COMPLETE WEED CONTROL   COMPLETE GRITTING SERVICES

Health and Safety Policy

PREPARED BY:

NSL
SUPPORT | SYSTEMS | SAFETY

NORTHERN SAFETY LIMITED
109B Allison Avenue
Teesside Industrial Estate
Thornaby
TS17 9LY

Tel: 01642 754 880

Amendment Schedule for the Policy Review

Date of Issue:	**October 2024**		
Last Annual Review:	**October 2024**	**Next Annual Review Due:**	**October 2025**

Complete Weed Control and its franchisees will ensure that this Policy is kept up to date, particularly as the business changes in nature and size. The Policy will be subject to a **full annual review** as indicated above or sooner in the event of any significant accident, incident or dangerous occurrence which may impact on the existing arrangements.

Furthermore, a check should take place, in **April and October of each year**, for any new legislation or changes to existing Regulations issued by the HSE which impact upon this Policy, as shown in the table below.

Amendment Record & Legislative Review

Date of Review	Section No	Reviewed by	Brief details of Revision
25/10/2021	All	NSL	Annual Review and October legislative update (REACH EU amendments update)
23/03/2022	3.47	NSL	Added worksafe policy 3.47
29/04/2022	3.23, 3.45, 3.25,3.47, 3.12, 3.20, 3.32	NSL	April legal review change to Occupational Ill Health, PPE Regs, Work at Height, Add new Sections: Workplace Substance Abuse Policy. Environment and Environmental Act. The Hydrocarbon Oil Duties, Registration Evaluation Authorisation & restriction of Chemicals.
01/10/2022		NSL	**Annual Policy review**.
13/10/22	3.8, 3.26 and 3.14	NSL	**October legislation review**.. Update to COVID regarding variants and controls, inclusion of new section 3.8. Construction Products Regulations and reference to Fire Safety Order changes for reference although not affecting CWC in the fire safety section.
04/04/2023	3.13,3.25,3.30 3.32,3.38.3.48 3.49	NSL	Policy reviewed in line with **HSE April legislative updates.** **3.13** Added Fatigue Management Policy **3.25 Occupational Health** update to COVID regarding variants and controls **3.30** Added Positive Mental Health and Well Being Policy **3.32** Updated Provision and Use of Work Equipment Regulations 1998 (PUWER) now includes the Supply of Machinery (Safety) Regulations 2008 **3.38** Updated Traffic Management to incorporate Driving. **3.48** Updated Working at Height **3.49** Housekeeping now included in Workplace (Health, safety, and welfare) regulations 1992.
19/10/2023	3.12,3.14 3.17	NSL	**Annual review with October legislation review**. **3.12 Environment and the Environmental Act** Insertion of new legislation **3.14 Fire (Scotland) Act 2005** Insertion of new legislation **3.17** Insertion of new Section**: The Greenhouse Gas Emissions Trading Scheme Order 2020**

Amendment Record & Legislative Review

Date of Review	Section No	Reviewed by	Brief details of Revision
22/04/2024	2.1,3.1, 3.17	NSL	Policy reviewed in line with **HSE April legislative updates**. **2.1 Update to Safety Advice** – Responsibility & Authority. **3.1 Abrasive Wheels** – Removal of grinding stone / disc instruction. **3.17 Greenhouse Gas Emissions -** Addition of ESOS information.
21/08/2024	Introduction	NSL	Included reference to the legal register for specific environmental law applicable
01/10/2024			**Annual policy review with October legislation update** **3.5 Classification, Labelling and Packaging Regs –** remove mandatory requirement for unique 16 digit identifier through GB CLP. **3.19 Hazardous Waste Regulations / Controlled Waste (Egland and Wales) Regulations** – change to construction and demolition waste and stringent controls for separation of recyclables. **3.33 Producer Responsibility Obligations (Packaging Waste) Regulations and The Producer Responsibility Obligations (Packaging Waste) (Amendment) (England) Regulations 2020 and the Plastic Packaging Tax (PPT) and The Packaging Waste (Data Reporting) (England) and (Amendment) Regulations 2023 and 2024** – introduce due to lowered thresholds which may apply. **3.34 PUWER and Supply of Machinery –** amendment to the date for UKCA / CE **3.46** Merge **Work Equipment** section within PUWER 3.34 Update legal section 4.1.3 to 4.1.7

COMPLETE WEED CONTROL

COMPLETE GRITTING SERVICES

FOREWARD

Complete Weed Control - local help from a national company

Complete Weed Control is a UK weed control company, specialising in weed control, prevention, removal, and maintenance.

As one of the leading weed control specialists, we offer a comprehensive range of commercial weed control services, including aquatic, grass, moss and algae, and Japanese knotweed removal.

If you are looking for a company that specialises in the control of weed, we can help you. Our contractors operate throughout all of the UK, including London, Wales, Scotland, Northern Ireland and Ireland too

This Health and Safety Policy and associated arrangements is proprietary to Complete Weed Control Limited. However, it can be amended and updated by competent persons, with explicit prior consent from a Director of Complete Weed Control and providing it maintains its' integrity and intended original purpose and directives. Amendments and upgrades must ensure that statute and law is upheld, health and safety is maintained, and the Complete Weed Control brand is not brought into disrepute.

FRANCHISEE DECLARATION

This manual has therefore been amended to reflect the requirements of

Complete Weed Control Limited

Where this section has been completed, all references and notations are relevant to the franchisee company name and not to Complete Weed Control Limited's head office.

Signed:

Position: Managing Director

HEALTH & SAFETY POLICY

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This document contains further information sourced from the HSE Web site and other sources. To access this information please click the relevant hyperlink required.

1.1 Introduction

This **Health and Safety Policy** is the starting point to managing health and safety in the workplace. It sets out how health and safety is managed in your organisation. It is a unique document that shows **who** does what, **when** and **how** they do it.

If a company has five or more employees, it is a legal requirement to have a written health and safety policy. The Policy will set out how you manage health and safety in your organisation and needs to reflect any company procedural or personnel changes, to ensure compliance with current health and safety regulations.

The law requires that the written health and safety policy will include the following three sections: -

- A health and safety policy "Statement of Intent", which includes the health and safety aims and objectives of the organisation.
- How health and safety is organised within The Company, detailing the people with specific health and safety responsibilities and their duties.
- The health and safety arrangements in place, in terms of systems and procedures.

The Health and Safety Policy is supported by a legal register which contains specific environmental law appropriate to our activities:-
Appendix 2 – Schedule of Legislation and best practice guidelines applicable to our work activities

1.2 Health and Safety at Work Act 1974 (HASAWA)

Section 2(1) HASAWA "*It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees.*"

The Health and Safety at Work Act 1974 (HASAWA), places various legal duties upon employers and their employees. An employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, including when working on or away from the company's premises. This includes the provision of safe systems and places of work, protective equipment, information, instruction, and training.

In accordance with its policy, a company must prepare a safety management system for the guidance of its employees. The co-operation of all employees and others involved is essential to the efficient and safe operation of the company and to comply with the relevant legislation.

We will provide all employees, as part of their employment, with the appropriate safety equipment necessary and will ensure, so far as is reasonably practicable, safe systems and methods of working are adhered to by any workers under their control. In conjunction with this, due note will be made, and precautions taken to safeguard third parties, including the general public, who may be affected by our activities.

The Health and Safety at Work Act 1974 (HASAWA) requires that our employees comply with the following: -

- To take reasonable care both of themselves and other persons who may be affected by their acts or omissions at work.
- To wear and look after all necessary protective clothing and equipment.
- To report all accidents, incidents, unsafe conditions or acts to their manager.
- To co-operate with their management on all matters of health and safety.
- Not to interfere with or misuse any equipment provided to alleviate risks to health and safety.
- To conform to all statutory regulations, codes of practice and company rules related to safety.

These rules do not replace any existing legislation or codes of practice but endeavour to cover the basic requirements with which a company and all its employees will comply.

The Health & Safety at Work Act 1974 http://www.legislation.gov.uk/ukpga/1974/37/contents
Health & Safety Regulations – A Short Guide http://www.hse.gov.uk/pubns/hsc13.pdf

1.3 The Management Of Health And Safety At Work Regulations 1999 (MHSW)

The Management of Health and Safety at Work Regulations 1999 (MHSW), requires that the employer 'make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures' ***http://www.hse.gov.uk/pubns/priced/hsg65.pdf.***

It further requires that these arrangements must be recorded when there are five or more employees.

THE CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT

Under the Act, health and safety legislation means "any statutory provision dealing with health and safety matters" so it will include transport (road, rail, river, sea, air), food safety and workplace safety as enforced by HSE and local authorities.

Juries will be required to consider breaches of health and safety legislation in determining liability of companies and other corporate bodies for corporate manslaughter/homicide. Juries may also consider whether a company or organisation has taken account of any appropriate health and safety guidance and the extent to which the evidence shows that there were attitudes, policies, systems or accepted practices within the organisation that were likely to have encouraged any such serious management failure or have produced tolerance of it.

Leading Health & Safety at Work INDG417 - http://www.hse.gov.uk/pubns/indg417.pdf

THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969 AND REGUALTIONS1998 AMENDED 2002, 2004 & 2008

The company are responsible for the health and safety of our employees while they are at work. Our employees, including former employees, may be injured at work or may become ill because of their work while in our employment and have a right to claim compensation from the company if they believe the company is responsible.

The Employers' Liability (Compulsory Insurance) Act 1969 ensures that employers have at least a minimum level of insurance cover against any such claims. Employers' liability insurance will enable us to meet the cost of compensation for employees' injuries or illness whether they are caused on or off site. However, any injuries and illness relating to motor accidents that occur while employees are working for us may be covered separately by our motor insurance.

Employers' liability insurance is compulsory. The company can be fined if it does not hold and display a current employers' liability insurance policy which complies with the law.

If any of our employees are normally based in England, Scotland or Wales (including offshore installations or associated structures) the company must have employers' liability insurance.

Under the law in Great Britain, the Company does not need employers' liability insurance to cover any of employees who are based abroad (e.g. if they are on secondment). However, the Company should check whether the law in the country where they are based requires the Company to take out insurance or take any other measures to protect employees. If any of your employees are normally based abroad but spend more than 14 days continuously in Great Britain, or more than seven days on an offshore installation, under the law in Great Britain the Company will need employers' liability insurance for them.

The Company must use an authorised insurer. The Financial Conduct Authority (FCA) has a list of authorised insurers. A check can be made if a company is authorised by searching the register. The Financial Services Register is a public record that shows details of firms, individuals and other bodies that are, or have been, regulated by the Prudential Regulation Authority (PRA) and/or the Financial Conduct Authority (FCA). It also has information on firms regulated by the Financial Services Authority that had cancelled or stopped being regulated before April 2013. Why search the Register? You can search the Register to find out whether a firm you are using, or plan to do business with, is authorised or by the PRA and/or FCA or is exempt. You can also see if a consumer credit firm has interim permission to provide consumer credit.

Public Liability Insurance

Public liability insurance is different. It covers Employers for claims made against them by members of the public or other businesses, but not for claims by employees. Whilst public liability insurance is generally voluntary, employers' liability insurance is compulsory.

COMPLETE WEED CONTROL

COMPLETE GRITTING SERVICES

HEALTH AND SAFETY POLICY

COMPLETE WEED CONTROL
COMPLETE GRITTING SERVICES

SECTION 1 GENERAL STATEMENT OF POLICY

NB, we understand that it is sometimes not realistic for all staff to read and understand the Policy in its entirety but please be aware of the following important points: -

1. **That the General Statement of this Policy must be signed, dated and prominently displayed for all your employees to read.**
2. **Those within your company who have specific roles and responsibilities assigned to them as laid out in your policy must sign the declaration sheet to confirm that they have read, understood and accepted the duties place upon them.**
3. **It is important to communicate the policy statement with all employees as it sets out legal requirements as well as goals and expectations of us**
4. **Employees will also be made aware of the location of the policy, so they may if they wish access it for information at any time.**

This policy has been prepared by Northern Safety Ltd from information supplied by the Client. It is the Client's responsibility to check that the general statement of policy is accurate and that any changes should be notified as soon as possible to Northern Safety Ltd.

COMPLETE WEED CONTROL   COMPLETE GRITTING SERVICES

1.4 General Statement Of Policy

At Complete Weed Control we are committed, so far as is reasonably practicable, to ensuring the health, safety and welfare at work of our staff and of anyone else affected by our work activities.

This statement of Health and Safety Policy together with the associated arrangements have been prepared to ensure that we set health, safety and environmental objectives, review and evaluate them then determine actions to achieve them. The company will never compromise health, safety, or the impact to the environment by any objectives.

Complete Weed Control are committed to preventing injury and ill health and for the continual improvement in Health & Safety (H&S) management and OH&S performance. The OH&S management system has been developed to assist the company, our managers and employees in their commitment and obligation to comply with applicable legal requirements including Acts, associated Regulations and Agreed Codes of Practice and Guidance Notes.

We will take steps to ensure that our statutory duties are always met.

Complete Weed Control are committed to achieving the following objectives by providing the necessary resources (in terms of funds and materials) and seeks the co-operation of all persons at work to:

- Provide such information, instruction, training, and supervision as is necessary and appropriate to ensure the health and safety at work of all persons at work and to enable work activities to proceed safely.
- Maintain all places of work and work equipment in a condition that is safe and without risks to health, including the means of access to and egress form such places of work.
- Provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons.
- Provide and maintain plant and systems of work that are safe and without risks to health.
- Arrange for ensuring safety and the absence of risks to health about the use, handling, storage and transport of articles and substances.
- Provide suitable measures for general fire safety and process fire safety.
- Define the roles and outline the responsibilities for health and safety of all persons at work including the requirement for purchasing resource where competence is not available via employed means.
- Promote joint consultation and employee involvement in health, safety and welfare at work and other work-related matters.
- Develop and monitor health and safety targets.
- Create a range of suitable and sufficient risk assessments, method statements and safe systems of work with regards to all significant hazards in relation to our activities.
- Identify and make specific arrangements for vulnerable employees (for example: disabled workers, lone workers, pregnant, and nursing mothers).
- Provide appropriate: emergency procedures, adequate first aid facilities, free personal protective equipment (PPE) etc.
- Undertake pro-active monitoring (including workplace inspections, safety tours, surveys, health surveillance, etc.; where appropriate).
- Provide Resources (human, physical and financial) will be allocated to health, safety and other issues to ensure that our statutory duties are met.
- Undertake reactive monitoring, (including record and investigate near misses, accidents and occupational ill-health to determine the causes and prevent reoccurrence; where appropriate).
- Monitor health and safety performance.
- Review this health and safety policy on a regular basis, or in the event of any significant changes.
- Ensure there is no-smoking within company premises or vehicles used for work.
- Ensure employees:
    - take reasonable care of themselves and other relevant persons, who may be affected by what they do or do not do.
    - co-operate with their employer and/or manager, with regards to health and safety and achieving our aims

- not to interfere or misuse anything with regards to safety provisions.
- correctly use PPE, work equipment, etc. in accordance with their training and/or instructions; and
- inform their employer and/or manager if they think there is risk to anyone's health and safety.

Every member of staff will be required to comply with and be committed to, our aims and objectives, as stated in this policy and other documents, in maintaining a safe and healthy working environment always.

Work activities will be monitored regularly to ensure compliance with the requirements of this Health and Safety Policy. The policy will be reviewed regularly (normally annually) and, whenever necessary, revised in light of legislative, company or other changes.

Signed:		**Position:**	**Managing Director**
Name:	**Ian Graham**	**Date:**	**April 2025**

COMPLETE WEED CONTROL COMPLETE GRITTING SERVICES

SECTION 2
ORGANISATION

2 Organisation

There is a legal responsibility under the Health and Safety at Work Act 1974 (HASAWA) which requires all employers to organise and manage the health and safety of their company and all its activities. The following organogram, roles and responsibilities are laid out to explain our organisational structure.

The Managing Director / Proprietor has overall responsibility for the health, safety and welfare of: -

- Employees and other workers, whether part-time, casual, temporary, home workers, on work experience, Government training schemes – i.e., anyone working under their control or direction.
- Anyone who visits or uses the workplace.
- Anyone who can use or can be affected by the organisation’s plant, equipment and infrastructure.
- The health and safety of those affected by the work activity, for example neighbours and landlords, customer representatives, other contractors, the general public.

All employees have a responsibility for the safety of themselves, work colleagues and others who may be affected by acts or omissions in their place of employment. We believe in the importance that all employees are involved in the safety management systems, their development and the development of other. They are regularly consulted to achieve this.

2.1 Safety Advice

The company will actively promote health and safety and share information of any new legislation or amendments to Codes of Practice etc.

Safety Advice Service Level

The organisation and its franchisees retain the services of **Northern Safety Ltd.**, who are an organisation which provides qualified and competent Safety Advisory services to assist in the safety management system.

The current level of service provided by **Northern Safety Ltd.** is as follows: -

- **H & S Policy:** Annual review of our Health & Safety Policy plus a review in April & October when new legislation may be introduced by the HSE to ensure We remains compliant with current legislation.
- **Risk Assessments:** Annual review of our activities to ensure the appropriate control measures are in place.
- **CoSHH Assessments:** Annual review of our hazardous substances and the work processes involved to determine whether the substances can be eliminated or substituted with a safer alternative.
- **Health & Safety Advice:** Providing competent health and safety advice and support to We as and when required.
- **Legal update:** Advising on changes affecting the organisation relating to Health and Safety legislation and code of practice. Using IOSH membership to receive bi-annual updates (April and October) from the HSE.

Safety Adviser Contact Details

Northern Safety Ltd
109B Allison Avenue, Teesside Industrial Estate, Thornaby, TS17 9LY
Telephone 01642 754 880
Email: enquiries@northernsafetyltd.co.uk
Website: www.northernsafetyltd.co.uk

Health and Safety Training

Our employees will be provided with appropriate health and safety training/refreshers to enable them to carry out their work in a safe manner.

Safe Systems of Work

The company will systematically assess the work to be carried out and formulate controlled methods of performing the work involved, minimising the risks identified.

Safety Monitoring

The company will ensure audits/inspections are carried out and actions taken immediately to resolve any items noted.

Accidents will be reported to management, who will be responsible for ensuring that all necessary steps are taken to record, investigate and report the matter, if required, to the HSE in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Responsibility and Authority

All personnel are responsible for the working to and implementation of the quality, health and safety and environmental (QHSE) requirements of the Company. There are policies in place which are reviewed at least annually and contain directives for all persons employed by the business to comply to. This has been developed by the Company Management.

There is a legal responsibility on both the employer and the employee to comply with this policy as failure to do so could result in prosecution under the Health and Safety at Work Act 1974.

All employees are provided with information and instruction relating to responsibility. They are to make themselves aware to understand their specific responsibilities and duties. The following roles and responsibilities are laid out to explain the Company's organisational structure. The final page identifies this in an organisation chart format.

Planning and making decisions regarding QHSE subjects are the responsibility of selected staff which are included within the arrangements / procedures. **The Managing Director** ensures that adequate training and resource is allocated to undertake the role and meet expectations effectively.

2.2 Advice and Consultancy

The Health and Safety Executive local office is at**:**
Alnwick House, Benton Park View, Newcastle upon Tyne, NE98 1YX

Tel: 0845 345 0055

The Trading Standards and Environmental Health Department local office is at:

Tel:

The Environment Agency, SEPA (Scotland) Environment and Heritage Service (N. Ireland) or EPA (Ireland) local office is at:

UK helpline / contact
Email enquiries@environment-agency.gov.uk
Telephone 03708 506 506

BASIS,
34 St. John Street,
Ashbourne,
Derbyshire DE6 1GH.
Tel: 01335 343945

Northern Safety Ltd (Safety Advisors)
109B Allison Avenue, Teesside Industrial Estate, Thornaby, TS17 9LY
Telephone 01642 754 880
Email: enquiries@northernsafetyltd.co.uk
Website: www.northernsafetyltd.co.uk

Fire extinguishers are supplied and serviced by:

Tel: ……………………………………

2.3 Responsibilities

The Health and Safety Policy has been developed by the Consultant Safety Advisers and the Management Team.

There is a legal responsibility on both the employer and the employee to comply. Failure to do this could result in prosecution under the Health and Safety at Work Act 1974.

All employees have access to this document, and we will ensure that they make themselves aware of their specific responsibilities and duties.

The Organisation and Responsibilities

Complete Weed Control is a franchise organisation with a head office at Newton Aycliffe, County Durham, and individual companies (franchisees) covering the UK and Ireland either utilising the Complete Weed Control name or their own company name under the Complete Weed Control franchise contractual arrangements.

Each franchise is a separate business owned and run by one or more franchisees and hence an additional business name to Complete Weed Control may appear in records and documents which are resultant from the masters available through Head Office. Strict control will be exercised to ensure that any development, upgrade, or change will only be undertaken with express consent from a Director of Complete Weed Control.

Overall and final responsibility for health and safety matters at head office and with subsequent records and documents shared with franchise businesses' rests with the Managing Director, Ian Graham.

Overall and final responsibility for health and safety matters within each franchised business rests with the franchisee. This will be Managing Director, Owner or Proprietor. The specific responsibilities are listed within this section.

For this franchise that person is:

Ian Graham

Responsibility and authorities for any further Directors or managers assisting with health, safety and welfare are also described within this section. They also have specific obligations under the Health and Safety at Work Act and associated regulations.

In the absence of the above-named person the following will deputise for him/her:

Joshua Bowers

When work is carried out at a client's site a competent person will be identified to supervise health and safety matters at that site. This person will normally be the site supervisor, foreman, team leader or franchisee and he/she will have appropriate authority to manage staff and work activities.

All employees have the responsibility to co-operate with management in achieving a healthy and safe working environment and to take all reasonable care of themselves and others.

Visitors to premises and worksites of Complete Weed Control and contractors (including the self-employed) working on them must comply with the requirements of this health and safety policy. They also have a responsibility for the health and safety of others affected by their work activities.

Everyone is expected to display constant vigilance in the identification and control of risks. Whenever a member of staff notices a health or safety problem which cannot be rectified immediately, he or she must alert others to the danger and notify one of the above-named people at the earliest opportunity.

Deliberate actions resulting in risks to health and safety will not be tolerated. Neither will the non-reporting of danger and/or the continued use of equipment, tools, machinery or vehicles that present serious risks to the operator, driver or others. Such situations will be judged to be misconduct and may result in disciplinary action being taken.

Responsibilities for different aspects of health and safety issues at Head Office or within each franchise will vary. In some cases, the franchisee and his/her deputy (as identified above) will carry responsibility for all aspects of health and safety management, and in other cases responsibilities will be allocated to others.

2.3.1 Health & Safety Responsibilities of the Managing Director, Owner or Proprietor

The Managing Director, Owner or Proprietor shall be responsible for establishing the Health and Safety Policy in practical terms. They will:

- Appoint a person to be responsible for ensuring that Policy requirements are put into effect on **a day-to-day basis.**
- Have a good working knowledge; appropriate to the business, of the requirements of the Health and Safety at Work Act 1974 (HASAWA), Construction (Design & Management) Regulations 2015 (CDM) where applicable, the Environment Act and Environmental Protection Act, the Pesticide Regulations, and any relevant regulations governing our business.
- Lead by example and show commitment to the Health and Safety Policy understanding and accepting their legal responsibilities under health and safety law.
- Consider and address the health and safety implications of all their business decisions.
- Ensure that adequate resources in terms of staff, funds and materials are provided to meet the health and safety requirements.
- Openly encourage the co-operation and involvement of employees in health and safety matters. Ensure that all employees are consulted and given the opportunity to raise concerns regarding health and safety matters.
- Ensure that employees involved adhere to the preventative measures required, in performing their duties in a safe and healthy manner.
- Ensure that any employee who purposely fails to discharge satisfactorily the safety responsibilities allocated to them are subject to disciplinary measures.
- Ensure HSE Inspectors are accompanied on visits and that the HSE Inspector's recommendations are communicated and are acted on as directed or as soon as is reasonably practicable.
- Ensure that their actions are compliant with and reinforce the Health and Safety Policy.
- Ensure that employees understand and accept their legal responsibilities under health and safety law.
- Where required by legislation which affects activities, appoint competent persons to manage the arrangements. These specific duties will be stated in the organisation section of this policy.
- Ensure that there is sufficient Employer's Liability Compulsory Insurance appropriate to the business
- Ensure that where a notice has been issued by the HSE, changes are immediately implemented to the systems, equipment, materials or working procedures involved.
- Ensure that there is an Environmental Policy.
- Ensure that we do not breach the Smoking Law.
- Ensure that the Policy and arrangements are reviewed and revised accordingly.
- Ensure that there is competence to control, handle, store and use / apply herbicides, biocides, pesticides, rodenticides, etc in accordance with applicable regulations.

Risk assessments/Safe Working Procedures

- Ensure the business carries out suitable and sufficient monitoring of the appointed persons, within the business, to ensure that their duties are compliant with the requirements of the relevant legislation.
- Ensure that the Safety Management System is effective by monitoring the health and safety arrangements and by regularly discussing safety performance.
- Ensure that there is a system in place to carry out risk assessments for all activities and the significant findings recorded and communicated to those who may be affected.
- Ensure that suitable and sufficient Safe Working Procedures are developed.
- Ensure that a safety review is carried out during the annual general meeting.
- Appoint a 'Responsible person' to ensure compliance with the Control of Substances Hazardous the Health Regulations 2002 (as amended) (CoSHH), REACH, Control Packaging Labelling (CPL) Regulations and the Pesticide Regulations

Electricity / Gas – as applicable

- Appoint a 'Responsible person' to ensure compliance with the Electricity at Work Regulations 1989. Ensure compliance with the Electricity at Work Regulations 1989, electrical standards and codes of practice e.g. IEE Wiring Regulations, PAT testing.
- Be the 'Responsible person' to ensure compliance with the Gas Safety (Installation and Use) Regulations. The company has a duty under the Regulations, including installation, service, maintenance or repair of gas appliances and other gas fittings. Gas at Work Regulations 1989
- Ensure each individual Gas Engineer employed by us is Gas Safe Registered
- Ensure all gas work at our premises or sites is carried out by a qualified person and in accordance with the Gas Safety (Installation and Use) Regulations

Fire

- Be the 'Responsible person' to ensure compliance with the RRO 2005.

- Ensure that to comply with the RRO 2005 a Fire Risk Assessment for our premises is carried out and is reviewed on a regular basis.

Asbestos

- Appoint a ‘Responsible person’ to ensure compliance with the Control of Asbestos Regulations 2012, whether within our own infrastructure or our Clients premises.

Training and Supervision

- Ensure that persons appointed to manage and supervise are trained, competent and qualified in their duties and have the time and financial resources to carry out their health and safety duties effectively.
- Ensure that appropriate training is identified and carried out to enable employees to perform the duties placed upon them in a safe manner.
- Ensure qualified supervision of employees is available always, particularly where young or inexperienced workers are concerned.
- Ensure that training and supervision is effective, that information and instruction is appropriate and supports the needs of those whose first language is not English or who have low literacy level.

Equipment Safety

- Ensure that all work equipment selected by us for our activities will be suitable and sufficient and will be adequately maintained.
- Ensure equipment safety checklists are available to employees and that relevant checks are carried out accordingly and all registers/records are adequately maintained.
- Ensure the appropriate Personal Protective Equipment is procured for all activities.

Welfare, First Aid & Accidents

- Ensure there is adequate provision for welfare facilities i.e. heating and hot water, maintenance, cleanliness of the facilities and adequate provision for cleaning hands after work or after task carried out.
- Ensure, where appropriate, regular health surveillance of employees is carried out where there is a risk to health or where legislation dictates.
- Ensure that the Stress Policy is adhered to.
- Ensure adequate arrangements for first aid facilities are provided.
- Ensure that procedures are established for reporting of all accidents including 'near misses' and they are actively investigated and formally recorded. Ensure that all accidents and incidents, including near misses, are investigated to determine all underlying causes and trends.
- **Ensure that RIDDOR reportable accidents, incidents and including 'near misses' are reported to the HSE in the appropriate manner within the stipulated time scales.**

Construction, Design & Management (CDM) – as applicable

- Ensure a ‘Responsible person’ is appointed to ensure we comply with the CDM Regulations 2015.
- Partake in regular meetings with the Client/Principal Designer/Principal Contractor.
- Ensure a construction phase plan for all projects is prepared before any construction work begins.
- Ensure a Method Statement is developed and meets the requirements of the CDM Regulations.
- Ensure the Method Statement is written for each project, is site specific and is adhered to throughout the works.
- Ensure information from the Method Statement is communicated to employees
- Ensure the client has provided pre-construction information for the proposed work.
- Ensure sufficient time and resources have been allocated to the project.

Third Parties

- Ensure that due consideration is given to members of the public or others who may be affected by activities and operations.
- Ensure that before engaging any sub-contractor companies, an evaluation of their Health and Safety Management Systems is carried out and that they are sufficiently competent to carry out the work.
- Ensure once any sub-contractor company is engaged, that their performance is regularly monitored, and a review is carried out.

2.3.2 Health & Safety Responsibilities of the Directors

The **Directors** will have a good working knowledge; appropriate to the business, of the requirements of the Health and Safety at Work Act 1974 (HASAWA), Construction (Design & Management) Regulations 2015 (CDM) where applicable, the Environment Act and Environmental Protection Act, the Pesticide Regulations and any other relevant regulations governing business activities. They will ensure that they are observed and adhered to.

The Directors will: -

- Assist the Managing Director with meeting, maintaining and compliance to the Health and Safety ate Work Act and appropriate and relevant regulations and codes of practice.
- Publicly support Policy and ensure persons under their control are fully aware of the contents and the requirements necessary.
- Set a personal example by demonstrating a commitment to the Health and Safety Policy always understanding and accepting their legal responsibilities under health and safety law.
- Consider and address the health and safety implications of all their business decisions.
- Ensure that adequate resources in terms of staff, funds and materials are provided to meet the health and safety requirements.
- Openly encourage the co-operation and involvement of employees in health and safety matters. Ensure that all employees are consulted and given the opportunity to raise concerns regarding health and safety matters.
- Ensure that any employee who purposely fails to discharge satisfactorily the safety responsibilities allocated to them are subject to disciplinary measures.
- Ensure that their actions are compliant with and reinforce the Health and Safety Policy.
- Support the person responsible for fulfilling obligations under current Health and Safety Legislation.

2.3.3 Health & Safety Responsibilities of Managers and Supervisors

The Managers and Supervisors will have a good working knowledge; appropriate to the business and their roles and responsibilities, of the requirements of the Health and Safety at Work Act 1974 (HASAWA), the Environmental Act, the Environmental Protection Act, the Pesticide Regulations and associated regulations and environmental permits consistent with business activities and infrastructure. This could include Pesticides, CoSHH, Legionella, LOLER, PUWER, DSE, etc.

They will:

- Be responsible for assisting the Managing Director, owner or proprietor to ensure that Policy requirements are put into effect on **a day-to-day** basis for the staff within their department and any other persons who may be working on their behalf or within their work area.
- Publicly support the Policy and ensure staff under their control are fully aware of the contents and the requirements necessary.
- Set a personal example by demonstrating a commitment to the Health and Safety Policy. Understand and accept their legal responsibilities under health and safety law.
- Have suitable and sufficient training and qualifications for supervision, management and to effectively communicate health and safety directives, requirements and controls to their staff.
- Seriously consider any representation made from employees regarding health and safety matters, discussing as necessary through the Managing Director, owner or proprietor
- Organise work so that it is carried out to the appropriate standard with minimum risk to employees, others, equipment, infrastructure and materials.
- Ensure all health and safety features are in place for any infrastructure under their remit, that they remain operational, are suitably inspected/maintained by competent person before use / regularly and used appropriately. Also, that defects to it are immediately reported to the Production Engineer or General Manager and that access is prohibited where deemed unsafe until repaired.
- Maintain regular contact with other managers and staff.
- Ensure you assist the Managing Director, owner or proprietor with the disciplinary process for any employee who purposely fails to discharge their health and safety responsibilities satisfactorily.
- Participate in regular safety inspections and audits of the Health and Safety arrangements.
- Assist the Production Engineer to address any recommendations made by external specialists and advisers.

Risk Management

- Ensure that risk assessments are communicated and adhered to by staff and others working in their department or work area.
- Ensure continual development of safe working procedures and methods in relation to work operations and maintenance, including the control of isolations during maintenance activities.
- Ensure documented CoSHH risk assessments have been carried out for all materials or substances used in the business and that the appropriate controls identified are implemented and communicated to those at risk.
- Ensure that storage, handling, spray and application records meet legislative and guidance requirements. That only competent persons are involved in these activities and completing such records.
- Ensure all portable electrical equipment used is suitable and has been PAT tested.
- Ensure an emergency procedure is in place for evacuations, spills and other releases in order that appropriate actions can be carried out safely and effectively. Also, that the procedure is regularly tested with any adjustments made and communicated.
- Ensure that there is a current Fire Risk Assessment for the premises site where we are working is carried out and is reviewed on a regular basis as work progresses.
- Ensure that the firefighting equipment in there is suitable and is checked regularly. Acting as fire marshal / warden where trained to do so, assisting to meet the Regulatory Reform (Fire Safety) Order 2005.
- Ensure the appropriate Personal Protective Equipment is procured for all the activities, commensurate with COSHH and risk assessment.

Gas and Electrical Safety – as applicable

- Assisting the Managing Director, owner or proprietor with compliance with the Electricity at Work Regulations 1989, especially PAT by ensuring all items subject to it are presented for inspection and test removing faulty / unsafe equipment from use immediately.
- Assisting the Managing Director, owner or proprietor with compliance to the Gas Safety (Installation and Use) Regulations - GSIUR

Asbestos

- Assisting with and completing inspections, where competent, to comply with the Asbestos at Work Regulations, reporting and issues or potential issues to the Managing Director, owner or proprietor.

Training and Supervision

- Working with the Managing Director, owner or proprietor to identify safety training requirements then assisting with ensuring employees receive training at their appropriate level and consistent with their roles and responsibilities. Utilising access to formal training and competence where applicable.
- Providing supervision to employees, particularly where young or inexperienced workers, where workers whose first language is not English or where workers with low literacy levels are concerned.
- Assisting to communicate and consult with health, safety and welfare issues with staff under their control to keep them and others safe.

Equipment Safety

- Ensure equipment safety checks are carried out pre-use, each and every time of use and that staff that use them are competent and authorised.
- Planning with the Managing Director, owner or proprietor to ensure machinery, plant and equipment, including power and hand tools, are suitably inspected and maintained at the necessary intervals to achieve a balance between production and preventative maintenance.
- Ensure all portable electrical equipment is subjected to a formal visual inspection in accordance with management instructions.
- Monitor dates relating to statutory inspections, assisting the Managing Director, owner or proprietor to maintain this within relevant frequency in conjunction with PUWER 1998, LOLER 1998, Pressure System Safety Regulations 2000, etc.

Sub-Contractor Companies

- Ensure sub-contractors working in their area maintain safety requirements and that employees also consider their safety when completing activities.

Welfare, First Aid and Accidents

- Assist with maintenance of welfare facilities reporting any issues relating to them, ensuring they remain clean, in a good state of repair and have adequate stocks of consumable items.
- Release qualified First Aiders as necessary, assisting them to retain suitable first aid equipment.
- Assist with accidents or incidents within their area, with their staff or where they are witness to it.
- Working with the Managing Director, owner or proprietor with investigations and actions arising from the investigation. Also, that accurate details have been entered into the accident book with this information being protected in accordance with the Data Protection Act and General Data Protection Regulations.

2.3.4 Health & Safety Responsibilities of Sub-Contractor/Self Employed Person

Sub-contractor/Self Employed Person when employed by the business must conform to the Health and Safety Policy, requirements and safety rules and must: -

- Be fully aware of the duties and requirements placed upon them by the Health and Safety at Work Act 1974 and any other relevant statutory requirements.
- Conform to instructions given to them by management in relation to health and safety matters.
- Co-operate with us in maintaining a high standard of health and safety on all contracts with which they are involved.
- Provide suitable and sufficient controls to maintain the safety of themselves and others (including our employees), supported by accurate and relevant records relevant to competence, risk assessment and control, COSHH, etc.
- Ensuring plant, equipment and machinery brought onto the premises is safe and suitable, complying with applicable regulations in all respects.
- Keeping work areas safe, secure and tidy to prevent accident and incident.
- Providing the necessary records and documents to comply with statute, policy and contractual requirements.

2.3.5 Health & Safety Responsibilities of the Employee

Under the Health and Safety Policy, the **Employee**: -

- Must be aware of policy, requirements and have a working knowledge of the policies applicable to their role, responsibility, and work.
- Must always co-operate with management, supervisors, employees holding competence in a safety discipline representing their needs and enforcing authority such as the HSE Inspectors.

The Employee is responsible for: -

- Always observing safety rules and displaying a personal interest in the health and safety of themselves, their work colleagues and anyone else who may be affected by their activities. Awareness will be paid to the working of less experienced personnel, workers whose first language is not English and workers with low literacy who may work with or alongside them.
- Co-operating with the company, so far as is necessary, to ensure that any duties or requirements are performed and complied with.
- Co-operating with the company in complying with legislation requirements and to suggest ways to improve safety.
- Wearing the appropriate safety equipment required, using safety devices when applicable, and complying with instructions given in relation to safety matters.
- Being suitably and sufficiently trained and competent in all undertakings in any of the activities they perform. Co-operating with the company to attain and maintain such competence.
- Using only the correct and recognised methods, systems of working and equipment for the job.
- Reporting immediately to management/supervision, any defects in equipment and/or any unsafe acts or conditions that present a hazard or imminent danger.
- Reporting all accidents, damage and any 'near miss' incidents to their immediate superior, regardless of whether anyone is injured or not. Participating in investigations to provide accurate and true records of events.
- Behaving in a responsible and safe manner, avoiding improvising and unnecessary risks.
- Not interfering with or misusing anything provided, including not overriding safety mechanisms and systems (guards, stop buttons, automatic stop mechanisms, etc) in the interests of health, safety and welfare.
- Refraining from taking short cuts and indulging in horseplay.
- Maintaining the place of work and all emergency routes in a clean, tidy and safe condition.
- Suggesting ways of eliminating hazards.
- Completing the required records and documents dictated by law, contract or policy.
- Reading instruction, information and guidance provided. Informing management immediately, where they do not understand or discover a discrepancy.
- Using only equipment that they have been trained and authorised to use.
- Understanding and complying with all signs and notices on display.
- Wearing PPE and RPE provided and consistent with the hazards and controls determined by risk and CoSHH Assessments, safe operating procedures (SOP) and safe working procedures (SWP). Maintaining it to ensure suitable, clean and effective and reporting / changing it when defective or expired.

2.3.6 Specific Responsibilities

The following lists specific responsibility by person or position for subjects the company consider important to clarify separately:

Monitoring compliance with this health and safety policy:

Ian Graham

The Appointed Person(s) responsible for maintaining the first aid kit(s):

Jackie Wolstencroft

Identification and provision of safety training for members of staff as required:

Ian Graham

Daily visual safety inspections of vehicles, plant and equipment:

The driver or operator of that vehicle or equipment

Investigating and reporting accidents or incidents as required:

Ian Graham

The monitoring of maintenance of vehicles, plant and equipment as appropriate:

Ian Graham

Fire safety “responsible person”:

Jackie Wolstencroft

BASIS Storekeeper:

N/A

2.4 Emergency Arrangements

Emergency telephone numbers

Ambulance: 999

Fire service: 999

Police: 999

The nearest hospital: Darlington Memorial Hospital, Hollyhurst Road, Darlington, DL3 6HX

The nearest medical practice: 27 Bewick Crescent, Newton Aycliffe, County Durham, DL5 5LH

The local office of the Health and Safety Executive: …………………………….

Environment Agency (insert appropriate environmental agency for Scotland, N. Ireland and Ireland) emergency number: 0800 80 70 60 (insert appropriate number)

In the event of an accident or serious incident

The main first aid kit is located at the chemical store.

In addition, each company owned vehicle also carries a suitable first aid kit.

The trained first aider(s) is/are: Joshua Bowers

All accidents or serious incidents (including “near misses”) must be reported to Ian Graham

All accidents or serious incidents (including “near misses”) must be recorded in the accident book which is freely available and is normally kept in the office at reception

Certain injuries, diseases and dangerous occurrences must be reported to the Health and Safety Executive within a certain time limit. Details and the appropriate report form can be found in the current RIDDOR leaflet which is kept with the company’s accident book.

Details of emergency procedures are displayed or available at our business premises.

Details of appropriate procedures are carried on each company vehicle.

SECTION 3 ARRANGEMENTS

3 ARRANGEMENTS

3.1 Abrasive Wheels

Abrasive Wheels-The abrasive wheels used by us are normally bonded abrasive discs, used for cutting metal or stone. The main risk is to the operatives using abrasive wheel equipment or other personnel near, arising out of the bursting of the disc or wheel, or from fragments of the material being cut, along with the noise, vibration, dust and fume particles produced during the operations.

Special spanners are normally used for changing or grinding wheels/discs, persons authorised to change these wheels will be equipped with the correct spanner and will be trained and competent in the changing of discs.

The correct equipment and blade or stone appropriate for the process/material to be performed or cut must be used.

Only trained and competent employees will be allowed to operate abrasive wheel equipment.

Stones/discs will only be fitted by a person who has been trained and deemed competent.

Goggles will be supplied and worn by the Operative and any other person/s in the immediate vicinity.

Dust masks or respirators will be supplied and worn by operatives when deemed necessary and extraction may be required in poorly ventilated indoor areas.

Information will be given to operatives regarding HAVS and the use of the abrasive wheel equipment in their workplace.

No person under eighteen years of age will be allowed to change an abrasive wheel or disc.

3.2 Accident and Incident Reporting and Investigation

All accidents and incidents which have, or could have, resulted in injury or serious harm to the environment must be reported and recorded. Any such accident or incident must be reported verbally and in writing on the CWC Accident/Incident Report Form. A written record of accidents where harm to a person or people has occurred will be kept at our business premises, this will normally be in the form of an HSE approved accident book. The person to whom the report must be made is identified on page 4 of this policy.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The company will comply with their legal duties under (RIDDOR) and will report and record the appropriate work-related accidents, dangerous occurrences, near misses and industrial diseases by the quickest means possible.

Certain injuries, diseases, and dangerous occurrences must be reported to the Health and Safety Executive within a certain time limit. The requirements are set down in the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

A current HSE RIDDOR leaflet will normally be available at our business premises.

The company encourage the reporting of all accidents and incidents ("near misses") so that they may be investigated in order to establish the cause(s) and to identify means by which similar circumstances can be avoided in the future. Where appropriate, information, recommendations and revised health and safety documents resulting from an investigation will be disseminated throughout We without delay.

The non-reporting of any such circumstances will be viewed as misconduct and may result in the taking of disciplinary action.

Work-related accidents which cause Death

In the event of a work-related death, except for suicides of an employee or a self-employed person working on the premises or member of the public, we will notify the enforcing authority at the Incident Contact Centre without delay. This will also include any act of physical violence.

Specified Injuries

As from the 1 October 2013 major injuries were replaced by specified injuries. We will report the following work-related specified injuries which affect their employees, self-employed persons, working on the premises or general public: -

- A fracture, other than to fingers, thumbs, and toes
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs
- Scalping (separating of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable over Seven Day Injuries

The company will notify the enforcing authority within **fifteen** days of any accident at work (including an act of physical violence) where an employee, or a self-employed person working on our premises, suffers an injury that leads to a worker being incapacitated for more than seven consecutive days, not counting the day of the accident.

Injuries to Non-workers

The company will report injuries to members of the public or people who are not at work if they are injured through a work-related accident and are taken from the scene of the accident to hospital for treatment to that injury.

Reportable Occupational Disease

The company will report any employee's diagnosed occupational disease when it is likely to have been caused or made worse by the employee's work. These diseases include: -

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational Dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- COVID19 – outbreak at work

Reportable Dangerous Occurrence (Near Miss)

The company will report any dangerous occurrences which are certain, specified 'near-miss' events (incidents with the potential to cause harm). These occurrences may not have resulted in a reportable injury but must be reported to the Incident Contact Centre immediately. There are 27 categories of dangerous occurrences that are relevant to most workplaces such as: -

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment encountering overhead power lines
- The accidental release of any substance which could cause injury to any person
- Explosions or fires causing work to be stopped for more than 24 hours

More information is available on the following hyperlink
http://www.legislation.gov.uk/uksi/2013/1471/schedule/2/made

Accident Investigation

The company will ensure that all accidents or incidents are investigated. We will report on the findings of the investigation identifying underlying cause(s) of the accident/incident and any actions to be implemented to prevent a recurrence. We will ensure that all recommendations are implemented and monitored for their effectiveness. We will also relay the findings or actions arising from the investigation back to their employees

Accident/Incidents Recording

The company will record all accidents/Incidents within our accident book for the benefit of monitoring for trends, e.g., hand injuries and to ensure that we collect sufficient information to allow managing health and safety risks.

The company will keep a record of:

- Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- Any other occupational accident-causing injuries that result in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident).

*The enforcing authority or the Incident Contact Centre must be contacted by the "**quickest practical means**". This will normally be by telephone or online (www.hse.gov.uk/riddor) or by post.*

The telephone service is provided for reporting fatal and specified injuries only on 0845 300 9923. (Opening hours Monday to Friday 08:30 to 5pm).

HSE has introduced an alternative 0345 phone number to report fatal and specified injuries, helping to cut the cost of telephone calls for the public. The new number for the RIDDOR Incident Contact Centre is 0345 300 9923.

Reporting very serious or dangerous incidents out of hours' ring 0151 922 9235.

The company will keep a note of telephone notifications, including the time, the name of the caller and what details were given of the event being notified.

RIDDOR INDG453 Reporting of Injuries, Accidents, Diseases and Dangerous Occurrences Regulations. - http://www.hse.gov.uk/pubns/indg453-rev1.pdf

HSE Link - http://www.hse.gov.uk/riddor/index.htm

3.3 Alcohol and Drugs

The health and safety of employees and members of the public can be put at serious risk by those who abuse alcohol, drugs or whose judgement is affected by legitimately prescribed or self-administered medications. These substances may affect performance, judgement, conduct or working relationships. Employees must not work when under the influence of such substances unless the managing director or franchisee has given specific permission so to do.

Employees who are taking normal doses of prescribed medications which may affect their work performance, safety or metabolic behaviour are asked to bring this to the attention of the supervisor, team leader, franchisee or the managing director before starting work. Such information will be treated in complete confidence and will be used only to ensure that the highest standards of health and safety are maintained.

In cases of confirmed misuse of alcohol or drugs in the workplace an employee may be suspended from work immediately and, without pay, sent home. The managing director or franchisee (as appropriate) reserves the right to make the necessary assessment of the condition of any employee whenever circumstances give rise to a well-founded suspicion and to take appropriate disciplinary or other action. Such a situation will be considered an act of gross misconduct.

Workplace Substance Abuse Policy

The company is committed to ensure and support the long-term well-being and health of all employees by providing amongst other things, a safe working environment and to minimise problems arising from the misuse of drugs and alcohol at work.

This commitment is seriously threatened when any employee uses drugs or substances during working hours, presents themselves for work whilst under their influence, or possesses, distributes or sells drugs or substances in the said workplace. Therefore, to address this issue we have established the following policy: -

- Any employee found to be in possession of, or under the influence of, or trading or offering for sale drugs, alcohol or substances for use within the workplace, shall be in direct contravention of policy.
- Anyone reporting for work under the influence of drugs, alcohol or substances either illegal or legal (legal being e.g. alcohol or solvents) shall be in direct contravention of policy. This will exclude the appropriate individual use of legally prescribed medications.
- Any employee that has been prescribed drugs and/or is using over-the-counter drugs that may affect their work/safety should immediately inform their manager or supervisor before commencing work.
- Anyone using prescription drugs illegally (for instance, selling them on to others) shall be in direct contravention of policy.
- Employees in safety-critical jobs who are found to be under the influence of drugs or alcohol will be subject to dismissal, regardless of the circumstances.
- All employees will be assured that confidential advice, assistance and encouragement will be offered to anyone identified as possibly having a drug or alcohol problem that may adversely affect their work.
- Employees may request help voluntarily, through peers or management and may bring a trusted colleague/employee’s representative to discussions for support.
- The employee will be advised of the consequences if help is refused or relapse occurs.
- All the above violations are subject to the disciplinary procedure up to, and including, termination of employment.

We will ensure that: -

- All employees understand the dangers and harmful effects of drug and alcohol misuse.
- All employees are aware of their responsibilities regarding drug and alcohol at work.
- Problems are identified and dealt with appropriately at the earliest stage possible.
- Support and assistance are offered to those having a drug or alcohol problem which affects their work performance.
- All discussions with employees are confidential subject to the provisions of the law and the confidential nature of any records of employees with a drug or alcohol problem is strictly maintained.

Appointed members of staff will be directly responsible for the counselling of employees in whom they perceive changes in behaviour that suggest a drug, alcohol or substance abuse related problem. About counselling, it will not be the appointed member of staff responsible to offer individual psychiatric diagnosis. Instead, the appointed member of staff will be supportive, suggest that the individual seeks help, and offer advice about the availability of relevant help resources.

As everyone is responsible for the safety of a workplace, all employees will be actively encouraged to apply this same approach.

We are fully committed to providing all employees with general information about drugs and alcohol; induction programmes incorporate drug and alcohol awareness; leaflets will be made available; and posters displayed in appropriate places.

Specific education, training, discipline and support programmes will be provided, if deemed necessary that would provide managers and supervisors to help recognise problems.

3.4 Asbestos

Control of Asbestos Regulations 2012

- The company will fully comply with the Control of Asbestos Regulations 2012 which requires some non-licensed work, where the risk of fibre release is likely, to be notified to the relevant enforcing authority.
- The company will ensure a brief written record is kept of all non-licensed work which **must be notified**, e.g. a copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos.
  Note! This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.
- We do not undertake removal of asbestos and will report it to the Client, landlord (where appropriate) or arrange competent contractor to undertake on our behalf.

Management of Asbestos

The **Managing Director, owner or Proprietor** will ensure all properties/buildings owned or under their control (e.g. landlord owned and rented or provided by the Client) have an Asbestos Survey and a register completed along with an assessment of the risks to employees or others and a Management Plan developed to ensure the employees, contractors and visitors are adequately protected from the hazards involved and that the materials concerned are maintained in a safe condition. These documents will be made available to any subsequent controllers of the premises later upon the transfer of the premises, and to the Fire brigade in the case of an emergency.

Activities where Asbestos is or may be Present

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (i.e. the ‘duty holder’) to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

Employees who do not normally work with asbestos but have a role or responsibility of the above or could encounter asbestos unintentionally, e.g. plumbers, electricians etc will receive adequate training and instruction to ensure they understand the risk involved and procedures to follow particularly if the asbestos is accidentally disturbed.

Employees will be made aware of their responsibilities to co-operate to enable them to comply with their duties under the Regulations.

Management of Asbestos in Buildings

Where asbestos is within the fabrication of the premises, our management team recognise their duty of ensuring their colleagues and employees are aware of the hazards arising from asbestos which are present in areas where their employees work and will ensure that the asbestos management plan and controls are adopted as below.

Asbestos Management Plan

The **Managing Director, owner or Proprietor** will ensure there is an Asbestos Management Plan in place that will be reviewed and amended on an annual basis or sooner if conditions deteriorate. No alterations to the Plan will be made without the **Managing Director, owner or Proprietor** authority.

The Asbestos Management Plan will include an Asbestos Register. The Register will record the location, type and condition of the Asbestos identified or presumed in the premises. Where the Asbestos contaminated materials are left in place, warning signs will be positioned, and these warning signs will be positioned as close as possible to where the materials are hidden from view.

The **Managing Director, owner or Proprietor** will ensure that the Asbestos Containing Materials (ACM's) have been assessed and scored, as to the type of product involved, the extent of any damage or deterioration, any coating or treatment, and material type Amphibole or Serpentine.

The **Managing Director, owner or Proprietor** will ensure that the ACM's have also been scored as to their locality with relation to its accessibility and people involved and the likelihood of it being disturbed or sustaining damage. The sum of the scores indicates the risks, priorities and the course of action required.

The **Managing Director, owner or Proprietor** will ensure that the ACM's are regularly checked to review any changes from the original condition, the subsequent affect upon the original assessment, and any repairs required to maintain its safe condition.

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The **Managing Director, owner or Proprietor** will ensure that any employee or contractor employed to assist in the management of, and work involving asbestos is suitably competent and trained for the tasks designated to them.

Employees are made aware of their responsibilities to cooperate with the duty holder to enable them to comply with their duties under the regulations

The **Managing Director, owner or Proprietor** will ensure that any contractors employed on premises owned or controlled by us are made aware of, and given access to the register and Asbestos Management Plan, prior to them commencing any work likely to expose them to ACM's

As employers, we will carry out assessments in a presumptive manner, of the likelihood of ACM's and the type, being encountered during <u>**any proposed works**</u> to be carried out by their employees, prior to any work commencing. Thus, producing a plan of work with control measures to be used to prevent or minimise the risk as low as reasonably practical.

3.5 Classification, Labelling and Packaging (CLP) Regulations – European Regulation (EC) No 1272/2008

As a company, we will ensure that substances manufactured, purchased, handled, stored or used have the correct classification attributed to them in accordance with the CLP regulations and United Nations (UN) Globally Harmonised System (GHS).

We will ensure that relevant information on a substance or mixture is available via the manufacturer or supplier in the form of a safety data sheet and label which is clear on the container for the substance / mixture including the hazards and hazard classes associated with physical, health, environmental and additional hazard.

In association with processes and policy, we have produced this information and how it is applicable to our company. We have produced COSHH Assessments utilising the GHS symbols to assist with understanding at all levels. GHS symbols and hazards we have considered include:

								
EXPLOSIVE	*FLAMMABLE*	*CORROSIVE*	*ACUTE TOXICITY*	*SERIOUS HEALTH HAZARD*	*HEALTH HAZARD*	*GAS UNDER PRESSURE*	*HAZARD TO THE ENVIRONMENT*	*OXIDISING*

We are aware that the regulations do not cover the following:

chemicals:
- radioactive substances and mixtures
- substances and mixtures subject to customs supervision
- non-isolated intermediaries
- substances and mixtures for scientific research and development which are not placed on the market and are only used in controlled conditions
- waste

chemicals which are in the finished state intended for the final user:
- medicines
- medical devices
- veterinary medicines
- cosmetics
- food
- feeding stuffs (i.e., food additive; food flavouring; feeding stuffs used in animal nutrition)

Should an incident arise, we will ensure we work with the emergency services and authorities to bring the incident under control and provide appropriate medical assistance to those that require it,

Classification, labelling and packaging of substances and mixtures - Regulation (EC) No 1272/2008 and the (Amendment and Consequential Provision) Regulations 2023.

As from the end of 2023, it is no longer a requirement to include the chemicals unique formula identifier in the supplemental information section of a label on packages.

The **Unique Formula Identifier (UFI)** is a 16-character alphanumeric code for hazardous mixtures which linked a product placed on the market to the information provided as part of the **Poison Centre Notification (PCN)**. Although no longer mandatory, it is hoped that GB-based importers and both BG and NI -based downstream users directly supplying to the GB market will voluntarily submit information relating to emergency health response, and preventative measures on hazardous mixtures placed on the GB market using a safety data sheet (SDS).

HSE is the relevant GB CLP Agency overseeing GB CLP functions for substances and mixtures placed on the GB market, The Birmingham Unit of the National Poisons Information Service (NPIS) acts as the appointed body responsible for accepting information submitted by importers and downstream users of hazardous mixtures placed on either the GB or NI markets

The GB CLP Regulation applies to GB-based manufacturers, importers, downstream users and distributors supplying the GB market

Substances and mixtures placed on the market in Northern Ireland are subject to the EU CLP Regulation (placed on the market includes import into the territory)

The GB CLP Regulation applies to NI based manufacturers, downstream users and distributors (collectively referred to as 'NI suppliers') who directly supply the GB market, with no intermediate NI supply, with qualifying NI goods (QNIGs). Substances and mixtures are goods in this context.

Regulation (EU) 2019/521 on classification, labelling and packaging of substances and mixtures

In 2020- 3 hazard statements were added for this class indicating increased risk of explosion if the desensitising agents are reduced: risk of fire (H208), with the risk of shattering (H207) as well as air pressure effects (H206).

Also a new hazard category, pyrophoric gases, within the hazard class flammable gases has been introduced. These are gases that can ignite spontaneously upon exposure to air (H232).

The cut off values have changed and the general lower limits have been extended with a limit value for substances that may irritate the airways or cause drowsiness and dizziness (STOT SE 3: H335, H336) and for hazard if the substance enters the lungs while being swallowed (Asp. Tox.1: H304)

Other major changes were for the physicochemical hazard classes affecting:

- the criteria for substances and mixtures which in contact with water emit flammable gases
- the general provisions to classify aerosol forms of mixtures
- the detail of the definitions and classification criteria as appropriate for the hazard classes explosives, flammable gases, flammable liquids, flammable solids.

Also the changes for health hazards affecting the hazard classes:

acute toxicity, skin corrosion/irritation, serious eye damage/eye irritation, respiratory and skin sensitisation, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity and aspiration hazard

3.6 Confined Spaces Regulations 1997

The HSE's definition of a confined space is:

'A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Whilst not always recognisable to our works, this could include works completed in tunnels, culverts, excavation, open trench if noxious gases, combustion gases, carbon dioxide can settle and displace the oxygen.

The company recognise it is vital when working in confined spaces that the work is carefully planned and systems are put in place to control the operation and comply with the Regulations. Further measures must be taken to monitor these systems and ensue that they are complied with.

Risk Assessment

The company will ensure a risk assessment is carried out for each confined space prior to work commencing. Wherever possible the work will be planned to eliminate the need to enter a confined space. The decision process relating to entry will be a pre-requisite of the assessment. Where entry cannot be avoided, then the reasons will form part of the assessment. The risk assessment will consider the tasks, the associated risks, the working environment; personnel involved and rescue arrangements that may be required.

Safe System of Work

The Method Statement produced by us will describe how the risks are to be managed and what precautions and working practices will be adopted.

The company will ensure only personnel suitable, (fit and trained) for working in confined spaces will be selected for this type of work. We will ensure training is provided for, supervisors and **persons,** working in confined spaces, acting as attendants or members of the rescue team.

The company will ensure that provision will be in place to maintain contact between operatives working in confined spaces and the attendant outside who will have no other duties that affect their role of attendant. We will ensure that a rescue plan will be drawn up before entry is allowed into the confined space. We will ensure adequate means of access and egress will be provided which in the case of vertical inspection shafts etc.… (tripods and winches capable of lifting persons). We will ensure attendants are fully trained and able to carry out emergency procedures. Provision of suitable and sufficient emergency/rescue equipment will be made.

The company will ensure that appropriate personal protective equipment will be provided and employees trained in its use. Where the use of a safety harness is required by method statement, it must be attached to a safety line with another person at the end of the line. Appropriate rescue equipment will be provided. Steps will be taken to prevent ingress of hazardous materials, including chemicals and exhaust gases from internal combustion engines such as pumps, generators and local vehicles.

Any rescue plan will consider the risks of mounting a rescue operation with the ultimate proviso that the Rescuers must not put themselves at risk.

Working in Confined Spaces L101 - http://www.hse.gov.uk/pubns/priced/l101.pdf

3.7 Construction (Design and Management) Regulations 2015 (CDM 2015)

The Regulations cover the management of health, safety and welfare when carrying out construction projects, including demolition.

These Regulations apply -
(a) in Great Britain; and
(b) to premises and activities outside Great Britain to which sections 1 to 59 and 80 to 82 of the 1974 Act apply by articles 9 and 11(1)(a) of the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 2013.

Notification (Regulation 6) - A project is notifiable if the construction work on a construction site is scheduled to –

(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
(b) exceed 500 person days.

Where a project is notifiable, the Client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

CDM 2015 places legal duties on virtually everyone involved in construction work. Those with legal duties are commonly known as 'duty holders'. Duty holders under CDM 2015 are: -

- Clients
- Domestic Clients
- Designers
- Principal Designers
- Principal Contractors
- Contractors
- Workers

Clients – 'Clients' are organisations or individuals for whom a construction project is carried out.

Domestic Clients – 'Domestic clients' are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.

Designers – 'Designers' are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

Principal Designers – 'Principal designers' are designers appointed by the Client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Principal Contractors- 'Principal contractors' are contractors appointed by the Client to co-ordinate the construction phase of a project where it involves more than one contractor.

Contractors - 'Contractors' are those who do the actual construction work and can be either an individual or a company.

Workers- 'Workers' are the people who work for or under the control of contractors on a construction site.

Responsibility of a Duty Holder

Client -The Client will make suitable arrangements for managing a project, this includes making sure:

- Other duty holders are appointed.
- Sufficient time and resources are allocated.
- Relevant information is prepared and provided to other duty holders;
- The principal designer and principal contractor carry out their duties;
- Welfare facilities are provided.

Domestic Clients - (For information only – This role is not applicable to **Complete Weed**)
Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to:

- The Contractor, on a single contractor project; or;
- The Principal Contractor, on a project involving more than one contractor

However, the domestic client can choose to have a written agreement with the Principal Designer to carry out the Client duties.

Designers - (For information only – This role is not applicable to **Complete Weed**)
Designers are responsible for preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- Construction of the building,
- Maintenance and use of the building once built and
- Demolition of the building at the end of its life

Provide information to other members of the project team to help them fulfil their duties.

Principal Designers - (For information only – This role is not applicable to **Complete Weed)**
Principal designers will plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks;
- Ensuring designers carry out their duties.

Prepare and provide relevant information to other duty holders.

Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.

Principal Contractor - (For information only – This role is not applicable to Complete Weed)
Principal contractors will plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:

- Liaising with the Client and Principal Designer.
- Preparing the Construction phase plan.
- Organising co-operation between contractors and co-ordinating their work.

Ensure:

- Suitable site inductions are provided.
- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety; and
- Welfare facilities are provided.

Contractor - (This role could be applicable to Complete Weed)
Contractors will plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the Principal Designer or Principal Contractor.

For single-contractor projects, prepare a construction phase plan.

Workers – They must:

- Be consulted about matters which affect their health, safety and welfare.
- Take care of their own health and safety and others who may be affected by their actions.
- Report anything, they see which is likely to endanger either their own or others' health and safety.
- Co-operate with their employer, fellow workers, contractors and other duty holders.

3.8 Construction Products Regulations 2013 and (Amendment) Regulations 2022

The Construction Products Regulations 2013 provide an enforcement and penalty regime in the United Kingdom to ensure that construction products placed on the UK market are safe and compliant with safety standards. They were originally provided for enforcement of the **EU Construction Products Regulation** within the UK. Since **1st January 2021 The Construction Products Regulations 2013** have been amended so that they implement the **GB Construction Products Regulation within Great Britain only**

The **GB Construction Products Regulation** requires construction products to comply with safety standards or, where no direct standard exists, with a 'UK Assessment Document'. The Regulation requires conformity assessment of various types of construction products placed on the GB market and for those products manufactured in GB to be UK CA marked and where European manufacture to be CE marked. Both require a Declaration of Conformity to be prepared to accompany the product.

The duties apply to manufacturers, importers and suppliers of construction products, but not to users. However, users should see the products with a UK CA mark if GB products receive a Declaration of Conformity to verify that the products meet the regulations.

3.9 Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations require we consult with employees on matters that affect their health and safety.

The company will comply with these regulations by: -

- Providing notice of the consultation to employees in good time to give them the opportunity to express their views about the matter considering the information available.
- The consultation will involve listening to their views and taking account of what they say before any decision is taken on any matter.

Facilities for joint consultation will be made available to enable employees to co-operate in prompting and developing effective measures to ensure their health and safety at work. This type of consultation will be brought about through an open-door policy, inductions and safety talks where employees can give feedback and raise issues of concern.

Employees will be expected to co-operate fully in achieving the aims and objectives of this safety statement. Consultation with all staff on health and safety matters is an essential part of encouraging the adoption of an active safety culture within our business and of ensuring that everyone knows of his/her responsibilities. A copy of this policy will be provided for each employee on joining us and at least one copy will always be available at our normal work base.

Formal consultation arrangements will be made where daily contact with everyone by the Managing Director / Proprietor is unusual. Any concerns regarding health and safety should be raised at the earliest opportunity with the Managing Director/ Proprietor and, where appropriate, recorded on the daily job cards by the operator or supervisor. Following consultation with other members of staff, we will then provide a considered response to any such concerns with the outcome of consultation being recorded in the health and safety file. The statement or standard working practice documentation will be revised as appropriate.

The company will follow the regulations as laid down in the H.S.E. Booklet: "A guide to the Health and Safety (Consultation with Employees) Regulations 1996" and will consult with our employees on the following matters: -

- Measures within the workplace which may substantially affect their health and safety.
- Arrangements for getting a competent person/s to assist We with health and safety requirements and implement evacuation procedures.
- Information on risks to health and safety and any preventive measures.
- The planning and organising of any health and safety training e.g. training of new employees or employees exposed to new or increased risks.
- The health and safety consequences for them of new technology that is planned into the workplace.

Consultation with Non-English-Speaking Employees

Where English is not a person's first language and they have difficulty reading or speaking English, or for anyone with language difficulties or disabilities, we will ensure that information and instruction is in whatever form is most suitable to enable understanding by all. This will include assessing the risks associated with the fact that the individual does not speak and/or understand English; consider reasonable means of reducing the risk. This will be achieved by us translating English information into the relevant language, international recognised pictorial signs and using bilingual employees to interpret/translate information.

3.10 Display Screen Equipment

To comply with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 we will seek to protect the health of the workers by reducing risks from DSE work.

The health problems associated with this type of work are:

- Upper limb disorders (including pains in the neck, arms, elbow, wrists, hands, fingers)
- Temporary eyestrain (but not eye damage) and headaches, fatigue and stress.

The causes may not always be obvious and can be a combination of factors, but enough is known about the importance of some measures, for example, the need to sit properly to allow the risks to be tackled effectively.

Who is a Display Screen User or Operator?

Employees and self-employed - who habitually use display screen equipment for the purposes of an employee's undertaking as a significant part of their normal work. The Employees who are covered as 'users' and all the regulations apply to protect them as specified, whether they are required to work:

- At their own employer's workstation.
- At a workstation at home.
- At another employer's workstation. In this case that other employer must comply with regulations and their own employer, as is specified in the regulations concerned.

Not everyone who uses a DSE is covered by the regulations; people using a DSE continuously on most days will be covered. Also, those who normally use a DSE for continuous spells of an hour or more at a time; and use it daily; and must transfer information quickly to or from the screen will complete an assessment.

Analysis of Workstations to Assess and Reduce Risks

The company will ensure a suitable and sufficient analysis is carried out of these workstations:

- Regardless of who has provided them when they are used for this undertaking?
- Have been provided by them and are used for their undertaking by operators.

Possible risks which may have been associated with display screen equipment work are summarised. The principal risks relate to physical (Musculoskeletal) problems, visual fatigue and mental stress. In display screen work, as in other types of work, ill health can result from poor work organisation, working environment, job design and posture, and from inappropriate working methods.

DSE Health Surveillance

The company will ensure all “Users” complete a “Display Screen Equipment Self-Assessment” form on an annual basis to help identify any early warning signs of ill health due to working with DSE. The information derived from the self-assessment form will be dealt with in the strictest confidence and kept in a secure place.

3.11 Electricity at Work

Electrical safety

The company will ensure that all electrical supply, systems and equipment used throughout all our operations will be properly selected, installed, used and maintained. Due consideration will be given to the foreseeable conditions to which the system will be exposed to in terms of usage, individual components, maintenance, testing, the environmental conditions and nearby activities, which may affect the system.

Fixed Installation

The company will ensure that each fixed electrical installation has a periodic inspection and certification by a qualified Electrician **every three to five years** (dependent upon the environment and use of the installation) in line with the Electricity at Work Act 1989. All our electrical installations will be maintained on a regular basis to ensure their safe use, particularly regarding fire risk. All inspections are to be recorded and an Electrical Register kept supporting these inspections.

The company will

- Provide sufficient socket outlets and avoid or minimise the use of adapters as overloaded sockets can lead to fire hazards.
- Promote the use of low voltage portable equipment on site, e.g. battery-operated cordless tools, 110volt equipment and handheld tools.
- Test the residual current device if fitted. This only involves pushing a test button and can help to maintain the effectiveness of the device. Advice on how often to do this is normally given in the manufacturer's instructions.
- Not use taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation or protection from liquids. Damaged cables will be replaced completely.
- Carry out visual inspections of plugs and leads and have them repaired as necessary. Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating. If faults are found the repair will be carried out by someone who has the necessary skill and knowledge to complete the task safely.
- Consider whether their equipment needs a more detailed inspection and test or whether the installation itself has reached a stage where it is likely to need a test. For example, equipment in offices which is frequently moved, or which has a lead which is subject to a lot of twisting may develop an internal fault.
- Not ignore obvious tell-tale signs such as faulty switching or intermittent stopping, which may indicate an internal fault such as a loose wire and cause external metalwork to become live.
- Ensure that electrical equipment is switched off before any cleaning or maintenance is carried out.
- Encourage staff to report electrical equipment which is not working properly.
- Ensure that employees are trained and fully aware of these safety precautions and will be encouraged to keep vigilant on electrical safety because the consequences can lead to tragedy.

Portable and Transportable Electric Equipment

There is no universally accepted definition of what is meant by portable equipment. However, it is accepted to mean equipment that is not part of a fixed installation but is intended to be connected to a fixed installation, or generator by means of a flexible cable and either a plug and socket, spur box or similar.

This includes equipment either hand-held or hand-operated and likely to be moved while connected to the supply. The electrical supply to the equipment is assumed to be a voltage that can give a fatal electrical shock i.e. greater than 50volts AC or 120 volts DC. Examples of portable equipment are: - kettles, extensions leads, fridges, printers, hand tools. We will ensure that all inspections of portable equipment will be recorded and an electrical register kept supporting inspections.

Most electrical shocks are between a live part and earth because of a fault or damage to plugs, cables or equipment. Experience in the UK has shown that the use of reduced low voltage (e.g. fed from a centre tapped earth transformer, CTE) portable electrical tools or equipment will effectively eliminate the risk of death and greatly reduce the degree of injury in the event of an electric fault.

The company will ensure that:
All portable electric equipment used in their operations will be carefully selected and is suitable for its intended purpose and the environment it is to be used in.

- All portable and transportable electric equipment will be suitably maintained. The level of maintenance will be determined by the degree of risk.
- Everything will be operated at approved reduced voltages, 110v for tools which will be centre tapped to earth so that the maximum voltage to earth should not exceed 55v.
- Where mains voltage equipment is used a non-adjustable residual current device (RCD) will be installed at the distribution board or the fixed mains supply socket.
- Mains voltage equipment used will be either double insulated, (constructed with two layers of insulation to provide electrical protection in case of damage to the outer insulation) or all insulated, (constructed with reinforced insulation).
- For other purposes i.e. lighting, lower voltages will be used where possible. When temporary lighting is provided, installations will be carried out either by competent persons or approved contractors.
- Electrical pressure wash equipment must not be used unless protected by a suitably rated residual current device.

BS 7671 (IET Wiring Regulations)

All electrical installation works carried out by the company will be in accordance with the current BS 7671 (the IET Wiring Regulations) which sets the standards for electrical installation in the UK and ensures that the work meets the requirements of the Electricity at Work Regulations 1989.

The IET co-publishes the Regulations with the British Standards Institution (BSI) and is the authority on electrical installation.

Although not a statutory document, BS 7671 sets the standard for how electrical installations will be done in the UK (and many other countries) and enables compliance with the law.

The requirements in this standard come into effect on 1st January 2019. Installations designed after 31st December 2018 will have to comply with BS 7671:2018, hence the importance for all electrical professionals to ensure that they are up to speed with the new requirements.

3.12 Environment and The Environmental Act.

What is the Environment?

Environment means anything that surrounds us. It can be living (biotic) or non-living (abiotic) things. It includes physical, chemical and other natural forces. Living things live in their environment. They constantly interact with it and adapt themselves to conditions in their environment. In the environment there are different interactions between animals, plants, soil, water, and other living and non-living things.

The company therefore need to consider our:

- Emissions to air
- Discharges to water
- Contamination to land
- Use of raw materials and natural resources
- Use of energy
- Energy emitted (heat, radiation, vibration (noise), light
- Local and environmental
- Waste management – generation and by-product

There are a number of Acts and Regulations to ensure that we consider and protect the environment. They are covered within the arrangements where they have an effect on our business.

The Environment Act 2021 was introduced 17th November 2021. It has two main functions:

- To give a **legal framework for environmental governance** in the UK.
- To **bring in measures for improvement of the environment** in relation to waste, resource efficiency, air quality, water, nature and biodiversity, and conservation.

The vast majority of this Act does not make any immediate changes for organisations other than regulators. **Changes to duties for businesses and other organisations are expected in subsequent legislation made under this Act.**

It currently provides some suggestions for this surrounding producer responsibilities regarding waste, Changes and amendments have been made to a number of acts and regulations

- to allow suggestions and recommendations to be implemented as UK statute,
- to impose fines.
- to protect and improve

They include:

- *The Environmental Protection Act 1990*
- *The Environmental Act 1995*
- *The End of Life Vehicles (Producer Responsibility) Regulations 2005*
- *The Waste Electrical and Electronic Equipment Regulations 2013.*
- *The Environmental Permitting (England and Wales) Regulations 2016*
- *The Waste and Contaminated Land (Northern Ireland) Order 1997*
- *The Waste Management Licensing Regulations (Northern Ireland) 2003*
- *Clean Air Act 1993*
- *Water Industry Act 1991*
- *Town and Country Planning Act 1990*
- *Natural Environment and Rural Communities Act 2006 ('2006 Act')*
- *Highways Act 1980*

The Environment Act 2021 (Commencement No. 5 and Transitional Provisions) Regulations 2022 and the Forestry Act 1967

The Environment Act 2021 amends the Environment Act 2021, the Forestry Act 1967 and The Natural Environment and Rural Communities Act 2006. It aims to improve air and water quality, tackle waste, improve biodiversity and make other environmental improvements.

The Forestry Act 1967 (repealed and replaced in Scotland by the *Forestry and Land Management (Scotland) Act 2018,)* describes the functions of the Forestry Commission and the management of forest land as well as the marketing of timber and forest products from the public forest estate

It sets out the general duties of the Forestry Commission (FC), its organisational structure and commissioner and staff roles. It allows the FC to manage and use any land granted to it the by the Minister, manage and supervise any woods or forests and buy and sell timber.

The main impact of the Act relates to the control over the felling of trees, Felling Licences and how they interact with Tree Preservation Orders. **Before you cut down or arrange a contractor to complete works or cut down a tree on your own or anyone else's premises, you should check that it is not subject to a license or tree preservation order being obtained first.**

A Felling Licence from the FC is required to fell growing trees, except in cases where:

- felling trees with diameters less than 80mm (when measured at 1.3m from ground level).
- felling trees for thinning purposes with diameters less than 100mm (when measured at 1.3m from ground level).
- felling coppiced trees (for regrowth) with diameters less than 150mm (when measured at 1.3m from ground level);
- lopping and topping (tree surgery, pollarding, pruning).
- felling fruit trees.
- felling trees as part of a development authorised with planning permission.
- felling necessary to prevent dangers or nuisance; and
- felling carried out by, or at the request of, an electricity operator.

A person can fell up to five cubic metres on their own property in any calendar quarter without a Felling Licence as long as no more than two cubic metres are sold.

In cases where a Felling Licence is requested in order to fell trees protected by a Tree Preservation Order (TPO) or in a conservation area the FC will consult with the local planning authority that issued the TPO before deciding whether or not to issue a Felling Licence which would overrule the TPO.

If the FC issues a Felling Licence for trees covered by a TPO or in a conservation area and the applicant has not declared the TPO or conservation area, then the Felling Licence does not cover the felling of those trees and felling them may be a criminal offence.

3.13 Fatigue Management

The HSE guidance publication – Managing Fatigue Risks describes fatigue as being “the issues that arise from excessive working time or poorly designed shift patterns. Fatigue is a perceived state of ‘weariness’ caused by prolonged or intensive exertion.”

Worker fatigue can result in:

- lack of attention
- reduced co-ordination
- underestimation of risk
- a reduced ability to process information
- slower reactions
- decreased awareness
- memory lapses or absent-mindedness

We recognise our legal duty as an employer to manage risks from fatigue, irrespective of any individual’s willingness to work extra hours or preference for certain shift patterns for social reasons.

Compliance with the Working Time Regulations alone is insufficient to manage the risks of fatigue and whilst we will consult staff in working hours and any shift patterns, we will not consider their preferences where they are unhealthy and likely to cause fatigue.

When managing the risks of shift work and the requirement to work extended hours, we will consider key risk factors. These are the workload, the work activity, shift timing and duration, direction of rotation and the number and length of breaks during and between shifts. Other features of the workplace environment such as the physical environment, management issues and employee welfare can also contribute to the risks associated with shift work.

We recognise that there is no one solution and that some contributing factors may be out of our control (i.e home influences and personal health), however in such instances, we encourage employees and contractors working on our behalf or on our premises, to make this known so that we can monitor effectively or implement further controls to maintain the safety of themselves and others their actions may affect. . We will therefore take a multi-component approach which includes:

- careful planning of shift rostering taking into account knowledge of the effects of biological rhythms;
- reviewing maximum hours of duty and time for recovery, enforcing rest breaks;
- ensuring staff take their full holiday entitlement,
- education of workers on sleep routines, nutrition, effects on family and social life, exercise;
- environmental design changes, especially those aspects which can improve alertness such as temperature, lighting, and comfort levels;
- reducing the number of safety-critical tasks planned for the night shift or extended hour working;
- rotating jobs to reduce levels of boredom;
- monitoring workloads so that staff are not overloaded,
- educating managers and staff to recognise signs and symptoms of fatigue so that the business can react accordingly,
- providing authority to ‘stop the job’ where fatigue is determined a factor which could cause harm, injury or incident, and
- providing medical advice for workers, especially for those with existing medical conditions.

This policy should be read in conjunction with

- The Health and Safety Policy
- Workplace Substance Abuse Policy
- Stress Policy

Signed:		**Position:**	**Managing Director**
Name:	**Ian Graham**	**Date:**	**April 2025**

3.14 Fire and Fire Prevention

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duties on employers and any person in control of business premises ('responsible person') to manage fire safety in those premises. The Fire Safety Act brought domestic premises into the scope of the Regulatory Reform (Fire Safety) Order 2005.

The company will ensure a fire risk assessment is carried out of their premises to enable them to identify and then take steps to eliminate, reduce or control safety risks (including risks from fire) to make sure that no one gets hurt or becomes ill. This will include employees and others who may have access to the workplace. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace. To comply with the Order, we will appoint a 'Responsible person'.

The Responsible Person duties will be to ensure: -

- That they identify fire related hazards within the premises; sources of ignition (naked flames, heaters) sources of fuel (flammables and combustibles) and oxygen.
- That they have identified people at risk, including lone workers, personnel in isolated areas, and disabled people with special needs, neighbours, general public and children.
- Evaluate the level of risk in the premises or operations and the actions required to remove or minimise any fire hazards where possible.
- Identify what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises in the event of a fire, i.e. detection and warning, firefighting, escape routes, assembly points, signs and maintenance.
- They record; significant findings and actions, an emergency plan, information/training/ instruction of relevant people and the co-operation/co-ordination required with others.
- They update in line with any developments affecting the assessment.
- The provision and maintenance of the fire precautions to safeguard those who use the workplace will be carried out.
- Provide information, instruction and training to employees about the fire precautions in the workplace.
- The workplace is fully equipped with fire extinguishers, and fire points are situated at appropriate locations indicated by suitable signs and will be easily accessible.
- Emergency escape routes are clearly designated and maintained.
- Flammable and combustible materials are stored in a safe location.
- Annual fire extinguisher checks are carried out by an external company specialising in fire safety requirements and equipment.
- Every person working on our premises will be given instruction in the correct use of any firefighting equipment.
- Fire drills are carried out on a regular basis without prior notice to ensure that a correct response from the workforce is obtained.
- There is a dedicated assembly point.
- Our Emergency Evacuation Plan is communicated to all new employees at their induction. Changes to the plan are highlighted to the workforce as required.

In the event of fire, ensure your own safety and that of others by raising the alarm immediately.

If this occurs in Complete Weed Control premises, follow the emergency plan for these premises. Immediately telephone the fire brigade (999) notifying them of the precise location and (if appropriate) that this is a pesticide storage area.

Otherwise immediately telephone the fire brigade (999) notifying them of the location and ensure that the safety of yourself and others is always maintained. Follow all instructions given by the fire crew once in attendance.

Any emergency plan (evacuation route plan and muster point) prepared for Complete Weed Control premises will be reviewed regularly (normally annually) and, whenever necessary, revised in the light of legislative, business or other organisational changes. Employees will be immediately informed of any such change.

An assessment will be made by the responsible person of the fire risks present in the workplace and appropriate action taken to minimise such risks. A fire officer from the local fire service may regularly inspect premises where pesticides are stored. The fire service will be kept informed of the presence of a pesticide store.

Suitable and sufficient fire extinguishers will be provided where the risk assessment identifies the need. These will be inspected and, where necessary, serviced regularly by a competent person. Each vehicle carrying pesticides or other materials subject to the Carriage of Dangerous Goods by Road Regulations will carry a minimum of two 2kg dry powder extinguishers.

Personal Electrical Appliances

The company recognise that with the ever-increasing pace of technology and for reasons of personal safety, employees and contractors may wish to bring certain personal electrical devices to work.

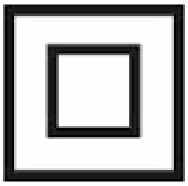
Members of staff /Site operatives are permitted to bring in and use the following personal equipment in designated areas identified at the site induction: -

Members of staff /Site operatives are not permitted to bring in and use the following personal equipment:
- Mobile / smart phone and chargers
- Digital organisers and chargers
- iPhone, iPod, and MP3 players.

No other privately owned electrical equipment that requires a mains power supply to run or charge the equipment is permitted on these premises.

Employees, contractors and third parties may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work. **All persons** must ensure that this equipment is in a safe condition by verifying the following:
- The plug or adaptor is for a UK socket;
- The cable and body of the equipment and/or charger do not show any signs of damage;
- All UK plugs are marked BS 1363;

AND
- The equipment or charger displays the following symbols:



Class II (Double Insulation) European Standards Mark

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

Evacuation of Disabled Persons

The company will take responsibility for all people, including disabled people evacuating buildings safely.

It is a general requirement that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. We will identify the needs of disabled people and, where necessary, make proper arrangements for their assistance in the event of an emergency evacuation.

The company will determine the procedure to be adopted in any circumstances. The procedure will vary as to the needs of the disabled person, their relationship to the building they occupy and its structural characteristics.

We encourage disabled staff to make themselves known. This is to enable their safety during an emergency procedure is given the highest priority.

We will:

- Identify the number of disabled staff and where they will be in the building
- Implement Personal Emergency Evacuation Plans (PEEP)
- Consult with relevant staff
- Ensure the evacuation plan does not rely upon the intervention of the Fire and Rescue Services to make it work.
- Consider the characteristics of the building
- Assess the evacuation equipment disabled people will need
- Train staff to deal with emergency evacuations
- Determine what needs to happen when the alarm goes off
- Identify what needs to be done when it is not possible to evacuate disabled people

3.14.1 Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006

The company will ensure a fire risk assessment is carried of their premises to enable them to identify and then take steps to eliminate, reduce or control safety risks (including risks from fire) to make sure that no one gets hurt or becomes ill. This will include employees and others who may have access to the workplace. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace. To comply with the Law, we will appoint a 'Duty Holder'.

The Duty Holder will ensure: -

- That they identify fire related hazards within the premises; sources of ignition (naked flames, heaters) sources of fuel (flammables and combustibles) and oxygen.
- That they have identified people at risk, including lone workers, personnel in isolated areas, and disabled people with special needs, neighbours, general public and children.
- Evaluate the level of risk in the premises or operations and the actions required to remove or minimise any fire hazards where possible.
- Identify what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises in the event of a fire, i.e. detection and warning, firefighting, escape routes, assembly points, signs and maintenance.
- They record; significant findings and actions, an emergency plan, information/training/ instruction of relevant people and the co-operation/co-ordination required with others.
- They update in line with any developments affecting the assessment.
- The provision and maintenance of the fire precautions to safeguard those who use the workplace will be carried out.
- Provide information, instruction and training to employees about the fire precautions in the workplace.
- The workplace is fully equipped with fire extinguishers, and fire points are situated at appropriate locations indicated by suitable signs and will be easily accessible.
- Emergency escape routes are clearly designated and maintained.
- Flammable and combustible materials are stored in a safe location.
- Annual fire extinguisher checks are carried out by an external company specialising in fire safety requirements and equipment.
- Every person working on our premises will be given instruction in the correct use of any firefighting equipment.
- Fire drills are carried out on a regular basis without prior notice to ensure that a correct response from the workforce is obtained.
- There is a dedicated assembly point.
- The Emergency Evacuation Plan is communicated to all new employees at their induction. Changes to the plan are highlighted to the workforce as required.

Personal Electrical Appliances

The company recognise that with the ever-increasing pace of technology and for reasons of personal safety, employees and contractors may wish to bring certain personal electrical devices to work.

Members of staff /Site operatives are permitted to bring in and use the following personal equipment in designated areas identified at the site induction providing they have been PAT tested and have the compliance symbols shown below : -

- Mobile / smart phone and chargers
- Digital organisers and chargers
- IPhone, iPod, and MP3 players.
- Fans and heaters
- Small fridges

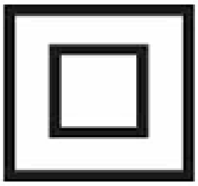
No other privately owned electrical equipment that requires a mains power supply to run or charge the equipment is permitted on these premises.

Employees, contractors, and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work. **All persons** must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket.
- The cable and body of the equipment and/or charger do not show any signs of damage.
- All UK plugs are marked BS 1363.

AND

- The equipment or charger displays the following symbols:



Class II (Double Insulation)

Manufactured for the UK market

Manufactured for UK and European market.

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

Evacuation of Disabled Persons

The company will take responsibility for all people, including disabled people evacuating buildings safely.

It is a general requirement that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. We will identify the needs of disabled people and, where necessary, make proper arrangements for their assistance in the event of an emergency evacuation.

We will determine the procedure to be adopted in any circumstances. The procedure will vary as to the needs of the disabled person, their relationship to the building they occupy and its structural characteristics.

We encourage disabled staff to make themselves known. This is to enable their safety during an emergency procedure is given the highest priority.

We will:

- Identify the number of disabled staff and where they will be in the building
- Implement Personal Emergency Evacuation Plans (PEEP)
- Consult with relevant staff
- Ensure the evacuation plan does not rely upon the intervention of the Fire and Rescue Services to make it work.
- Consider the characteristics of the building.
- Assess the evacuation equipment disabled people will need.
- Train staff to deal with emergency evacuations.
- Determine what needs to happen when the alarm goes off.
- Identify what needs to be done when it is not possible to evacuate disabled people.

3.15 First Aid

We provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work as required by the current First Aid Regulations. These Regulations apply to all workplaces including those with five or fewer employees and to the self-employed.

First aid boxes are provided at our premises and in each company vehicle. Employees must notify their supervisor, team leader, franchisee or Appointed Person when replenishment of any first aid kit becomes necessary.

This must be reported to the person stated in the SPECIFIC RESPONSIBILITIES in section 2 of this document.

Due to the varied way in which individuals or groups of staff work, appropriate members of staff will receive suitable training in first aid. If part-time or temporary staff are employed, they will normally be working alongside a trained first aider. A list of qualified first aiders will be displayed at appropriate places on the premises to ensure that all employees are familiar with who to contact.

All instances of injury where first aid is required must be reported and recorded in our accident book. Additionally, we will ensure -

- That a risk assessment is carried out to determine that there is suitable and sufficient first aid trained personnel within We appropriate to the circumstances (hazards and risks) of each section of the business, this will be reviewed on a regular basis
- That consideration of all workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first aid equipment and facilities for first aid treatment should be provided.
- That after assessing the risks will select a competent first aid training provider who is suitable and sufficient for the requirements of our business.
- There are first aid boxes available that contain a sufficient quantity of suitable first aid materials and that these are checked on a regular basis by a competent person.
- All accidents are recorded and investigate to determine if there are any underlining trends
- Employees are informed of the first aid arrangements regarding first aiders, appointed persons, location of all first-aid equipment and any treatment areas.

Selection of Competent First Aid Training Organisations

As from the 1st October 2013 the HSE produced revised guidance to help employers identify and select competent training providers.

Selection Criteria

The company will ensure that the selection criteria will include:

- The qualifications expected of trainers and assessors;
- Monitoring and quality assurance systems a training company has in place;
- Teaching and standards of first-aid practice;
- Syllabus content; and
- The information included on a certificate.

NB Where additional or specialist training may be required by us due to the work activity, we will choose the most appropriate specialist provider to meet their identified training needs.

3.16 Gritting And Salting

Gritting will only be carried out by appropriately experienced and/or certificated operators or by operators under the close and personal supervision of such a person. A list of authorised and certificated operators will be posted at our premises and, where requested, provided to clients or potential clients.

All applications of grit and/or salt and disposals of empty bags will be made in a manner that is safe both to people and to the environment. Industry best practice will always be adhered to.

Risk assessment supports the activity of gritting and where able, manual handling element will be removed or reduced from gritting and rock salting activities in line with the manual handling regulations.

3.17 The Greenhouse Gas Emissions Trading Scheme Order 2020 and the UK Emissions Trading Scheme UK ETS) and the Streamlined Energy and Carbon Reporting (SECR) Scheme and the Energy Savings Opportunity Scheme 2014 (amendment) 2023

EU ETS relating to the 2020 scheme year ends on 30 April 2021

The UK Emissions Trading Scheme (UK ETS) replaced the UK's participation in the EU ETS from 1 January 2021. The Government has established the scheme to increase the climate ambition of the UK's carbon pricing policy and provides continuity of emissions trading for UK businesses.

It includes more than 11,000 power stations and industrial plants across the EU with around 1,000 of these in the UK. These include power stations, oil refineries, offshore platforms and certain large industrial premises and manufacturers, including food processing plants, those that produce iron and steel, cement and lime, paper, glass, ceramics and chemicals. Also, certain public sector facilities and those small emitters such as universities and hospitals depending upon the combustion capacity of equipment at their sites and subject to simplified reporting arrangements. Aviation operators flying into or from a European airport are also covered.

The UK ETS is established through The Greenhouse Gas Emissions Trading Scheme Order 2020 and Government and devolved administrations will collectively constitute the UK ETS Authority to oversee the scheme.

The introduction of a UK scheme provides continuity of emissions trading for UK businesses. Many of the features and processes in the new UK scheme will be familiar to operators.

The UK ETS will apply to energy intensive industries, the power generation sector and aviation. It covers activities involving combustion of fuels in installations with a total rated thermal input exceeding 20MW (except in installations for the incineration of hazardous or municipal waste). The aviation routes covered by the UK ETS will include UK domestic flights, flights between the UK and Gibraltar, and flights departing the UK to European Economic Area states conducted by all included aircraft operators, regardless of nationality.
Participants in the EU Emissions Trading System (EU ETS) must still comply with their obligations under the EU ETS relating to the 2020 scheme year, which ends on 30 April 2021.

We will operate the cap and trade system in place, defining our 'cap' or limit regarding the total greenhouse gas emissions allowed under the system to suit our needs by converting this cap into a tradable emission allowance.

One allowance gives the holder the right to emit 1 tonne of CO2 (or its equivalent).

We will continue to monitor and report our emissions each year and surrender enough emission allowances to cover our annual emissions. If we are likely to emit more than our allocation, we have a choice between taking measures to reduce our emissions or buying additional allowances; either from the secondary market – for example companies who hold allowances they do not need – or from Member State held auctions.

A regulated activity under the regulations is an activity in column 1 of the table below which results in the emission in column 2.

Combustion of fuels on a site where combustion units with a total rated thermal input exceeding 20 megawatts are operated.	Carbon dioxide
Refining of mineral oil	Carbon dioxide
Production of coke	Carbon dioxide
Metal ore (including sulphide ore) roasting or sintering, including palletisation	Carbon dioxide
Production of pig iron or steel (primary or secondary fusion) including continuous casting, with a capacity exceeding 2.5 tonnes per hour	Carbon dioxide
Production or processing of ferrous metals (including ferro-alloys) on a site where combustion units with a total rated thermal input exceeding 20 megawatts are operated (and "processing" includes processing in rolling mills, re-heaters, annealing furnaces, smitheries, foundries, coating and pickling)	Carbon dioxide
Production of primary aluminium	Carbon dioxide and / or Perfluorocarbons

Production of secondary aluminium on a site where combustion units with a total rated thermal input exceeding 20 megawatts are operated	Carbon dioxide
Production or processing of non-ferrous metals (including production of alloys, refining and foundry casting) on a site where combustion units with a total rated thermal input (including fuels used as reducing agents) exceeding 20 megawatts are operated	Carbon dioxide
Production of cement clinker in rotary kilns with a production capacity exceeding 500 tonnes per day or in other furnaces with a production capacity exceeding 50 tonnes per day	Carbon dioxide
Production of lime or calcination of dolomite or magnesite in rotary kilns or in other furnaces with a production capacity exceeding 50 tonnes per day	Carbon dioxide
Manufacture of glass including glass fibre with a melting capacity exceeding 20 tonnes per day	Carbon dioxide
Manufacture of ceramic products by firing, in particular roofing tiles, bricks, refractory bricks, tiles, stoneware or porcelain, with a production capacity exceeding 75 tonnes per day	Carbon dioxide
Manufacture of mineral wool insulation material using glass, rock or slag with a melting capacity exceeding 20 tonnes per day	Carbon dioxide
Drying or calcination of gypsum or production of plaster boards and other gypsum products on a site where combustion units with a total rated thermal input exceeding 20 megawatts are operated	Carbon dioxide
Production of pulp from timber or other fibrous materials	Carbon dioxide
Production of paper or cardboard with a production capacity exceeding 20 tonnes per day	Carbon dioxide
Production of carbon black involving the carbonisation of organic substances such as oils, tars, cracker and distillation residues on a site where combustion units with a total rated thermal input exceeding 20 megawatts are operated	Carbon dioxide
Production of nitric acid	Carbon dioxide and / or Nitrous oxide
Production of adipic acid	Carbon dioxide and / or Nitrous oxide
Production of glyoxal and glyoxylic acid	Carbon dioxide and / or Nitrous oxide
Production of ammonia	Carbon dioxide
Production of bulk organic chemicals by cracking, reforming, partial or full oxidation or by similar processes, with a production capacity exceeding 100 tonnes per day	Carbon dioxide
Production of hydrogen (H2) and synthesis gas by reforming or partial oxidation with a production capacity exceeding 25 tonnes per day	Carbon dioxide
Production of soda ash (Na2CO3) and sodium bicarbonate (NaHCO3)	Carbon dioxide
Capture of greenhouse gases from other installations for the purpose of transport and geological storage in a storage site	Carbon dioxide
Transport of greenhouse gases by pipelines for geological storage in a storage site	Carbon dioxide
Geological storage of greenhouse gases in a storage site	Carbon dioxide

Emissions Trading (EU ETS)

The EU Emissions Trading System (EU ETS) affects businesses from energy-intensive sectors - like the energy industry and certain manufacturers. Greenhouse gas emission allowances are bought and sold to reduce an organisation's environmental impact.

If your business is covered by the EU ETS you must meet targets by:
- cutting your business emissions
- trading emissions allowances

You'll need to open an EU Registry account so you can trade allowances. You can then trade allowances by:
- trading directly with other businesses
- buying or selling from intermediaries, for example banks and specialist traders
- using the services of a broker
- joining one of the several exchanges that list carbon allowance products
- bidding at UK government or other EU member state auctions

Calculating greenhouse gas emissions

Greenhouse gas emissions for each type of energy used is gained by multiplying the amount of energy used by the emissions they produce.

To do this, you need to know:
- how much non-renewable energy you've used - this information can be found on your gas, electricity and water bills, invoices and receipts.
- the greenhouse gases produced by each type of energy (the 'emission factor') - these are updated every year.

Large organisations not covered by the EU ETS are covered by another scheme called the CRC Energy Efficiency Scheme.

Carbon Reduction Commitment (CRC) Energy Efficiency Scheme and Streamlined Energy and Carbon Reporting (SECR) Scheme

The UK government's **Streamlined Energy and Carbon Reporting (SECR)** policy was implemented on 1 April 2019, when the Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018 came into force. Businesses in scope need to comply for financial years starting on or after 1 April 2019 and therefore need to understand their requirements under SECR.

The introduction of SECR coincides with the end of the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. The new regulations will require an estimated 11,900 companies incorporated in the UK to disclose their energy and carbon emissions - a far greater number than were required to act under the CRC.

SECR builds on – but does not replace – existing requirements that companies may face, such as mandatory greenhouse gas (GHG) reporting for quoted companies, the Energy Saving Opportunity Scheme (ESOS), Climate Change Agreements (CCA) Scheme, and the EU Emissions Trading Scheme (ETS). SECR extends the reporting requirements for quoted companies and mandates new annual disclosures for large unquoted and limited liability partnerships (LLPs).

Who needs to comply with the SECR framework?

Three groups of businesses are affected by the new regulations. Companies that fall within the following definitions must comply unless they meet certain exemption criteria:

- Quoted companies of any size that are already obliged to report under mandatory greenhouse gas reporting regulations.
- Unquoted companies incorporated in the UK that meet the definition of 'large' under the Companies Act 2006 will have new reporting obligations. This applies to registered and unregistered companies. Note that the criteria for 'large' differs from the ESOS Regulations.
- 'Large' Limited Liability Partnerships (LLPs) will be required to prepare and file a 'Energy and Carbon Report'.

Unquoted companies or LLPs are defined as ‘large’ if they meet at least two of the following three criteria in a reporting year:

- a turnover of £36 million or more;
- a balance sheet of £18 million or more; or
- 250 employees or more.

Public bodies do not fall under the new regulations, but they are subject to other legislation which requires carbon reporting.

It is worth noting that charities, not-for-profit companies or others undertaking public activities – such as companies owned by universities, academies or NHS Trusts – will need to check whether they meet the above qualifying criteria.

Private sector organisations which fall outside of the scope of the new regulations are encouraged to voluntarily report in a similar manner.

If your business qualifies for the SECR / CRC Energy Efficiency Schemes. You must:

- monitor and report your CO2 emissions from gas and electricity use.
- buy enough allowances to cover your annual emissions and surrender them at the end of the year.

ESOS

Since 2014 large organisations (those employing 250 people or more, or with a turnover exceeding £44 million) have been required to audit their energy use every 4 years under the Energy Savings Opportunity Scheme (ESOS).

The 2023 amendment came into force on 29th November 2023 and makes the following changes:

- The maximum percentage of total energy excluded from an ESOS audit is reduced from 10% to **5%**.
- An ESOS report must be produced for each ESOS assessment after **5th December 2019**.
- ESOS audits must identify costs, benefits and an implementation programme in relation to energy savings.
- Organisations must disclose additional information to support compliance monitoring and enforcement.
- Organisations with an annual consumption below **40,000 kWh** of energy may appoint 2 responsible officers rather than a lead assessor for ESOS audits.

3.18 Hazard Reporting and Risk Assessment

To comply with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken to carefully examine what in the workplace could cause harm to people.

The company will identify hazards associated with the workplace, equipment, operational activities and who may be affected, including non-employees. We will ask employees and those who undertake the tasks to be involved with this process.

Any risks will be evaluated, given a rating and categorised as, high, medium or low risk. Attention will be paid to activities where inexperienced or young persons are involved.

The Risk Assessment will ensure that the abilities, attitude and lack of experience of the person, including individuals who do not speak as their first language and/or understand the language it is written in (e.g. English) are accounted for and adequate controls/supervision put in place.

Risk assessments will be recorded when findings are significant and will be communicated to all employees to ensure they are aware of any hazards that may exist and the controls and precautions that are in place to control the risks.

Any hazards encountered or uncovered during work in progress will be notified to the management team who will decide to review the risk assessment/s for that work accordingly so if necessary additional controls can be added.

Hazard Reporting

All instances where hazards are identified and the risk assessment does not include this should be reported to the person who raised the risk assessment via the employees line manager where appropriate. Hazards will include defective or damaged equipment; dangerous premises or worksites; deficiencies in health and safety documentation and work practices; and other circumstances and situations. The initial report may be verbal but, in all cases, a written report will be completed on the CWC Hazard Report Form and passed to the appropriate person identified above.

These reports will enable quick and effective action to be taken to remedy the hazardous situation. Any action taken will be recorded on the same form.

Risk assessment

The adequate control of risks arising from our work activities requires the identification of hazards, assessment of their associated risks and the implementation of suitable control methods. We will ensure that all significant risks to members of staff and others are assessed and a written record of the assessment(s) and appropriate control measures is kept and made freely available.

Formal risk assessment may include the following areas of work:

- General work activities
- The use of, or exposure to, hazardous substances
- Manual handling
- The use of visual display screen equipment
- The use of, or exposure to, noisy work equipment or activities
- The use of, or exposure to, vibrating work equipment or activities
- Fire safety

Safe working procedures (method statements)

The company will incorporate the findings of the risk assessments into safe working procedures.

We will ensure that all employees will be trained in the operation of the safe working procedures.

As with risk assessments the safe working procedures will be reviewed regularly and revised as necessary.

Any deviation or alteration to the safe working procedures will only be allowed on receipt of appropriate authorisation from Senior Management and followed up with immediate written changes to the safe working procedure. The only possible exception to this rule will be where an emergency arises which requires immediate action.

Safe working procedures and practices will be identified for all work situations where significant risks are identified.

Our client or the main contractor may identify safe systems of work and in such cases, these should be strictly adhered to by our employees or sub-contractors. We will always co-operate fully with our client or the main contractor and other sub-contractors in matters of health and safety.

Where the requirements of our client or the main contractor are thought to conflict with our normal operating procedures this will be brought to the attention of our client or the main contractor. A risk assessment will be carried out and used to identify suitable procedures for subsequent agreement with the other interested parties.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 (MHSW) include regulations that protect the health and safety of new and expectant mothers who work. Failure to protect the health and safety of new and expectant mothers may constitute an offence under the Equality Act 2010.

The company will carry out a risk assessment and if any risks are identified, inform new and expectant mothers and their colleagues. This will include involvement in what is being proposed to reduce, remove or control the risks.

We will provide somewhere for pregnant and breastfeeding mothers to rest.

Disabled Workers

The company will, in the case of disabled employees: -

- Assess and manage the work risks to everyone's individual ability
- Include disabled employees in any health and safety information and training
- Involve disabled employees if we need to assess how the disability may affect workplace health and safety and, if so, to what extent. This is to find a suitable outcome, for instance 'reasonable adjustments' that overcome risk
- Involve others, such as specialists or the disabled employee's representative, if needed, to understand the effects on workplace health and safety of the disability or long-term health condition
- Ask for the disabled employee' consent before approaching specialists or GP of the disabled employee who can advise on options for workplace adjustment
- Be sensitive and timely about making risk assessments, if these are needed make other, short-term arrangements to support the disabled employee when delay cannot be helped (for instance, if we are waiting for an Access to Work grant)
- Create a working environment that allows the disabled employee to feel comfortable when talking about their disability or long-term health condition
- Work with the disabled employee to make sure adjustments are a help, not a hindrance

For more information based on this policy, to understand your rights as an employee, and to gain clarity on how we intend to work collaboratively with its workers to find reasonable changes to the work environment so that all may work to the best of his/her ability, please see ***http://www.hse.gov.uk/disability/easyread.pdf***

Monitoring, Reviewing and Improving Safety Performance

The company recognise the need to develop and review safe systems of work to demonstrate our total commitment towards sustaining a robust health and safety management system, thereby complying with legislative duties, satisfying the requirements laid down in our health and safety policy and improving safety performance.

We will regularly review performance and the standards of health and safety in place, setting SMART objectives and taking immediate action to correct adverse trends and to deal effectively with incidents and injury to prevent recurrence.

We will achieve this through consultation, communication, training and instruction and by conducting regular audits/inspections of the Safety Management System and provide guidance to personnel on all aspects of health, safety and welfare in a written report. We will also carry out regular safety checks on all work activities under our control.

We value and encourage the views of employees in safety matters and will hold regular safety meetings. Employees will be allowed, without prejudice to voice their point of view. We will take note and fully investigate the concerns.

Because of the investigation any recommendations to the working practices, procedures or products will be implemented.

We will monitor the impact of new systems of work, work processes, products and the legal requirements.

We will periodically investigate all accidents and dangerous occurrences to see if there are any underlying trends. The aim of the investigation will be to identify whether there has been a failure in the present controls or where practicable make recommendations to prevent a re-occurrence.

Our aim is for Zero accidents and incidents.

3.19 Hazardous Substances and Control of Substance Hazardous to Health (CoSHH) and Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

See also Pesticides / Basis and Welding

CoSHH Assessments

To comply with the Regulations, we will appoint a CoSHH Administrator. The CoSHH Administrator's duty is to prevent exposure of persons to substances hazardous to health. Where this is not practicable, through elimination or substitution, exposure will be adequately controlled. Control, so far as is reasonably practicable, will be primarily by means other than personal protective equipment, which will be considered as the last option.

The company will ensure the CoSHH Administrator is competent and able to implement the following: -

- Prepare an inventory of substances hazardous to health, produce assessments for the substances and confirm the procedures by which they are handled.
- Review the use of substances hazardous to health and where reasonably practicable, introduce safer alternatives.
- Implement and manage a procedure to ensure that any new substances added are assessed under CoSHH.

The CoSHH Administrator shall ensure that all employees are provided with suitable and sufficient information, instruction and training with respect to any substances hazardous to health to which they are liable to be exposed. To that end CoSHH assessments will be readily available to all staff. The staff will be instructed in relevant assessments prepared by the CoSHH Administrator.

No work will be carried out where it is liable to expose anyone to any substance hazardous to health unless a suitable and sufficient assessment has been made of the risks created by the work. It will include keeping people safe, healthy together with the steps needed to comply with the requirements of the Control of Substances Hazardous to Health Regulations.

Exposure of people to substances hazardous to health will be prevented or, where this is not reasonably practicable, adequately controlled. So far as is reasonably practicable, the prevention or adequate control of exposure will be achieved by measures other than the provision of personal protective equipment.

Every employee will be required adopt any control measure, wear the personal protective equipment provided and ensure that they abide by the details on the COSHH Assessment controlling exposure, storage, handling, emergency situation and disposal. Should an employee discover any defects or deficiencies in any control measure he/she should report it, at the earliest opportunity, to their supervisor, team leader, manager or Director. This must be recorded on a CWC Hazard Report Form.

Where engineering controls (including respiratory protective equipment other than disposable equipment) are provided to meet the requirements of the regulations they will be inspected and checked by a competent person at suitable intervals. A record will be maintained of the inspection, maintenance and repair of respiratory protective equipment. It will be retained for at least five years from the date on which it was made. Change to disposable filters will be as per manufacturers recommendations. Face fit tests will ensure that a tight seal is obtained between the equipment and person wearing it. A record of the face fit will be maintained and retained.

Health monitoring will be assessed to determine whether exposure and use to the chemicals, pesticides, biocides, etc we use requires it. This includes changes to them or any new introduced. Where occupational health is resultant, we will arrange through approved and competent medical practitioners and occupational nurse, acting upon any actions or recommendations they decide. We will continue to monitor Records will be kept for a period of forty years from the date of monitoring.

All employees who undertake work involving exposure to substances hazardous to health will be provided with such information, training and supervision as is suitable and sufficient for him/her to know the risks created by such exposure and the precautions which should be taken.

Any person other than an employee, who carries out any work involving exposure to substances hazardous to health in connection with this business will be provided with the necessary information, instruction and training.

In controlling exposure, the potential control methods will always be considered in the following hierarchy:

- Elimination of the task
- Substitution of a substance by a safer one

- The provision of engineering controls and/or safe systems of work
- The provision of suitable personal protective equipment free of charge to the employee following appropriate consultation and training

All assessments will be reviewed regularly (at least annually) and at any time circumstances change sufficiently to make the original assessments invalid.

All hazardous substances must be retained in their original containers with labels intact and product labels and COSHH assessments must always be referred to before use.

Silica Dust

Silica dust may be a consideration where we complete hard landscaping or fence erection in addition to spraying activities.

Silica is a natural substance found in varying amounts in most rocks, sand and clay. For example, sandstone contains more than 70% silica, whereas granite might contain 15-30%. Silica is also a major constituent of construction materials such as bricks, tiles, concrete and mortar.

Dust is generated from these materials during many common construction tasks such as cutting, drilling, grinding and polishing. Some of this dust is fine enough to get deep into your lungs. The fine dust is known as respirable crystalline silica (RCS) and is too fine to see with normal lighting. It is commonly called silica or silica dust. The workplace exposure limit for respirable crystalline silica dust is now set at 0.1mg/m3

After asbestos, silica is the biggest risk to construction workers being linked to:

- Lung cancer
- Silicosis - severe breathing problems and an increase in risk of lung infections.
- Chronic obstructive pulmonary disease (COPD) - a group of lung diseases including bronchitis and emphysema. It results in severe breathlessness, prolonged coughing and chronic disability. It can be very disabling and is a leading cause of death.

We have a training and awareness programme in place which ensures that workers are working to the most suitable and safe procedure, using the controls in place correctly. We have educated workers and will supervise them in order that they:

- Know the risk of dust and how this can harm their health;
- Know how to use the dust controls and check that they are working;
- Know how to maintain and clean equipment including properly cleaning, storing, and maintaining non-disposable RPE and changing RPE filters as recommended by the supplier;
- Know how to use and look after RPE and other personal protective equipment (PPE);
- Know what to do if something goes wrong.

With the participation of workers, we seek to minimise the formation of dust for our operations and where possible stop it. We will do so by the following measures:

- Before work starts, we will look at ways of stopping or reducing the amount of dust that may be made by:
- Using different materials e.g. silica-free abrasives to reduce the risks when blasting;
- Using less powerful tools e.g. a block splitter instead of a cut-off saw;
- Using other work methods such as using the right size of building materials so less cutting or preparation is needed or adopting a direct fastening system.

We will work towards stopping the dust getting into the air by:

- Using water to damp down dust clouds, supplying enough at the right levels for the whole time that the work is being done and not just wetting the material beforehand.
- Using an on-tool extraction (type of local exhaust ventilation (LEV)) fitted directly onto the tool to remove dust as it is being produced. The system will consist of the tool, capturing hood, extraction unit and tubing and will be to the correct specification to be effective and will be subject to thorough examination and test at least every 14 months.

Where these two methods are not appropriate or might not reduce exposure enough, we will also supply respiratory protection (RPE) which will be:

- adequate for the amount and type of dust – RPE has an assigned protection factor (APF) which shows how much protection it gives the wearer. The general level for construction dust is an APF of 20. This means the wearer only breathes one twentieth of the amount of dust in the air;

- suitable for the work, using disposable masks or half masks only where suitable and a person is required to wear it for less than one hour's duration without a break and changing these in line with manufacturer's recommendations. Powered RPE will be considered where long periods of wearing RPE is necessary.
- compatible with other items of protective equipment;
- fits the user including face fit testing for tight-fitting masks;
- monitored to ensure it is being worn correctly, including adopting the clean-shaven policy requirements for tight-fitting masks.

We will also review the works to include further controls as deemed fit. This can include:

- limiting the number of people near the work;
- rotating those doing the task;
- enclosing the work to stop dust escaping. Use sheeting or temporary screens;
- general mechanical ventilation to remove dusty air from the work area (e.g. in enclosed spaces such as indoors);
- selecting work clothes that do not keep hold of the dust.

REACH

The Regulation (EC) 1907/2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) incorporate the registration, evaluation, authorisation and restriction of chemicals. Duties are placed primarily on the **manufacturers** and importers of chemical substances. There are also duties and restrictions on **downstream users** of some very hazardous chemicals. New amendments come into effect January 2022.

Whilst we must abide by the EU form of REACH, we also need to ensure that we abide by the UKs own which is controlled via the HSE.

REACH is a directly acting Regulation, meaning that it has direct application in European Union (EU) Member States, and breach of the Regulation can be prosecuted by national regulators. They also continue to be directly enforceable in Northern Ireland (under the terms of the Northern Ireland Protocol). Following the UK's departure from the EU, the REACH Regulation was copied (with amendments) into law in Great Britain and a separate version of REACH is now enforceable in Great Britain.

REACH concerns all chemical substances whether they are hazardous or not. However, some substances are not covered by REACH including radioactive substances and waste. Substances going into food stuffs and medicines are exempted from the majority of the requirements under REACH.

The REACH Regulation complements *Regulation (EC) 1272/2008 on classification, labelling and packaging of substances and mixtures* **(the CLP Regulation)**. Both apply duties primarily to manufacturers, importers and suppliers. Organisations involved in the manufacture and supply of chemicals need to be familiar with both Regulations. There are also some more limited implications for downstream users.

Registration

Organisations that manufacture chemicals or import them from outside the EU in quantities of 1 tonne or more (whether or not it is hazardous) have a duty to gather information on the properties of the substance and register the information in a central database managed by the European Chemicals Agency ("ECHA"). An organisation which manufactures or places substances on the market without registering them commits an offence.

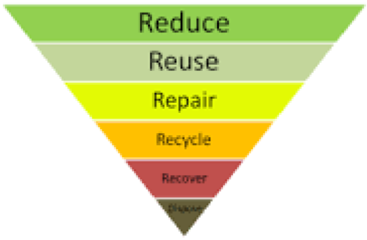
Supplying information

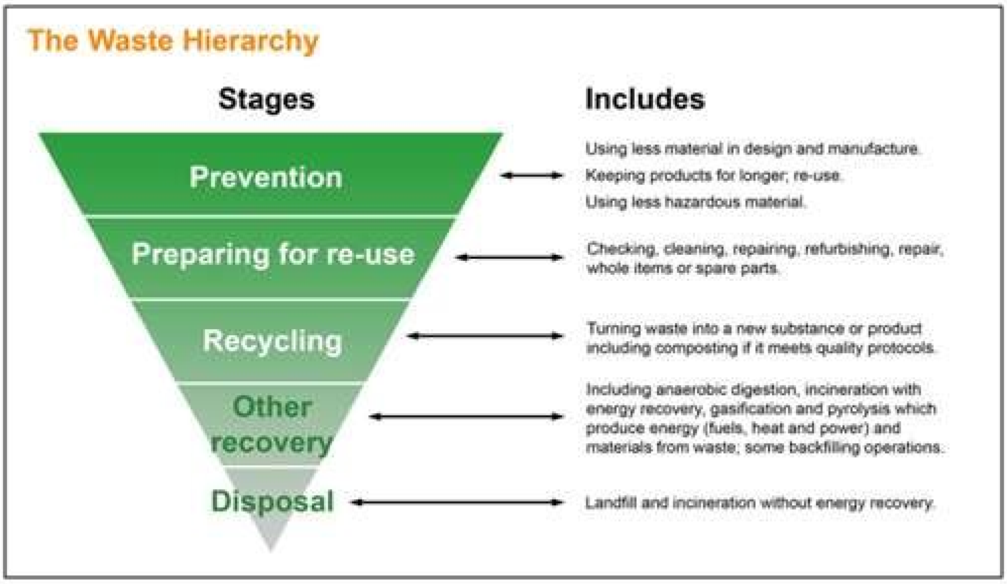
Manufacturers and suppliers must provide information to customers about any hazardous properties of the substances that they manufacture or supply. This duty is usually complied with by supplying Safety Data Sheets.

3.20 Hazardous Waste Regulations (England & Wales) (Amendment) Regulations 2016, The Waste (England and Wales) Regulations 2011 and The Waste Electrical and Electronic Equipment (WEEE) Regulations. The Special Waste 1197 and Amendment (2004) Regulations and Environmental Projection (Duty of Care) (Scotland) Regulations 2014, The Waste (Scotland) Regulations 2011.

The company will ensure hazardous waste produced or handled by the business in England causes no harm or damage. This includes electrical and electronic waste (either hazardous or non-hazardous), general waste destined for landfill or incineration (including waste to energy schemes) and recyclable goods and materials.

There is a waste hierarchy to adopt under regulation 21 of the Waste (England and Wales) Regulations and the Duty of Care / Special Waste Regulations (Scotland) to ensure that we make decisions to reduce waste to landfill and encourage re-use as a first option. The hierarchy can be seen as either the following diagrams. Both expect the same results and considerations:





We have a general 'duty of care' and will meet extra requirements depending on whether we are any of the following within the waste duty of care chain (please note that the producer may also be the carrier where you collect your own waste or remove waste from site):

- **producer** or holder (you produce, or store waste or customer waste is brought back under contract of the works and collated by you with your own or other waste to be taken away together – e.g. skip of timber fencing or bricks and rubble)
- **carrier** (you collect and transport waste) If it's your own waste and you have not made money from it you can use a **LOWER** tier license but if you are moving someone else's waste or are charging to carry it then you **MUST** have an **UPPER** tier license.
- **consignee** (you receive waste, e.g., for recycling or disposal)

From December 2023, under *The Controlled Waste (England & Wales) Regulations 2012*, construction and demolition waste can be classified as household waste under certain conditions. This amendment adds new conditions when this is the case, allowing waste from construction and demolition works to be classified as household waste where:

- The waste is produced at a domestic property by the owner or occupier of that property;
- Each transport of waste is less than **100 litres**; and
- Each article of waste is smaller than **2000mm x 750mm x 700mm**.

From the 30th June 2024, stringent requirements are introduced for the separate collection of household waste and other waste of similar composition. Waste collection authorities, waste collectors and those responsible for arranging

waste collection from domestic, non-domestic and business properties must ensure that waste streams are separated.
The recyclable waste streams that must be separately collected by waste collectors are:

- plastic;
- paper and card;
- glass;
- metal;
- food waste; and
- garden waste.

Due to the transitional provisions made by The Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024, the wider duties under these Regulations for all recyclable waste streams to be collected, will only apply from:

- 31st March 2025 for collection of household waste from relevant non-domestic premises;
- 31st March 2025 for collection of industrial and commercial waste; and
- 1st March 2026 for collection of household waste from domestic properties.

Producers and holders

As a producer, we will follow these steps in England and Wales if the business:

- produces waste.
- holds or stores waste.
- has waste removed from its' premises?

We will:

- Classify waste (EWC – 6 DIGIT UNIQUE CODE) to check if it's hazardous or non-hazardous and segregate to prevent cross - contamination and to keep incompatible wastes from each other.
- Separate and store waste safely in the correct container / bund and off the floor where possible (e.g. skip, pallets, IBCs on pallets, drums on pallets, waste safe, etc)
- Use authorised businesses to collect, recycle or dispose of waste – check that waste carriers are registered, that this license has not expired, that the waste site it is going to (exact address and postcode in addition to company name) has an environmental permit or exemption capable of taking the waste (i.e. live on Environment Agency / government public register and schedule 2 of their permit or list of permitted wastes includes the EWC classified for the waste.
- Fill in the parts of the consignment note that apply to us as the **PRODUCER ONLY** – keep one copy and give 2 copies to the carrier collecting waste.
- Keep records (known as a 'register') for 3 years at the premises that produced or stored the waste.

We will keep copies of:

- Waste transfer notes for 2 years and
- hazardous waste consignment notes or Consignee quarterly returns (these are sent every 3 months from businesses that receive our waste (consignees) for 3 years.
- any related documents, e.g., 'carrier schedules' (list of carriers when there is more than one),
- records of rejected loads.

If these documents aren't accurate or complete, we will keep a record of any missing information.

Carriers

If we are a carrier (upper or lower tier). We will have our own license which we will keep up to date in accordance with The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

As the carrier, we will:

- Register as a waste carrier.
- Have competent drivers to move the waste, holding appropriate licenses and drivers' cards.
- Check the relevant parts relevant to the Producer on the Waste Transfer Note or Hazardous Waste Consignment Note and before we accept the waste – make sure the waste is classified correctly, has the producers details and is signed by the producer for regulation 12 conformance.
- Ensure waste is segregated correctly and it is safe and secure to transport when it is loaded for transportation to the transfer station, treatment station or disposal point.
- Fill in the part of the Waste Transfer Note or Hazardous Waste Consignment Note that applies to the carrier including the carriers license details vehicle registration and drivers name.
- Obtain the drivers signature for acceptance of the waste from the producer.
- Leave one copy of the Waste Transfer Note or Hazardous Waste Consignment Note with the waste producer or holder and keep 2 copies – these must stay with the waste until it reaches its destination.

- Identify any issues between the load and details on the Waste Transfer Note or Hazardous Waste Consignment Note (e.g. quantities, descriptions, etc) or any issues why the load cannot be taken for safety / environmental / legal reasons.
- Take the waste to the destination detailed on the Waste Transfer Note or Hazardous Waste Consignment Note – it must be an authorised and approved site having been checked prior to collection of the waste.
- Keep records (known as a ‘register’) for one year.
- Keep records at our head office.

We will retain copies of:

- Waste transfer notes for 2 years and hazardous waste consignment notes for 3 years.
- any related documents, e.g., ‘carrier schedules’ (list of carriers when there is more than one),
- records of rejected loads.

If these documents aren’t accurate or complete, we will keep a record of any missing information.

Consignment Notes and Consignment Returns

Consignment returns are quarterly reports on any hazardous waste we have moved and coincide with our hazardous waste consignment notes for the same period. They are produced by the ‘consignee’ hence if we have used 3 different waste agents, we will receive 3 different consignment returns.

As a waste producer or holder, we will request consignee returns every 3 months from the consignee dealing with our hazardous waste.

Where we do not receive a record of where our waste has been taken to, we will stop using that waste agent and we will contact the Environment Agency to request their advice.

For more information see: -

https://www.gov.uk/guidance/hazardous-waste-returns-supplementary-guidance#guidance-effective-from-1-april-2016

https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance

3.20.1 The Waste (Meaning of Hazardous Waste and European Waste Catalogue) (Miscellaneous Amendments) (Scotland) Regulations 2015

The company will ensure hazardous waste produced or handled by the business causes no harm or damage.

We will present the following materials for recycling (if generated):

- glass (including drinks bottles and rinsed food jars)
- metal (including rinsed cans and tins)
- plastic (including drinks bottles and rinsed food containers)
- paper
- cardboard

Shared Waste

We will ensure appropriate arrangements are in place to ensure the secure storage, authorised transfer and further management of the material from shared facilities to comply with Duty of Care responsibilities. These may be developed in a bespoke manner to suit individual circumstances.

Waste Transfer

We will ensure:

- They have a waste transfer note (WTN) that will describe the waste and accompany it when it is passed on to the waste contractor. *This is your evidence that the waste was passed on and that it was adequately described.*
- They keep copies of all WTNs for at least two years. *WTNs ensure that there is a clear audit trail from when the waste is produced until it is disposed of.*
- A 'season ticket' system is used for waste of the same description (same materials) transferred from the same waste producer to the same transferee for a period up to 12 months. *This prevents the need for a transfer note to be produced for every waste load transferred.*

A waste transfer note typically consists of four parts:

- A description of the waste and the quantity that is to be collected
- Your details (name, address etc.)
- The details of the person you are handing your waste to. You will need to include name, address and any registration numbers applicable (e.g. waste carrier's registration number).
- Details of the transfer (place, date, time)." And the EWC codes/descriptions for several common materials.

Stored Waste

The company will store waste in a safe and secure place, so that waste materials will not cause litter or attract vermin.

Waste is managed by a contractor

Both the producer of the waste and the waste contractor have responsibilities. Using a waste contractor does not remove any of the responsibilities. It will be your responsibility to work with the contractor to ensure that both your requirements are being met.

Ensuring employees comply with the new Waste (Scotland) Regulations

The company will train staff and make sure they know how to recycle in the workplace. Label bins will be available stating clearly what should be recycled and ensure staff know what goes where.

Enforcement

Persistent non-compliance will be addressed through local authority or SEPA duty of care enforcement procedures (dependent upon the regulating authority). Any person who fails without reasonable excuse to comply with the duties imposed above shall be liable:
(a) on summary conviction, to a fine not exceeding the statutory maximum (£10,000); and
(b) on conviction on indictment, to an unlimited fine.

Since 1 January 2014, waste managers are prohibited by law, from mixing your separately collected recyclable waste with other wastes and from sending it to incineration or landfill. This ensures that the effort we put into separating waste will not be wasted.
If the company hand waste to a carrier and suspect that separately collected recyclables are being fly-tipped or are going to an incinerator or landfill, they will inform SEPA through their 24 hour pollution hotline – 0800 80 70 60.

3.21 The Hydrocarbon Oil Duties Act (HODA) and the Finance Bill 2021 – Red Diesel Use

In an attempt to use the tax system to improve the energy efficiency of their vehicles and machinery, invest in cleaner alternatives, or just use less fuel, at Budget 2020, the government announced that it would remove the entitlement to use red diesel and rebated biodiesel from most sectors from April 2022.
The tax changes will ensure that most users of red diesel use fuel taxed at the standard rate for diesel.

Legislative changes to the Finance Bill 2021 and subsequent secondary legislation restricts the entitlement to use red diesel and rebated biofuels unless it refers to one of the following uses:

- for vehicles and machinery used in agriculture, horticulture, fish farming and forestry. This includes allowing vehicles used for agriculture to be used for cutting verges and hedges, snow clearance and gritting roads
- to propel passenger, freight or maintenance vehicles designed to run on rail tracks
- for heating and electricity generation in non-commercial premises - this includes the heating of homes and buildings such as places of worship, hospitals and townhalls; off-grid power generation; and non-propulsion uses on permanently-moored houseboats
- for maintaining community amateur sports clubs as well as golf courses (including activities such as ground maintenance, and the heating and lighting of clubhouses, changing rooms etc.)
- as fuel for all marine craft refuelling and operating in the UK (including fishing and water freight industries), except for propelling private pleasure craft in Northern Ireland
- for powering the machinery (including caravans) of travelling fairs and circuses

Secondary legislation includes powers to enable HMRC to seize vehicles or other machinery in certain circumstances.

Registered fuel suppliers that switch a fuel tank from red to white diesel (including those who have one installed and obtain fuel from a fuel supplier) will need to flush out the tank and supply lines until no trace of marked rebated fuel remains. This will help to ensure compliance and minimise the risk that white diesel that has had the full duty rate paid on it is contaminated with the red diesel marker.

3.22 Lifting Gear - Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All lifting operations are potentially hazardous if not carried out by competent personnel working to agreed procedures and regulations, and utilising properly designed, manufactured, tested and maintained equipment. This includes harnesses (carabiners) and clips. for strimming and anchoring.

Lifting Operations

Where we are involved with lifting operations, we will ensure that the lifting operations are planned, supervised and carried out in a safe manner by a competent person and that the correct plant and equipment is available, prior to carrying out the lift.

Equipment

The company will ensure where equipment is used for lifting or is safety harness, it will be marked accordingly and will be safe for such purposes to ensure that all necessary precautions have been taken to eliminate or reduce any risk. We will ensure that before lifting equipment / harness (including accessories) is used for the first time it will be thoroughly examined.

We will ensure that all examination work will be performed by a competent person; and following a thorough examination or inspection of any equipment, a report will be submitted by the competent person to us to take the appropriate action.

We will ensure that lifting equipment is: -

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached must be suitable e.g. timber pallets, lifting points
- Positioned or installed to prevent the risk of injury such as the load falling or striking people
- Clearly marked with the appropriate information to consider its safe use, such as the Safe Working Load (SWL). All lifting accessories will be marked in the same way such as slings and clamps

There are different requirements applicable depending upon plant, equipment or accessory and what it is lifting / securing. Not all will apply to every franchisee.

Certification of Lifting Appliances (Cranes, 3600 Excavators, lifting beams etc.)

The company will ensure that any lifting appliances used in its operations will have been tested and examined before being used. This will ensure that:

- The test and examination are repeated every four years.
- The examination only is repeated every twelve months.
- The test and examination are repeated after any alteration or repair likely to affect the strength or stability of the crane.
- Certificates are obtained for all tests and examinations.
- A record is kept of the examinations carried out at twelve monthly intervals.
- An inspection is carried out daily by a competent person (usually the driver) and the results of the inspection recorded on suitable forms.
- Copies of test certificates, examinations and inspections are available for inspection when required

Certification of People Lifting Appliances (MEWPs, Passenger Lifts etc.)

The company will ensure that any lifting appliance designed to lift people will have been tested and examined before being used. We will ensure that: -

- The people lifting appliance is thoroughly examined every six months or in accordance with an examination scheme drawn up by such a competent person.
- Certificates are obtained for all tests and examinations.
- A record is kept of the examinations.
- An inspection is carried out daily by a competent person (usually the operator) and the results of the inspection recorded on suitable forms.
- Copies of test certificates, examinations and inspections will be available for inspection when required

Lifting Gear

The company will ensure the correct type and use of lifting gear when lifting operations are being performed. We recognise that the severe use to which lifting gear is often subjected, together with the serious consequences to life and property, (which may result from a failure) make it important that maximum attention is paid to the correct use and maintenance of all lifting gear. This will be achieved by a strict testing, inspection and maintenance programme, along with careful use and storage.

Certification of Lifting Gear

All harnesses, ropes, chains, slings and other gear used for lifting will be properly made and strong enough for the work. No harnesses, wire ropes, chains, slings or other lifting gear will be used unless they have been tested and examined. We will ensure that:

- All ropes, chains, slings or other gear are clearly marked with their safe working load (SWL) and an identification mark.
- Certificates are be obtained for each test and examination.
- A wire rope showing signs of stress or defects (e.g. when several of its wires can be seen to be broken) is quarantined pending inspection by competent person for a decision to be made on its safe use and suitability.
- The test and examination are repeated prior to expiry and another certificate obtained for all chain or other gear and especially **prior to use** for those that have been altered or repaired by welding.
- All ropes, chains, slings and other gear are examined at the legally required frequency and a record of the examination maintained.

3.23 Manual Handling

Manual handling includes any "transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force" and is covered by the Manual Handling Operations Regulations 1992 (as amended). Incorrect manual handling techniques may result in a person suffering serious musculoskeletal disorders.

The control of risks involved will normally follow the following hierarchy:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided;
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

To comply with these Regulations, we will: -

- Train employees to be able to assess manual handling operations
- So far as is reasonably practicable, **avoid** the need for their employees to undertake any manual handling operations at work which involve a risk of them being injured.
- Will provide any equipment that is required as identified by the site-specific risk assessment such as ramps for example.
- **Assess** any hazardous manual handling operations that cannot be avoided and put in place control measures to **eliminate and reduce** potential injury.
- Have equipment available for manual handling purposes such as wheelbarrows, sack barrows, bottle trolleys and bogies for example.
- Monitor manual handling operations and where required reassess the tasks and put in place any additional controls.

No work will be carried out which is liable to expose anyone to a significant risk of developing a musculoskeletal disorder.

There are many types of work where manual handling plays a significant part. They include:

- The handling of pesticide containers, particularly when they are packed in boxes (outers), and in the use of handheld application equipment such as knapsack sprayers or mist blowers. Pesticides will normally be bought in container sizes of five or ten litres maximum to minimise the risks involved in their handling. Where larger containers are purchased and/or multi-pack outer containers handled, mechanical handling techniques will normally be used at the pesticide store to load and unload the vehicle.
- The loading and unloading of equipment, containers and plant onto trailers and vehicles. Using 2 men for lifting, using ramps, etc to minimise lifting.
- Mowing Operations - Pushing and pulling pedestrian mowers.
- Strimming, hedge trimming, blowing, pruning and chainsaw operations. Using harnesses and long handles to assist.

Where it is not reasonably practicable to prevent exposure of people to risk associated with manual handling, we will ensure that it is adequately controlled. Where manual handling cannot be avoided and it is unclear whether it presents a significant risk, a manual handling risk assessment must be carried out and recorded.

All personnel will receive instruction and training in safe manual handling techniques relevant to their work role. Appropriate HSE (and other) guidance leaflets will be provided and remain available to all staff.

Assessments

Assessments will be carried having regard to Regulation 6 of the Management of Health and Safety at Work Regulations 1999. They will be based on a thorough practical understanding of the manual handling tasks to be performed, load to be handled and the working environment in which the task will be carried out.

Employees' Contribution

Views of staff will be sought in identifying manual handling problems and practical solutions to them. Employees or representatives will be encouraged to play a positive part in the assessment process. Employees may highlight difficulties arising from such things as the size or shape of loads, the frequency with which they are handled or the circumstances in which the handling operations are carried out.

Every employee will be required to use the safe system of work, manual handling technique or control measure afforded to manual handling. Should an employee discover any defects or deficiencies in any safe system of work or control measure he/she should report it, at the earliest opportunity, to their supervisor, team leader, manager or Director. This must be recorded on a CWC Hazard Report Form.

Manual Handling L23: Manual Handling Operations Regulations 1992 (as amended) http://www.hse.gov.uk/pubns/priced/l23.pdf

NDG478 – Risk assessment of pushing and pulling (RAPP) tool *http://www.hse.gov.uk/pubns/indg478.pdf*

3.24 New Roads and Street Works Act 1991

The New Roads and Street Works Act 1991 replaced the Public Utility Street Works Act 1950. It came into force on the 1st January 1993. Its' purpose is to address when we are working on the highway providing a service to our customers, with the potentially conflicting interests of the highway user. We may need to do this to protect our employees or other road users / the Public when conducting our activities near the road.

One of the key elements of the street works legislation is the duty on street authorities to attempt to co-ordinate all works in the highway.

The main objectives of the co-ordination are to: -

- Ensure safety.
- Minimise inconvenience to people using the highway.
- Protect the structure of the highway and the apparatus on it.

The company will endeavour to plan work activities (with regards to public highways) so that minimal disturbance is suffered by all and the safety of employees and the general public will be paramount. Warning signs and cones will be positioned where required and our operatives will wear high-visibility clothing always.

A suitable qualification for both supervisors and operatives would be City & Guilds Street works.

New Roads and Streets Act code of Practice - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/43578/street-works-code-of-practice.pdf.

Working on the public highway including high-speed roads

This work will generally involve working in and out of company vehicles on the roadside. Working in these situations may present serious risks to the safety of employees and the general public alike. All employees will receive information and training prior to being asked to work on or alongside a road.

Where necessary safety and high visibility clothing appropriate to the specific road situation will be provided and must always be worn. Road signage may also be necessary. Where this is the case all signage will be carried out in accordance with current regulations and the “Safety at Street Works and Road Works” code of practice.

All employees must maintain a high level of safety awareness and vigilance for themselves and for each other at all times. If any employee feels that he/she is being exposed to unacceptable levels of risk he/she should stop work, retreat to a safe position and report the situation immediately to the appropriate supervisor, team leader, franchisee or managing director.

3.25 Noise and Vibration

Noise

The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) requires employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the Regulations too. We as an employer will comply with the Regulations by: -

- Assessing the risk to employees from noise
- Acting to reduce the noise exposure.
- Providing hearing protection when the noise exposure cannot be reduced by other methods.
- Make sure the legal limits on noise are not exceeded.
- Providing employees with information, instruction and training.
- Carrying out health surveillance where there is a risk to health.

When noise levels are adjudged to exceed **80dB (A)** average noise levels, **135dB (C)** peak noise levels, a selection of hearing protection will be provided for employees, and they will be advised to wear hearing protection.

When noise levels are adjudged to exceed **85dB (A)** average noise levels, **137dB (C)** peak noise levels, a selection of suitable hearing protection will be provided, and its' use enforced. It is the responsibility of management to advise on the circumstances, as they arise. Hearing protection will seek to minimise noise to the person but should not over protect as this can also be dangerous.

The following link is useful to judge what to wear:
https://www.shponline.co.uk/procurement-guides/hearing-protection-a-how-to-guide-for-those-choosing-ear-defenders/

There are also levels of noise exposure which must not be exceeded: - Exposure limit values:

- Daily or weekly exposure of **87 dB**;
- Peak sound pressure of **140 dB**.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

It is essential that where noisy activities take place (particularly those near inhabited dwellings) they take all reasonably practicable steps to minimise the noise generated on the sites and thereby avoid the serving of a Local Authority Notice under the Noise at Work Regulations 2005.

An employee experiencing discomfort from high noise or vibration levels should inform the appropriate supervisor, team leader, franchisee or managing director at the earliest opportunity. If there is any uncertainty about the level of noise or vibration concerned a suitable and sufficient risk assessment will be carried out and control measures instigated.
Suitable steps are taken to minimise the noise produced by our vehicles and equipment.

Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001

From 3rd January 2002, all equipment for use outdoors within the scope of the Directive placed on the market or put into service in the community must comply with the provisions of the Directive. Failure to comply with the requirements of the Directive will mean that these products may be prohibited from being placed on the community market or withdrawn if placed on the market after 3rd January 2002.

The Directive applies to 57 types of equipment for use outdoors, which requires noise emission measurements to be taken and to fix labels showing the "guaranteed" noise levels of each machine. In addition, the Directive sets noise limits for 22 of the 57 categories, for equipment subject to noise limits the involvement of a notified body will be required.

The company will comply by ensuring that all new equipment (manufactured after 2001) used on site or on our premises will be tested and CE marked in accordance with the above Regulations.

Vibration

The company will appoint an Administrator for complying with the Control of Vibrations Regulations.

The Regulations introduce action and limit values for hand-arm and whole-body vibration.

Hand Arm Vibration Syndrome (HAVS) - The Regulations introduce an: -

- Exposure action value of 2.5m/s^2 A (8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of 5.0m/s^2 A (8) which should not be exceeded.

Hand Arm Vibration Syndrome is also known as “Vibration White Finger”, “or “Raynaud’s phenomenon”. We are aware that the condition affects operatives who regularly use equipment emitting vibration. Vibration from equipment can damage blood vessels in the fingers, thus reducing the blood supply. It can also damage nerves, leading to loss of feeling in the fingers and hands especially in cold conditions. Muscles and bones can also be damaged.

Our employees may be exposed to vibration which is transmitted into hands through the holding points.

To comply with the Regulations we will: -

- Assess the vibration risk to employees.
- Decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
  - Introduce a programme of controls to eliminate risk or reduce exposure to as low a level as is reasonably practicable.
  - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
  - Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value.
  - Provide information and training to employees on health risks and the actions we are taking to control those risks.
  - Consult employees the proposals to control risk and to provide health surveillance.
  - Keep a record of your risk assessment and control actions.

Whole Body Vibration (WBV)

The company will carry out a risk assessment to make a valid decision about the measures necessary to prevent or adequately control the exposure of their employees to WBV.

Whole-body vibration (WBV) is transmitted by the following: -

- through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain.
- where operatives must stand on vibrating machines e.g., crushers or screeners. The operative’s exposure can be minimised by operating the machine using a remote-control device.

L140 Hand-arm Vibration - http://www.hse.gov.uk/pubns/priced/l140.pdf

L141 Whole-body Vibration - http://www.hse.gov.uk/pubns/priced/l141.pdf

3.26 Occupational Health

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 place duties upon employers to ensure the health, safety and welfare of their employees always and to identify and where possible eliminate workplace hazards.

Our appointed person for complying with the requirements for occupational health surveillance is the **Managing Director, owner or Proprietor.**

We recognise that occupational ill health can become a serious problem if current guidelines are not followed, and systems are not put in place to eliminate or control potential hazards. To ensure the health of their employees, we will ensure a programme of occupational health surveillance is in place where it is legally required. ***http://www.hse.gov.uk/pubns/priced/hsg61.pdf***

Health Surveillance

Health surveillance is a system of ongoing health checks. Where our employees are **exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air** we will review whether the check is required by law and implement accordingly. In addition, we will also review and implement checks where we deem it necessary in order that such a combined approach will:

- detect ill-health effects at an early stage in order that we can introduce better controls to prevent them getting worse
- provide data to help us and clinicians who support us to evaluate health risks
- enable our employees to raise concerns about how work affects their health
- highlight lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment
- provide an opportunity to reinforce training and education of our employees (e.g. on the impact of health effects and the use of protective equipment)

The company will carry out a risk assessment of all its activities to determine if there is a need for health surveillance and whether regular monitoring will be required. Some examples of workplace hazards or possible diseases which may cause potential health risks and may require health surveillance of our employees are: -

- Asbestos
- Manual Handling (Musculoskeletal Injuries)
- Noise
- HAVS (Vibration)
- Stress
- Dermatitis
- Skin Cancer
- Needlestick Injuries
- Respiratory Disease
- Lead
- Work Related Upper Limb Disorders
- Repetitive Strain Injuries
- Infectious Diseases I.e. Influenza, Leptospirosis
- Dusts (Silica etc.)
- DSE

We have considered formal health surveillance in the form of medicals for our employees where there is regular exposure to any of the above listed hazards.

Safety Critical Workers

Definitions

"A safety-critical worker is a worker whose job function is directly related in some way to the safety of others, or who could seriously impact the safety of others by not performing the job correctly or by ignorance".

"Safety critical is a term that is used to refer to activities whose failure or malfunction results in death or serious injury to other employees and members of the public".

The company will ensure they identify any activities which are "safety critical" and ensure those "safety critical workers" who carry out such activities receive regular health checks.

Examples of "safety critical workers" are:

- Crane Drivers
- Forklift Truck Drivers
- 360^0 Machine Operators
- Train Drivers
- Vehicle Drivers

Record Keeping

An initial medical questionnaire and potentially a subsequent health record (details about the employee and the health surveillance procedures relating to them) if the questionnaire answers or associated risk assessment dictates, are held for **all** employees under health surveillance and this is in accordance with special category (sensitive) data under the General Data Protection Regulations. It does not contain confidential medical information as this type of information is within a medical record, held in confidence by the occupational health professional if we are required to engage someone to undertake medical surveillance. The medical record will be stored separately to prevent breach of confidentiality.

Medical records are compiled by a doctor or nurse and may contain information obtained from the individual during the course of health surveillance. This information may include clinical notes, biological results and other information related to health issues not associated with work. Explicit consent by the employee is required to release this information.

Records will be retained in a suitable form for at least 40 years from the date of the last entry to accommodate period between exposure and potential onset of ill health. Where appropriate we will link them to or hold them alongside information such as workplace exposure measurements, the tasks and jobs involving exposure to identified substances requiring health surveillance such as air sampling or biological monitoring results and

A health record includes:

Employee details

- surname
- forename(s)
- gender
- date of birth
- permanent address, including post code
- National Insurance number
- date present employment started

Health surveillance check details

- the date they were carried out and by whom
- the outcome of the test/check
- the decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to the employee's functional ability and fitness for specific work, with any advised restrictions.

The employee is provided with a copy of their health record when they leave our employment and can access their own medical record through a written request under GDPR.

We expect the doctor or nurse to only provide us with information on fitness to work and any restrictions that may apply in that respect. Should we require medical record information or require that they be released to third party appointed by us then we will request written consent from the employee or release by a court order (as necessary).

Dermatitis

Our employees may, on occasions be exposed to situations and substances which could lead to contact or allergic dermatitis. We have recognised this as a potential problem and have therefore carried out risk assessments and CoSHH assessments in an aim to producing safe working procedures and putting in place control measures.

Substances used at work such as cement and oil for example have the potential to cause dermatitis, but we aim to eradicate this by following the procedures set out below. This will be followed always and any problems or queries should be reported to the Management Team. We will:

- Where possible, aim to use alternative substances, which will not have the potential to cause ill health.
- Where possible, ensure employees are distanced from potentially harmful substances, adopting mechanical means if available.
- Provide safe working procedures and CoSHH assessments which will be discussed with all employees prior to work commencing.
- Encourage employees to maintain good personal hygiene standards always and we will provide adequate washing facilities, including the provision of soaps, barrier creams and cleansers.
- If the substance cannot be eliminated from the working environment, control as a last resort by using personal protective equipment such as suitable gloves.
- Review working methods on a regular basis and consult employees to ensure that this system is preventing dermatitis symptoms.

Skin Cancer

Skin cancer is one of the most common types of cancer. While most skin cancer is not to do with work, there are well-recognised causes for those that are linked with occupation. The most common causes of work-related skin cancers are:

- Ultraviolet light (mainly from natural sunlight, not exclusively to do with work, but is significant for those who work outdoors);
- Chemicals (such as polycyclic aromatic hydrocarbons (PAHs) from coal tar, pitch and unrefined mineral oils);
- Ionising radiation (e.g. from radioactive substances and X-rays).
- Some substances can get in through the skin and cause cancers in other parts of the body.

There is a range of signs linked with skin cancer e.g. a scaly patch of hard skin, a red lump or spot, an ulcer, a new mole, or a patch of skin which bleeds oozes or has a crust. Someone who has skin cancer may suffer itching and tenderness at the site of the rash.

Needlestick Injuries

Needlestick injuries can be classified as any piercing wound caused by a hypodermic needle, or by other sharp instruments or objects such as hypodermic syringes, discarded needles, broken glass etc.

The main risk posed by needlestick injuries is exposure to blood-borne viruses (BBV), particularly Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV). Needlestick injuries can also cause psychological distress, as the injured person may have to cope with the fear that they have been infected

Due to the current drug culture bringing with it the risk of discovering hypodermic syringes or discarded needles, employees need to be made aware that many areas we work in and public litter bins are likely to contain these items if they are places where drug users inject and frequent.

We will aim to identify and remove (if covered by contract and safe to do so) or have removed any discarded needles before work begins but on occasions this may not always be possible. Therefore, employees will be made aware via training or toolbox talks of emergency procedures, precautions and disposal guidelines.

Respiratory Disease

Exposure to dusts and particles may occur and these could cause occupational asthma and/or respiratory problems and disease. Examples of these substances are Wood Dusts, Glues, Silica Dust and grinding fumes.

We will aim to eliminate such substances from the workplace where possible and will follow the hierarchy of control as laid down in the CoSHH Regulations at all time.

We are required by the CoSHH Regulations to introduce means to prevent or adequately control exposure to substances that may cause work related illness. We will aim to use less harmful substances and introduce ventilation measures such as exhaust ventilation. As a last resort, we will issue respiratory protective equipment and this must be worn by employees if deemed necessary.

If the situation arises where our employees are exposed to substances which may cause respiratory diseases, then we will appoint health professionals to conduct health surveillance as required. As appropriate, this may include but not limited to a questionnaire, a lung function test and chest x-rays if deemed necessary.

Zoonoses

Zoonoses are defined by the World Health Organisation as *"Diseases and infections which are naturally transmitted between vertebrate animals and man".* Although personnel may be exposed to other Zoonoses, main potential exposure is to the following Zoonoses:

If you work with animals Site/Farm your health may be at risk from them. Although some diseases (e.g. anthrax, brucellosis and rabies) are not common in Great Britain, good occupational hygiene practices will protect against them, as well as other more common Zoonoses, such as:

- Leptospirosis,
- Orf
- Ringworm.
- Coxiella (which causes Q fever),
- chlamydia (which causes psittacosis/ovine Chlamydiosis) and
- toxoplasma (which causes toxoplasmosis).

Weil's Disease – (Leptospirosis)

This can be a serious and fatal infection and is usually transmitted to humans by contact with urine from infected rats. The disease starts with flu-like symptoms with a persistent and severe headache.

We will provide safe systems of work to identify and where possible eliminate the risk to employees. Also, welfare facilities will be provided and employees will be expected to maintain good personal hygiene standards and wash their hands before eating or smoking.

We will where applicable report cases of infection to the Health and Safety Executive in direct compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as amended (RIDDOR).

Avian Influenza (Bird Flu)

Avian Influenza is a highly infectious notifiable disease affecting many species of birds, including commercial wild and pet birds. Wild birds can carry several diseases that are infectious to people and the use of simple hygiene precautions should minimise the risk of infection.

We will advise all employees to be aware of encountering dead birds on site and put procedures in place to safely dispose of dead birds.

Should any cases of flu Pandemic occur then we will put in further procedures following instructions and information from the Department of Environment for Food and Rural Affairs (DEFRA)

Psittacosis (Ornithosis)

Psittacosis is potential Zoonotic agent and can produce mild to severe disease in humans. Psittacosis can be carried by wild pigeons and is very infectious and spreads easily not just to humans but to other animals.

The disease is transmitted to humans via respiratory secretions, faecal or feather dust generally and gains access via the respiratory route. We will aim to identify any areas where their operative will meet this risk and have strict precautions and procedure in place to deal with this hazard.

Influenza and other Common Illnesses

We will follow the below principles in managing risks:

- Policies of washing hands, sanitising oneself.
- How to cough in a crowd, to wear a face mask if in an incubation stage
- Staying at home, recovering—getting healthy
- Keeping work equipment germ free—especially common equipment

Coronavirus

As we learn to live safely with coronavirus (COVID-19), there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infection, such as flu, which can spread easily and may cause serious illness in some people.

The Coronavirus Act no longer covers workplace legislation for restrictions but as the HSE is still promoting Public Health Advice, it is important that we should follow any advice. This advice can be found via the following links based on your location in the UK:

England

https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace

https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19

Scotland

https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/

Wales

https://www.gov.wales/public-health-advice-employers-businesses-and-organisations-coronavirus-html

Northern Ireland

https://www.nidirect.gov.uk/articles/coronavirus-covid-19-how-stay-safe-and-help-prevent-spread

This information will help you to understand how to reduce the spread of respiratory infections such as COVID-19 and flu in the workplace. This is especially important if there are people in the workplace whose immune system means they are at higher risk of serious illness from COVID-19

3.27 Outdoor Working

Outdoor working, particularly on unfamiliar terrain, can pose additional hazards to employees. Risk assessment and subsequent safe working procedures will normally reduce risks to acceptable levels. However, all employees must always remain vigilant for unexpected hazards, especially to the risk of slips, trips and falls. Where appropriate, others working at the site must be informed of any such hazards.

Exposure to the elements can carry its own risks, particularly when extreme climatic conditions are experienced. Appropriate Personal Protective Equipment (PPE) provided either by the employee him/herself and approved by competent person within the business or the Client if required by contract or provided by us should be worn. It is essential that any high visibility clothing worn is of the correct standard for the work situation and is not covered by any other clothing or obscured by dirt and mud. Change of high-visibility clothing to new must be undertaken where its effectiveness is compromised in any way.

Exposure of skin and eyes to high levels of sunlight can increase the risk of skin cancer and eye problems. When working outdoors in bright sunshine care should be taken to cover exposed skin with light clothing, a hat and/or an approved and recognised proprietary sunblock of high SPF factor against UV radiation. Sunglasses may be required where the ground surface reflects sunlight, especially in snow conditions. Clean drinking water will also be available at the worksite.

PLEASE BE AWARE THAT THESE MUST ALSO BE CE MARKED SAFETY GLASSES WHERE RISK ASSESSMENT DICTATES. YOU MUST NOT BRING YOUR OWN TYPE WITHOUT DISCUSSING IT WITH YOUR MANAGER FIRST.

3.28 Personal Protective Equipment (PPER 1992), as amended & the Personal Protective Equipment Regulations 2002 and Personal Protective Equipment at Work Regulations 2022 (PPER 2022),

The Company's appointed PPE Administrator is the **Contracts Manager.**

The compay will comply with the main requirement of the Regulations by providing personal protective equipment that is used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE is defined in the PPER 1992 as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health or safety, and any addition or accessory designed to meet that objective'.

Using the hierarchy of controls explained below, where as an employer we find PPE to be necessary after a risk assessment, we have a duty to provide it free of charge.

Hierarchy of controls

PPE will be regarded as the last resort to protect against risks to health and safety. Engineering controls and safe systems of work will be considered first.

We will consider controls in the following order, with elimination being the most effective and PPE being the least effective:

- **Elimination** – physically remove the hazard.
- **Substitution** – replace the hazard.
- **Engineering controls** – isolate people from the hazard
- **Administrative controls** – change the way people work.
- **PPE** – protect the worker with personal protective equipment.

On 6 April 2022 the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) came into force. They amend the 1992 Regulations (PPER 1992).

They extend employers' and employees' duties regarding personal protective equipment (PPE) to limb (b) workers. PPER 2022 draws on this definition of worker and hence we ensure that we capture both **employees** and **limb (b) workers**.

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, we will conduct a PPE suitability assessment and provide the PPE free of charge as we do for employees.

Definitions of the title 'worker and 'limb (a) and limb (b) workers explained.

In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

'"worker" means 'an individual who has entered into or works under –

- *(a) a contract of employment; or*
- *(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or personally perform any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual.*

  and any references to a worker's contract shall be construed accordingly.'

- **Limb (a)** describes those with a contract of employment. This group are employees under the Health and Safety at Work etc Act 1974 and are already in scope of PPER 1992
- **Limb (b)** describes workers who generally have a more casual employment relationship and work under a contract for service – they do not currently come under the scope of PPER 1992

Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations.
- after 1 month of continuous service, receive holiday pay but not other employment rights such as the minimum period of statutory notice.
- only carry out work if they choose to
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)

Issue and Monitoring

We will ensure suitable PPE is:

- provided
- compatible
- maintained
- correctly stored
- used properly

We are responsible for the maintenance, storage and replacement of any PPE we provide. Workers must then use the PPE properly following training and instruction from us. Should PPE provided be lost or become defective, we have explained to all those who have been issued with it the reporting procedure to take.

The clothing will be comfortable and as far as possible will not impede the movement or the ability of the wearer to see and hear and will also be compatible with another PPE which may need to be worn.

We will ensure that any PPE provided is 'CE' marked. The CE marking signifies that the PPE satisfies certain basic safety requirements and, in some cases, will have been tested and certified by an independent body.

We will manage the PPE regulations by ensuring that all their employees will wear protective clothing provided for them. PPE will be kept in good condition and any defects or damage must be reported to the employer. The Company will provide facilities to store the PPE properly.

We will ensure anyone using PPE is aware of why it is needed, when it is to be used, repaired or replaced and its limitations. We will train and instruct people how to use PPE properly and make sure they comply with all of the Company's instructions and training.

In general, we will ensure that employees will dress sensibly for work. The relevant protective clothing and equipment will be issued. Employees will take care of items issued and use them correctly. We will select and issue appropriate PPE along with the required information and instruction in its usage. Should any item become defective it will be replaced but will be stressed to employees that it is a serious offence to deliberately damage or misuse such equipment.

Respiratory Protective Equipment (RPE) Face fit Tests

Where operatives are required to wear respiratory protective equipment (RPE) we will ensure that they have a face fit test to ensure they have the right mask for their face profile. This includes a full-face mask, a half mask, or a filtering face piece (commonly referred to as a disposable mask).

Personal Protective Equipment at Work L25 - http://www.hse.gov.uk/pubns/priced/l25.pdf
INDG174 http://www.hse.gov.uk/pubns/indg174.pdf
Reparatory Protection Equipment at Work HSG53 - http://www.hse.gov.uk/pubns/priced/hsg53.pdf

3.29 Personal Hygiene

Good personal hygiene forms an essential part of maintaining a healthy, safe and pleasant working environment. Employees are therefore expected to maintain a high level of personal hygiene whilst in the workplace.

This will be of particular concern when dealing with pesticides. Access to a supply of clean water, hand-wash/soap and towels (or other hand cleaning items) will be made available and where feasible, provided on vehicles carrying or servicing spraying or other application equipment.

This has become increasingly important to prevent the spread of COVID 19 where regular hand washing with soap and water or sanitising hands regularly MUST be conducted.

3.30 Pesticide Application

The definition of pesticides includes plant protection products and biocides.

The placing on the market, storage, use and disposal of all pesticides is strictly controlled.

Storage and Transporting

HSE's Agricultural Information Sheet AIS16 Guidance for storing pesticides for farmers and other professional users [56KB] sets out the standards for both fixed and mobile stores. All stores must be constructed in a way as to prevent unwanted releases. They should also be constructed of non-combustible material; and secured against unauthorized access.

The pesticide store, operating procedures and pesticide records will be inspected regularly by a competent person appointed by BASIS. A store containing more than 200l or 200kg of pesticides (or mixture of both) will be overseen by a person holding a BASIS Nominated Storekeepers Certificate.

We will never carry pesticides in the cab of a tractor, self-propelled equipment or other vehicle. We will use a vehicle with a bulkhead between the cab and the load compartment and store chemicals in a secure, leak-proof chemical container or use a secure cabinet mounted on the outside of the vehicle or on a trailer.

When you are transporting pesticide containers and equipment inside vehicles, keep them separate from the driver and any passengers by a chemical and vapour-proof barrier. To prevent containers being damaged, do not carry them in tractor cabs, toolboxes or in other ways which might lead to them being crushed or punctured. A leak proof secure chest should be purchased and used.

Hand-held equipment should be transported empty when possible, to avoid the risk of spillage.

When not in sight of the vehicle, it will be locked.

Pesticides will be stored in their original containers with the approved product labels. We will never decant pesticides into drinks bottles or other similar containers.

Application

Pesticides will only be applied by appropriately certificated operators or by operators under the close and personal supervision at all times of a certificate holder. Qualification will be one approved and appearing on the HSE website for recognised certificate (https://www.hse.gov.uk/pesticides/resources/R/Recognised_certificates.pdf)

A list of authorised and certificated operators will be posted at our premises and, where requested, provided to clients or potential clients.

All applications and disposals of empty containers and/or surplus pesticide will be made in a manner that is safe both to people and to the environment. These activities will be recorded and maintained for future inspections.

The guidelines and requirements of the various codes of practice issued by the Department for Environment, Food and Rural Affairs (DEFRA) or other enforcing authority should be strictly adhered to.

Application equipment will be checked by the operator prior to each use.

We will ensure that those handling, storing or using pesticides:

- Always read and understand the instructions on the label and in any safety data sheet (SDS) or leaflet supplied with the product as failure to follow these instructions may be an offence and may lead to prosecution.
- Take all reasonable precautions to protect human health and the environment when storing, using and disposing of pesticides.
- Follow Government and industry guidance and advice to meet our legal obligations.
- Try to avoid walking through treated areas.

- Do not eat, drink or smoke when applying pesticides.
- Wash off splashes from the skin and clothing immediately, and wash before eating, drinking, smoking or taking a rest break.
- Do not use faulty application equipment.
- Do not overfill sprayer tanks and secure all caps and lids before use.
- Keep a record of all pesticide use.

We will ensure that:

- Anyone who applies a professional pesticide product must hold an officially designated specified certificate. Details of officially-designated certificates are available on HSEs website (PDF) - Portable Document Format .
- Anyone who purchases a pesticide product will ensure that the end user holds a specified certificate before purchase.
- Pesticide application equipment, other than knapsacks and hand-held equipment have passed a test conducted by the National Sprayer Testing Scheme and that machinery is calibrated and re-tested on a regular basis. We will determine frequency of retesting depending on the type of machinery.
- Any personal protective equipment identified in the instructions is worn, handled, stored and disposed by sprayer in accordance with these instructions.
- Spraying is only conducted when weather conditions are suitable to minimise the risk spray drift so that pesticide applications are confined to the target area.
- We report all suspected cases of environmental damage, poisoning or other adverse reactions, so they can be thoroughly investigated.

3.31 Positive Mental Health and Well Being Policy

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society.

We are committed to promoting and protecting the mental health and wellbeing of our staff and those who work for us on our behalf. We will continually strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

We will provide a working environment that promotes and supports the mental health and wellbeing of all employees, that complies with legislation and health, safety and welfare best practice. We will integrate it with other policies and procedures within our business management system where appropriate

We recognise that it is relevant to everyone's physical health, social wellbeing and productivity and can also affect employees family and relationships through the actions our company exerts on our employees.

We will address workplace mental wellbeing by strengthening the positive, protective factors of employment, by reducing risk factors for mental ill health and to improve general health. Mental ill health will not be a barrier to employment. We will work with those persons seeking recruitment, who have experienced mental health problems and support them once they are at work.

We will adopt the following aspects for mental health and wellbeing.

- provide information.
- raise awareness,
- effectively implement and utilise management skills to deal with issues around mental health and stress, provide a supportive work environment,
- offer assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff.
The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

We will encourage staff to adopt the 5 steps to mental well being promoted by the NHS:

- Connect with other people.
- Be physically active.
- Learn new skills.
- Give to others.
- Pay attention to the present moment (mindfulness)

Full information is available at the following website link:
https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/

Objectives
Our objectives include:

- **To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills by:**
  - Reducing discrimination and stigma by increasing awareness and understanding
  - Giving employees information on and increase their awareness of mental wellbeing. Include this policy in the staff induction programme.
  - Providing opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
  - Providing systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.

- Ensuring all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Managing conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establishing good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensuring that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensuring that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensuring a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promoting and support opportunities to enhance professional development, identified through the appraisal.
- Providing training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

- **To provide support for employees experiencing mental health difficulties by:**
  - Ensuring individuals suffering from mental health problems are treated fairly and consistently.
  - Managing return to work for those who have experienced mental health problems and
  - in cases of long-term sickness absence, put in place, where possible, a phased return to work.
  - Giving non judgemental and pro- active support to individual staff that experience mental health problems, e.g. counselling.
  - Ensuring employees are aware of the support that can be offered through occupational health referral or alternatively their own GP, or a counsellor.
  - Making every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
  - Treating all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

- **To encourage the employment of people who have experienced mental health problems by:**
  - Showing a positive and enabling attitude to employees and job applicants with mental health issues including positive statements in recruitment literature.
  - Ensuring that all staff involved in recruitment and selection are briefed on mental health issues, the Disability Discrimination Act and are trained in appropriate interview skills.
  - Ensuring all line managers have information and training about managing mental health in the workplace.

- **To recognise that workplace stress is a health and safety issue by:**

  - Adopting the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
  - Consulting with trade union safety representatives (where in place and made known to the employer) on all proposed action relating to the prevention of workplace stress.
  - Providing training in good management practices
  - Providing confidential counselling and adequate resources.
  - Aligning with other relevant policies such as drugs and alcohol and absence management.

Review and Monitoring

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback. This is to ensure that we meet current and future needs and provide the best support we can.

We have a dedicated staff member as the workplace health champion. They are responsible for reviewing the mental health and wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate but always annually as a minimum.

It has my full support and all employees must abide by its directives.

Signed: **Position:** **Managing Director**

Name: **Ian Graham** **Date:** **April 2025**

3.32 Pressure Systems Safety Regulations 2000

The company is required to demonstrate that they know the safe operating limits, principally pressure and temperature, of their pressure systems, and that the systems are safe under those conditions. We will ensure that a suitable written scheme of examination is in place before any system is operated. We will ensure that the pressure system is examined in accordance with the written scheme of examination.

Written Schemes of Examination

A written scheme of examination will contain information about items of plant or equipment which form a pressure system, operate under pressure and contain a 'relevant fluid'. The relevant fluid defined in the regulations covers compressed or liquefied gas, including air, at a pressure greater than 0.5 bar approx. 7 psi above atmospheric pressure; pressurised hot water above 110°C; and steam at any pressure. Contents of a written scheme of examination will include:

- Identification of the items of plant or equipment within the system.
- Those parts of the system which are to be examined.
- The nature of the examination required, including the inspection and testing to be carried out on any protective devices.
- The preparatory work needed for the item to be examined safely.
- The nature of any examination needed before the system is first used.
- The maximum interval between examinations.
- The critical parts of the system which, if modified or repaired, should be examined by a competent person before the system is used again.
- Name of the competent person certifying the written scheme of examination.
- Date of certification.

Competent Person

We will ensure that a written scheme of examination is submitted to a competent person (as defined in the regulations) who may or may not be the same competent person who advised on the scope of the written scheme. We will take all reasonable steps to ensure that the competent person selected can demonstrate competence.

Periodic Review of the Written Scheme of Examination

The written scheme of examination must be 'suitable' throughout the lifetime of the plant or equipment. We must ensure that it is reviewed and, when necessary, revised. For example, as the age of some plant increases you may need to carry out more frequent examinations or change their content or type. It is the user's responsibility under the Regulations to ensure that the content of the written scheme is reviewed at appropriate intervals by a competent person to determine if it remains suitable, but clearly the competent person should be able to give advice on this aspect.

Hired Pressure Plant

The Hire company of mobile hired systems have a legal responsibility to define the items of plant which form a pressure system and within that the items of which need to be included in the written scheme of examination. The Hire Company should then issue a document indicating whether the equipment is fully within the scheme of examination.

L122 Safety of Pressure Systems - http://www.hse.gov.uk/pubns/priced/l122.pdf

3.33 The Producer Responsibility Obligations (Packaging Waste) Regulations and The Producer Responsibility Obligations (Packaging Waste) (Amendment) (England) Regulations 2020 and the Plastic Packaging Tax (PPT) and The Packaging Waste (Data Reporting) (England) and (Amendment) Regulations 2023 and 2024

Where a franchise (business) produces or uses packaging, or sells packaged goods, you may be classed as an obligated packaging producer. Obligated packaging producers must follow rules which help to:

- reduce the amount of packaging produced in the first place
- reduce how much packaging waste goes to landfill
- increase the amount of packaging waste that's recycled and recovered

Every year an obligated packaging producer must:

- register as a packaging producer by 7 April
- meet their recovery and recycling obligation – this will be a recycling obligation only from 1 January 2021
- obtain evidence of compliance
- submit a certificate of compliance (CoC) by 31 January the following year

Definitions

Packaging
'Packaging' is any material used to hold, protect, handle, deliver and present goods. This includes packaging for raw materials right through to finished goods to be sold or being sold. For example, pallets, boxes, bags, tape for wrapping, rolls, tubes and clothes hangers sold as part of the clothing item.

Handling
Handling means you do all of the following:

- carry out one or more of the activities in the activity list or have these activities carried out on your behalf
- own the packaging on which the activities are carried out
- supply packaging or packaging materials at any stage in the chain or to the final user of the packaging
- you're not handling packaging or packaging materials you use internally within your business.

Are you an obligated packaging producer?

The roll out of the Extended Producer Responsibility regime (**EPR**) for packaging was deferred by the government on 25 July 2023 and the additional costs imposed by it will now come into force in October 2025. This will pass on the full net cost of collection and end-of-life treatment for the household packaging waste to producers. In the meantime, the Packaging Waste (Data Reporting) (England) Regulations 2023 have been introduced and impose additional obligations on producers caught by the existing regime.

The Packaging Waste (Data Reporting) (England) Regulations 2023

Duties are imposed on **producers** in England for the purposes of these Regulations, producer means an organisation operating in the UK as:

- a brand owner includes packaging sold on the UK market through a platform or website, by businesses based outside of the UK;
- a packer / filler;
- an importer – now includes first UK owners
- a distributor;
- an online marketplace operator includes packaging sold on the UK market through a platform or website, by businesses based outside of the UK;
- a service provider; or
- a seller.

The amendment regulations 2023 clarify when a brand owner is a producer. 2024 amendments provides clarification on producers and introduces the first UK owner as a producer. It also defines responsibility for reporting drinks packaging., household packaging and exempted packaging under a deposit scheme which was previously less clear.

Producers must collect data on the amount and type of **packaging*** they put on the United Kingdom (UK) market from March 2023 (or from January 2023, if they have this data).

*Packaging is any material that is used to **cover or protect goods** that are sold to consumers and includes anything that is **designed to be filled at the point of sale, e.g. coffee cups. There are exemptions which are described at** The Packaging Waste (Data Reporting) (England) Regulations 2023 - The Compliance People

Data reporting: What will you need to do?

The obligations imposed by these Regulations vary depending on whether the producer is classed as a small or large producer.

An organisation will be classed as a **small producer** if either:

- its **annual turnover** is **between £1 million and £2 million**, and it is responsible for handling and supplying **more than 25 tonnes** of **empty packaging or packaged goods** through the UK market; or
- its **annual turnover** is **over £1 million**, and it is responsible for handling and supplying **between 25 and 50 tonnes** of **empty packaging or packaged goods** through the UK market.

To comply with these Regulations, small producers **must:**.

- **Collect data** on the amount and type of empty packaging and packaged goods they handle and supply through the UK market from **January 2023** if they have the necessary information, otherwise from March 2023 (Collection should be the period between 28th February 2023 and 31st December 2023; and in subsequent years, the 12-month period starting on 1st January. This involves the following categories of packaging information:
  - Packaging activity – how the packaging was supplied (e.g. under the producer's brand).
  - Packaging type – for example, is it household or non-household packaging.
  - Packaging class – is it primary, secondary, shipment or tertiary.
  - Packaging material and weight.
- Pay a waste management fee.
- Prove that they have met their recycling obligation, by purchasing packaging waste recycling notes (**PRN**s) or packaging waste export recycling notes (**PERN**s).
- Report "nation data", which is information about where your packaging has been sold, hired, loaned, gifted or discarded.
- **Retain the collected data** for at least **7 years** after the end of the data collection period*.
- **Submit data** to the Environment Agency (EA) about the empty packaging and packaged goods handled or supplied through the UK market throughout 2023 and annually thereafter by 1st April.

An organisation will be classed as a **large producer** if:

- its **annual turnover** is **£2 million or more**; and
- it is responsible for handling and supplying **more than 50 tonnes** of **empty packaging or packaged goods** in the UK in a calendar year (January to December).

To comply with these Regulations, large producers **must:**

- **Collect data** on the amount and type of empty packaging and packaged goods they handle and supply through the UK market from **January 2023** if they have the necessary information, otherwise from March 2023. This involves the following categories of packaging information:
  - Packaging activity – how the packaging was supplied (e.g. under the producer's brand).
  - Packaging type – for example, is it household or non-household packaging, drinks packaging or exempted packaging.
  - Packaging class – is it primary, secondary, shipment or tertiary.
  - Packaging material and weight.
- Pay a waste management fee.
- Prove that they have met their recycling obligation, by purchasing packaging waste recycling notes (**PRN**s) or packaging waste export recycling notes (**PERN**s).
- Report "nation data", which is information about where your packaging has been sold, hired, loaned, gifted or discarded.
- **Retain the collected data** for at least **7 years** after the end of the data collection period.
- **Submit data** to the EA about the empty packaging and packaged goods handled or supplied through the UK market every **6 months**. The first report for the period ending on 30th June 2023 must be submitted by **1st October 2023**; any subsequent reports must be submitted:
  - by **1st April** for the 6 months ending on 31st December; and
  - by **1st October** for the 6 months ending on 30th June.

If your business provides licences to other businesses such as franchises or pub leases, any packaging they handle may contribute towards the 50 tonne threshold for your business.

The activities under the regulations are:

- raw material manufacture – produce raw materials for packaging manufacture
- packaging conversion – convert raw materials into packaging
- packing or filling – put goods into packaging or put packaging around goods
- selling – supply packaged goods to the end user
- importing – import packaged goods or packaging materials from outside the UK, including raw materials that will become packaging, such as plastic pellets used to make bottles
- service provider – a business that supplies packaging by hiring it out or lending it

When you work out if you handle 50 tonnes of packaging or more, you should not include packaging or packing material you export or give to someone else to export. Export includes supplies sent to the Isle of Man, Channel Islands and Republic of Ireland. However, you must be able to demonstrate what packaging you've exported.

When your business is part of a group

If you're a group you must add up the total amount of packaging handled and annual turnovers to see if you're an obligated packaging producer.
If you're a holding company and you have 2 or more subsidiaries that handle packaging, or both you the holding company and at least one subsidiary handle packaging, you're a group.
A holding company that does not handle packaging itself with only one subsidiary that does, is not a group.

Plastic Packaging Tax

Plastic packaging manufactured in, or imported into the UK, that does not contain at least 30% recycled plastic is subject to the Plastic Packaging Tax (PPT). It is an environmental tax designed to provide a financial incentive for businesses to use recycled plastic in the manufacture of plastic packaging.

The tax applies when a chargeable plastic packaging component is produced in the UK by a person acting in the course of a business or where it is imported into the UK on behalf of such a person. It only applies to 'finished' products

A 'packaging component' is a product that is designed to be suitable for use, whether alone or in combination with other products, in the containment, protection, handling, delivery or presentation of goods at any stage in the supply chain of the goods, from the producer of the goods to the consumer or user. It also covers reusable and refillable items such as plastic crates and intermediate bulk containers (IBCs). Exclusions apply to filled packaging components with a primary storage function, such as glasses cases or DVD cases; and where the packaging is an integral part of the goods, such as printer cartridges or tea bags

Each component needs to be considered separately. For example, for a plastic drinks bottle, a business needs to consider the bottle itself, the lid and any plastic label separately

Packaging that contains multiple materials but contains more plastic by weight than any other single substance is a plastic packaging component for the purposes of the tax. For example, if a 10-gram item of packaging is made up of four grams of plastic, three grams of aluminium and three grams of cardboard, all 10 grams is considered plastic packaging for the purposes of the tax

3.34 Provision and Use of Work Equipment (PUWER) and the Supply of Machinery (SAFETY) Regulations 2008

The Company will ensure that any work equipment is installed, located and used in such a way as to reduce risks to users of work equipment and for other workers possibly affected.

The role of overall responsibility within the Company for monitoring the PUWER regulations is the **Managing Director**

To comply with the regulations, we will ensure that equipment provided for use at work is: -

- Suitable for its intended use and for the purpose and conditions in which it is used.
- Safe to use and maintained in a safe condition so that people's health and safety is not at risk.
- Used by employees that have received sufficient instructions and training.
- Accompanied by suitable safety measures such as protective devices, markings and warning signs.

Work equipment will be inspected at suitable intervals so that any deterioration can be remedied before serious problems occur. This will normally include a simple visual check prior to each use of the equipment. "High risk" equipment (including road vehicles) will be inspected thoroughly, and simple maintenance carried out on a weekly basis and a written record kept.

All users of work equipment will be provided with adequate information and, if necessary, instruction or training, in the safe and efficient use of the equipment provided.

No employee will be allowed to ride as a passenger on mobile work equipment such as an ATV or similar unless it is specifically designed for the safe carriage of such passengers.

We will ensure that:

- The risks created by use are eliminated where possible or controlled by taking the appropriate measures such as providing suitable guards and system control devices (i.e., emergency stop buttons) and personal protective equipment.
- Passengers are not transported on any mobile work equipment unless the equipment is designed for the purpose and is fitted with a passenger seat.
- Drivers of mobile equipment are fully protected by roll over protection structures fitted to the equipment, and operators will be advised to use the restraints where fitted and not to carry any loose heavy objects in the cab.
- Access to all moving machinery parts has been be prevented e.g. guarding
- Safe systems of work are in place to ensure maintenance is only performed when equipment is fully shut down and;
  - Isolated of the power supply/energy source.
  - Components that could fall have been secured or removed.
  - Equipment is immobilised from unintentional movement.
  - Isolated, drained down or any flammable/hazardous contents removed.
  - Systems are depressurised such as hydraulic oils, compressed air, and gas.
  - Operations are segregated from adverse environmental conditions i.e. lighting, weather, other works/activities.

UKCA and CE Conformity

The United Kingdom Conformity Assessed or UKCA mark is being phased in to work alongside the European CE mark in Great Britain. UKCA marking applies only in Great Britain (comprising England, Scotland and Wales). Northern Ireland will use UKNI.

The UK Conformity Assessed mark is a mandatory mark on a product to indicate that it conforms to GB legislation. The manufacturer or, if mandated, their authorised representative will be responsible for affixing the UKCA mark to the product, which is the same principle as CE marking.

In technical terms, the differences between the requirements for CE marking and for UKCA marking are slight. Products which meet the technical requirements for one will mostly meet the requirements for the other for the foreseeable future. Most of the differences between the two systems are administrative in nature and reflect the fact that the UKCA mark only applies in Great Britain.
Other differences relate to the separation of UK conformity assessment bodies from the EU Notified Body system.

Selling products in GB and what buyers should look for

The UKCA marking is the conformity marking used for products being placed on the market in Great Britain (England, Scotland and Wales). The UKCA regime has been operational since 1 January 2021 and from this date, where a product is covered by the UKCA marking and meets the relevant requirements, you are able to place the UKCA marking on your product and then place the product on the GB market.

In technical terms, the differences between the requirements for CE marking and for UKCA marking are slight. Products which meet the technical requirements for one will mostly meet the requirements for the other for the foreseeable future. Most of the differences between the two systems are administrative in nature and reflect the fact that the UKCA mark only applies in Great Britain.

Other differences relate to the separation of UK conformity assessment bodies from the EU Notified Body system

The UKCA marking applies to most products for which the CE marking can also be used. It also applies to aerosol dispensers and measuring container bottles for which the reversed epsilon marking can also be used. The technical requirements (sometimes referred to as ‘essential requirements’) you must meet for the UKCA marking will depend on the product specific legislation for your product.

The government intends to introduce legislation to extend recognition of goods that meet EU requirements, including the CE marking, indefinitely, beyond 31 December 2024 for many products. This will mean businesses have the flexibility to use either the UKCA or CE marking to sell products in Great Britain (GB).

The government is introducing a new fast-track provision which will allow manufacturers to place products on the GB market where they meet the EU essential requirements and, where required, have been conformity assessed by an EU recognised conformity assessment body.

To benefit from this provision manufacturers will need to affix the UKCA marking (in a way that is allowed) and draw up the UK declaration of conformity, listing compliance with the relevant EU legislation. This also means that where products fall within multiple regulations, a mixture of both UKCA and CE conformity assessment procedures can be used.

For those buying goods and products, you should look out for one of the following permanent labelling options:

1. The UKCA marking on a sticky label or accompanying document.
2. If the goods are imported from any country outside the UK. their details either on the product itself, on an accompanying document, the packaging or on an adhesive label. This means all businesses placing products on the GB market will benefit from this measure and have the option to provide their details either indelibly on the product itself, on an accompanying document, the packaging or on an adhesive label.
3. Digital labelling. Businesses will be able to apply the UKCA marking, manufacturer details and importer details digitally

Manufacturers will have the choice to use either the CE marking or other recognised EU markings (where permitted), or the UKCA marking to supply products to Great Britain in the following areas:

- toys
- pyrotechnics
- recreational craft and personal watercraft
- simple pressure vessels
- electromagnetic compatibility
- non-automatic weighing instruments
- measuring instruments
- measuring container bottles
- lifts
- equipment for potentially explosive atmospheres (UKEX)

- radio equipment
- pressure equipment
- personal protective equipment (PPE)
- gas appliances
- machinery
- equipment for use outdoors
- aerosol dispensers
- low voltage electrical equipment

Equipment

To comply with the regulations the Company will ensure that equipment provided for use at work is: -

- Suitable for its intended use and for the purpose and conditions in which it is used
- Safe to use and maintained in a safe condition so that people's health and safety is not at risk;
- Used by employees that have received sufficient instructions and training.
- Accompanied by suitable safety measures such as protective devices, markings and warning signs.

The Company will ensure that:

- The risks created by use are eliminated where possible or controlled by taking the appropriate measures such as providing suitable guards and system control devices (i.e. emergency stop buttons) and personal protective equipment.
- Passengers are not transported on any mobile work equipment unless the equipment is designed for the purpose and is fitted with a passenger seat.
- Drivers of mobile equipment are fully protected by roll over protection structures fitted to the equipment, and operators will be advised to use the restraints where fitted and not to carry any loose heavy objects in the cab.
- Access to all moving machinery parts will be prevented e.g. guarding
- Safe systems of work are in place to ensure maintenance is only performed when equipment is fully shut down and;
  - Isolated of the power supply/energy source.
  - Components that could fall have been secured or removed.
  - Equipment is immobilised from unintentional movement.
  - Isolated, drained down or any flammable/hazardous contents removed.
  - Systems are depressurised such as hydraulic oils, compressed air, and gas.
  - Operations are segregated from adverse environmental conditions i.e. Lighting, weather, other works/activities.

The Company will ensure that:

- Equipment brought onto our site or premises or used in contracted activities on customers sites by sub-contractors is fit for purpose.

Maintenance of Plant and Equipment

The Company will ensure the following: -

- Work equipment is maintained in an efficient state, working order and good repair.
- Where a maintenance log is kept that it is kept up to date.
- Maintenance will be carried out in accordance with manufacturers' instructions.
- Frequency will consider, intensity of use, maximum working limits, operating environment, variety of operations, risks from malfunction or failure.
- With hired equipment, a clear understanding will be agreed with the hire company who is responsible for safety critical maintenance (especially long term hire).
- Employees carrying out maintenance will be authorised and competent.

Prior to maintenance work commencing on a machine, equipment or item of plant, the power source must be isolated. If the maintenance necessitates the power source being live the work must only be carried out by competent and authorised persons.

Work or inspection beneath anything requiring to be raised, will only be completed when the lifting equipment and lifting accessories has been checked for suitability and safety first and also that a valid in date LOLER certificate is in place having been checked and issued by a competent person / body. This includes inspection beneath the body of a vehicle / wheeled plant which must also ensure that it cannot move, roll, collapse or fall.

Information/Instruction and Training

The Company will provide the necessary, readily available and comprehensible health and safety information, including where necessary, written instructions regarding the safe use of the equipment i.e.: -

- The standard conditions in which the equipment should be used.
- The correct methods of using the equipment safely.
- The possible deviations from normal operations and the actions to be taken.

Written instructions will be in the form of training manuals and courses, warning labels and in-house instructions.

The information will include all health and safety aspects relating to the equipment, its' limitations, any difficulties that could arise and the methods to deal with them (emergency stops etc.).
Only employees authorised and designated by the Company, along with holding the appropriate CPCS (Construction Plant Competency Scheme) or similar qualification will be allowed to operate mobile plant and machinery.

No person under 18 years of age will be allowed to operate such equipment unless a risk assessment has been completed for them (young worker) and they are under the direct supervision of a competent person. Under the Management of Health and Safety at Work Regulations 1999 children below the minimum school leaving age must not work on a construction site unless they are on an approved work experience scheme.

In-house training will be carried out for specific plant and machinery.

Self-Propelled Equipment

Where self-propelled plant is used, the Company will where appropriate take measures to: -

- Prevent unauthorised start up.
- Minimise collision consequences.
- Ensure adequate braking devices for stopping and a secondary braking system where necessary are fitted.
- Fit supplementary devices where there is no direct field of vision.
- Install equipment lighting where necessary to the safety requirements.
- Ensure the equipment carries appropriate firefighting apparatus where necessary.

Controlled Equipment

Where any remote self-propelled equipment is used, they will be fitted with a device that stops it automatically, once it leaves its control range. Along with features to prevent impact or crushing where other devices are not appropriate.

Drive Shafts

The Company will take appropriate measures to protect the safety of the employees and others where there is a risk of a plant or equipment's drive shaft seizing where that seizing cannot be prevented.

Protective measures will also be put in place to prevent any power take off drive shaft from becoming damaged or soiled from contact with the ground whilst disconnected

Hired Plant and Equipment

The Company will ensure that all plant and equipment hired in for use by the Company employees will be well maintained, tested and certified to the appropriate standards, by the hire company where appropriate.

Documentation of the above from the Hire Company will be requested and filed prior to the use of the plant and equipment commencing.

Upon arrival, the equipment/plant will be inspected to ensure it is in good condition and adequate operating instructions are made available where appropriate, including any Safe Working Load (SWL) or safety critical operating conditions

Hand Tools

The Company provide various hand tools to carry out work. These can also be electrical or battery powered. The following guidelines should be adhered to: -

- Hand tools including any external wiring and plugs / connections and accessories for the equipment (drill bits, blades, etc) should be inspected for damage, wear and deterioration prior to use.
- Never use tools with rough, splintered or badly worn handles, exposed or frayed wiring, incorrect or damaged plugs.
- Do not use tools with mushroomed or broken heads.
- Only use the tool and accessory for what it has been designed. Use the correct and suitable tool for the task.
- Only use voltage / current or batteries designed for powering the equipment and . Disposal of batteries must be under strict controls in line with the Waste Batteries and Accumulators Regulations 2009 to prevent fires and pollution.

Grass Cutting and Lawn Mower Machinery Safety

Only trained and competent operatives can use grass cutting machinery. We will ensure that they read the operating guide for the grass cutting machine they are competent and authorised to use. The better they understand how to use the machine, the safer they will be. This will include:

- Never running over anything other than grass with the mower. If there is something in the lawn that cannot be removed, such as sprinkler heads or drainage caps then make sure the blade will go over it while the engine is off first. If the blade can’t, then mow around the object.
- Always using care on inclines. Roll over protection must be fitted to grass cutting machines. Push walk-behind lawn mowers across slopes and drive grass cutting machines up and down slopes. If you think a slope is too steep, then don’t mow it.
- Never letting grass or other debris accumulate on top of the mower, especially if it’s dry. If the mower gets too hot, the grass could ignite.
- Never running the machine if it is leaking. That leak is most likely fuel or oil. In either case, it can be harmful not only to operator, but others and the grass being mown.
- Never letting anyone else ride on the machine with you. They could fall off and be run over causing serious injury/amputation.
- Never running the cutters when travelling over pavements or tarmac paths etc, where objects are much more likely to be thrown at very high speeds.
- Always staying clear of a hot engine after use. Exhausts can reach up to 650^0C (1200˚F).
- Always making sure the machine is in good working condition and is maintained regularly. The machine is safest when everything runs properly.
- Never continuing to run the machine if it starts smoking. Smoke may mean something is way too hot or on fire.
- Always keeping all four wheels on the ground. Tilting the machine could cause something to unexpectedly fly out from underneath.
- Never leaving a running machine unattended. It will allow unauthorised use, encourage theft or potentially something could become caught up in the machine while not attended.
- Always disconnecting the spark plug and isolating the power to the machine before carrying out any maintenance such as clearing grass blockages. This will prevent the engine from accidentally starting.
- Never emptying the grass-catching bag, where fitted, while the engine is running. Grass will be ejected at speed and access to the rotating blade increases the chances of injury.
- Always setting the wheel height of the cutting blades prior to starting the engine.
- Never using the machine for something it is not designed to do. For example, don’t use the mower as a form of transportation.
- Never removing a safety feature from the mower such as guarding or auto shut off. They are there for a reason.

Lawn Mowers - Petrol Safety

- Never storing petrol in unauthorised locations. Petrol gives off toxic fumes that are harmful to breathe in.
- Always storing petrol in a container that is clearly marked PETROL. This way others will know what is in the container so they can take their own precautions.

- Always handling fuel with care by not overfilling the petrol tank and wiping up any spills.
- Never removing the petrol cap or adding fuel while the engine is running. Always turning off the engine and letting it cool down before refuelling.
- Never filling the tank on a machine that has been operating and is still hot. The petrol can be ignited by a hot exhaust.

Lawn Mowers - Electrical Equipment

- Using 110v equipment only.
- Always ensuring there is an RCD, a residual circuit breaker, fitted in the circuit.
- Never using the electrical power equipment in wet conditions. Wet conditions can cause electrocution.
- Always making sure the power switch is in the OFF position before plugging the device into the outlet.
- Always unplugging the cord directly from the outlet. Unplugging the cord by yanking on it could damage the cord or worse, someone who is nearby.
- Always making sure the electric cords aren't damaged or frayed. When wire is exposed, it increases the chances of being electrocuted.
- Always making sure the operator knows where the cords are, so they don't trip over them.

Lawn Mowers - PPE

- Wearing safety shoes or boots with good gripping soles.
- Never wearing baggy clothing whilst mowing lawns. Loose clothing can get caught up in the lawn mower controls and other moving parts.
- Wearing long pants whilst mowing lawns. Long pants will protect the legs from debris that is thrown from the lawn mower.
- Always wearing eye protection whilst mowing and strimming.
- Always wearing sunscreen whilst working outdoors. Sun is more damaging to skin than people think.

Lawn Mowers - General Safety

- When working alone, always making sure someone knows where the lone worker is. Keep in regular contact with your supervisor. If they get injured and can't move or tell anyone, someone must know where to find them.
- Always checking the work area before starting. Items such as sticks, rocks, wire, and other objects can shatter and be thrown if they are run over by the machine.
- Always making sure people are not in the vicinity when mowing, particularly children and pets. They may not understand the dangers associated with grass cutting machinery.
- Never cutting grass in poor light. Mowing relies on being able to see clearly in the direction of mowing to prevent running over anything which could harm or injure.
- Never cutting grass whilst it is lightning or thundering. Stopping work and finding a safe haven where this happens or is known to be coming (i.e. hear thunder or see lightning) whilst already mowing.
- Always making safety the priority. If for any reason at all, this is in doubt, stopping work and seeking advice from managers and supervisors.

Supply of Machinery (Safety) Regulations 2008

The 'responsible person' for the Company is the **Managing Director**

Manufacturers and suppliers of machinery must comply with the Supply of Machinery (Safety) Regulations 2008, which implemented the Machinery Directive 2006/42/EC into UK law, and cover:

- machinery
- interchangeable equipment
- safety components
- lifting accessories
- chains, ropes and webbing
- removable mechanical transmission devices
- partly completed machinery.

With some exceptions machinery supplied in/into the UK must satisfy wide-ranging health and safety requirements on construction, moving parts, and stability, for example.

Enforcement of the Supply of Machinery (Safety) Regulations

In Great Britain, the Health and Safety Executive (HSE) is primarily responsible for enforcing the Supply of Machinery (Safety) Regulations 2008 in relation to machinery for use at work. Local authority trading standards officers are responsible for machinery for private use.

In Northern Ireland, the HSE Northern Ireland is responsible for enforcing the regulations in relation to machinery for use at work, and district councils have responsibility for machinery used for private use.

Machinery Manufacturers' legal responsibilities

The 'responsible person' for the Company, (generally the manufacturer or their authorised representative) will ensure that their product satisfies all the relevant essential health and safety requirements (EHSRs). To do so, they will ensure that:

- a file containing technical information relating to the machine has been compiled
- the appropriate conformity assessment procedure has been carried out
- a UKCA / EC Declaration of Conformity or Declaration of Incorporation has been issued
- European Conformity (CE) marking or UKCA marking has been properly affixed
- the product is safe

Certain types of products are subject to more stringent checks and may involve assessments by a notified body before CE marking or UKCA marking can be used.

Conformity Assessment

The responsibility for demonstrating that machinery complies with the directive rests on the 'responsible person' applying all the relevant EHSRs as outlined in Schedule 2, Part 1 to the Supply of Machinery (Safety) Regulations 2008.

There are three methods of conformity assessment under the regulations. The method used will depend on whether the machinery in question is included in Annex D of the machinery guidance notes from the Department for Business, Innovation & Skills (BIS).

The 3 methods are:

- Self-assessment - for machinery not included in Annex D, or included in it but manufactured wholly in accordance with transposed harmonised standards, you should undertake your own risk assessment against essential health and safety requirements, produce a technical file and an UKCA / EC Declaration of Conformity and affix the UKCA / CE mark to the product.
- EC type-examination - for machinery included in Annex D, but not manufactured wholly in conformity with transposed harmonised standards, you must have it assessed by a notified body. If compliant, the notified body will issue an EC type-examination certificate.
- Full quality assurance - having manufactured a product using a full quality control system, you should have that system assessed by a notified body. The body will arrange the issue of the necessary documentation and UKCA / CE marking.

If the machinery is intended for incorporation into other machinery covered by the regulations the responsible person will draw up an UKCA / EC Declaration of Incorporation.

Enforcement of the Supply of Machinery (Safety) Regulations

In Great Britain, the Health and Safety Executive (HSE) is primarily responsible for enforcing the Supply of Machinery (Safety) Regulations 2008 in relation to machinery for use at work. Local authority trading standards officers are responsible for machinery for private use.

In Northern Ireland, the HSE Northern Ireland is responsible for enforcing the regulations in relation to machinery for use at work, and district councils have responsibility for machinery used for private use.

The Regulations make it an offence for the responsible person to supply machinery unless:

- it is safe
- it satisfies all the relevant essential health and safety requirements
- a technical file is available
- the conformity assessment procedures have been followed
- an UKCA / EC Declaration of Conformity/Incorporation has been issued
- UKCA / CE marking has been appropriately affixed

Where machinery bearing the UKCA or CE marking is safe but there are breaches of other obligations, this responsible person will be given the opportunity to correct the breach before further enforcement action is taken. We must and will therefore report any problems relating to machinery.

Regular or statutory inspections

Prior to using any vehicle, plant or work equipment we will ensure that competent operator / person makes a check in accordance with risk assessment and to manufacturers recommendations to ensure that it is safe to use, in good condition, not damaged, that all guards and safety mechanisms are in place, suitable and effective and that where required, isolations and shutdown can be undertaken quickly and effectively to prevent injury and incident in emergency or maintenance situation.

Prior to use or operating, damage or other shortcomings must be reported and if safety critical, rectified immediately. Only competent person will determine if safety critical. If a suitable repair cannot be made, we will withdraw the vehicle, plant or equipment from service immediately. All such actions will be reported to the appropriate supervisor, team leader, franchisee or managing director and recorded on a CWC Hazard Report Form.

In addition, vehicle, plant and equipment may be subject to servicing, thorough inspections and examinations consistent with associated regulations and official guidance which will also need to be planned, conducted at the required intervals by competent person and records of compliance / occurrence maintained (e.g. LOLER, MOT, ADR, 6 week vehicle or trailer inspection, etc)

Road vehicles and trailers will be inspected and serviced regularly by a competent person. However, each driver of a company vehicle must make a series of checks before taking the vehicle on the public highway. Topping up and replacement will be completed by them or arranged for them where defect / low levels found. These checks must include (the list is not exhaustive and will also depend upon the type and size of vehicle and trailer and what is being transported within or on it):

- MOT, insurance and tax in place and current
- Fuel levels – also check for leaks, fuel cap, etc
- Engine oil level
- Seat belts
- Water (radiator and screen wash) levels
- Tyres and wheel nuts – inflation, tread and security on vehicle.
- Lights and indicators (vehicle and plant as appropriate)
- Brakes effective
- Windscreen wiper function
- Windscreen visibility and cracks / chips including their position and size.
- Security and safety mechanisms when towing trailers.
- General check for damage or defects
- Anything else required by the manufacturer

Typical Statutory Tests, Examinations, and Inspections

Area to be checked	Person/contractor responsible for check	Interval
Fixed electrical installations	Competent electrical contractor	36 months

Portable electrical appliances	Competent person (test) User (simple visual check)	As specified following assessment of risk* At every use
*User checks, formal visual inspections and testing are not required on battery operated equipment of less than 20volts, or on extra-low voltage equipment of less than 50volts such as telephone equipment and low voltage desk lights. A formal visual inspection is recommended every two to four years for IT equipment such as computers and VDU screens; equipment which is rarely moved such as photocopiers and fax machines; and on double-insulated equipment which is not hand-held and only moved occasionally such as fans, slide projectors, etc. Equipment falling into any of the above categories should undergo a combined inspection and test with intervals of up to five years unless it is double insulated when this is not necessary. Hand-held, double-insulated equipment such as some floor cleaning machines, need to be checked by users and should be formally inspected at six months to a year, as should earthed equipment like kettles which should also undergo a combined inspection and test every one to two years. All cables, leads and plugs including extension leads should be checked by users; should have formal visual inspections between six months to four years depending on the equipment they are attached to; and should undergo a combined inspection and test every one to five years.		
Respiratory protective equipment (RPE)	Competent person completes face fit to risk assessment Wearer checks following face fit to type and providing face doesn't alter shape or RPE type purchased is changed.	Change in type or shape of face alters to no longer have sufficient seal. Pre-use and changed in line with manufacturers recommendations
Vehicles	Competent Technician / Engineer Driver	Manufacturer's or VOSA's recommended interval Prior to each use
Fire extinguishers and other related fire appliances	Competent person – annual service and check Tamper or release check by fire warden / marshal / competent person	12 months Monthly
Compressors and air receivers	Competent Engineer – checks as per the Written Scheme of Equipment (WSE) dependent upon pressure Operator – draining condensation to prevent water build up and corrosion of tank / walls.	Typically, 12 months – working and up to 26 months – thorough examination. After each use.

Failure to comply with the regulations means that machinery cannot legally be placed on the market or put into service in the UK. Offenders could be prosecuted and, if convicted, be subject to a range of penalties which includes both fines and imprisonment.

Please see the HSE guidance on Supplying new machinery - http://www.hse.gov.uk/pubns/indg270.pdf

3.35 Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

UK REACH and ECHA REACH (EU)

The Regulation (EC) 1907/2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) incorporate the registration, evaluation, authorisation and restriction of chemicals. Duties are placed primarily on the **manufacturers** and importers of chemical substances. There are also duties and restrictions on **downstream users** of some very hazardous chemicals. New amendments come into effect January 2022.

Whilst we must abide by the EU form of REACH, we also need to ensure that we abide by the UKs own which is controlled via the HSE.

REACH is a directly acting Regulation, meaning that it has direct application in European Union (EU) Member States, and breach of the Regulation can be prosecuted by national regulators. They also continue to be directly enforceable in Northern Ireland (under the terms of the Northern Ireland Protocol). Following the UK's departure from the EU, the REACH Regulation was copied (with amendments) into law in Great Britain and a separate version of REACH is now enforceable in Great Britain.

REACH concerns all chemical substances whether they are hazardous or not. However, some substances are not covered by REACH including radioactive substances and waste. Substances going into food stuffs and medicines are exempted from the majority of the requirements under REACH.

The REACH Regulation complements *Regulation (EC) 1272/2008 on classification, labelling and packaging of substances and mixtures (the CLP Regulation)*. Both apply duties primarily to manufacturers, importers and suppliers. Organisations involved in the manufacture and supply of chemicals need to be familiar with both Regulations. There are also some more limited implications for downstream users.

Registration

Organisations that manufacture chemicals or import them from outside the EU in quantities of 1 tonne or more (whether or not it is hazardous) have a duty to gather information on the properties of the substance and register the information in a central database managed by the European Chemicals Agency ("ECHA"). An organisation which manufactures or places substances on the market without registering them commits an offence.

Supplying information

Manufacturers and suppliers must provide information to customers about any hazardous properties of the substances that they manufacture or supply. This duty is usually complied with by supplying Safety Data Sheets.

Very hazardous substances

One of the objectives of REACH is to restrict and ultimately phase out the use of some of the most hazardous substances (see "substances of very high concern" below). In pursuance of this objective and in accordance with REACH, the ECHA maintains lists of 'substances of very high concern'. Manufacturers, suppliers and downstream users must apply to the ECHA for authorisation to manufacture, supply or use some of these substances, and there are specific restrictions which apply to some listed substances. Eventually, the EU will prohibit entirely the manufacture, supply and use of some of these most hazardous substances.

There has been a phased implementation programme for the requirements under REACH. Key dates were:

- June 2008: ECHA became operational;
- June to November 2008: Pre-registration of phase-in substances;
- December 2010: Registration deadline for substances in quantities of over 1000 tonnes and certain carcinogens, mutagens and chemicals toxic to reproduction;
- June 2013: Registration deadline for substances in quantities of over 100 tonnes; and
- June 2018: Registration deadline for substances in quantities of over 1 tonne

- Jan 2021: REACH (UK) introduced. Approvals by the HSE for UK registrations (SEE BELOW).
- Jan 2022: Annexes VII to XI of the *REACH Regulation* set out in detail what information must be supplied about a chemical when an application is made to register it. This amendment amends Annexes VII to XI and makes revisions to some information required

UK REACH

The UK brought the European Union (EU) Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) regulation into law on 1 January 2021, as UK REACH.

UK REACH places equivalent responsibilities and standards on GB companies as they had under EU REACH.

Existing EU authorisation has been carried over into UK REACH - this is referred to as ‘grandfathering’.

The 30th April 2021 was the deadline for GB holders of existing EU REACH registrations to provide basic information to the HSE:

For UK companies wishing to benefit from the system of recognition of their EU REACH registration, or grandfathering: notification must be made within 120 days of the end of the transition period (30 April 2021). This allows registrations that have been held by a UK entity between 29 March 2017 and the end of the transition period to be recognised by UK REACH.

For UK companies wishing to register substances that they source from European companies covered by EU REACH, that is, as an importer; and also for European and non-European manufacturers with an EU REACH registration wishing to appoint a UK-based Only Representative (OR): notification must have been made within 300 days of the end of the transition period (28 October 2021).

Following these notifications, companies have new deadlines to complete their UK REACH registrations according to their tonnage band.

The first stage will only contain basic information on substances. The full registration must be submitted by these deadlines from 28 October 2021:

2 years to register (i.e. 2023):

- Substances imported or produced at 1000 tonnes or more per year.
- CMR substances (carcinogenic, mutagenic, toxic to reproduction) at 1 tonne or more.
- Substances that are extremely toxic to aquatic organisms at 100 tonnes or more; and substances on the Candidate List for authorisation (as of 31 December 2020).

4 years to register (i.e 2025):

- Substances of 100 tonnes or more per year.
- The substances on the Candidate List (as of 27 October 2023).

6 years to register (i.e 2027):

- Substances imported or produced at more than 1 tonne per year.

Restrictions under new chemical regime announced for first time

On 23 March, the Government laid out plans for restrictions to be initiated under the new chemical regulation system, UK REACH, to tackle risks posed by chemicals.

The launch of the UK REACH programme includes plans to initiate the restriction process on lead ammunition which is used widely in the shooting industry and causes harm to the environment, wildlife and people.

Certain harmful substances that can be found in tattoo inks and permanent make-up could also be restricted. The ink in tattoos can sometimes contain substances that can cause health effects, most commonly skin reactions, such as irritation or sensitisation. The substances this restriction proposal will consider includes, but is not limited to, substances that can cause cancer, are dangerous to reproduction, skin sensitisers and irritants.

PFAS are a group of over 9,000 different chemicals, some of which are already banned or highly restricted. In industry, these substances are used as stain repellents, coatings and fire-fighting foams. The chemicals in PFAS are extremely persistent in the environment; the substances can accumulate in animals and can also be toxic; this means PFAS are of growing concern for both human health and environmental reasons.

A restriction will be introduced if evidence shows an unacceptable risk to human health and the environment, and after a public consultation. The review of the evidence will be conducted by the Health and Safety Executive (HSE), with support from the Environment Agency (EA). They will investigate the risk of per- and polyfluoroalkyl substances (PFAS) and consider how best to manage any identified risks.

3.36 Signs and Signals

To comply with the Health and Safety (Safety Signs and Signals) regulations 1996, we will ensure that safety signs are provided (or are in place) and maintained in circumstances where risks to health and safety have not been avoided by other means, for example engineering controls or safe systems of work.

We will provide signs where there is a residual risk to employees, and they will inform and warn of any further measures that are necessary. Signs will be provided where the risk is significant enough to warrant such action. They will only be used after all other practical means of controlling risks have been implemented and will never be used as a substitute for controlling risks.

We will endeavour to pass on information to employees explaining the need for signs and ensure that they are understood. All safety signs will be properly maintained so that they can perform the function for which they are intended. This will include the routine cleaning of signboards and the checks of illuminated signs.

All signs will be positioned in the workplace where they can be easily seen and understood.

3.37 Smoking

The company abide by the legislation, introduced on the 1st July 2007, which makes it illegal to smoke in all public enclosed or substantially enclosed area and workplaces.

The ban includes smoking on vehicles which serve the public and / or are used for work purposes.

We have erected and displayed appropriate 'no smoking signs', They have been clearly placed in all premises and vehicles to identify it as smoke free to ensure that all staff and/or visitors are aware of and uphold the ban.

There are no designated work smoking rooms or areas within buildings. All smokers must take their smoke breaks outside in the designated area (neither being disclosed nor substantially enclosed) and extinguish smoking materials before placing them safely in receptacles provided to prevent fire.

Note (definitions as follows)-

Enclosed: An area with permanent walls and doors without any gaps. Windows and doors aren't classed as gaps. An enclosed structure may be permanent i.e. a building or even a marquee (temporary).

Substantially Enclosed: A structure (with a roof/ceiling) with an opening in the walls where the opening would make up less than half of the area of the total wall space. Again, doors and windows are not classed as gaps.

In addition to law, smoking is strongly discouraged at all our business and clients' premises and is not allowed:

- In any enclosed public space
- In any company vehicle
- In any private vehicle used for business activities where a non-smoker is present
- In the vicinity of any flammable materials
- In any areas considered high risk or no smoking allowed areas on customer sites
- In high risk and other areas that are appropriately signed including public open spaces
- During the handling, storage and application of pesticides.

3.38 Stress Policy

The company is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace sources of stress.

This policy will apply to all our employees. Management are responsible for implementation and responsible for allocating the necessary resources.

We will: -

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with employees or their representatives on all proposed action relating to the prevention of workplace stress.
- Provide training for all managers and supervisory staff in good management practices.
- Provide confidential counselling for employees affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement our agreed stress management strategy.

Managers will: -

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Employees should: -

- Raise issues of concern with your manager or supervisor.
- Accept opportunities for counselling when recommended.
- Inform their manager or supervisor if they feel the pressure of the job is putting them or anyone else at risk of ill health
- Suggest ways in which the work might be organised to alleviate the stress
- Inform their employer if they are suffering from a medical condition that appears to be long-term and is affecting their ability to carry out day to day tasks, including memory and learning.
- Discuss any reasonable adjustments that could be made to assist them in performing their job.

Signed:		**Position:**	**Managing Direcot**
Name:	**Ian Graham**	**Date:**	**October 2024**

3.39 Sub – Contractor Policy

When we employ the service of a sub-contractor, we will satisfy ourselves that contractors are competent to complete the work safely. We will appraise the sub-contractor to ensure they have the resources, sufficient skills and knowledge.

We will clearly identify all aspects of the work required and ensure the sub-contractors know and understand what performance is expected.

We will provide our sub-contractors information on: -
- The risks to their health and safety from the premises or work.
- The preventive and protective measures that have been taken against risks.
- Emergency procedures and the competent persons nominated to oversee evacuation from the site or premises.

To appraise the Sub-contractor, we will request evidence-based documentation that must include the following (as applicable to the activities they perform, substances and equipment / plant they use): -
- Health and Safety Policy.
- Generic and specific risk assessments.
- What provisions are to be made for the Control of Hazardous Substances (CoSHH)?
- What provisions are to be made for operative and management training?
- The Policy in respect of the provision for protective clothing (PPE).
- How safe systems of work/method statements are monitored.
- Details of any improvement or prohibitions issued to them by the HSE.
- Details of accidents/incidents reported under RIDDOR
- All aspects of the Contractors' financial, management and technical capabilities relevant to work in the area
- Who within their company, has the responsibility for safety, and details of their qualifications: -

Performance Monitoring of Contractors

The information provided following the initial interview is to be kept updated. The Sub-contractor will be re-assessed to ensure that full compliance with all health and safety requirements are current.

It will be our Policy that the information detailed below is regularly reviewed: -
- The performance of the sub-contractor.
- The measures taken to comply with health and safety laws.
- That management take 'all reasonable steps' to inform other employers about risks from the sub-contractors work.
- Regular meetings take place between management and all concerned to update each other on any hazards.

3.40 Traffic Management & Vehicle Safety

The Law

The Health and Safety at Work Act 1974 requires employers to provide and maintain systems of work which are, so far as is reasonably practicable, safe, and to ensure the safety of their workers and members of the public.

The Workplace (Health, Safety and Welfare) Regulations 1992 require the organisation of traffic routes and their maintenance in an adequate condition to ensure safety.

The Management of Health and Safety at Work Regulations 1999 require employers to assess all risks to health and safety to their work activity. The regulations also require employers to provide their employees with adequate health and safety training.

The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 requires all professional bus and truck **drivers** to complete a minimum of 35 hours periodic training every five years

We will: -

Work Vehicle Checks

- Ensure Drivers carry out daily ‘walkaround’ checks before using the work vehicle and record any defects
- Rectify any major defects before the work vehicle is sent out and record your repairs

Vehicle Maintenance

- Service and maintain vehicles and fleet to at least the minimum standard in line with the manufacturer’s and where applicable, VOSA guidelines.
- Ensure work vehicles are always insured, taxed and have a current MOT (in line with statutory frequency) issued by companies approved by the DVSA and that we hold documents for this process. Also that where the vehicle does not have these, that they are reported as VOR through the DVLA and removed from the road until brought back into statutory compliance.

Vehicle Records

- Store defect, maintenance, rectification and servicing records to demonstrate an effective maintenance system.

Vehicle Condition

- Keep vehicles clean and tidy.

Work Vehicle Suitability

- Use the right work vehicle with the right size, load and towing capability and equipment for the job.
- Do not load vehicles beyond their maximum weights for their train, gross or axles - this weight includes the combined weight of the vehicles’ driver, passengers, load and fuel
- Maintain fitted specialist equipment such as tail lifts and tow bars and have incorporate them into checks.

Manage Risks and Costs

- **If applicable, fit a 70mph limiter on vans used on the motorway - most vans use 25% more fuel at 80mph than at 70mph.**
- **If applicable, fit parking sensors to protect pedestrians, employees and the vans in crowded urban areas.**

Traffic Management

We will: -

- Ensure all employees and visiting drivers are made aware of the rules regarding traffic management safe systems of work at our own premises. Also, that of our Clients site where conducting activities on it.
- Endeavour to remove the need for reversing as a priority. However, where reversing is unavoidable use a properly trained banksman or guide if necessary.
- Designate a person/s whose tasks are to keep the reversing area free of pedestrians and to ensure safe vehicle manoeuvres.
- Ensure that all vehicles are fitted with audible reversing alarms and flashing lights.
- Ensure that pedestrians are segregated from traffic and plant where appropriate.
- Ensure that vehicle manoeuvres are adequately supervised where appropriate.
- Ensure that management supervise and monitor transport operations to make sure that any formal safe systems of work are followed.

The Passenger and Goods Vehicles (Tachographs) (Amendment etc.) Regulations 2019

The regulations commenced October 2019 and amend the
- Transport Act 1968
- The Drivers' Hours and Tachographs (Amendment etc.) (EU Exit) Regulations 2019

They give the DVSA (Driver and Vehicle Standards Agency) and the Police effective enforcement action if they are breached.

Smart tachographs must be fitted to all new HGVs sold in the UK from 25th June 2019.

***Smart tachographs are digital devices with the ability to use satellite positioning and short-range communication for road enforcers through a harmonised Intelligent Transport System Interface**

The regulations relate to the installation, compliance and use of the new smart tachograph. They sustain the integrity of the tachograph regime, which allows drivers' hours to be controlled. Drivers' hours rules set maximum driving times, minimum break and rest times for most commercial drivers, of both lorries and coaches. In practice, the rules mean that after four and a half hours, a driver must take a 45-minute break. Daily driving time is normally limited to nine hours.

Smart tachographs allow enforcement agencies to read data from them remotely, meaning that there is no need for HGVs to be stopped and their journey disrupted for a routine tachograph reading. The driver is not disturbed and his time is not wasted. Likewise, enforcement agencies such as the DVSA do not waste their time and potentially miss people breaking the rules by just doing random spot checks.
Existing vehicles with older tachographs will still be subject to roadside inspections, so the correct use of all tachographs will still be of great importance.

Regulation 2019/1242 setting CO2 emission performance standards for new heavy-duty vehicles and The Heavy-Duty Vehicles Regulations 2019

Trucks on Europe's roads will be cleaner from 2025. The regulations came into force June 2019 and Brexit day respectively. They adopt Europe's first-ever CO_2 emission standards for trucks and other heavy-duty vehicles. Under the new rules, manufacturers will be required to cut carbon dioxide emissions from new trucks on average by 15% from 2025 and by 30% from 2030, compared with levels as of 2019.

These Regulations apply to new heavy-duty vehicles of categories N2 and N3 that meet the following characteristics:

- Rigid lorries with a 4×2 axle configuration and a technically acceptable maximum laden mass of more than 16 tonnes (T);
- Rigid lorries with a 6×2 axle configuration;
- Tractors with a 4x2 axle configuration and a technically acceptable maximum laden mass exceeding 16T;
- Tractors with a 6x2 axle configuration; and
- Other vehicles of category N that do not fall within the scope of Regulation (EU) No 510/2011 and do not fit the characteristics for lorries listed above.

Data for monitoring CO2 emissions form and fuel consumption of heavy-duty vehicles is still a requirement but the reporting of it is transferred to the manufacturer and not the member state. Responsibility for the regulation transfers to the UKs Secretary of State.

Driving - Managing Road Safety

We are committed to ensure a safe working environment for all employees and others who may be put at risk by work-related driving activities. This means that we will ensure that: -

- Risk assessments are carried out to the health and safety of their employees, while they are at work, and other people who may be affected by their work activities.
- Traffic routes are organised which are appropriate for the type of vehicle, using motorways as a priority.
- Overhead restrictions such as low bridges or level crossings are considered that may present dangers to large vehicles.
- Consideration is made for driver fatigue.
- When planning schedules, we allow sufficient time to complete the journey safely.
- All vehicles are maintained and repaired to the acceptable standards.
- Planned maintenance takes place in accordance with the manufacturer's recommendations and the Road Traffic Act.
- All drivers have the correct licence to operate the vehicles.
- There is a system in place for drivers to report any traffic violations and to take any corrective action.
- All drivers using their own vehicles for business activities, present the relevant insurance and MOT Certification on request to authorised managers / administrators.
- Our management will ensure employees are legally entitled to drive and check their driving licence details on a regular basis. All drivers must inform us of any driving offences or penalty points incurred.

Safe System of Work involving Drivers

The company will ensure a safe system of work, operational aspects will be considered first – the organisation of the workplace, the training of drivers and the supervision of vehicle manoeuvres and then physical measures such as fitting reversing alarms/mirrors. The measures chosen will be the most appropriate to tackling the risks in the workplace.

Company Owned Vehicles used for Business Activities

Under the Workplace (Health, Safety and Welfare) Regulations 1992 we will ensure that sufficient steps are taken to control the movement and driving of all their vehicles during business activities on public roads.

All drivers using their own vehicles for business activities must present the relevant insurance and MOT Certification on request from Management. All drivers carrying out business activities are responsible for the Health, Safety and Welfare of themselves and others always.

The company will ensure that drivers fully understand the requirements to comply with the relevant van and driving legislation - including drivers' hour's rules, the Working Time Directive, speed limits, mobile phone use, vehicle loading and towing

We will always know who is driving Company owned vehicles for work by:

Driver Identification and Licensing

- Confirming the identity of all drivers:
  - Taking up references from previous employers
  - Taking more than one form of legal identification from drivers and cross check them with their driving licence details
  - Ensuring that they follow the same identification process for agency drivers as we take responsibility for them when they are driving company vehicles.
- Checking **Driver License and other Driver Cards** as appropriate**:**
  - Checking all drivers have a valid driving licence and any associated drivers' cards for driving the Company's vehicles, keeping copies on file where necessary in line with GDPR regulations and associated lawful basis.
  - Checking driving licence details periodically - especially for drivers with 6 points or more
  - Checking driver details and endorsements, etc through the DVLA website with the driver's prior consent

Driver Capability

- Assessing all newly qualified and newly employed drivers and re-assessing drivers at regular intervals: -
  - To make sure they can drive the Company's vehicles
  - Where applicable to drivers' hours regulations, to ensure that they have sufficient driver hours to undertake the workload planned or rearranging to comply with them.
  - To determine if extra driver training needs to be provided so they can safely handle vehicles and trailers that they are less experienced with.
  - By recording assessments and training to show we have addressed any driver-related risks.

Driver Behaviour

- Regularly checking drivers are fit to drive and making sure that they are free from the adverse effects of alcohol and drugs.
- **Ensuring drivers are aware of their obligations to ensure that they are fit to drive, are entitled to drive and have no driving related health issues or impairments which could affect their safety or that of others. Where necessary, this will be through signed written declaration.**
- Ensuring drivers have no visual impairments which could affect their driving over time.
- Logging and analysing all driver incidents including any disciplinary action or training.

Driver Distractions - Mobile Phones, Communication and Navigation Devices whilst Driving.

Safe driving needs concentration. Avoid distractions when driving such as: -

- loud music (this may mask other sounds)
- trying to read maps.
- inserting a CD or tuning a radio
- arguing with your passengers or other road users
- eating and drinking
- smoking
- Plan journeys to include stops when messages can be checked, and calls returned.

Mobile Phones

It is illegal in the UK to use mobile phones whilst driving. However, if we require employees to take phone calls whilst driving, we will ensure that suitable hands-free equipment is fitted.

Drivers will be made aware that the existing law requires them to be in control of their vehicle; careless or dangerous driving laws can be applied to driving while using a hands-free phone if the Police believe the nature of the driving warrants it.

Mobile telephone or other devices are to be treated as hand-held if it is, or must be, held at some point during making or receiving a call or performing any other interactive communication function. Never use a hand–held phone whilst driving.

Navigation Devices

Navigation devices must be set up prior to the start of a journey. Should a route need adjusting, the driver must pull over and park in a safe place and switch the engine off before adjusting.

Passengers in the vehicle may be allowed to adjust the device while the vehicle is moving.

GPS systems can take a driver's focus off the road. What's worse is that many drivers program their GPS while driving, which is no better than sending a text message or reading an email while driving.

Program your GPS to your destination before you start driving. Before you drive off, set your GPS to your destination.

If you must change your route or use the system to find an intermediate destination e.g. fuel station or motorway services on your route you must pull into a safe location and stop your engine. However, if you have a passenger in your car you can ask them to make the necessary changes to your navigation system.

Do not mute your GPS device. While driving, keep voice commands on your device turned on. Muting the voice commands increases the number of times you will glance at the screen to follow your route. Listening to voice commands will help keep your eyes on the road and decrease your chances of being involved in an accident.

GPS navigation systems have caused hundreds of thousands of cars accidents across the world. Not only for distracted driving, but due to drivers following errant GPS directions into dangerous situations. Use common sense. Pay attention to where you are going. Know your route before you leave and use your navigation system only as secondary guidance.

Dash Cams

We will adopt the Policy that any Dash Cam fitted to a company vehicle must have the screen turned off during driving.

The Dash Cam must not block your view of the road or allow you to be able to see the screen of the camera as you are driving. You need to be in proper control of the vehicle always and, as with mobile phones, they must not be permitted to become a distraction. Some cameras come with a built-in screen, which ought to be folded away and out of view, either directly or by reflection. Most operate by switching on with the ignition, so the answer is to forget about them, until something happens, and you want to retrieve the recording.

Exemptions

- 2-way press to talk radios, such as used by the emergency services and taxi drivers.
- Using a hand-held phone in a genuine 999 emergency call if it is unsafe to stop.

Definition of Driving for using Mobile Devices, Communication and Navigation Devices whilst Driving

Under the law, a person is driving if the vehicle is stationary, but the engine is running. The offence will apply to all motor vehicles, including motorcycles, but will not apply to pedal cycles.

Heavy Goods Vehicle (HGV) and Trailers

Driving heavy goods vehicles is subject to separate legislation including those of drivers' hours, HGV roadworthiness and competence.

Regulations include the Transport Act, Regulation (EC) No 561/2006 also known as GV262 and subsequent amendment due to Brexit, The Drivers' Hours and Tachographs (Amendments, etc) (EU Exit) Regulations 2019 and the The Passenger and Goods Vehicles (Tachographs) (Amendment etc.) Regulations 2019

Where required, we will employ the services of a Transport Manager who is also the responsible person for our driving policy and associated controls. They will be the named Operator Certificate of Professional Competence (CPC) qualification holder on our operator's license and as such they monitor and maintain the fleet in conjunction with it and in accordance with VOSA best practice.

The company will ensure that:

- Breaks and driving limits are consistent with EU rules – Drivers Hours' and if applicable, the Road Transport (Working Time) Regulations 2005.
- Suitable records support drivers' hours compliance.
- Drivers are aware of their responsibilities and obligations regarding tachograph card use and downloading data.
- Adjustments to work pattern is undertaken where driving hours are exceeded to bring back within compliance.
- All drivers hold relevant and current driving license and driver cards (CPC, vehicle categories, CPC driver, ADR, driver card (tachograph)) applicable to their job role.
- Regular checks with the DVLA website are made to ensure that the driver is still eligible to drive in accordance with their job role and any insurance requirements.
- Regular checks of vehicles including drivers pre-use walkaround checks, trailer and vehicle inspections by competent person are completed at designated intervals based on age and use of vehicle / trailer and in accordance with the governments Guide to Maintaining Roadworthiness publication. Also, that these checks are recorded, and any defects actioned to return the vehicle trailer to safe use / roadworthiness, rendering the vehicle / trailer VOR (vehicle off road) until this can be achieved.
- MOT and brake tests are completed as legally required.
- There is a robust system for checking and replacing tyres, including retorquing wheel nuts to prevent accident / incident.
- Tachograph readers are calibrated as legally required and vehicle tachograph readers downloaded to support driver hour records.
- Smart tachographs are fitted to all new HGVs bought in the UK after 25th June 2019.

Driving at Work INDG 382 http://www.hse.gov.uk/pubns/indg382.pdf
Medical Standards for driving information - http://www.hse.gov.uk/workplacetransport/personnel/medicalfitness.htm
H&S in Road Haulage See HSE http://www.hse.gov.uk/pubns/indg379.pdf
See link to van best practice https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/248620/your-van-best-practice-guide.pdf
Simple guide to the provision and use of Work Equipment INDG 291 http://www.hse.gov.uk/pubns/indg291.pdf and L22 http://www.hse.gov.uk/pubns/priced/l22.pdf
Guide to maintaining roadworthiness and links to drivers checks, etc - https://movingon.blog.gov.uk/2014/04/22/guide-to-maintaining-roadworthiness-2014-revision/

3.41 Training

The company encourage and promote the training of everyone involved with our business. All new franchisees will receive a programme of training approved by Complete Weed Control Limited Directors. A guide to the scope of this induction training can be found in the appendix to this policy.

All new employees will receive induction training primarily covering health and safety and employment issues within their first week with us. Job-specific or role-specific training will be provided for all employees.

Whenever it is thought appropriate, ongoing training will be identified and provided. This may be instigated as a result of the franchisee company's contract with Complete Weed Control Limited or our own individual employee's involvement and need in accordance with their own employment terms and conditions and job roles. Franchisees and their employees are encouraged to request training when they feel it would be appropriate or helpful to their business and role. We encourage all employees to participate in an appropriate continual professional development (CPD) scheme.

We recognise our responsibility to provide such information, instruction, and training to ensure so far as is reasonably practicable the health and safety at work of our employees. Training will not be at the expense of the employee and will be provided during working hours. To identify the training requirements, we will assess the risks to employees while they are at work and to other people who may be affected on how we carry out our business. We regard the importance of training for new starters, when exposed to new or increased risk, or refresher training when existing skills require update or revisit. Accident and incident will always result in review and evaluation of skill and training as integral to investigation and recommended outcomes.

Senior Management

We will ensure senior management have sufficient and relevant safety training to be able to identify the hazards and control the risk from our activities. We will support the training by taking advantage of HSE guidelines, current regulations, notes, information and guidance from trade associations.

Managers and Supervisors

We will ensure managers or supervisors have the necessary safety training to be able to identify the hazards to control the risks to employees and others who may be affected by our activities. They will understand our health and safety arrangements and their responsibility for the implementation.

Employees

We will ensure employees are provided with adequate health and safety training/information, the requirements of which will be identified by the Management. This will take various forms being related to the need and job functions and will include: -

- Identifying the skills and knowledge needed for people to do their job in a safe and healthy way and compare these against people's skills and knowledge and identify gaps
- Reviewing our experience of injuries, near misses or cases of ill health.
- Considering the capabilities of employees ensuring that the demands of the job do not exceed their ability to carry out their work without risk to themselves or others.
- Consult employees for their views.
- Induction training to include fire precautions, risk assessments and emergency procedures, housekeeping, use of protective clothing and equipment, adhering to safe systems of work etc.
- Specific training for equipment they will be required to use.
- Specialist training e.g. pesticide spraying, working with abrasive wheels, hot works, work at height etc.
- Additional training when exposed to new or increased risks or if there is a transfer of job or a change in responsibility.
- Training on new equipment is introduced or use of existing equipment is changed.
- Training where new technology is introduced.
- Training where a new system of work or a change in the existing system of work is introduced.
- On-going employee safety training to update and reinforce employee's knowledge of safety.
- Supervisor training to enable them to appreciate their safety responsibilities both legally and functionally.

Information on Training – INDG345 - http://www.hse.gov.uk/pubns/indg345.pdf

3.42 Vehicle and Machine Operation

Safe procedures must always be followed whenever a company vehicle or powered equipment is being used. All drivers operating on public roads must hold a current licence. All drivers must be fit, have taken adequate rest before starting work and not be under the effects of alcohol or drugs.

Where necessary detailed procedures will be prepared but the following key points must be observed:

- No person will use a vehicle or item of powered equipment unless he/she has received adequate instruction or training in its safe and efficient use. Members of staff are encouraged to request information, instruction or training prior to their use of any vehicle, machine or item of work equipment with which they are unfamiliar.
- When leaving any company vehicle, the parking brake must be applied, the ignition key removed, and the vehicle must always be kept locked when left unattended.
- All guards fitted to machinery must always remain in place during use and be maintained in good condition. Should a guard be found to be faulty the machine must not be used until such time as the guard has been replaced or repaired. This should be reported to the supervisor, team leader, franchisee or managing director as appropriate.
- Machinery must be stopped before any cleaning, maintenance or repair work is carried out unless the machine is specifically designed to safely allow such work.
- All field maintenance and cleaning procedures of spraying and other application or associated equipment must be carried out safely and in accordance with the manufacturer’s instructions and appropriate code(s) of practice.
- When working under a vehicle or equipment supported by a jack, additional support must also be provided using suitable axle stands or wooden blocks.
- Vehicle cabs must be kept clear of tools, equipment, materials and rubbish which may interfere with the operation of foot pedals and other controls. Footwear must be cleaned of excess dirt or mud before entering a vehicle cab.
- All lights, mirrors and windows must be kept clean and in good working order.
- Any vehicle horn, reversing light and/or sounder must be kept in good working order.
- When operating on public roads, courtesy must always be shown to other road users (including pedestrians, cyclists and horse riders)
- When operating on public roads a driver must not use a handheld mobile phone or other similar communication device and the use of hands-free devices is strongly discouraged
- Any employee must report immediately any conviction or points on his/her licence to the Managing Director, Proprietor or owner.

3.43 Visitors and Third Parties

The company will not jeopardise the health and safety of any person who may be affected by our operations, or emissions from our business activities.

This covers employees, the employers' staff, sub-contractors, visitors e.g., suppliers, delivery persons, customer representatives, other contractors, trespassers, and the general public.

Every reasonable precaution will be taken to keep the uninitiated, particularly children out of workplaces and to avoid hazards to them if they do gain entrance.

We will ensure that our operations are assessed to determine hazards, and the type and degree of risk to persons not in our direct employment. Precautions and safeguards will be implemented to protect any third party our activities may affect, including employees of customers and suppliers, delivery persons, representatives, other contractors, trespassers, and the general public. Adequate information will be given to any third party that may be affected by our activities. Our controlled activities will be provided with adequate demarcation, including the display of suitable signs stating the Company name and the work being carried out if appropriate, when necessary, physical measures will be taken, including those to prevent unauthorised entry.

3.44 Welding

Although there has been no amendment to the regulations, in 2019, the HSE produced a bulletin regarding new scientific evidence that exposure to all welding fume, including mild steel welding fume, can cause lung cancer.

Due to this, we have implemented additional controls to control exposure of welding fume, including that from mild steel welding. Whilst not our main function, there may be occasion when welding is completed to repair.

We will ensure we will:

- ensure effective engineering controls are provided and correctly used to control fume arising from those welding activities.
- provide adequate and suitable respiratory protective equipment (RPE) to control the risk from the residual fume where engineering controls are not adequate to control all fume exposure.
- Correctly use engineering controls in place, we will suitably maintain them and ensure that thorough examination and testing is conducted where applicable.
- Implement an RPE programme, encapsulating all the elements of RPE used, ensuring that this that this RPE is effective in protecting the wearer.

Local Exhaust Ventilation (LEV)

LEV is a ventilation system that takes dusts, mists, gases, vapour or fumes out of the air so that they can't be breathed in. Properly designed LEV will:

- collect the air that contains the contaminants;
- make sure they are contained and taken away from people;
- clean the air (if necessary) and dispose of the contaminants safely.

We will:

- Ensure a clear specification is produced for LEV suppliers.
- Ensure LEV suppliers are competent to provide the product and test/commission the system to ensure it is working properly and controls exposure.
- Ensure the supplier provides training on how the LEV works and how to check and maintain it.
- Keep control of the user manual, logbook and commissioning report.
- Regularly check and maintain LEV over the year and have it 'thoroughly examined and tested' by a competent person once a year (legally you are allowed 14 months between tests).
- If the LEV can become contaminated with toxic substances, we may need to use 'permits to work' and formal method statements when people work on the system.
- Co-operate with examiners and provide them the commissioning report, user manual and logbook

3.45 Welfare

General welfare arrangements

In order to ensure that the health and wellbeing of our personnel is maintained it is important that we provide a safe, secure, suitable and comfortable (wherever possible) workplace with appropriate welfare arrangements.

Toilets and washing facilities.

Toilet facilities with hand washing facilities will be provided at our base premises. This will be commensurate with the number and gender of persons expected to use them.

Where we complete work on our customers' premises, we will negotiate the use of our customers' toilet , washing hands and other static facilities. If this is not possible, we will use local public facilities or occasionally it may be necessary for site-specific facilities to be provided by us.

We will ensure that those involved in the handling and application of pesticides has a supply of clean water, hand-wash and a drying hands facility, which could be within the company vehicle, to enable staff to maintain personal cleanliness. Hand washing facilities may include the provision of non-water-based hand wash or suitable hand-cleaning wipes. Details of the provision of, or access to, welfare facilities on worksites will be a normal part of each induction / site-safety or job briefing.

Access to clean drinking water will be available to all staff.

Adequate, suitable and secure space will be provided for employees to store their own clothing and/or special clothing such as personal protective equipment (PPE). This will allow clean personal clothing to be kept separate from potentially contaminated work clothing and personal protective equipment. When transporting this in company vehicles, we will ensure that staff continue to follow this rule using the space available and by lidded containers or similar if necessary to segregate effectively. Contaminated clothing will be kept in the rear of any vehicle. Only clean clothing and PPE or unused PPE is permissible within the cab or areas where a passenger can sit. Hands should be washed and, waterproof clothing and footwear rinsed off with clean water in approved areas before entering a vehicle cab. Contaminated disposable clothing and PPE will be placed in bags or containers to prevent pollution and cross-contamination to be disposed at our premises in accordance with prevailing waste regulations.

Employees will be provided with an area away from their workstation or work area where they can rest and consume food and drink. Site-based facilities for consuming food and drink, where in existence and available to us, will be utilised when working on sites otherwise our own company vehicle will be utilised although this must be kept clean and tidy with rubbish and food removed each day. It is vital that all staff make every effort to keep the cab of each vehicle clean and tidy at all times.

We will ensure that all employees maintain the highest level of personal hygiene and leave all welfare facilities provided clean and tidy.

3.46 Working Alone (Lone Working)

We have responsibilities for the health, safety and welfare at work of our employees and of those affected by our work, e.g., visitors, contractors, customers and the Public. Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 apply. These require identification of hazards of the work, assessing the risks involved and putting measures in place to avoid or control the risks.

The responsibilities rest with us and cannot be transferred to any personnel who are required to work alone in the performance of their duties. We will assess the risks to lone workers and take steps to avoid or control risk where necessary and assess whether the requirements can be met by people working alone.

Our employees also have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with us, their employer, in meeting legal obligations.

We will: -

- Establish and maintain safe working procedures for lone workers to ensure their safety and the safety of others.
- Ensure employees know the law and standards which apply to their work activities.

Although lone workers are not subjected to constant supervision, we will endeavour to ensure their health and safety at work by ensuring that employees understand the risks associated with their work and that necessary safety precautions are in place.

We will develop the following outline procedures and monitor lone workers to ensure the risks to their safety are minimised, we will ensure that: -

- Risk assessments are carried out that will identify all foreseeable events.
- Staff are involved or their representatives when undertaking the required risk assessment process.
- Risk assessments are reviewed annually or, as few workplaces stay the same, when there has been a significant change in the working practice.
- Risk assessments consider medical conditions that may make an employee unsuitable for working alone and will seek medical advice if required.
- Lone workers are covered by Liability Insurance
- Lone workers can respond to emergencies i.e., a person becoming ill, an accident, or an emergency.
- Emergency procedures are established, and employees trained in them.
- Information about emergency procedures and danger areas will be given to lone workers who visit or are to visit potential projects.
- Lone workers have access to adequate first-aid facilities and mobile workers carry a first-aid kit suitable for treating minor injuries.
- Regular contact between the lone worker and their office using mobile telephones.
- A suitable response is affected in the event of an emergency being reported by the lone worker, or if contact with the lone worker cannot be established.
- A procedure is in place to ensure that the lone worker has returned to their vehicle, office or home safely on completion of the task.

3.47 Working Hours

The company recognise that tiredness and fatigue resulting from working long hours can have an adverse effect on the health and safety of employees. The nature of the activities of our business is such that some work can be done outside normal working hours and to tight time schedules. Whilst generally aiming to comply with the requirements of the Working Time Regulations we may occasionally have to ask employees to work in excess of the times normally allowed.

Due consideration will always be made by us to the levels of tiredness and fatigue demonstrated or experienced by employees. No employee will be asked to work such hours as would significantly increase the risks to their safety and health at work or to that of others. Employees will be reminded of the need to take regular breaks and due consideration will always be taken for the safety of others and for the work in hand.

Any employee who feels that his/her safety, or that of others, is being put at risk by his/her tiredness and fatigue levels should stop work and report the situation immediately to the appropriate supervisor, team leader, manager or director.
Employees are expected to co-operate with us by ensuring that they get sufficient rest when away from work.

Working Time Directive and The Road Transport (Working Time) Regulations 2005

The Regulations implemented by the European Working Time Directive bring in certain basic rights and protection for employees and set out minimum levels of paid annual leave, daily and weekly rest breaks, length of night work, health assessments for night workers and maximum working hours.

We will ensure that employees will not have to work more than 48 hours a week on average, unless they choose to, or work in a sector with its own special rules. We will ensure an employee's normal working hours will be set out in a contract of employment or written statement of employment.

HGV Drivers have their own version of working time (The Road Transport (Working Time) Regulations 2005) which allows some flexibility for driver hours over an agreed reference period (normally calculated over a rolling 17 week period, but can be extended to a 26 week period under a *collective or workforce agreement*) . However, the principle of not exceeding 48 hours on an average working time still exists). HGV drivers' hours will therefore be planned and implemented to meet these regulations to ensure that HGV drivers are within legal requirements over an agreed reference period and have sufficient breaks and rest periods. Tachograph cards or manual charts will be made available to every HGV driver for a record of drivers' hours to be made. These are unique to driver regardless of whether they change vehicles throughout the day or working week. Resultant output records from analysis of tachograph recording will verify compliance.

We will ensure that if an employee is 18 years of age or over and wishes to work more than 48 hours a week, they can choose to opt out of the 48-hour limit. This will be voluntary and in writing. The agreement will be with the individual and not the whole workforce. Employment will not be terminated nor will employees be unfairly treated (for example refused promotion or overtime) for refusing to sign an opt-out agreement.

If an employee signs an opt-out agreement, we will allow the right to cancel this agreement at any time by giving appropriate notice. We will agree this notice period with them when they sign the opt-out agreement. If no notice period is agreed, then the employee will be allowed to give one week's notice of cancellation.

3.48 Working Near Water

Where we must carry out works near or on water, including areas such as culverts, soak ways, conduits, drains and troughs in the landscape which could flood at short notice, control measures will include;

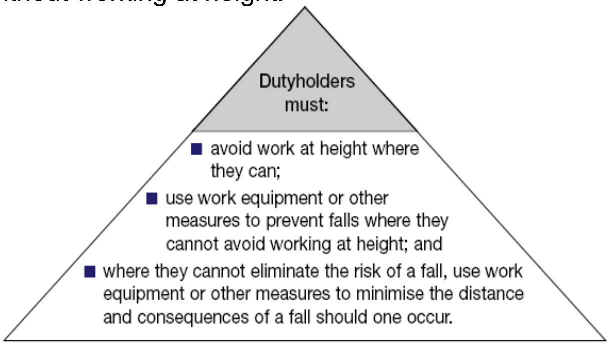
- Safe working procedure and risk assessment in place, communicated to understanding.
- Knowledge of the work area – underlying currents, tidal aspects, depth, potential obstruction, weils disease potential, surface of river / stream / waterway (mud, sand, concrete, slime, etc and depth), access to the work area (banks, manmade structure, boat, etc).
- Information, instruction, training and supervision
- Trained personnel to complete works and for emergency preparedness / rescue situation.
- Barriers and prevention systems to be erected around the water where possible.
- Working area to be clear of tripping hazards
- Appropriate PPE including safety harness and / or buoyancy aid to be worn when risk assessment specifies.
- An audible alarm and means of summoning the emergency services will be in place.
- An emergency plan and emergency / rescue team will be in place with roles, responsibilities and actions known and tested frequently.
- Appropriate signs will be erected to warn of danger.
- Employees will be made aware of the danger and trained / familiar with emergency procedures.
- Employees will work in at least pairs and everyone will be instructed to sign an attendance sheet.
- Additional trained and competent standby man present always to raise alarm and attempt rescue - if safe to do so.
- A means of rescue will be in place; such as a buoyancy aid and a person appointed to check that these aids are readily available.

3.49 Working at Height

Work at Height Regulations 2005

The company will appoint a competent person where we need to comply with the Work at Height Regulations. This person will know of the systems to adopt, and the hazards and controls associated with it so he / she may change depending on the working at height activity (e.g. if using a MEWP, a trained operator will be part of the work at height risk assessment team).

When our employees are required to *work at height, a risk assessment will be carried out by Management to determine the overall safest means of completing the work. Consideration will be given to other methods of performing the work operation without working at height.



Selection of work equipment will give priority to collective protection measures over personal protection. If a collective safeguard measure (e.g., scaffold handrails, safety nets,) is used, it will be of adequate strength and design to arrest the fall of personnel safely and installed by qualified persons. Any safe *working platform/equipment will be chosen with full regard to the working conditions, nature of the work to be completed, and the safety of the person/s using the platform/equipment. Adequate safe means of access and egress for the work platform will be provided. The safe working platform will be of sufficient size and strength to allow safe passage of personnel and use of equipment/materials as required. All safe working platforms, equipment and fall arrest systems will be inspected regularly, and removed from service immediately if any defect is located.

The terrain / ground that working at height equipment and platforms are placed to conduct the activity must be suitable and safe to prevent movement, collapse and instability. This includes the ground / terrain being sufficiently stable, level, firm, solid, non-slip, free from obstacle and impact from traffic or plant and allowing suitable exclusion zone.

Anyone working at height will be given the appropriate training and instruction in the precautions to be taken to prevent falls of persons and objects. Anyone operating safe working platform equipment will be fully trained and competent in its use.

Harnesses and appropriate lanyards will be worn by all personnel where the possibility of falling remains. Where the use of harnesses is involved, rescue procedures will be established prior to commencement, including the training of the workers.
Reliance will not be put on one person to lift an injured or unconscious person during rescue, unless they have specialist lifting appliances. Rescue equipment will be maintained on site for immediate use. Proof of training via certification from an approved training organisation must be obtained for all persons undertaking this work. Appropriate personal protective equipment will be provided, and employees trained in its use. Any rescue plan will fully consider the risks of mounting a rescue operation with the proviso that the Rescuers must not put themselves at risk.

Before any work or access onto a roof, fragile materials will be identified, and precautions decided. Roof-edge barriers (or scaffolds) will be erected to prevent people and materials falling. Access ladders will be rested at the correct angle (one unit out for four units in height) and extend at least one metre above the stepping-off point and will be secured. Where access ladders rise above nine metres, a safe intermediate platform will be provided. Crawling boards or ladders will be used where the roof (or other fragile surface) is liable to collapse under a person’s weight or the roof is sloping with a pitch over 10 degrees. Where work is of short duration and the provision of guard-rails and toe-boards is impractical, safety harnesses will be used with suitable anchorage points provided. Openings will be securely covered or guarded; if removed for the passage of workers or materials, it will be replaced immediately.

If employees are exposed to the risk of falling due to open edges, guard-rails and toe-boards will be erected. Hazards resulting from adverse weather conditions will be anticipated and suitable precautions taken. Rubbish will not be allowed to accumulate on working platforms as this is liable to cause accidents. Chutes will be used, or materials will be lowered properly.

***`Work at Height` means: -**

Work in any place, including a place at or below ground level.
Obtaining access to or egress from such place while at work except by a staircase in a permanent workplace, where, if measures required by these regulations were not taken, a person could fall a distance liable to cause personal injury.

***Working Platform` means: -**

Means any platform used as a place of work or as a means of access to or egress from a place of work.

Includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, gantry and stairway which is so used.

Mobile Elevated Work Platforms (MEWPS)

We will adopt the following:

Training

MEWPs required to be used by us must be operated by trained and competent operatives to a nationally recognised standard e.g. IPAF

Safety Harnesses / Lanyards

Where required operatives must be trained in the use of safety harnesses and a rescue plan must be in place. A 2nd competent operator should be present to safeguard the operating area and perform emergency lowering procedures if necessary.

Complete Weed Control competent person will establish a regime for the inspection of lanyards. The regime will include:

- the lanyards to be inspected (including their unique identification).
- the frequency and type of inspection (pre-use checks, detailed inspection and,
- where appropriate, interim inspection); designated competent persons to carry out the inspections.
- action to be taken on finding defective lanyards.
- means of recording the inspections.
- training of users; and
- a means of monitoring the inspection regime to verify inspections are carried out accordingly.

Safety harnesses will be inspected by independent, impartial and competent person to allow objective decision making with authority to discard and destroy defective harnesses / lanyards. Inspections will be completed as pre-use inspections in addition to detailed in sections at agreed frequency :

MEWPs Risk Assessment

- A survey of the operation area must be undertaken before work commences to ensure suitability of ground conditions.
- When fitted, always use stabilisers.
- Wind speed must not exceed 30 mph for safe operation: beware of the funnelling effect close to buildings.
- The platform's SWL must not be exceeded with personnel, equipment or materials.
- Exclusion zone to be established around the area of work.
- MEWPs must always be fully erected exactly as required by the manufacturer's recommendations and no modifications must be carried out.
- Daily inspections must be carried out before use and if any faults are found then the MEWP must be taken out of service and reported.

Crane Man Basket

- A survey of the operation area must be undertaken before work commences to ensure suitability of crane man basket e.g., overhead power cables etc.
- Wind speed must not exceed 30 mph for safe operation: beware of the funnelling effect close to buildings.
- The platform's SWL must not be exceeded with personnel, equipment or materials.
- Exclusion zone to be established around the area of work.
- A banksman should be present to safeguard the operating area and perform emergency lowering procedures if necessary.
- Daily inspections must be carried out before use and if any faults are found then the crane man basket must be taken out of service and reported.
- Operatives must wear adequate PPE, including safety harness and restraint lanyard, attached to a suitable anchor point within the crane man basket.

Ladders & Step Ladders

- All ladders (including step ladders) used by the company will be registered and given a unique number and receive regular inspections.
- Operatives should have the competence to select the correct type. They must be in good condition, fit for purpose and adequate for the work.
- They must always visually check ladders before use and after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet).
- Ladders will not be painted so that any faults can easily be seen. Check must include.
  - **the stiles** – make sure they are not bent or damaged, as the ladder could buckle or collapse.
  - **the feet** – if they are missing, worn or damaged the ladder could slip. Also check the ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the actual feet and not the dirt (eg soil, chippings or embedded stones) are making contact with the ground; If rubber grips/feet aredamaged or missing, remove from service immediately.
  - **the rungs** – if they are bent, worn, missing or loose, the ladder could fail.
  - **the locking mechanism** – does the mechanism work properly? Are components or fixings bent, worn or damaged? If so, the ladder could collapse. Ensure any locking bars are fully engaged.
  - **the stepladder platform** – if it is split or buckled, the ladder could become unstable or collapse.
  - **the steps or treads on stepladders** – if they are contaminated, they could be slippery; if the fixings are loose on the steps, they could collapse.
- Remove faulty or damaged steps from service and discard if not repairable.
- Ladders should only be used for short duration tasks or when it is not practical to usesafer forms of access equipment i.e., aluminium scaffold towers, full scaffold platforms, MEWPs, Podiums with safety cage and stabilisers.
- Ladders will only be used:
  - on firm ground.
  - on level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc.
  - on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.
  - where it will not be struck by vehicles (protect the area using suitable barriers or cones).
  - where it will not be pushed over by other hazards such as doors or windows, i.e., secure the doors (not fire exits) and windows where possible.
  - where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base);
  - where it has been secured.
- We will only use competent persons to use a ladder. If a person is being trained, they will work under the supervision of a competent person.
- A Risk Assessment should be carried out to confirm that the use of ladders is the safest method of working at height for that particular task.
- Maintain good technique and optimum stability - Do not over-stretch or worksideways on to the workface. Consider tools and materials that will be required and how these will be transported to the working area, overloading (the persons weight and equipment / tools and materials used). Ensure the ladder is long enough or high enough for the task and that the safe angle can be

attained (https://ladderassociation.org.uk/la455/)

- Operatives must never stand on the top rung or platform of steps. The operative'swaist must not exceed or level with the top step or platform height.
- An exclusion zone around the work area should be cordoned off and warning signs displayed, to protect the operative and ensure the safety of any third parties.
- Operatives must wear appropriate PPE and safety footwear in particular must haveadequate grip.
- Before attempting to use ladders – ensure safety footwear treads are clean (e.g. free from mud, oil, etc.).

Scaffolding –Tube and Fitting Scaffolding

Design - BS EN 12811 & TG20

Unless a scaffold is a basic configuration described in recognised guidance e.g., NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers' guidance for system scaffolds, the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability and be designed to conform with the European standard for scaffolding: **BS EN 12811.**

Erection & Dismantle

All scaffolding should be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers' erection guide for system scaffolds.

Any proposed modifications or alterations outside a generally recognised standard configuration should be designed by a competent person.

Handover Certificates

Handover certificates should refer to relevant drawings, permitted working platform loadings and any specific restrictions on use.

Scaffold Inspection

All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold he is inspecting. Competence may have been assessed under the Construction Industry Scaffolder's Registration Scheme (CISRS) or an individual may be suitably experienced in scaffolding work and have received additional training under a recognised manufacturer/supplier scheme for the specific configuration he is inspecting. A non-scaffolder who has attended a suitable scaffold inspection course and has the necessary background experience would be considered competent to inspect a basic scaffold (i.e. a site manager).

Scaffold Register

A register of scaffolding erected on site must be kept by the Temporary Works Coordinator and updated by the qualified advanced scaffolder as necessary.

Work at Height a brief guide http://www.hse.gov.uk/pubns/indg401.pdf
Safe use of ladders and Step Ladders http://www.hse.gov.uk/pubns/indg455.pdf
HSE Work at Height Wait Tool http://www.hse.gov.uk/work-at-height/wait/wait-tool.htm
HSE Height Safe -http://www.hse.gov.uk/pubns/heightsafeleaflet.pdf
NASC Information http://www.nasc.org.uk/

3.50 Workplace (Health, Safety and Welfare) Regulations 1992

Welfare arrangements applicable to CDM regulations are covered within the CDM section.

These Regulations cover a wide range of basic health, safety and welfare issues and apply to most workplaces (except for those workplaces involving construction work on construction sites, those in or on a ship, or those below ground at a mine)

We have a responsibility under the regulations and will comply by ensuring that adequate welfare facilities are provided for people at work.

We will ensure the welfare facilities are suitable for anyone. This includes people with disabilities. Where necessary, parts of the workplace, including doors, passageways, stairs, showers, washbasins, lavatories and workstations, will be made accessible for disabled people.

To comply with the regulations, we will ensure: -

- That suitable and sufficient sanitary conveniences and washing facilities are provided at readily accessible places.
- Those rooms containing them will be kept clean and be adequately ventilated and lit.
- Washing facilities will have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying.
- If required by the nature their work, showers will also be provided.
- Where practicable men and women will have separate facilities unless each facility is in a separate room with a lockable door and is used solely by only one person at a time.
- That there is an adequate supply of high-quality drinking water available
- That adequate and suitable and secure space will be provided to store workers' own clothing.
- The facilities will be readily accessible from workrooms and washing and eating facilities, and will ensure the privacy of the user, be of sufficient capacity, and be provided with seating.
- Rest rooms are available to have a break, eat food which has the provisions for preparing hot food or obtaining a hot drink.
- That the rest areas or rooms will be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work.
- That where applicable suitable rest facilities will be provided for pregnant women and nursing mothers. They will be near to sanitary facilities and, where necessary, include the facility to lie down.
- Workplaces, equipment and systems are maintained in an efficient working manner.
- The workplace will be kept at a suitable temperature and where it is practical temperatures will be maintained in line with current legislation.
- No fumes, gas or vapour from heating/ventilation equipment will be allowed to escape into the workplace, which could be injurious or offensive to personnel.
- Lighting will be suitable and sufficient with emergency lighting as required e.g.; Fire Precautions Legislation may require the lighting of emergency escape routes.
- Fire precautions are maintained and abided by.
- Waste materials are not being allowed to accumulate inside the workplace except in suitable receptacles.

HOUSEKEEPING

General Guidelines

Poor housekeeping can expose contractors, sub-contractors, employees, the public, visitors and trespassers etc., to danger. ***We will adopt a 'see it, sort it' policy*** for all personnel on our premises or sites, any problems will be reported to management. We will follow the below guidelines:

Access and Egress

- Access routes will be clearly defined and kept clear of debris, obstructions, materials and equipment etc. They will be barriered off as necessary to prevent entry.
- Fire doors will be kept clear and not propped open by goods, equipment, door wedge or fire extinguishers.
- Consideration will be given to marking out clear routes on the floor.
- A good level of lighting will be provided depending on the type of activity being undertaken. Consideration will be given to outside lighting and changes in daylight / times of day operations are conducted over the year. In winter, there is more likelihood for the need for lighting.

Slips and Trips

- Trailing leads will not be run across the floor of access routes. They run overhead where possible or appropriately covered to minimise trip and damage potential.
- Materials and debris, e.g., tools, pallets, packaging or off-cuts etc., will be either stored tidily or disposed of correctly.
- Where an access route is under construction then the route will be sound before it is used for this purpose.
- Spillages, e.g., liquid or dusts etc., will be cleaned up immediately and disposed of correctly.
- Risk assessment will provide controls to minimise risk from slips, trips and falls.

Sharps

- Old nails in wood debris will either be removed from the wood or hammered down then disposed of correctly.
- Broken glass, sharp off-cuts or any other type of “sharp” will be disposed of correctly.
- An inspection of the area will be undertaken to ensure that there are no sharps (clinical waste such as needles). Appropriate PPE will be worn so that they do not puncture the skin during inspections. The Client will be notified immediately of any discarded sharps, and they will be maintained in a ‘sharps’ container until they can be disposed safely with the Clients advice.

Fire

- Combustible material will not be allowed to accumulate.
- Flammable waste will be disposed of in suitable non-flammable bins or skips.
- Flammable substances in bottles or drums will not be stored near any ignition sources and will only be in the original container or one specifically designed for the purpose. This includes moving and storing on vehicles and trailers.
- Lids of containers of flammable substances will always be kept on and be secure. They will inform others of the hazardous substance through labelling and COSHH data sheets.
- Hot work activities will be subject to a permit-to-work procedure if required.
- Appropriate fire extinguishers will be available during all hot work tasks.

Work in and Around Occupied Buildings

- Adequate precautions will be taken to protect, secure, sign, light and guard any works areas / equipment / obstructions etc., to ensure the health and safety of staff, customers and others likely to be affected by the work.
- A final clean will be carried out when the work has been finished, leaving the area fit for re-occupation.

Footways (pavements) and Walkways

- Where any work is likely to render a footway unusable then alternative arrangements will be made for pedestrians
- All footways and walkways are to be kept clean and clear of rubbish and obstructions to reduce risk of tripping / falling and to maintain suitable access and egress especially in emergency evacuations situation.
- Hazardous areas of work will be marked-off clearly with safety signs and barriered to prevent unauthorised entry. Signs will identify work in progress and prevent for unauthorised persons entering or warn of danger and exclusion zone.
- Barriers will be used where appropriate, e.g., around excavations, trap doors, ladder bases etc.
- Ramps will be provided where plant and equipment need to negotiate kerbs or loading / unloading onto trailers.
- Footpaths will be firm & level, stoned up if necessary, gritted if icy.

Storage Facilities

- Pre-planned storage compounds or areas will be provided.
- Storage areas will be provided to retain safe working areas and to enable clear walkways, access and egress.
- Appropriate facilities will be provided for storage of diesel, paraffin, gas or other fuels, hazardous substances and waste.
- Security, weather conditions, vehicle / plant / machinery / forklift movements etc., will be considered in the siting of the facilities.

Other Housekeeping Considerations

- Safe access routes for pedestrians, forklift, plant, machinery and vehicles will be provided.
- Holes in the ground will be suitably barriered off or covered.
- Access routes, entrances to buildings, scaffold boards, etc., will all be kept clean to prevent slipping or tripping.
- Good welfare facilities will be provided to prevent the need for people to store personal items in inappropriate places.

3.51 Workplace Substance Abuse Policy

The Company is committed to ensure and support the long-term well-being and health of all its employees by providing amongst other things, a safe working environment and to minimise problems arising from the misuse of drugs and alcohol at work.

This commitment is seriously threatened when any employee of the Company uses drugs or substances during working hours, presents themselves for work whilst under their influence, or possesses, distributes or sells drugs or substances in the said workplace. Therefore, to address this, issue the Company has established the following policy: -

- The company reserve the right to undertake for cause or random selection of drug testing by approved and competent methods and persons. This could include provision of saliva or urine samples at short notice.
- Any employee found to be in possession of, or under the influence of, or trading or offering for sale drugs, alcohol or substances for use within the workplace, shall be in direct contravention of company policy.
- Anyone reporting for work under the influence of drugs, alcohol or substances either illegal or legal (legal being e.g., alcohol or solvents) shall be in direct contravention of company policy. This will exclude the appropriate individual use of legally prescribed medications although the employee must inform management of taking these where it can impact on health, safety and welfare of themselves or others.
- Any employee that has been prescribed drugs and/or is using over-the-counter drugs that may affect their work/safety should immediately inform their manager or supervisor before commencing work.
- Anyone using prescription drugs illegally (for instance, selling them on to others) shall be in direct contravention of company policy.
- Employees in safety-critical jobs who are found to be under the influence of drugs or alcohol will be subject to dismissal, regardless of the circumstances.
- All employees will be assured that confidential advice, assistance and encouragement will be offered to anyone identified as possibly having a drug or alcohol problem that may adversely affect their work.
- Employees may request help voluntarily, through peers or management and may bring a trusted colleague/employee’s representative to discussions for support.
- The employee will be advised of the consequences if help is refused, or relapse occurs.
- All the above violations are subject to the disciplinary procedure up to, and including, termination of employment.

The Company will ensure that: -

- All employees understand the dangers and harmful effects of drug and alcohol misuse.
- All employees are aware of their responsibilities regarding drug and alcohol at work.
- Problems are identified and dealt with appropriately at the earliest stage possible.
- Support and assistance is offered to those having a drug or alcohol problem which affects their work performance.
- All discussions with employees are confidential subject to the provisions of the law and the confidential nature of any records of employees with a drug or alcohol problem is strictly maintained.

Appointed members of staff will be directly responsible for the counselling of employees in whom they perceive changes in behaviour that suggest a drug, alcohol or substance abuse related problem. About counselling, it will not be the appointed member of staff responsible to offer individual psychiatric diagnosis. Instead, the appointed member of staff will be supportive, suggest that the individual seeks help, and offer advice about the availability of relevant help resources.

As everyone is responsible for the safety of a workplace, all employees should be actively encouraged to apply this same approach.

The Company is fully committed to providing all employees with general information about drugs and alcohol; induction programmes incorporate drug and alcohol awareness; leaflets will be made available; and posters displayed in appropriate places.

Specific education, training, discipline and support programmes will be provided, if deemed necessary that would provide managers and supervisors to help recognise problems.

Staff and persons working for **Complete Weed Control** be provided with this policy to ensure that they understand the directives and consequences of it.

Signed:		**Position:**	**Managing Director**
Name:	**Ian Graham**	**Date:**	**April 2025**

3.52 Worksafe Policy and Procedure

We will not expect any employee to work in an unsafe manner to achieve results. If the work cannot be undertaken safely – then it shall not be completed.

The Worksafe Policy and Procedure will enable employees to feel confident that if they have genuine concerns about the safety of a system of work, their concerns will be given serious consideration, and they will not face recriminations.

This policy and procedure should be communicated to all employees at the start of their employment during the Induction process. Regular communication of the Worksafe Policy and Procedure should take place in the form of tool box talks, briefings etc.

NB *The Worksafe Policy and Procedure can be invoked, for example, by an employee if they are asked to undertake a task without the required training, equipment or personal protective equipment, or if there is no safe system of work.*

Invoking the Procedure

Any employee who considers their or others safety to be compromised should: -

- Cease work immediately, assuring themselves that doing so does not endanger themselves or others
- Move to a position of safety, and immediately contact the person in charge, explaining that they have invoked the Worksafe Policy and Procedure and explain why they have stopped work.

The person in charge shall note the reasons given by the employee for invoking the Worksafe Policy and Procedure and in discussion with the employee assess the situation and determine the course of action to be taken.

The person in charge and the employee will try to reach an agreement that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.

If no agreement is reached on this basis, the work will not be restarted and the person in charge and the employee will try to reach an agreement that the work can be restarted using the existing system of work with agreed additional control measures, if appropriate this should be recorded.

If no agreement is reached, the work will not be restarted and the person in charge will consult their immediate Line Manager who will, after suitable investigation: -

- Conclude the task is safe and direct a return to work; or
- Amend the safe system of work and arrange a return to work; or
- Agree the task is unsafe – in this case the work site shall be left safe and employees assigned to other work

Note - when all avenues have been exhausted and both parties have failed to agree, the employee has the right to take further guidance and advice, this can be found by referring to the H&S Law Poster which should be readily available.

The H&S Law Poster is a legal requirement as stated in the following Regulations: - The Health and Safety Information for Employees Regulations 1989 - ***http://www.hse.gov.uk/pubns/lawleaflet.pdf***

Signed:		**Position:**	**Managing Director**
Name:	**Ian Graham**	**Date:**	**October 2024**

3.53 Young Persons

Employment of Young Persons

If at any time we employ or allow young people onto our own or customers site premises we will assess and review the risks to health and safety of the young person's due to their lack of maturity, experience and knowledge of potential risks.

In the event we employ or allow young people to attend business activities for work experience we will ensure that young person's will not carry out certain types of work, except in circumstances involving training where the young person is no longer a child.

A 'child' is anyone under the minimum school leaving age and a 'young person' is anyone under 18 years of age. Children under 13 years cannot be employed at all, and those between 13 and the minimum school leaving age cannot be employed in industry.

However, children between 13 and the minimum school leaving age may, in accordance with local by-laws and with the permission of the local authority, attend workplaces for visits and organised work experience.

Risk Assessment

Before a young person is employed, a risk assessment will be carried out covering the following points: -

- Their inexperience.
- Their immaturity and lack of awareness of risks.
- The tools, equipment and the extent of health and safety training that are to be provided and used.
- The layout of the workplace and the environment they may have to work in.
- Any hazardous substances with which they may come into contact.
- Exposure to physical, chemical or biological hazards.
- The organisation of work processes and activities.
- Their lack of experience in dealing with and controlling health hazards associated with materials/processes.
- Their lack of manual handling techniques.
- Their lack of organisational skills, especially in relation to their place of work.
- **Their inexperience in relation to electricity, pressure, gasses, airborne particulates and any other potential hazards**

Careful consideration must be given to the way in which information is conveyed to young people to ensure that it is fully and readily understood providing attention to the individual young person's physical, cognitive, and social development.

Management Policy

Where children are employed which could include work experience, then we will, before commencing the employment of the child, provide the parents or guardians with details of any risk assessment which have been carried out. This information will include details of any hazards and a description of any preventative or protective measures, whether the risk arises from the employer's own activity or the activities of others at the workplace. We will take into consideration the special nature of young persons, i.e. their lack of experience, knowledge of risks and the fact that they are not fully mature.

Health & Safety Training INDG 345 - http://www.hse.gov.uk/pubns/indg345.pdf

The Right Start – Work Experience for young people INSG 364 - http://www.hse.gov

4 APPENDIX

Modified Extract from Section 2 of the Health and Safety at Work etc. Act 1974 – General Duties of Employers.

It shall be the duty of every employer to ensure, so as far as it is reasonably practicable, the health, safety and welfare of all his/her employees.

Without prejudice to the generality of an employer's duty, the matters to which that duty extends include in particular:

◊ The provision and maintenance of plant and systems of work that are, so far as it is reasonably practicable, safe and without risks to health.

◊ Arrangements for ensuring, so far as it is reasonably practicable, safety absence of risks to health in connection with use, handling, storage and transport of articles and substances.

◊ The provision of such information, instruction, training and supervision as is necessary to ensure, so far as it is reasonably practicable, the health and safety at work of his/her employees.

◊ So far as it is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risk to health, and the provision and maintenance of a means of access and egress that is safe and without such risks.

◊ The provision and maintenance of a working environment for his/her employees that is, so far as it is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

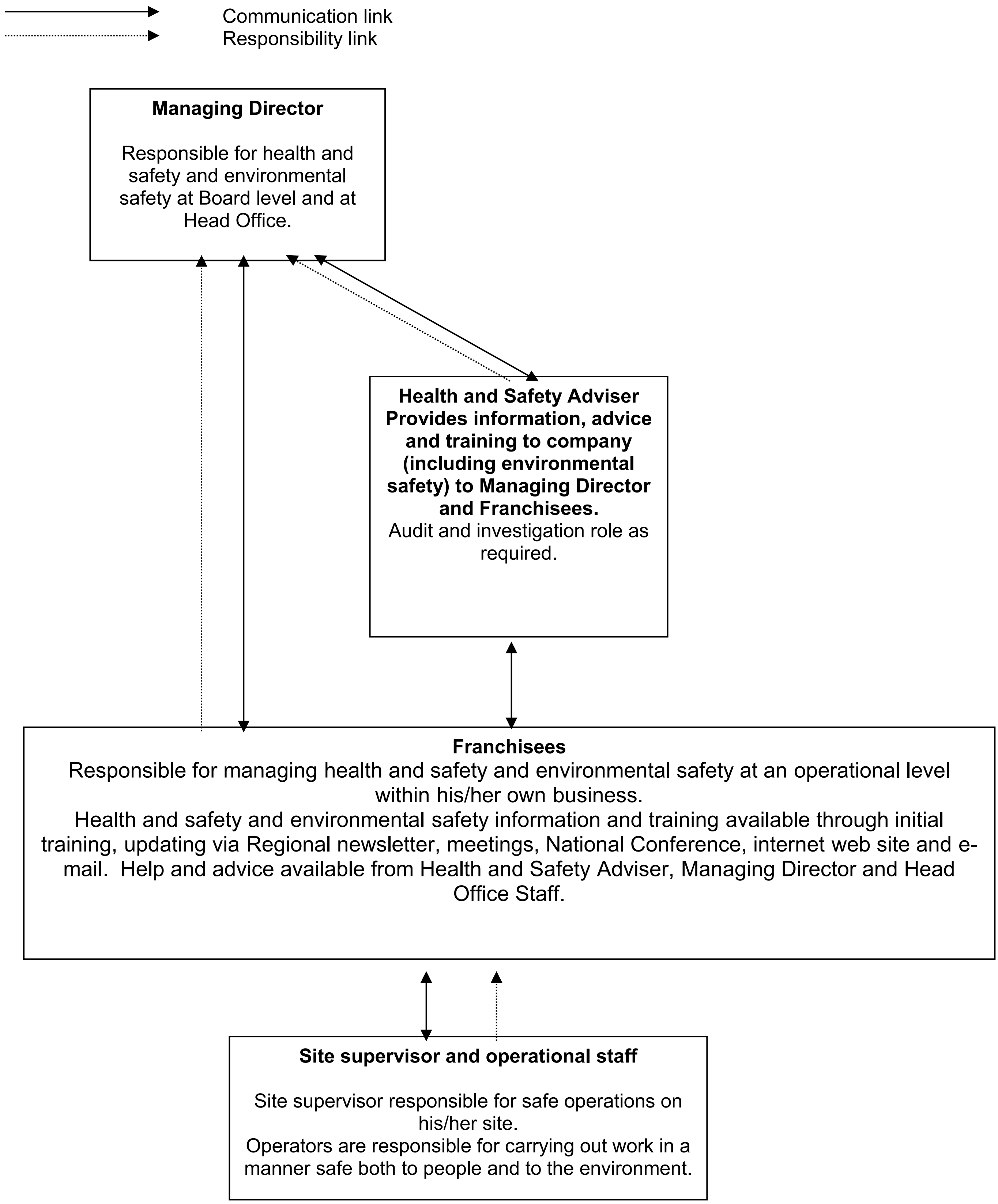
Modified Extracts from Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 – General Duties of Employees.

Section 7 – It shall be the duty of every employee while at work:

a) to take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions.
b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8 – No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions.

4.1 Managing Safety – Organisational Structure



4.1.1 The Business and Operating Standards of Complete Weed Control Ltd. And Franchisees - Ten Point Statement

◊ Complete Weed Control Limited, including all its regional offices, pursues a policy of implementing quality assurance standards, and constantly up-dates and maintains an Operating Manual and other documentation which ensures that the highest standards are maintained at all times.

◊ All the pesticides we supply, and use are fully approved in accordance with the requirements of The Food and Environment Protection Act 1985 (FEPA) and the current Control of Pesticides Regulations (COPR). They are used in accordance with the label recommendations made under the Approvals Consent.

◊ The tank mixing of pesticides, used or recommended, is in accordance with the manufacturers' recommendations and complies with guidelines set out by the Department of the Environment, Food and Rural Affairs (DEFRA) and/or other enforcing authority.

◊ Any advice and recommendations made are given under the supervision of a person holding a BASIS Certificate for Selling and Advising in Amenity Plant Protection or equivalent.

◊ All chemicals are stored safely and properly in conditions that meet or exceed the current minimum legal requirements. The stores are normally managed by persons holding the appropriate Certificates of Competence for Storekeepers issued by BASIS.

◊ Our operators have been given full training in the safe handling and correct application of the products to be used, and either hold a full NPTC Certificate of Competence in the foundation module (PA1) and appropriate application module(s) or are working under the direct and personal supervision of a certificate holder.

◊ Our operators are issued with a full and proper assessment of risk of the work to be done and the product(s) to be used as required under COSHH and the Management of Health and Safety at Work Regulations. They will have been issued with, and instructed to wear, the personal protective equipment (PPE) identified.

◊ Before starting work, our operators take into full account the local environment with special regard to weather conditions, the proximity of watercourses, local drainage and the location of neighbouring properties and people. This should ensure high levels of personal and environmental safety and maximum efficacy of the treatment.

◊ We maintain a Public Liability insurance policy. This policy provides a third-party maximum indemnity of between £1 million and £5 million for any single claim.

◊ Any complaint made to us concerning standards of work, efficacy of treatment or damage to neighbouring property will be attended to promptly. Any remedial action that is agreed necessary will be carried out in full co-operation with the client, and will be completed as quickly as possible, conducive with weather conditions or any other factors which may influence such work.

4.1.2 Employee Induction Training

Objective: To provide information about the business and its methods of operation and to ensure that all personnel comply with the safety and other operational standards of our business and provide the high professional standards that our customers expect.

Requirements: All new staff are to be made to feel at home as quickly as possible. It is essential to acquaint them systematically with their new colleagues, working environment and safe systems of work.

Key Areas: Welcome to Complete Weed Control

- ◊ The business history and background
- ◊ The industry sector and our share of the market
- ◊ Our customers
- ◊ Our employees

Personal needs

- ◊ Hours of work – normal start and finish times
- ◊ Meal breaks and facilities
- ◊ Clothing
- ◊ Welfare facilities and personal hygiene

Staff and working environment.

- ◊ Introduction to staff with whom new employee will be working.
- ◊ Tour of business premises
- ◊ Appropriate telephone numbers to be provided.

Conditions of Employment

- ◊ Job description
- ◊ Contract of employment
- ◊ Hours of work, overtime, bonus (as appropriate)
- ◊ Holiday entitlement
- ◊ Salary/wages - how and when paid.
- ◊ NI, income tax and other deductions
- ◊ Sickness/accident procedures
- ◊ Disciplinary and grievance procedures

Staff regulations - health and safety

- ◊ Fire regulations/precautions
- ◊ Smoking/non-smoking areas
- ◊ Depot/site security
- ◊ First aid personnel/facilities/equipment
- ◊ Reporting and recording of accidents and incidents.
- ◊ Consultation arrangements
- ◊ Health and safety policy, notices and manuals
- ◊ Health and safety adviser
- ◊ Risk assessments including COSHH assessments.
- ◊ Method statements and other safety-related information
- ◊ Manual handling

Staff regulations – environmental safety

- ◊ Fire precautions and emergency action
- ◊ Depot/site security
- ◊ Reporting and recording of accidents and incidents.
- ◊ Consultation arrangements
- ◊ Environmental policy, notices and manuals
- ◊ Environmental risk assessments including COSHH assessments.
- ◊ Method statements and other environmental safety related information
- ◊ ISO 14001 scheme and associated procedures

Organisation as appropriate to include:

◊ Structure of Complete Weed Control
◊ Role of different departments
◊ Channels of communication
◊ Other business procedures as may be relevant e.g., ordering, job cards, time sheets, etc.

Quality and service

◊ Quality assurance scheme – ISO 9001
◊ Standard of behaviour towards client or their representative, other employees and the public
◊ Appropriate workwear and CWC corporate clothing
◊ Standards of work

4.1.3 Key items of UK Legislation concerning pesticides, their supply, storage and use.

A considerable range of legislation covers the supply, storage and use of pesticides in professional use areas. Key items include:

◊ **The Food and Environment Act 1985 (FEPA)** – part III of this Act gives Ministers the power to make Regulations to control the import, sale, supply, storage use and advertisement of pesticides

◊ **The Pesticides Act 1998** – this Act extends public access to information about pesticides and to amend the Food and Environment Protection Act 1985 in respect of the powers to make regulations concerning pesticides and in respect of the enforcement of provisions relating to the control of pesticides. It empowers local authorities to seize and dispose of pesticides where there has been a breach of pesticides legislation. It gives additional powers to enforcement officers to withdraw and re-issue enforcement notices; to question witnesses; and to photograph evidence where necessary.

◊ **The Control of Pesticides Regulations 1986 (COPR)** – and subsequent updates - these implement part III of FEPA and impose controls on those who sell, store and use pesticides, requiring certification of certain groups. The Control of Pesticides Regulations (COPR) is one of the laws that controls biocides in Great Britain (GB) and Northern Ireland (NI) to make sure that when they are used properly, they do not harm people, pets or the wider environment. COPR is an older law that only applies to some types of biocidal products.

◊ **The Control of Pesticides (Amendment) Regulations 1997** – these clarify the scope of the 1986 Regulations and provide clarification of the rules that apply to adjuvants

◊ **The Official Controls (Plant Health and Genetically Modified Organisms) (England Regulations 2019, Wales Regulations 2020, Official Controls and Miscellaneous Provisions (Scotland) Regulations 2019 and subsequent Phytosanitary Conditions (Amendment) Regulations** (**PCR**)– Since 14 December 2019, all plants (including living parts of plants) have needed to be accompanied by a phytosanitary certificate, issued by that country's National Protection Plant Organisation (NPPO) to enter into the EU, unless they are listed in Annex XI, Part C, of Implementing Regulation (EU) 2019/2072 as exempted from this general requirement (not requiring to be accompanied by a phytosanitary certificate). This is to protect native species and prevent transmittal of pests throughout the EU. Since leaving the EU, it has been brought into UK law and as species and pests are identified as problematic, they are included as specific amendments to the regulations.

◊ **The Official Controls (Plant Protection Products) Regulations 2020** - apply to the whole of Great Britain and supplement existing regulations that govern the sale and use of PPPs. The Northern Ireland Executive has put in place its own legislation implementing and enforcing official controls for PPPs in Northern Ireland. As professional and amenity users you must notify the relevant competent authority (Secretary of State for England, the Scottish Ministers for Scotland and the Welsh Ministers for Wales. It has been agreed that Defra will collect information on behalf of Scottish and Welsh Governments) of their organisation name, activities and location of premises. Inspections by authority can then take place to check that the rules are being administered and upheld.

◊ **The Plant Protection Product (PPP) Regulations 1995 and 2005**– implement various European Community Directives concerning the placing of plant protection products on the market. Plant protection products (PPPs) are now covered by this new approach throughout GB with NI using its own legislation. Pesticides, also known as 'plant protection products' (PPP) are used to control pests, weeds and diseases. Examples include insecticides, fungicides, herbicides, molluscicides, and plant growth regulators. These regulations sets out the approval system for placing plant protection products on the market in England and Wales including enforcement, offences and penalties.

4.1.4 The Codes of Practice for England and Wales are:

The Code of Practice for Using Plant Protection Products is for all professional users of PPPs in England and Wales in respect of Part III of the Food and Environment Protection Act 1985 (FEPA) and the regulations controlling pesticides, particularly PPPs, under that part of the Act; and

◊ **Plant Protection Products (Sustainable Use) Regulations 2012 SI 1657**, Sets out requirements, among others: for supervision or certificate for users in the professional use of PPPs; for distributors to have sufficient staff with certificates; for reasonable precautions in storage, handling and use of PPP

◊ **The Health and Safety at Work etc. Act 1974** – this imposes general obligations as follows:

On employers to ensure so far as is reasonably practicable, the health, safety and welfare at work of their employees
On the self-employed and employees to take reasonable care of their own health and safety and that of others
On suppliers to ensure that substances are safe and without risk to health when properly used and to provide information to their customers

◊ **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) and amendments in 2003 and 2004** – these apply to all hazardous substances in the workplace and affect all businesses. Employers must carry out risk assessments of all the substances hazardous to health within the working environment. Control measures must be introduced to keep personal exposure down to legally required or otherwise acceptable levels. Employers are required to monitor exposure and the effectiveness of equipment used to control exposure. They may also be required to carry out health monitoring of their employees. Employees also have responsibilities under these regulations

◊ **EU Regulation on Persistent Organic Pollutants and The Persistent Organic Pollutants (Amendment) Regulations 2023 (UK S.I. 2023/729) and The Persistent Organic Pollutants (Amendment) (No. 2) Regulations 2023 (UK S.I. 2023/1217) -** POPs stand for Persistent Organic Pollutants. POPs are organic substances that persist in the environment, accumulate in living organisms and pose a risk to our health and the environment. They can be transported by air, water or migratory species across international borders, reaching regions where they have never been produced or used. International risk management is necessary as no region can manage the risks posed by these substances alone. **The POPs Regulation bans or restricts the use of persistent organic pollutants in both chemical products and articles. POPs substances have particularly serious health and environmental properties**

As POPs are poisonous chemical substances that break down slowly and get into food chains as a result. From 1st January 2023 this waste cannot be disposed of in landfill and is required to be incinerated. In the past POPs were used in various products including pesticides and industrial chemicals, and released during chemical and agricultural processes. **The manufacture, sale and use of products containing POPs is now banned**

◊ Notification of Installations Handling Hazardous Substances (Amendment) Regulations 2002 SI 2979 was revoked and transferred on the 6th April 2013 as an amendment to the **Dangerous Substances (Notification and Marking of Sites) NAMOS Regulations 2019.** - amends previous regulations and controls the handling of ammonium nitrate in quantities exceeding certain limits. It is a legal requirement under the NAMOS Regulations to notify the Fire and Rescue Service (FRS) and the enforcing authority for the Health and Safety at Work Act (for example, the Health and Safety Executive/local authority) about any site with a total quantity of 25 tonnes or more of dangerous substances. Within the regulations and this guidance 'relevant ammonium nitrate mixtures' is defined as ammonium nitrate and mixtures containing ammonium nitrate, where the nitrogen content exceeds 15.75% of the mixture by weight

◊ **The Management of Health and Safety at Work Regulations 1999** – these set out many of the requirements on employers to ensure that work can be carried out safely and without undue risks to health. A key requirement is that of risk assessment

◊ **The Water Supply (Water Quality) Regulations 2016 (in England) and 2018 (in Wales) and 2017 (in Northern Ireland) and the Water Industry Act 1991** – these give effect to the EC Directive on the quality of water for human consumption and include the Maximum Admissible Concentration (MAC) for pesticides and related products.

◊ **The Water Act 2003, Water Resources Act 1991 and amendments** – this deals with the control of water quality, water pollution, water abstraction and flood defence. The Environment Agency is responsible for the protection of controlled waters from pollution and for flood defence. The Acts set up the regime to conserve, manage and control pollution, drainage of and flood defence from water resources / sources. Requires licences for abstraction and impoundment of water, and establishes flood defence committees. 2009 amendments extend the use of Water Protection Zones and Works Notices, in particular to deal with harm to aquatic ecosystems caused by the physical characteristics of a water course such as the condition of river banks

◊ **Water Environment (Water Framework Directive) (England and Wales) Regulations 2017** - make provision for the purpose of implementing in river basin districts within England and Wales Community legislation in the field of water-related environment and more generally water management-related issue. Amongst other measures, it seeks to protect the quality of water and to protect habitats and bird sites.

◊ **The Control of Pollution Act (COPA) 1974** and **The Control of Pollution (Amendment) Act 1989** – these Acts deals with waste on land, water pollution, abandoned mines, noise pollution and the prevention of atmospheric pollution.

◊ **The Environmental Protection Act 1990**– allows authorities to enforce regulations in order to prevent pollution from emissions to air, land or water from various processes.

◊ **The Environment Act 1995 and 2021** – establishes the Environment Agency (England and Northern Ireland, Natural Resources (Wales) and Scottish Environmental Protection Agency (SEPA) as the regulatory bodies for contaminated land, control of pollution, to make provision for natural parks and fisheries, conservation or enhancement of the environment, conservation of natural resources and imposing obligations as necessary for these. The 2021 Act allows the UK to enshrine better environmental protection into law. It provides the Government with powers to set new binding targets, including for air quality, water, biodiversity, and waste reduction It aims to improve air and water quality, protect wildlife, increase recycling and reduce plastic waste. The Act is part of a new legal framework for environmental protection.

◊ **The Wildlife and Countryside Act 1981 and subsequent amendments** – this Act specifies the protection of named animal, bird and plant species.

◊ **Heather and grass etc. Burning Regulations 2007 and (England) 2021**– bans burning between sunset and sunrise and requires sufficient numbers of people and equipment to control burns and prevent injury. You must apply for a licence from the Department for Environment, Food and Rural Affairs (Defra) to burn areas that are both:

- on 'deep peat' - peat that is deeper than 40cm
- within a site of special scientific interest (SSSI), and either a special area of conservation (SAC) or a special protected area (SPA)

You'll need this licence whether you plan to burn inside or outside the burning season.

https://www.gov.uk/guidance/heather-and-grass-burning-apply-for-a-licence

◊ **Clean Air Act 1993** – this bans the emission of dark smoke and sets up smoke control zones

◊ **Carriage of dangerous goods and transportable pressure Equipment Regulations 2009** – sets out rules on the types of container and vehicle that may be used for transporting dangerous goods by road, and rules for loading and unloading by regulating the transport of dangerous goods by road. They implement ADR 2017 (with a number of exceptions)

◊ **The Poisons Act 1972** – requires a supplier to: Not supply a regulated substance, above the concentration threshold, to a member of the public unless they hold a valid licence. It was amended via the Deregulation Act 2015 and the Control of Poisons and Explosives Precursors Regulations 2015 were introduced to create a cohesive regime to control sales of explosives precursors and poisons

◊ **The Control of Explosives Precursors and Poisons Regulations 2023** - These Regulations establish a licensing scheme to control the availability, possession and use of regulated and reportable substances. Persons applying for a licence will be subject to background security and mental health checks. It also sets out controls where members of the public request regulated substances over the threshold.

◊ **The Highly Flammable Liquids and Liquefied Gases Regulations 1972** – these lay down requirements on the marking of containers and storage accommodation for highly flammable liquids, including some pesticides.

◊ **Waste Batteries and Accumulators Regulations 2009, as amended 2015** – establishes a legal framework and schemes for separate collection, treating and recycling portable, industrial and vehicle batteries – applies to all types of batteries. It makes it compulsory for a business with a UK presence or oversees but should be registered with companies house and who manufactures or imports batteries on the UK market – including those in products, must collect/take back and recycle batteries and accumulators. This also applies to UK distributors and retailers of portable batteries that sell or supply more than 32 kg of batteries a year. They must provide a take back service. The Act also prevents batteries and accumulators from being incinerated or dumped in landfill sites

◊ **Countryside and Rights of Way Act 2000** - sets out rules on countryside access, rights of way, driving vehicles off road, nature conservation and protecting wildlife and areas of outstanding natural beauty. Enables traffic regulation orders to be made to conserve areas of natural beauty

◊ **Environmental Damage (Prevention and Remediation) Regulations (England) 2015 and amendment 2019 and Environmental Damage (Prevention and Remediation) Regulations (Wales) 2009** – designed for those carrying out activities that may cause imminent threats of ‗environmental damage' or actual ‗environmental damage' to be responsible to take immediate action to prevent damage occurring or remediate damage when it occurs. It allows offences to be acted upon by enforcing authority and notified to the Secretary of State if warranted.

◊ **Natural Environment and Rural Communities Act 2006** - establishes Natural England as the main body responsible for conserving, enhancing and managing England's natural environment. It also covers biodiversity, pesticides harmful to wildlife and the protection of birds

◊ **Environmental Permitting (England and Wales) Regulations 2010 as amended 2016** - provides a consolidated system for environmental permits and exemptions for industrial activities, mobile plant, waste operations, mining waste operations, water discharge activities, groundwater activities and radioactive substances activities. It also sets out the powers, functions and duties of the regulators. The 2016 amendment regulations is aimed to streamline the legislative system for industrial and waste installations into a single permitting structure for those activities which have the potential to cause harm to human health or the environment.

◊ **Control of Pollution (Amendment) Act 1989** - requires carriers of controlled waste to register with the Environment Agency or SEPA and outlines the penalties (including seizure and disposal) for vehicles shown to have been used for illegal waste disposal

◊ **Controlled Waste Regulations (England and Wales) 2012 and amendment 2021** - defines household, industrial and commercial waste as controlled waste for waste management licensing purposes and are subject to the Environmental Protection Act.

◊ **Controlled Waste (Regulation of Carriers and seizure of Vehicles) Regulations 1998 and subsequent amendments** - revoked and replaced under the **Waste (England and Wales) Regulations 2011**. This brings a number of regulations together for the system that must be followed to trace waste from 'cradle to grave', to ensure that it is only moved by authorised persons (i.e. hold a current waste carriers license) and that it ends up in an authorised place that is subject to monitoring by a representative of the Environment Agency (i.e. has a waste management permit – IPPC or IPPPC or waste management license). When waste is disposed of it may pass through the hands of several people, including: the waste producer, waste carrier, waste disposer and also possibly an agent. Waste is categorised and links with other hazard information relating to COSHH, labelling and transport. It requires businesses to confirm that they have applied the waste management hierarchy in order of priority Prevention, Preparing for re-use, Recycling, Recovery, e.g. energy recovery, Disposal. When transferring waste, there must be a waste transfer note or consignment note that shows who was the producer, who collected it and where it has been taken to with all licenses and permits / exception s through the duty of care chain identified.

◊ **Hazardous Waste (England and Wales) Regulations 2005 and the Hazardous Waste (Wales) Regulations and subsequent amendments** - details requirements for controlling and tracking the movement of hazardous waste and bans mixing different types of hazardous waste.

◊ **Waste Electrical and Electronic Equipment (WEEE) Regulations and subsequent amendments** - aims to reduce the amount of WEEE sent to landfill and for incineration. Requires producers of electrical and electronic equipment to register and cover the costs of collecting, treating, recovering and disposing of equipment when it reaches the end of its life. Distributors must offer free take back on WEEE. All WEEE must have the symbol of a crossed out wheeled bin as it cannot be mixed with other waste.

◊ **Waste Management (England and Wales) Regulations 2006** – known as the Agricultural Waste Regulations they cover the agriculture and horticulture sector in that agricultural and horticultural wastes are now classified as 'controlled wastes', so the disposal of farm waste by burning or burying is now prohibited unless the activity is licensed/permitted or exempt from licensing

◊ **The Regulatory Reform (Fire Safety) Order 2005** – this requires the business to nominate a "responsible person" who must ensure that a suitable and sufficient risk assessment is carried out regarding fire safety and that the findings of such an assessment are acted upon. If it is a workplace it designates the employer the Responsible Person (RP). If any other person has control to some extent then they could have duties under the Order. Those persons, or a person acting on their behalf, are required to carry out certain fire safety duties which include ensuring the general fire precautions are satisfactory and conducting a fire risk assessment. If more than five persons are employed it has to be a written fire risk assessment.

◊ **Conservation of Species and Habitats Regulations 2010 and subsequent amendements** – regulations concerning the conservation and protection of natural habitats, flora and fauna. The 2010 regulations provide for the designation and protection of 'European sites', the protection of 'European protected species', and the adaptation of planning and other controls for the protection of European Sites. 2017 amendments transferred functions from the European Commission to UK authority.

◊ **Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001 and subsequent amendments** - establishes maximum noise levels for equipment used outdoors, mainly in construction and land maintenance.

◊ **The Road Vehicles and Non-Road Mobile Machinery (Type-Approval) (Amendment and Transitional Provisions) (EU Exit) Regulations 2022** - A **permanent GB type-approval scheme*** for road vehicles and their trailers and parts is introduced, replacing the EU type-approval scheme. The Provisional GB scheme** for agricultural and forestry vehicles, motorcycles and machinery will **continue until 31st December 2027**.

4.1.5 Legislation specific to Scotland

In addition to legislation specific to the United Kingdom, there are a number of variations and differing regulations applicable to Scotland, Wales and Northern Ireland. They are as follows:

◊ **Plant Protection Products (Scotland) Regulations 2005 and subsequent amendments -** sets out the approval system for placing plant protection products on the market in Scotland including enforcement, offences and penalties

◊ **Possession of Pesticides (Scotland) Order 2005** - lists types of illegal pesticide ingredients under Wildlife law in Scotland

◊ **Waste Batteries (Scotland) Regulations 2009** - Establishes a legal framework and schemes for collecting, treating and recycling portable, industrial and vehicle batteries. Applies to all types of batteries except when used for military and space equipment.

◊ **Waste Scotland Regulations 2012** – gave specific provisions for recyclables to be separated for recycling and banned from being incinerated

◊ **Conservation (Natural Habitats, etc.) Amendment (Scotland) Regulations 2004 and subsequent amendments** - amends regulations to bring the provisions for protection of European 'Natura 2000' sites into line with the protection regime set out in the Nature Conservation (Scotland) Act 2004. Gives further protection to European protected species. The 2010 regulations provide for the designation and protection of 'European sites', the protection of 'European protected species', and the adaptation of planning and other controls for the protection of European Sites

◊ **Environmental Liability (Scotland) Regulations 2009** - brings into force rules to force polluters to prevent and repair damage to water systems, land quality, species and their habitats and protected sites. The polluter does not have to be prosecuted first. These regulations require operators to take preventative measures where there is an imminent threat of environmental damage, and to remediate any environmental damage caused by their activities. There are three categories – land damage, water damage and habitats and species damage.

◊ **Natural Heritage (Scotland) Act 1991** - establishes Scottish Natural Heritage (SNH) as the main body responsible for securing and promoting the conservation of Scotland's natural scenery, flora and fauna

◊ **Nature Conservation (Scotland) Act 2004** - deals with the conserving biodiversity and protecting and enhancing Scotland's natural features. Also amends rules on protecting certain birds, animals and plants in respect of Scotland.

◊ **Designation of Nitrate Vulnerable Zones (NVZ) (Scotland) Regulations 2015**– there are 4 NVZ in Scotland due to potential of risk from nitrate pollution. It imposes rules relating to storage, risk assessment plan production and keeping accurate records.

◊ **Special Waste Regulations 1996 and subsequent amendments** - provides a definition of 'special waste' in Scotland, to cover all hazardous waste, and regulates waste carriers by requiring them to complete and keep consignment notes

◊ **Controlled Waste (Regulation of Carriers and seizure of Vehicles) Regulations 1991 -** Introduced a registration system for carriers of controlled waste. Upper tier to transport customers waste, lower tier if only your own waste is transported

◊ **Waste Management Licensing (Scotland) Regulations 2011 and amendment 2016** - adds new exemptions, removes need for licence holders to have a certificate of technical competence and requires businesses carrying their own waste to register as waste carriers. 2016 removes waste tyres from list of materials for recovery and reuse and stored under a waste exemption.

◊ **Water Environment (Controlled Activities) (Scotland) Amendment Regulations 2011 and 2019 Amendment** - These regulations amend the rules governing a number of activities that affect the water environment, including works close to or in watercourses, certain agricultural activities and the storage and use of pesticides

◊ **Water (Prevention of Pollution) (Code of Practice) (Scotland) Order 2005** - provides practical guidance for agricultural activities that may cause water pollution, and promotes desirable practices for avoiding or minimising water pollution

- **Water Environment and Water Services (Scotland) Act 2003** - sets out the duties and powers of public authorities to protect the water environment and to regulate potential polluting activities, and sets up river basin management districts

- **The Forestry and Land Management (Scotland) Act 2018** – The main impact of the Act relates to the control over the felling of trees, Felling Licences and how they interact with Tree Preservation Orders. A Felling Licence from the Forestry Commission is required to fell growing trees with exceptions (found at the following) https://thecompliancepeople.co.uk/updates/legal/the-environment-act-2021-commencement-no-5-and-transitional-provisions-regulations-2022/

4.1.6 Legislation specific to Northern Ireland

- ◊ **Environment (Northern Ireland) Order 2002** - is the primary piece of environmental legislation in Northern Ireland. The order sets out a range of requirements for the protection and management of the environment, including the prevention and control of pollution, the conservation of natural habitats and biodiversity, and the regulation of waste management. The order applies to a wide range of activities, including industrial and commercial activities, waste management, agriculture, and construction. It places a range of obligations on individuals and organisations to ensure that their activities do not cause harm to the environment, including obtaining permits, complying with environmental standards, and reporting incidents of pollution

- ◊ **The Environment Act 2021** creates a new framework of environmental governance for Northern Ireland covering areas of government oversight, environmental improvement, waste, water, and begins to address the global footprint from imports of forest risk commodities

- ◊ **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (Northern Ireland) 2010** - provide a legal framework for the safe transport of dangerous goods by road, rail, inland waterway, and sea in Northern Ireland. The regulations apply to anyone involved in the transport of dangerous goods, including consignors, carriers, and drivers. The regulations require the classification, packaging, labelling, and documentation of dangerous goods in accordance with international standards. They also set out specific requirements for the construction, maintenance, and inspection of transportable pressure equipment, such as gas cylinders and tanks.

- ◊ **Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 and subsequent amendments** - requires employers to assess risks, prevent or control exposure to hazardous substances, and monitor employees' exposure

- ◊ **Conservation (Natural Habitats, etc**.) **Regulations (Northern Ireland) 1995 and subsequent amendments** - to make it illegal to trade in protected species of animals and wild plants from any EU country. Amends the definition of 'wild birds' to include all EU wild birds.

- ◊ **Invasive Alien Species (Enforcement and Permitting) Order (Northern Ireland) 2019** - Imposes strict restrictions on a list of species known as ‘species of Union concern’. Species whose potential adverse impacts across the EU are such that concerted action across Europe is required. Restrictions mean that (subject to certain defences or exemptions) species of Union concern cannot be imported into the EU, kept, bred, transported, placed on the market, used or exchanged, allowed to reproduce, grown or cultivated, or released into the environment.

- ◊ **Environment Liability (Prevention and Remediation) Regulations (Northern Ireland) 2009 and subsequent amendments** - Brings into force rules to force polluters to prevent and repair damage to water systems, land quality, species and their habitats and protected sites. The polluter does not have to be prosecuted first

- ◊ **Nature Conservation and Amenity Lands (Northern Ireland) Order 1985 and subsequent amendments** - establishes the Council for Nature Conservation and the Countryside and sets out the DoE's rights and duties to protect and enhance sites of natural beauty or special scientific interest in Northern Ireland

- ◊ **Wildlife (Northern Ireland) Order 1985** - makes it an offence to interfere with certain species of wild animals and plants, with certain exceptions, which require a licence. Specifies open and closed periods for hunting of limited species, with special protection for deer. Also to plant or otherwise cause to grow in the wild any species of plant listed on Schedule 9 Part II.

- ◊ **Biocidal Products (Northern Ireland) Regulations 2001 and subsequent amendments** - sets out rules for placing biocidal products or new substances used in such products on the market. New conditions for applications for product authorisation have been introduced in the amendments since Brexit to comply with both EU and UK requirements.

- ◊ **Control of Pesticides (Amendment) Regulations (Northern Ireland) 1997** - amends 1987/414 to clarify the scope, exclusions from the approval process and extend access to information about approvals

- ◊ **Plant Protection Products (Basic Conditions) Regulations (Northern Ireland) 1997 and subsequent amendments** and the **Plant Protection Products (Amendment) Regulations (Northern Ireland) 2012**, **Official Controls (Plant Protection Products) Regulations (Northern Ireland) 2020** - specifies controls on marketing, advertising, storing and using plant protection products in Northern Ireland. Also registration for placing products on the market or using them. It sets out requirements, among others: for supervision or certificate for users in the professional use of PPPs; for distributors to have sufficient staff with certificates; for reasonable precautions in storage, handling and use of PPP

- ◊ Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002 and subsequent amendments are revoked and replaced by the **Controlled Waste and Duty of Care Regulations (Northern Ireland) 2013 and Amendment 2014 -** creates a duty of care for controlled waste that requires all producers, carriers and managers of waste to keep records and use waste transfer notes which capture European Waste Catalogue codes on them. They clarify the classification of wastes as 'household', 'commercial', or 'industrial'; which of these wastes incur a charge for collection and disposal. They also introduce more stringent controls under the waste Duty of Care system. The 2014 amend the former in that they provide clarification in relation to the classification of a number of items contained in the tables to the schedule, including the sources of household, industrial and commercial waste and the nature of waste and activities producing waste.

- ◊ **Controlled Waste (Regulation of Carriers and seizure of Vehicles) (Northern Ireland) Regulations 1999 -** Introduced a registration system for carriers of controlled waste. Upper tier to transport customers waste, lower tier if only your own waste is transported

- ◊ **Hazardous Waste regulations (Northern Ireland) 2005 and subsequent amendments** - details the regime for controlling and tracking the movement of hazardous waste.

- ◊ **Groundwater Regulations (Northern Ireland) 2009 and subsequent amendments** - implement for Northern Ireland Community legislation on pollution of groundwater. They provide rules for the granting by the Department of the Environment of a permit under these Regulations or a consent under section under Article 7A of the Water (Northern Ireland) Order 1999 and ensure the review of all authorizations for compliance with the conditions of authorization. Covers enforcement, codes of practice and penalties

- ◊ **Water Environment (Water Framework Directive - WFD) Regulations (Northern Ireland) 2003** - sets out requirements for managing, protecting and improving the quality of water resources, particularly river basins in Northern Ireland.

4.1.7 Best practice guidelines

- ◊ Code of Practice for the Safe Use of Plant Protection Products*
- ◊ Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry*
- ◊ Local Environmental Risk Assessments for Pesticides, A Practical Guide
- ◊ Guidelines for the Use of Herbicides on Weeds in or Near Watercourses and Lakes
- ◊ General COSHH Approved Code of Practice
- ◊ Safe Use of Work Equipment Approved Code of Practice and Guidance
- ◊ Personal Protective Equipment at Work Guidance on Regulations
- ◊ The UK Pesticide Guide

Items marked * will be available in electronic form from the CWC online library. Other items are available from DEFRA, HSE Books or BCPC.

EMPLOYEE DECLARATION

5 EMPLOYEES DECLARATION

Complete Weed Control
Unit 16,
Hurworth Road,
Newton Aycliffe,
County Durham
DL5 6UD

Franchisee Company Title
Address

Health and Safety Policy

I, the undersigned, confirm that this Health and Safety Policy has been brought to my attention, and that my Employer has explained what my duties are under this Health and Safety Policy. I understand that it is my duty under the Health and Safety at Work Act 1974 to comply with all rules and regulations laid down within the policy.

PRINT NAME	SIGNATURE	DATE

COMPLETE WEED CONTROL

COMPLETE GRITTING SERVICES

POLICY AMENDMENTS