

# **Health and Safety policy of Hazardous Waste Recycling (HWR) Limited**

## **General statements of intent**

1. The business intends to provide and maintain safe premises and healthy working environments.
2. It intends to assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
3. It intends to identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
4. It intends to provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
5. It intends to involve and consult with worker representatives on Health and Safety issues.
6. It intends to investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
7. It intends to have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
8. It intends to make sure information on Health and Safety issues is shared across the business.
9. It intends to set targets for continuous improvement in Health and Safety performance, make sure resources are available to help it deliver those targets, and review its Health and Safety policies and procedures at least once a year.

## **General information**

1. The business employs less than five (5) employees. Its main place of business is: B71 1LN.
2. The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at each of its places of business.

## **Organisation of Health and Safety responsibilities within Hazardous Waste Recycling (HWR) Limited**

Everyone within Hazardous Waste Recycling (HWR) Limited has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

1. The senior management through Adrian Saunders will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.
  - 1.1. Adrian Saunders is to ensure that the business is given current information regarding Health and Safety legislation and is to identify the business's responsibilities, also to initiate and advise on amendments to the Health and Safety policy, Codes of Practice and any safety instructions.
  - 1.2. Adrian Saunders shall disseminate information on health, safety and welfare within the organisation as appropriate.
  - 1.3. Adrian Saunders shall be the custodian of the business's Health and Safety records.
  - 1.4. Adrian Saunders shall co-ordinate the business's Health and Safety audits and inspections/risk assessments, and supervise the general administration arising from Health and Safety matters.

- 1.5. Adrian Saunders shall arrange that workers' safety representatives be appointed (where appropriate), trained and perform their duties satisfactorily.
- 1.6. Adrian Saunders shall ensure that records are kept of the business's activities in respect of:
  - 1.6.1. Training given to all workers (including safety representatives);
  - 1.6.2. Copies of all inspection/audit and risk assessment reports; and
  - 1.6.3. Accident/incident reports and statistics.
- 1.7. Adrian Saunders shall compile an annual report on the state of Health and Safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of Health and Safety, recommendations on procedures that need to be introduced to comply with current and forthcoming Health and Safety legislation, and accident statistics for the business.
- 1.8. Adrian Saunders will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that where required, the accidents/incidents are reported to the appropriate enforcing authority.
- 1.9. Adrian Saunders will arrange Health and Safety training courses for all workers (where appropriate) including induction training.
- 1.10. Adrian Saunders will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
- 1.11. Adrian Saunders will arrange for the testing and inspection, by a competent contractor, of fire alarms, fire fighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.
- 1.12. Adrian Saunders will monitor the safety performance of the business as a whole by monitoring the accident books, use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, reports from enforcement authorities, reports from safety representatives and Health and Safety advisors.
- 1.13. Adrian Saunders will monitor the appointment of contractors to perform work for the business and will ensure by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Adrian Saunders will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
- 1.14. Adrian Saunders will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
- 1.15. Adrian Saunders will arrange for occupational health medical examinations to be undertaken where necessary.

2. All workers have the following responsibilities:

- 2.1. To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;
- 2.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents; and
- 2.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
  - 2.3.1. To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
  - 2.3.2. To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;
  - 2.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
  - 2.3.4. To work in a safe manner and not take unnecessary risks that could endanger themselves or others;

- 2.3.5. Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
- 2.3.6. To follow laid down procedures and report to their line manager:
  - 2.3.6.1. Any injury to themselves or others caused by work activities;
  - 2.3.6.2. Any hazards that they find;
  - 2.3.6.3. Any damage or defect to equipment, machinery, etc;
- 2.3.7. To suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager;
- 2.3.8. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
- 2.3.9. Not to use equipment etc. for which it was not intended, or for which they have not been trained;
- 2.3.10. Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
- 2.3.11. Not to take risks while working or indulge in 'horseplay', practical jokes, etc;
- 2.3.12. To ensure that any young or inexperienced person working on the premises is not put at risk;
- 2.3.13. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment; and
- 2.3.14. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

### **Regular surveillance**

1. Adrian Saunders will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

### **Smoking**

1. Smoking is prohibited throughout the entire workplace with no exceptions.
2. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with Adrian Saunders. All workers are obliged to adhere to, and facilitate the implementation of the policy. Adrian Saunders shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Adrian Saunders will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

### **Risk assessments**

1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact Adrian Saunders for information on specific risks.
2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

Signed as being the Health and Safety Policy on 06 May 2013.

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Adrian Saunders

Hazardous Waste Recycling (HWR) Limited

B71 1LN

# **Statement of development of the Health and Safety Policy for Hazardous Waste Recycling (HWR) Limited at 06 May 2013**

Date of this statement: 06 May 2013

Date of next review: 06 May 2014

I, Adrian Saunders, am the person at Hazardous Waste Recycling (HWR) Limited who has overall responsibility for compliance with the Health and Safety policy of the business. I set out below a record of the current status of the business in respect of its Health and Safety compliance.

The business is of a specialist nature which is outside the scope of the logic of the Health and Safety Procedure Creator. Consequently, it needs to seek specialist guidance from the HSE (Health and Safety Executive) in preparing its risk assessment for compliance with the legislation. The guidance in undertaking a risk assessment performed in this document cannot be considered to be comprehensive.

## **General statement**

The business whose main place of business is B71 1LN is a business employing less than five (5) employees.

1. The business currently has no disabled employees and therefore a risk assessment in respect of disabled workers has not been carried out.
2. The business currently has no employees who are pregnant or who are capable of bearing children.
3. The business does not employ workers who are young people nor is it likely so to do in future.
4. The business does not employ workers who are children (i.e. over 13 but under 18 years of age) nor is it likely to do so in future. Additionally the business does not allow children on work experience.
5. Some of the business's workers work from home.
6. The business does not allow children in its workplace (save for in the reception area).

## **Environment**

1. The business confirms that the air quality of the working environment is satisfactory and that there is adequate ventilation.
2. The business confirms that the temperature of the working environment is satisfactory.
3. The business confirms that the lighting of the working environment is satisfactory.
4. The business confirms that the workplace, furniture, fittings, floor, wall and ceiling surfaces are kept suitably clean with the waste materials and rubbish kept to a minimum and stored in suitable containers.
5. The business confirms that the room dimensions and space for the workers of the business are satisfactory.
6. The business confirms that the sanitary facilities for the workers of the business are satisfactory.
7. The business confirms that the washing facilities for the workers of the business are satisfactory.
8. The business confirms that an adequate supply of drinking water is available for the workers of the business.
9. The business confirms that suitable and sufficient accommodation is provided for personal clothing not worn at work, and for special clothing worn at work but not taken home.
10. The business confirms that suitable and sufficient rest facilities are provided, including facilities for eating meals where meals are taken in the workplace.
11. The business has implemented a smoke-free policy in its workplace.
12. The person responsible for implementation and maintenance of the smoke-free policy in the workplace is Adrian Saunders.

### **Insurance and registration**

The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at each of its places of business.

The details are as follows:

Hensure Insurance - HEN08

Date of commencement of policy: 12 April 2013

Date of expiry of policy: 11 April 2014

### **Notices, first aid and the accident book**

1. The business correctly displays the Health and Safety Law poster in its premises.
2. The business has a correctly stocked first aid box at its premises.
3. The business has not yet appointed a worker as the appointed person to take charge in an emergency.
4. The business has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.
5. At least one of the workers is a trained first aider but none has a current first aid certificate.

### **Resolved or non-existent risks to the business**

1. The business does not involve working on or near electrical equipment in activities that involve its installation, commissioning, maintenance or operation, or in circumstances that are likely to give rise to a risk of electric shock or electrical arcing.
2. The business is not of a type where there is a realistic possibility of violence at work.
3. None of the workers has to work unsocial hours in the business.
4. The business premises are located in a safe location.

### **Driving at work**

1. The business involves some workers doing work-related driving. Workers in the business drive on work-related activities on a daily basis. The business has not yet begun consulting with its workers on the topic of driving on work-related matters.
2. The business has not yet appointed a person to check compliance with Health and Safety regulations for driving on work-related matters.
3. The business keeps a record of its workers who drive on work-related matters which is reviewed to determine whether any particular workers require additional training to carry out their duties safely.
4. The business has supplied information to its workers who drive on work-related matters on what they should do when they feel sleepy, and of the general dangers of fatigue.
5. The business has checked with its workers who drive on work-related matters, know how to use the safety equipment associated with their vehicles, and how to cope with hazards arising from their particular vehicles.
6. The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.

### **Fire safety**

1. No fire risk assessment has yet been completed.
2. The premises used by the business have gas appliances.
3. The business ensures that the gas appliances, pipes and flues are maintained according to the manufacturer's instructions and regularly serviced by a Gas Safe registered engineer.
4. The business does not have a fire certificate in respect of its premises.
5. The workers know what to do in case of fire.
6. The workers are trained in how to raise a fire alarm and which extinguishers to use for different types of fires.

### **Asbestos**

1. The business has not yet commissioned the preparation of a professionally produced Type 1 asbestos survey of its premises.

### **Manual handling**

1. The business involves manual handling. Workers in the business rarely manually handle loads where there is a significant risk of injury.
2. The business has not yet begun consulting its workers on the topic of manual handling.
3. The business is able to but has not made sure that no single worker manually handles loads of more than 15kg (for men) or 10kg (for women).
4. The business has not reviewed the health and condition of all of its workers who may be engaged in manual handling at work.
5. The business has ensured that all workers who may be engaged in manual handling at work have been trained to do so safely.
6. The business has ensured that all workers have been told to report injuries that may have been caused by manual handling.
7. The business has appointed a person who will check compliance of manual handling methods by making spot checks and ensuring that all workers who may be engaged in manual handling at work are properly trained.
8. The name of the person responsible for spot checks and training in respect of manual handling is Adrian Saunders.

#### **Repetitive tasks**

1. The business involves repetitive tasks. Workers in the business rarely perform tasks requiring repetitive movements of the upper limbs for two hours or more per shift.
2. The business has not yet begun consulting its workers on the topic of repetitive tasks.
3. None or little of the equipment used in the business that could give rise to a repetitive injury conforms to a recognised ergonomic standard.
4. The business has ensured that no twisting or stretching is involved in the undertaking of repetitive tasks.
5. The business has determined that none of the repetitive tasks undertaken by workers involves the application of significant force.
6. The business has provided its workers with written information about the health risks from repetitive tasks.
7. The business has instructed and reminded workers to take breaks from any repetitive tasks, such as typing, for ten minutes in every hour.
8. The business has not checked to determine whether workers have any health problems, nor has it as yet made sure the repetitive tasks will not make them worse.
9. The business has checked with its workers to see if they are aware of any ill-health symptoms such as aches and pains from repetitive tasks.
10. The business has ensured that all workers have been told to report injuries that may have been caused by repetitive tasks.
11. The business has appointed a person to check compliance with safety rules for repetitive tasks.
12. The name of the person responsible for compliance with safety rules in respect of repetitive tasks is Adrian Saunders.

#### **Hazardous materials**



1. The business involves hazardous materials. Workers in the business work with or near hazardous substances on a daily basis.
2. The business has begun and continues to consult its workers on the topic of hazardous materials.
3. The business regularly checks the performance of safety equipment for hazardous substances.
4. The business has made an assessment to ensure that for all hazardous materials used, there are no less harmful substances available.
5. The business has made a record of all hazardous materials provided and everyone who might be exposed to them.
6. The business has trained its workers in the safe use of hazardous materials, including the use of safety equipment.
7. The business has protective equipment available at all times for hazardous materials.
8. The business has not checked with its workers for health problems or symptoms that can be made worse by hazardous materials.
9. The business has nearby facilities for washing off hazardous materials from the skin or eyes.
10. The business has ensured that all workers have been told to report injuries that may have been caused by hazardous materials.
11. The business has appointed a person to check compliance with safety rules for use of hazardous materials.
12. The name of the person responsible for compliance with safety rules in respect of hazardous materials is Adrian Saunders.

### **Working at height**

1. The business involves working at height. Workers in the business rarely work at height.
2. The business has not yet begun consulting its workers on the topic of working at heights.
3. The business ensures that workers only work at height where there is adequate permanent fixed-edge protection or on platforms with temporary edge protection such as tower scaffolds, MEWPs or scaffolding.
4. The business ensures that workers do not lean out over the edge.
5. The business makes sure all workers who work at height have been formally assessed as competent, or are closely supervised by someone who is competent.
6. The business ensures that its workers only use personal protective equipment, such as harnesses, when a risk assessment concludes this is the only option.
7. The business makes sure its workers do not work on, from, or over fragile surfaces without platforms, coverings or similar means to support them.
8. The business makes sure its workers only use ladders to climb to work places, rather than regularly working from them.
9. The business makes sure its workers always take measures to prevent falling objects injuring other people, as a result of working at height.
10. The business has not yet appointed a person to check compliance with safety rules for working at heights.

### **Guarded machinery (or machinery with dangerous parts)**

1. The business involves working with guarded machinery (or machinery with dangerous parts). Workers in the business work with machinery that has dangerous parts that require guarding on a monthly basis.
2. The business has begun and continues to consult its workers in considering all the tasks and reducing the chance of injury from working with guarded machinery or machinery with dangerous parts.
3. The business has not yet appointed a person to check compliance with safety rules for guarded machinery.
4. The business has ensured that its workers make sure all guarded machinery is switched off and the power supply is isolated before any inspection, blockage clearance or maintenance can take place, unless the job cannot be done without power supply.
5. The business has been unable to ensure that a competent person checks on a regular basis the condition of guarding/interlocks and other safety features.
6. The business treats misuse of guarded equipment, such as operating machinery without a guard or tampering with guard interlocks, as gross misconduct.
7. The business has ensured that all dangerous machinery or equipment has a warning notice about the hazard, and that machinery with dangerous moving parts has an emergency stop button.

### **Stress at work**

1. The business involves stress at work. Workers in the business rarely experience high stress from work.
2. The business has not yet begun consulting its workers on the topic of stress at work.
3. The business has ensured that all managers have received information and advice on how to help prevent stress amongst workers.
4. The business clearly communicates to its workers that acts of bullying and harassment are not acceptable and that all complaints of bullying are formally investigated.
5. The business has made sure its workers always know what they are expected to do and management regularly talk to them about it.
6. The business has ensured that workers are encouraged to talk to their manager or employee representative if they are finding their job stressful.
7. The business has ensured that all managers know how to provide help, support and training to workers.
8. The business has ensured (and will continue to ensure) that workers' views are sought if there is an anticipated change in their work.
9. The business has ensured that working hours are always kept below 48 hours each week.
10. The business has ensured that its workers have enough time to do their work tasks.
11. The business has ensured that, so far as reasonable, it lets its workers choose how they do their work.

### **Workplace transport**

1. The business involves workplace transport. Workers in the business operate or work close to motor vehicles or other powered mobile equipment on sites that controlled by the business on a weekly basis.

2. The business ensures that all workers who operate vehicles or powered mobile equipment have an appropriate licence or certificate, or have been formally assessed as competent to operate them safely.
3. The business ensures that it assesses the ability of all temporary or contract workers to operate vehicles or powered mobile equipment safely before they are allowed to operate them.
4. The business has not marked out all areas where vehicles or powered mobile equipment operate and/or closely supervise these areas to ensure pedestrian safety.
5. The business has not prescribed a site speed limit and does not regularly remind all operators of vehicles or powered mobile equipment to stay within a speed limit, when on site.
6. The business has not made sure that vehicles or powered mobile equipment do not reverse on its site, other than in a car park.
7. The business has been unable to make sure that there are physical barriers separating vehicles or powered mobile equipment from people on foot, other than drivers entering and leaving parked vehicles.
8. The business does not provide trained banksmen with high-visibility clothing to guide reversing vehicles where it is not possible to have physical barriers between vehicles or powered mobile equipment and people on foot.
9. The business has not yet begun consulting its workers on the topic of workplace transport.
10. The business does not make sure that workers who operate vehicles or powered mobile equipment carry out basic safety checks on each shift, prior to use.
11. The business does not make sure that there are trained supervisors or controllers to check regularly for compliance with transport safety rules.

### **Slips and trips**

1. The business involves workers moving in or across areas where there is the potential for slips, trips and falls. Workers rarely move in or across areas where there is the potential for slips, trips and falls.

2. The business has not yet consulted with a competent person to identify the most appropriate cleaning methods and equipment for removing water and contamination from floors.
3. The business does not provide the necessary equipment for tackling spills, wet and contaminated floors.
4. The business has made sure that there are storage areas for keeping objects out of the way and to keep passage ways free from obstacles.
5. The business provides safety footwear where required, free of charge and in consultation with its workforce.
6. The business does not currently have trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs.
7. The business has not yet begun involving its workers in considering how floors will be used; the main types of contamination likely to find its way onto them; and whether floors are appropriate to the business and give good slip resistance.
8. The business is unable to ensure that floors that have become uneven are repaired promptly or made safe, keeping pedestrians out of the area until this is completed.
9. The business has informed all workers of basic housekeeping methods for different jobs in different locations.
10. The business has been unable to organise work so that workers do not need to carry awkward or heavy loads across obstacles or slippery surfaces.
11. The business has not identified a competent person to check regularly for compliance with safety rules about slipping and tripping hazards.

## **Noise**

1. The business involves excessive noise. Workers in the business rarely work in a place where noise is excessive.

2. The business has adequate expertise within its business to perform a noise risk assessment.
3. The business has found that the noise levels within the business are above the limits set under the Control of Noise at Work Regulations 2005.
4. The business is within the First Action Level of the regulatory regime of the Control of Noise at Work Regulations 2005 in that its daily or weekly personal noise exposure is below 85 dB (A-weighted) and its peak sound pressure is below 137 dB (C-weighted).
5. The business confirms that noise exposure is never in excess of the Peak Action Level of the Control of Noise at Work Regulations 2005.
6. The business consults with its workers about the choice of hearing protection and equipment and trains them on why, how and where they wear it.
7. The business makes sure that any workers who experience hearing problems, or have concerns about noise levels, stop working in the noisy environment and report their symptoms to their manager.
8. The business makes sure that no-one works in an area where they must shout to be heard, without hearing protection.
9. The business does not provide regular hearing checks at least once every two years for workers who work in noisy areas.
10. The business does not train its workers to operate noisy equipment in a way that produces as little noise as possible.
11. The business has involved its workers in considering how to reduce noise levels by engineering and workplace or job design.
12. The business does not provide all of its workers with the HSE pocket card 'Don't lose your hearing!'.
13. The business ensures that there is proper and regular maintenance of machinery and equipment that generates noise at work.
14. The business has a low-noise purchasing and hire policy.

### **Vibrating equipment**

1. The business involves vibrating equipment. Workers in the business use vibrating equipment on a weekly basis.

2. The business is unable to confirm that it has undertaken an assessment of the risk from vibration to the health and safety of its employees.
3. The business confirms that risk from the exposure of its employees to vibration is eliminated at source.
4. The business confirms that it has a regular maintenance programme for all vibrating tools to ensure they remain at the manufacturer's specification and avoid worsening vibration.
5. The business makes sure that all workers who use vibrating equipment have been trained in its safe use and are provided with written information on the health risks of vibrating equipment.
6. The business makes sure that any workers who already have health problems will not be made worse by using vibrating equipment.
7. The business is currently unable to confirm that any worker who uses vibrating equipment has 'active trigger' times of no more than one hour a day for hammer action or four hours a day for rotary or other actions.
8. The business makes sure that all workers who use vibrating equipment vary the tasks they do during their shift, to include tasks not using vibrating equipment.
9. The business is currently unable to make sure that any worker using vibrating equipment is under regular health surveillance, supervised by a suitably qualified medical doctor.
10. The business has not currently involved its workers in considering all the tasks they do that use vibrating equipment that could cause an injury, and how to reduce the chances of it happening.
11. The business has instructed all its workers who use vibrating equipment to report to the business any symptoms, such as numb or tingling fingers, whether this occurs at work or away from work, as soon as possible.
12. The business has not identified a competent person to regularly check for compliance with safety rules concerning vibrating tools.

#### **Display-screen equipment**

1. The business involves the use of Display Screen Equipment (DSE). Workers in the business use computer screen for extended periods (more than one hour).
2. The business has not yet completed any checklists regarding its workstations.
3. The business has concluded that none of its workers have a need for enhanced accessibility features on their workstation.
4. The business has notified all employees who habitually use display screen of their right to free eye tests.

**Statement of Development - Approved:** \_\_\_\_\_

## **Actions**

Actions are set out below. Note that the specified time limits are given as latest dates. All actions should be commenced immediately and completed as soon as practically possible. Until some of the actions are completed, the business may be in breach of Health and Safety legislation and it (and in some cases individuals within the business) may incur criminal and/or civil liability:

1. The business should conduct and complete a risk assessment in respect of working from home by 04 August 2013.
2. The business should conduct and complete a Risk Assessment in respect of Fire by 05 June 2013.
3. The business needs to obtain the fire certificate in respect of its premises.
4. The business needs to complete its checklist in respect of display screen equipment by 04 August 2013.
5. The business should appoint a worker as the appointed person to take charge in an emergency as soon as possible and in any event by 05 June 2013.
6. The business should ensure that an appropriate number of workers are certified to act as first aiders as soon as possible and in any event by 05 June 2013
7. The business should ensure that all workers involved in using hazardous materials have their health reviewed by 04 August 2013
8. The business should appoint a person to check compliance with safety rules for guarded machinery by 05 June 2013.
9. The business should ensure that a competent person checks the condition of guarding/interlocks and other safety features by 05 June 2013, and thereafter on a regular basis.
10. The business should conduct and complete consultations with its workers in respect of manual handling by 04 August 2013.
11. The business will make arrangements to ensure that no single worker manually handles loads of more than 15kg (for men) or 10kg (for women) by 05 June 2013.
12. The business should ensure that all workers involved in manual handling have their health reviewed by 04 August 2013.
13. The business should commence providing regular hearing checks at least once every two years for workers who work in noisy areas by 04 August 2013.
14. The business needs to train its workers to operate noisy equipment in a way that produces as little noise as possible.
15. The business should provide all of its workers with the HSE pocket card 'Don't lose your hearing!' by 05 June 2013.
16. The business should mark out all areas where vehicles or powered mobile equipment operate and/or closely supervise these areas to ensure pedestrian safety.
17. The business needs to prescribe a site speed limit and regularly remind all operators of vehicles or powered mobile equipment to stay within the set speed limit when on site.
18. The business should consider whether it should allow vehicles or powered mobile equipment to reverse on its site, other than in a car park.
19. The business will consider ways by which it may separate vehicles or powered mobile equipment from pedestrians.



20. The business should begin to consult its workers on the topic of workplace transport by 05 June 2013.
21. The business should make sure that there are trained supervisors or controllers to check regularly for compliance with transport safety rules by 04 August 2013.
22. By 05 June 2013, the business should make sure that workers who operate vehicles or powered mobile equipment carry out basic safety checks on each shift, prior to use.
23. The business should undertake an assessment of the risk from vibration to the health and safety of its employees by 05 June 2013.
24. The business should make sure that no worker who uses vibrating equipment has 'active trigger' times of more than one hour a day for hammer action or four hours a day for rotary or other actions by 04 August 2013.
25. The business should make sure that any worker using vibrating equipment is under regular health surveillance, supervised by a suitably qualified medical doctor by 04 August 2013.
26. The business needs to consult its workers to identify all their tasks that use vibrating equipment and could cause an injury, and to identify how to reduce the risk of injury occurring.
27. The business should ensure it has a named competent person who regularly checks for compliance with safety rules concerning vibrating tools by 05 June 2013.
28. The business should conduct and complete consultations with its workers in respect of stress at work by 04 August 2013.
29. The business should conduct and complete a risk assessment in respect of slips and trips by 04 August 2013.
30. The business should provide the necessary equipment for tackling spills, wet and contaminated floors by 05 June 2013.
31. The business should ensure that it has trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs by 04 August 2013.
32. The business should start a process to involve its workers in considering how floors will be used; the main types of contamination likely to find its way onto them; and that floors are appropriate to the business and give good slip resistance by 04 August 2013.
33. The business needs to ensure that floors that have become uneven are promptly made safe by keeping pedestrians out of the area or alternatively by providing warning signs and ensuring that repairs are promptly undertaken.
34. The business needs to organise work so that workers do not carry awkward or heavy loads across obstacles or slippery surfaces.
35. The business should ensure there is a competent person identified to check regularly for compliance with safety rules about slipping and tripping hazards by 04 August 2013.
36. The business should conduct and complete consultations with its workers in respect of working at heights by 04 August 2013.
37. The business should appoint a person to check compliance with safety rules for working at heights by 05 June 2013.
38. The business should conduct and complete consultations with its workers in respect of repetitive tasks by 04 August 2013.
39. The business will take steps by 05 June 2013 to ensure that all of its equipment conforms to a recognised ergonomic standard.

40. The business should check by 04 August 2013 whether staff involved in repetitive tasks have any health problems and whether the repetitive tasks are making their health problems worse.
41. The business should commission the preparation of a professionally produced Type 1 asbestos survey of its premises by 04 August 2013.
42. The business should conduct and complete a risk assessment in respect of driving on work-related matters by 04 August 2013.
43. The business should appoint a person to check compliance with Health and Safety regulations for driving on work-related matters by 04 August 2013.

Signed as being the position on 06 May 2013.

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Adrian Saunders

Hazardous Waste Recycling (HWR) Limited

B71 1LN