or taken, consumed at work.

The use of prescribed drugs should be notified to your Line Manager and Human Resources to ensure job placement is not affected as some drugs can make you drowsy, a particular risk while driving or operating plant and or machinery.

Manual Handling

Employees will adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance when heavy or awkward loads are to be moved manually. In general loads above 25kg, or weight which you feel is too heavy for your capacity, must be subject to lifting techniques. Carrying and lifting of objects should always be done with great care. Never attempt to manually lift loads above 25kg alone – always seek assistance. Always request further training if unsure.

Lifting of heavy items should be carried out using safe lifting techniques, (i.e. Lift with the legs not the back) before attempting to lift anything, establish the following:

- The weight of the object;
- The centre of gravity, (Its balance);
- Sharp edges or projections, (gloves required at all times);
- Accessibility of the object (and where it is being moved to);
- Your individual capacity for manual handling.

Where possible manual handling should be avoided, and use of manual handling equipment is to be used. Manual handling is prohibited unless you have received suitable and sufficient training.

Emergency Procedures & Fire & Evacuation

Michael Dauscha and or **Chris Mann** are responsible for ensuring Fire Risk Assessment are undertaken and implemented.

Escape routes are regularly checked by the respective site Fire Marshall(s).

Fire alarm, smoke detectors and emergency lighting to be checked and recorded every six months.

Fire extinguishers are maintained and checked monthly. Along with an annual inspection via a qualified person.

The emergency evacuation procedures will be tested and recorded every 12 months.

Fire alarm to be tested every Monday at 08:00 hrs.

Your Fire Marshalls are annotated on the respective H&S Notice Boards.

Smoking, Vaping & E-Cigarettes

Smoking materials are generally a major cause of fires through disposal and must be rigorously controlled. No smoking is allowed on site apart from the designated smoking areas. A smoking receptacle will be provided, and all cigarettes must be fully extinguished.

Workplace

The Workplace, (Health, Safety & Welfare) regulation 1992, details the requirement in respect of the workplace including staircases, floors, access and egress, toilets and welfare facilities etc, will be kept in a safe and clean condition by cleaning, maintenance and repair.

Employees must cooperate to ensure such standards are kept and any concerns are to be reported.

Routine and periodic inspections will be carried out by Site Managers and Supervisors.

Entrances and exits will be well maintained, and all flooring and coverings will be kept in good condition to ensure safe access and egress.

All work areas are to be kept tidy and any spillages are to be cleaned up with immediate effect ensuring good housekeeping.

All waste is to be regularly cleared and placed in the designated receptacle e.g. bin/skip.

Storage of all materials and equipment must, within reason, be arranged so that it remains without risk to anyone's health and safety, and does not block entrances, exits and designated footpaths.

Workplace Traffic Management / Transport

The Workplace, (Health, Safety & Welfare) Regulation 1992, places duties on employers to secure a safe workplace. Regulation 17 requires that, "every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner" and that "all traffic routes are suitably indicated where necessary for reasons of health or safety".

Road systems will be clearly and logically arranged, allowing adequate space for movement, reversing, turning and off loading. An assessment will be completed in respect of workplace traffic management to ensure that site vehicles/drivers, plant/operators and pedestrians are segregated and safe.

The following procedures should be adopted whenever operating vehicle/plant:

- Daily pre use checks/function tests will be carried out prior to the use of all vehicles, plant, trailers, attachments and associated equipment;
- A "safe stop" procedure must be used when leaving any vehicle/plant. This means that all power should be isolated, the ignition key removed, and the handbrake applied;
- Vehicle/plant cabs must be kept clear of rubbish/tools which may interfere with the operation of foot pedals/controls;
- Any vehicles when reversing, warning lights/beacons and/or audible warning must be used and or the use of a Banksman;
- Vehicles should be reversed into designated parking spaces where available.

Do not use a mobile telephone, smart watch or handheld radio whilst driving. Ensure that you pull over and park in a safe and suitable location prior to using any means of communication.

Drivers will take regular breaks and will ensure that they comply with all relevant legislation, (i.e. EU Drivers hours, Domestic Rules and Working Time Directive).

Safety Signs

The health and safety, (*Safety Signs & Signals*) *Regulation 1996*, set out the minimum requirements concerning safety and signals at work. Where appropriate road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

An assessment will be made of the safety sign requirements for the premises and suitable signage displayed where required.

Personal Protection Equipment, PPE

The company will provide suitable and sufficient PPE; this is provided as a last resort when the hazard cannot be controlled by any other means.

Human Resources are responsible for issuing PPE and all are responsible for ensuring all conform including contractors, customers, and visitors.

It is everyone's responsibility to don PPE where applicable, store safely and report any loss or defects to your Line Managers. Failure to wear PPE as directed can result in disciplinary action.

PPE must be worn at all times where identified as necessary in the COSHH or RAMS and or following your training, irrespective of conditions which may make using such equipment uncomfortable.

Areas of Risk

To help reduce the risk of injury or exposure, risk assessments and method statements for a variety of the hazardous tasks that are undertaken. All employees should ensure they have received suitable and sufficient information, instruction and training prior to any exposure /working with but not limited to the below:

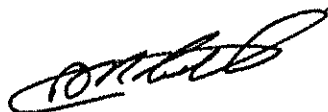
The main areas of risk are as follows:

- Working at height;
- Manual handling;
- Workplace vehicles, plant, trailers & associated equipment/attachments;
- Contact with machinery, bailer, crusher, screener etc;
- Contact with electricity or an electrical discharge;
- Hazardous material e.g. asbestos & or poisons;
- Noise & vibration;
- Lone working;
- Reversing;
- Fire & explosion;
- Adverse weather;
- Occupational health;

Monitoring & Reviewing

To ensure our commitment to managing health, safety and welfare in the workplace is actively pursued, **Andrew Richards** and **Michael Dauscha** will examine the implementation of this policy by performing regular safety meetings, audits and inspections of the premises and work activities. In addition to this policy together with its associate arrangements will be reviewed annually or when legislation and or work activities change whichever comes first.

Signed:



Name:

Andrew Richards

Position:

Operations & Sales Director

Date:

13 April 2024