

Keep Clean, Go Green...



Policies & Procedures

Health & Safety Policy & Organisation and arrangements.

Date of issue: September 2010

Keep Clean, Go Green...



Policy Statement & Objectives.

COMPANY SAFETY POLICY

Policy Statement and Objectives

Policy Statement

Lodge Environmental Solutions Ltd recognises its responsibilities under the Health and Safety at Work etc Act, for ensuring so far as it is reasonably practicable, the health, safety and welfare of its employees and other persons. To this end, the company shall conduct its activities and carry out work in accordance with the statutory provisions and take all reasonably practicable measures to avoid risk to its employees, other persons and the environment who may be affected by the company's activities.

The company attaches the greatest importance to health and safety considering this to be a management responsibility ranking equally with other management functions within the organisation.

It is the policy of this company to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions that safeguard employees, other persons and the environment. To this end, the company will allocate the necessary resources and enlist the active support of all employees, upon who duties are also imposed by the Health and Safety at Work etc Act 1974.

The company regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

Policy review

This policy and the organisation, arrangements and safety rules that form part of it will be reviewed regularly and modified and updated as necessary, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed every year.

Policy Statement and Objectives Cont...

Lodge Environmental Solutions Ltd			
Ref No: S.POL	Issue No: 01	Date of Issue: 1 st September 2010	Page: No: 3 of 25

Objectives

The objectives of the above policy are:

1. To promote standards of health, safety and welfare within the company and to ensure compliance with all relevant statutory provisions.
2. To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activity.
3. To ensure that the companies activities do not adversely effect the environment
4. To ensure that staff at all levels are provided with adequate instruction, training and supervision.
5. To develop safety awareness and responsible attitudes at all levels.
6. To promote a joint consultation approach on health and safety matters.
7. To provide a framework within which our safety performance may be monitored and targets for improvement can be identified.

Signed:

MANAGING DIRECTOR

Date: 1st September 2010

LODGE ENVIRONMENTAL SOLUTIONS LTD

ORGANISATION AND ARRANGEMENTS

Date of Issue: 1st September 2010

Lodge Environmental Solutions Ltd			
Ref No: S.POL	Issue No: 01	Date of Issue: 1st September 2010	Page: No: 5 of 25

SAFETY ORGANISATION AND ARRANGEMENTS

1. Organisation.

Lodge Environmental Solutions Ltd provides a variety of cleaning services to clients at the clients premises. The organisation of the company is managed by the Managing Director.

Currently there are seventy persons employed by Lodge Environmental Solutions Ltd. Suitable arrangements will be put in place to ensure that suitable instruction, supervision and training is given to the employees.

2. **Responsibilities**

1. **The Managing Director**

The Managing Director of Lodge Environmental Solutions Ltd is responsible for:

- Setting objectives for the business and the implementation and monitoring of a Health and Safety Policy and its application across the Company.

This will be achieved by:

- Ensuring that this Statement on the Company's Organisation and Arrangements for Implementation of its Health and Safety Policy is published and reviewed annually.

The Managing Director is responsible for the implementation of the Health and Safety Policy. In particular, ensuring that the Company's stated Health and Safety Policy is implemented within all areas of the company by the formulation of specific Health and Safety Policy documents for the separate sections of the company and specific sites as appropriate.

The Managing Director will:

1. Establish a programme of work for Health and Safety improvement, setting objectives and monitoring its effectiveness and achievements within Lodge Environmental Solutions Ltd.
2. Publish details of the arrangements and organisation that are in force for the implementation of the Health and Safety Policy and the attainment of objectives.
3. Ensure that all employees understand their responsibilities under the current Health and Safety at Work legislation.
4. Ensure that those employees, to whom special responsibilities have been delegated, are trained and competent and fully understand their obligations and duties under the legislation, Statutes, Regulations and Codes of Practice.
5. Monitor the operations to ensure that those responsibilities, duties and obligations are met.

6. Provide a mechanism that will ensure all reports which show any weakness in a written Safe Working Practice or Procedure in operation, are properly prepared and that, the action necessary to eliminate the problem, is taken and recorded. Make provision for the collective monitoring of progress in the operation of a safe working environment by the use of these records.
7. Establish and maintain effective job training programmes for employees.
8. Ensure that Health and Safety controls are introduced at the design stage, applied to the installation and operation of new plant and equipment. These parameters will also apply to any new substances introduced into activities.
9. Ensure that the proper consultation arrangements are provided for the workforce on Health and Safety matters. This process will include;-
 - The contents of this policy
 - Any rules specific to a site or job,
 - Changes in legislation or working best practice,
 - The planning of Health and Safety Training
 - The introduction or alteration of new work equipment or technology.
10. Prepare emergency plans and ensure fire prevention and fire-fighting arrangements are satisfactory.
11. Ensure that a robust accident reporting system is in place to record and investigate accidents and incidents. Provide the mechanism for establishing and identifying the cause of any serious accident/incident that occurs and make positive recommendations to prevent a recurrence of the said accident/incident.
12. Provide suitable first aid facilities and ensure that trained personnel are provided.

13. **Keep himself aware and informed of the progress in the implementation** of the Company's Health and Safety Policy and the attainment of its objectives on a monthly basis. It will become an integral part of reporting systems.

14. Ensure that suitable and sufficient welfare facilities are provided.

Site Managers /Supervisors and Senior Site Personnel

Site Managers, Supervisors or Senior Site Personnel are responsible to the Managing Director for the control, implementation and maintenance of the Company's Health and Safety Policy within their spheres of influence.

They will achieve this by:

1. Positive management of Health, Safety, Environment and Fire Prevention.

The promotion of Health, Safety, Environment and Fire Prevention by the adoption of a positive management approach. Ensuring that all the hazards are identified, the risks evaluated and appropriate steps are taken to ensure that suitable safeguards are provided where risks cannot be eliminated.

2. Procedures

A Safe working Environment will be established by the provision of approved formal Safe Working Procedures for operations within their sphere of influence.

Take the necessary action required to establish the correct standards to meet the requirements of the Health and Safety at Work legislation and the Company Policy that is appropriate for their sphere of influence.

Establishing and maintaining training programmes for all levels of personnel to ensure that Health and Safety Standards are maintained.

3. Review and Monitor

To provide a review and amendment mechanism that will:

- Review Risk Assessments and Monitor Safe Working Procedures and their application.
- Allow any adjustment to be made that will improve Health and Safety performance within the areas under their control.
- Maintain the standards set out by Lodge Environmental Solutions Ltd Safety Policy.

4. Accidents and Serious Incidents

Ensure that all accidents and incidents are reported and an investigation is carried out into the cause and related actions as set out in the Company Policy, irrespective of the occurrence of personal injury. Management and supervisory personnel as appropriate to the proper requirements of the investigation will be involved and any recommendations arising out of an accident or incident will be followed up and implemented as necessary.

5. Consultation

Establishing the mechanism within the Company Policy for effective joint consultation for the purpose of dissemination of practical guidance and advice on Health and Safety at work based on known risks.

Including:-

- The contents of this policy
- Any rules specific to a site or job,
- Changes in legislation or working best practice,
- The planning of Health and Safety Training
- The introduction or alteration of new work equipment or technology.

This will be achieved via regular safety meetings, toolbox talks, e-mails and memos posted on the company notice board

6. Suppliers

Where appropriate, obtain information from suppliers on hazards associated with the use of substances/articles and make that information readily available to those concerned with its use.

7. Customers

Where appropriate make available to customers, information that will enable them to take the necessary precautions to prevent risk to their employees, customers or members of the public.

8. Records

Maintain records on the occurrence of accidents, incidents and health within their spheres of influence.

Record all actions taken to identify and eliminate hazards.

Supervisors

All supervisors are responsible for:

- Organising their day to day work in compliance with this health and Safety Policy.
- Ensuring that all employees have received the company and site specific induction training before commencing work.
- Ensuring all employees are properly trained and instructed in Safe working Methods and Procedures, including the use of the appropriate Personal Protective Equipment.
- Ensuring safe working procedures are adhered to and safe working conditions are maintained.
- Carrying out preliminary investigations of all accidents and incidents, taking all necessary steps within their areas of competence to prevent a recurrence.

All Employees

All employees of the Company are responsible under the legislation (see Duty of every employee) for their active co-operation in the application of this Health and Safety Policy.

They must not put themselves or others at risk through their acts or omissions.

They must follow safe working procedures at all times and, ensure as far as possible that others do so.

They must inform their Supervisor or Manager of any hazard or risk to health or safety that comes to their notice.

Protective clothing must be worn in accordance with Site Rules, Method Statements and Safe Working Procedures.

Equipment provided in the interest of Health and Safety must not be interfered with.

All accidents, injuries and near misses must be reported to supervisory management.

Contractors and Sub-Contractors

All contractors and sub-contractors have the responsibility to provide Safe Systems of Work for their employees whilst on site. These Safe Systems of Work shall be equivalent to the standards set for Safe Systems of Work within Lodge Environmental Solutions Ltd.

HEALTH AND SAFETY ADVICE

The management and supervisory team will receive sufficient training and will attain a level of competence in Health and Safety to enable them to manage the business safely.

However, where specialist advice is required this will be obtained from a specialist safety consultant.

Arrangements for Implementation

Introduction

Within the Company and on clients sites there are many hazards that are associated with the work activity and the working environment. These may include working close to moving machinery and /or operational equipment that involves the use of gases, flammable liquids, generated risks arising from the dangers of moving plant and equipment. There may be also mechanical hazards involved in crane and lifting operations and the dangers arising from working within vessels and other confined spaces, which may be exacerbated through working at height or in excavations.

It is essential that all necessary precautions and actions be taken to eliminate the dangers of the various processes wherever it can be reasonable and practicable to do so. Where this is not possible great care must be taken to provide safe working arrangements and personal protection at the proper level.

The following indicates the steps that need to be taken to implement the Health and Safety Policy:

Safe Working Procedures, Safety Method Statements and Safety Rules

Health and Safety legislation requires the employer to provide a safe working environment and safe systems of work and the employee to make a positive contribution towards the implementation of policies designed to meet these requirements.

Safe Working Procedures and Practices have been developed to safeguard employees other persons and the environment and prevent damage to plant and equipment. These Procedures and Practices have been developed from an analysis of the hazards by risk assessment and cover all aspects of work activities, plant, access, maintenance and its operation. They will continue to be developed and updated to provide an improving working environment.

These Safe Working Procedures and Practices are to be contained within written Safe Working Procedures, which will apply throughout the Company and in Method Statements which may be specific to a site or job.

Where employees are working under the supervision of a client and the client provides the Risk Assessment and Safe System of Work these safe systems must be complied with.

It must be remembered that a failure to comply with Safe Working Practices and Procedures can result in internal disciplinary action or, dependent upon the view of the Health and Safety Executive, action at law against the offending person(s).

Training

Lodge Environmental Services policy is to ensure that all employees receive adequate and sufficient training to ensure that they are competent to undertake their work activities safely and efficiently.

All employees are to be given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

Induction training for new employees (Health and safety awareness, company procedures etc).

Induction training specific to the site on which the employee will be working.

The introduction or modification of new/existing machinery or technology.

A change in employee position/work activity or responsibility.

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

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

To accomplish this requirement a competence and training matrix will be developed to identify training requirements and competence standards for all levels of employees.

This matrix will include:-

- Company induction
- Site specific induction
- Task specific
- Manual Handling
- COSHH
- PPE requirements
- Fire Prevention

- Action to be taken in the event of an emergency
 - Action to be taken when discovering a fire or when hearing a fire alarm.
 - Use of work equipment
 - General and specific safety training (CCNSG Safety Passport /CSCS or equivalent where required)
 - Competence standards and training requirements for Supervisors.
 - Frequency of refresher training where needed.
- The above is not an exhaustive list and the matrix will be subject to review and amended as appropriate.

Foreign Workers

Lodge Environmental Services policy is to ensure that all employees, whether directly or indirectly employed receive adequate and sufficient Information, Instruction, Supervision and Training to ensure that they are able to undertake their work activities safely and efficiently.

To accomplish this requirement any new workers whose first language is not English will be evaluated prior to commencing work to determine their understanding of verbal and written instruction and information.

Where it is identified that the worker has difficulty in understanding either verbal or written instruction or information, suitable measures will be put in place to ensure full understanding of communications can be achieved.

The following options should be considered

Buddy system

English speaking compatriots to act as interpreters to pass on information and act as a minder to the non English speaker. Tests may be required to check comprehension.

Where groups of non-English speakers are employed an English speaker must be included in the group to a maximum of four non- English speakers to one English speaker.

-Guidance

Information can be translated into the operatives mother tongue and be included in a pocket book format.

Pictograms and drawings may be used.

Videos where available can be used to re-enforce the message (e.g. NAPO).

Lists of commonly used words and meanings can be provided.

-Supervision.

An evaluation of the level of supervision required for the non-English speakers will be undertaken to determine if bi-lingual supervisors are required and if additional training is needed.

The above is not an exhaustive list and other measures may be used if appropriate.

Emergencies

It is the company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

Do not try to tackle the fire yourself (unless trained to do so)
Activate the nearest fire alarm to raise the alarm
Leave the building by the nearest fire exit and proceed to the muster point
Do not re-enter the building for any purpose until the all clear has been given

ACTION UPON HEARING THE FIRE ALARM

Stop working and calmly leave the building by the nearest fire exit
Go directly to the muster point and await instructions
Do not leave the muster point until the all clear is given
Do not re-enter the building for any purpose until the all clear is given

Staff Welfare

Lodge Environmental Services are committed to ensuring that all employees are provided with adequate and sufficient welfare facilities.

The company will undertake to provide facilities which are to a standard at least as good, or better than that required by regulations.

This will require an assessment of the facilities needed at each location the companies workers are employed.

As a minimum the following requirements will be adhered to:

Toilet/washing facilities accessible on site.

Eating/rest facilities accessible on site.

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management.

Where these facilities are not provided by the Client or Principal Contractor, the company will provide suitable welfare facilities; this can be accomplished by the provision of portable units obtained from a competent supplier. Supervisors will ensure that the facilities are maintained in good order and regularly cleaned and serviced.

Work Equipment

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

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

No employees will use work equipment for which they have not received specific training.

No employees will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies.

The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.

Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

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

Personal Protective Equipment

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

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

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

Any defects or malfunction of PPE must be reported to the supervisor.

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

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

Head Office – the first aid box is located at the main office.

The Qualified First Aider/Appointed Person: S.Welburn.

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

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.).

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

Any work related injury that leads to an employee being absent from work for more than 3 working days;

Fracture other than to fingers, thumbs or toes;

Amputation

Dislocation of the shoulder, hip, knee or spine;

Guidance Note GN 13 (V3) March 2010

Loss of sight (temporary or permanent)

Chemicals or hot metal burn to the eye or any penetrating injury to the eye

Injury results from an electric shock or electrical burn leading to

Any other injury: leading to hypothermia, heat-induced illness or

unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

All accidents/incidents will be investigated by senior management and/or Health and Safety Co-ordinator/Representative with the following objectives;

To determine the cause(s) with a view to preventing recurrence

To gather information for use in any criminal or civil proceedings

To confirm or refute a claim for industrial injury benefit

To prepare notification to be made to the Health and Safety Executive.

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

WHAT caused the accident?

WHO was involved?

WHEN did it occur?

WHY did it occur?

HOW could it have been prevented?

HOW can a recurrence be prevented?

The Control of Substances Hazardous to Health (COSHH)

This legislation controls the use, handling and storage of articles and substances that may be harmful when used in the Company's activities. These are to be identified, correlated, assessed and records updated on a continuing basis and, where necessary, the correct remedial measures will be incorporated into the Safe Systems of work.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

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

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

Manual Handling

Manual handling activities are included in the majority of the activities undertaken by Lodge employees and if not carried out correctly present risk of injury.

Where tasks include manual handling, risk assessments will be undertaken and procedures created to determine suitable control measures for the management of risk and to identify the action required to prevent injury.

The company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

Reducing weights

Reducing the frequency of manual handling

The use of additional manpower

Through the provision of suitable equipment to assist in the operation

These actions will be recorded and included in the safe system of work for the task and issued to the workforce.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique, etc.

Co-operation and Co-ordination

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

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

Risk Assessments

The Health and Safety Co-ordinator will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard such as work in confined spaces, they will take further advice from the H&S Co-ordinator if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

Environment Protection Act 1990

The Company will maintain the required environmental conditions both within and external to the Company's premises.

The Management of Health and Safety at Work Regulations
Provisions and Use of work Equipment Regulations
Personal Protective Equipment at Work Regulations
Workplace (Health, Safety and welfare) Regulations
Manual Handling Operations Regulations
Construction (Design and Management) Regulations
Lifting Operations and Lifting Equipment Regulations

The above is not an exhaustive list of regulations.

The requirements set out in these and other relevant regulations which are applicable to activities in which the company is involved and at the locations they are undertaken, shall, where appropriate, be incorporated into the Safe Working Systems.

Where specific requirements such as Risk Assessment are needed, these will be carried out and recorded. The information collected shall be made available as required under the Regulations.

GENERAL HEALTH & SAFETY DIRECTIVES

INTRODUCTION

Establishment of Company Safety Standards

To enable the Company to attain the highest possible standards in the field of health and safety there will be a need to upgrade the Company's Safety Systems. General Safety Directives will form an integral part of the Company's Safety Policy and must be regarded as minimum acceptable standards. These Directives cannot be exhaustive but will compliment and in no way interfere with the need for the Company to implement safety programmes specific to particular risks and hazards related to the activities under the Company's direct control.

Objectives

This instruction is issued to establish that the Company's General Safety Directives will be published as and when necessary to extend the arrangement section of the Company's Health and Safety Policy. These directives will be designed to ensure that the Safety Policy leads the active implementation of safe working practices and procedures. This document provides the basis to issue successive general safety directives or policy statements. All documents so issued will be an addendum to the stated Safety Policy providing positive guidelines for practical application at operational levels.

These general safety directives will be signed by the Director.

LODGE ENVIRONMENTAL SOLUTIONS LTD

GENERAL SAFETY RULES

(DO'S AND DON'TS)

General Safety Rules – (Do's and Don'ts)

Do:

- Use guards, safety equipment and personal protective equipment provided.
- Report loss of or damage to guards, safety equipment and personal protective equipment so that the defect can be remedied.
- Observe the instructions on the warning notices displayed around the premises.
- Have minor cuts attended to by a first aider.
- Report accidents, breakdowns, defects and “near misses” to your supervisor.
- Switch off machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Keep to gangways and paths.
- Stop and isolate machines (both electrically and where appropriate pneumatically/hydraulically) before undertaking setting adjustment and maintenance.
- Wash your hands before and after going to the toilet particularly if you work with chemicals, oils, oily components, etc.
- Ensure that supervisors are notified about visitors and that visitors are provided with protective equipment where appropriate.
- Keep areas around machines, gangways, steps and stairs, etc clear and unobstructed.
- Familiarise yourself with the positions of the Fire Exits, Fire Extinguishers and Fire Alarms.

General Safety Rules – (Do's and Don'ts)

- Make sure you understand emergency procedures and location of assembly points.
- Make sure you are familiar with alarm procedures from adjacent companies/sites which may affect you whilst working at Lodge Environmental Solutions Ltd Sites
- Keep Fire Exits clear.

Do Not:

- Wear loose clothing and/or jewellery when operating machines.
- Attempt to carry out work to operate machines and equipment you are not competent with and authorised to use.
- Take short cuts and chances.
- Run in the work place.
- Become involved in horseplay.
- Wear unsuitable footwear such as plimsolls and open-toed sandals.
- Clutter up gangways, paths or stairs.
- Misuse equipment or use makeshift equipment.
- Overload lifting appliances, cranes, loose lifting tackle; forklift trucks, pallet trucks, etc.
- Smoke in the prohibited places.
- Use any tools, plant or machinery which you have identified to be at fault.
- Misuse or damage any emergency systems in place, for the safety of yourself and others i.e., Fire warning Systems.

Head Office: **Tel: 01757 617301**
Holray Park **Email: clean@lodgeenvironmental.co.uk**
Carlton **Web: www.lodgeenvironmental.co.uk**
Goole
East Yorkshire

