

# Health and Safety Policy



— RECLAMATION —  
*We make it work for you*

|                     |                                                                                      |
|---------------------|--------------------------------------------------------------------------------------|
| V2                  | June 21                                                                              |
| Update              | Annually                                                                             |
| Next Review         | June 22                                                                              |
| Responsible Manager | Head of Implementation and Client Solution                                           |
| Approved by CEO     |  |



# Health and Safety Policy

## Foreword

DC Reclamation trading as Code is committed to ensuring the Health Safety and Welfare of its employees, apprentices, and visitors and to ensure nobody is adversely affected by the environment, or the work that we do. All personnel, whether an apprentice, employee, a member of the public, or a contractor they are expected to take responsibility for both their own safety and that of other people.

It is the responsibility of all staff to ensure that the aims of operating in an efficient manner is done so within a safe working environment, without risk of accident and the subsequent pain and suffering which could result. To meet these ends, we must ensure that our apprentices and employees are well trained and experienced to carry out their duties in a safe and responsible manner within an overall framework of safe working practices.

As employees, we all have a part to play in making the policy work and in influencing working practice to produce a safe and healthy workplace.

## General Policy Statement

DC Reclamation trading as Code recognises its responsibilities under the Health and Safety at Work Act 1974 and other specific legislation and is fully committed to do all in its power to protect the safety, health and welfare of its apprentices and employees. We will endeavor to provide a safe and healthy working environment including premises, equipment and systems of work that are, so far as reasonably practicable, safe and without risk to health. The target of an injury free, healthy work force is all our responsibility.

We recognise the link between safety and efficiency and place a high priority on meeting safety objectives and the prevention of accidents and injuries.

- Employees of DC Reclamation trading as Code are pivotal to the implementation of this policy; the support of everyone in the organisation is required in avoiding accidents and ill health and the subsequent costs and disruption to the organisation and the individual. All employees are reminded of their obligations and responsibilities in law to protect themselves, their apprentices and other people from danger and injury.

Adequate resources, such as sufficient information, instruction and training employees is provided, employees must comply with any training which is given and follow the arrangements and safe systems of work. This may include the use of any necessary personal protective equipment and in light of Covid 19 social distancing measures as advised by HM Gov. Sufficient resources will be made available to ensure the implementation of this policy

and procedures; to monitor and improve safety performance; and to ensure good compliance and co-operation.

DC Reclamation Ltd trading as Code recognises the role and contribution of staff and the need for consultation on matters concerning the safety, health and welfare of its apprentices and employees. We accept our responsibility for health, safety, and welfare of others (public contractors and visitors) that may be affected by our business. The safety policy will be kept up to date by periodical reviews (at least annually) and will consider any new legislation, equipment, processes, or changes to work which affect health and safety.

Employees will be involved in the Health and Safety Policy formulation and review. All employees and apprentices have access to the Health and Safety Policy, which is covered in induction and is readily available on BUD and SharePoint.

## **Aims**

To comply with the statutory requirements regarding the safety, health and welfare of our apprentices, employees at work, visitors, general public and contractors to whom we have legal responsibilities.

- To provide training in health and safety for all staff relevant to their job role
- To provide equipment that is safe and without risk to health.
- To risk assess and plan to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To provide such information, instruction, training, and supervision as is necessary to always ensure the health and safety at work of employees and apprentices.
- To maintain any place of work in a condition that is safe and without risks to health (including safe means of access and egress to and from the places of work).
- To provide and maintain a working environment which is safe and without risks to health, including appropriate facilities and arrangements for the welfare of apprentices and employees.
- To maintain and develop the formal and informal machinery of joint consultation in safety matters.
- To identify and work for the elimination or control of hazards.
- To ensure that the responsibilities for safety and health are properly assigned and defined.
- To minimise the losses to individuals and to Code which may arise from accidents and dangerous occurrences.
- To ensure that contractors and visitors meet our own safety requirements.

## **Organisation and Arrangements for Health & Safety**

### **Allocated Responsibilities**

Overall responsibilities for Health and Safety lies with the CEO Simon Howatson. Day to day compliance and advice is delegated to Ashley Murray the Head of Implementation and Client Solutions (Health and Safety Officer) who has the IoSH Managing Safely qualification.

They will ensure that this policy is carried out and will inspect the premises and activities every 12 months unless updates are required earlier.

All staff have responsibility for Health and Safety. Any member of staff will report any failures of policy, hazards or dangerous events to Ashley Murray or the CEO. All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees must report any unsafe conditions to the most senior manager available and co-operate with the Company on Health and Safety matters. Employees must use all control measures and follow safe systems of work. Employees must keep the workplace clean and tidy.

Remote workers need to ensure they also abide by their clients Health and Safety Policy.

Health and Safety will be discussed at team meetings when appropriate and information will be recorded in the minutes and circulated to all staff.

The Health and Safety Officer is responsible for the emergency and fire evacuation arrangements, in line with the landlord Bizspace's fire evacuation procedure, and will ensure that all staff knows the procedure to include the organisation and record keeping of fire drills. The manager *in situ* will act as fire warden for the building, and any persons not accounted for reported to them.

The Head of Implementation and Client services has been designated as the Health & Safety Officer. Employees who have queries regarding health and safety should discuss or raise them with the Health and Safety Officer.

Andrew Mills is the designated officer responsible for first aid and is the trained first aider. They are responsible for the accident book, reporting any accidents (reportable under RIDDOR) to the Health & Safety Executive.

### **DC Reclamation Ltd Requirements in Relation to a Partner Company**

The requirements to fulfil DC Reclamation's trading as Code duty of care and criminal responsibilities in relation to the apprentice are as follows:

Code will only contract with companies, which can secure the health, safety and welfare of our apprentices and employees. To do this we will initially carry out a health and safety risk assessment of a potential partner company and agree controls to put in place to mitigate risk e.g., supervision arrangements, prohibitions, working times, PPE etc.

Code ensures there is a written contract with each company, prior to engagement, which includes health and safety clauses.

Code ensures through health and safety monitoring that staff and apprentices are provided with safe and healthy working conditions. This will be monitored by the project lead on each site and in liaison with the named Health and Safety rep at each location.

Further guidance is also available from the designated officer at Code.

Within the above it is particularly important to ensure all apprentices receive an effective induction both at Code and particularly at their employer's premises. This training will be checked and recorded by the Code project lead. In addition, the training will be evaluated to ensure it has been understood. This will be achieved through a training evaluation checklist.

Should a company's arrangements for Health and Safety fall below the necessary standard, Code will work with that company to ensure that the Health and Safety requirements are brought back to a satisfactory level. In the unlikely event of a company continually failing to meet the necessary Health and Safety standard and failing to respond to recommendations then Code will withdraw the staff and apprentices from the company.

### **Apprentice Status**

The Health and Safety (Training for Employment) Regulations 1990 legally make Code apprentices the employees (in Health and Safety Law) of the company they are employed by for their apprenticeship. Code as their apprenticeship provider will work in partnership with the employer to ensure apprentices are safeguarded and protected.

### **Health and Safety Clauses**

The employer will:

1. Comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other statutory, Approved Codes of Practice and follow guidance produced by the Health and Safety Executive (HSE). In particular, the employer shall:
  - provide effective competent supervision.
  - deliver an effective health and safety induction on recruitment.
  - provide suitable and sufficient information, instruction, and training.
  - Provide adequate employers and public liability insurance cover in respect to the employer's activities and that of the apprentice whilst at work.
  - Provide adequate employers and public liability insurance cover in respect to the employer's activities and that of the trainee whilst at work.
  - Provide any necessary personal protective equipment/clothing and ensure its proper use, and provide safe and healthy working environment, welfare facilities, equipment, safe systems of work and emergency arrangements.
  - Continually update its working practices considering changes to working practice (COVID19)

2. Carry out risk assessments and where required record the significant findings. The employer shall bring the significant findings and control measures to the attention of the apprentice at induction on the first day. Code will also carry out a risk assessment and this is stored in the apprentice elearning platform Bud.
3. In case of an apprentice under 18 years of age, the employer shall assess any additional risks which arise out of the apprentices age and lack of experience and provide suitable controls measures (as required under the Health and Safety (Young Persons) Regulations 1997).
4. In addition, for any apprentice under 18 years of age prohibit any activity which is beyond the trainee's physical or psychological capability which cannot be controlled otherwise.
5. Report any accident, work related ill health or other condition affecting the apprentice to the enforcing authority as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 and immediately to Code.

### **Job Design**

All operations will be reviewed, and jobs and tasks designed in such a way as to minimise the likelihood of work-related problems.

### **Environment**

Adequate arrangements should be made to provide the correct levels of temperature, lighting, ventilation, noise and hygiene facilities for health and safety. Should this not be possible, then personal protective equipment including hand gels will be provided to protect the individual concerned.

### **Safe Systems of Work**

It is the duty of all those in charge of work to create and then maintain safe working practices. Where specific safety issues apply, these must be developed into formal written safe systems of work. Staff are required to formulate local safety rules, which consider the hazards of the activities at the location where they work.

### **Slips and falls.**

People slipping, tripping, falling, bumping into objects, or having something fall on them cause the most serious accidents. Contaminates on the floor such as water, wastepaper or trailing cables are the main cause of people falling. People running or hurrying, especially up or down stairs, are the main cause of slips and trips. Special care should be taken during inclement weather when water can be carried into the building on shoes or other footwear making walking conditions hazardous.

## **Display Screen Equipment**

Code aims to reduce risks of using display screen equipment and so provides workstation assessments, training, and eyesight tests. Everyone who works with display screen equipment (DSE) should be issued with a copy of the booklet '*Health and Safety Guidelines for DSE Users*', which contains information about ergonomics/environment, posture, eye tests and work patterns. If you work on DSE and have not received a personal copy of the booklet, ask your manager to obtain one for you. You must follow the guidance in the booklet. If you experience any symptoms relating to keyboard work, report it to your Line Manager immediately. An incident report form should be completed and distributed appropriately. If you operate display screen equipment you are entitled to request an eyesight test from a qualified optometrist.

## **Accident Reporting Procedures**

### **Arrangements**

All employees and apprentices who have an accident at work or are ill because of work must report this to their line manager immediately. The line manager will report this to the Health and Safety Officer who will advise accordingly and ensure that the accident book is updated.

The Health and Safety Officer will inform the Health & Safety Executive of any reportable accidents, fill in the required online form to the HSE. They will also report this in a timely manner to the CEO. The Health & Safety Officer will investigate all accidents and ill health to determine the cause and they will be responsible to put matters right. Any visitor or contractor who has an accident must also report the matter and the employee responsible for the visitor or contractor must ensure the accident book is filled in correctly. Employees are encouraged to report any serious incident (whether there is an injury/accident) to the Health and Safety Officer. Any dangerous occurrence will be reported immediately to the Health and Safety Executive. The company aim to fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. First Aid boxes are held within the office and the classrooms. A record of first aid will be kept on the appropriate form in the Health & Safety file.

The First Aid Policy and Procedure of clients should be followed. For staff working remotely the employees must not take it upon themselves to render the first aid and must always seek the first aider or appointed persons. The company aim to fulfil the requirement of the Health & Safety (First Aid Regulations).

## **Training**

Employees/apprentices will be shown how to do tasks safely prior to use, this particularly applies to the use of any equipment. Ensure employees/apprentices are capable in terms of health and safety for every task that is asked of them. Specific training and instruction will be provided as appropriate to the employee's work as identified by Risk Assessment.

All employees will be trained in:

- Fire Arrangements
- Hazardous Substances
- Safe use of Equipment
- Employee responsibilities
- Use of any PPE.
- Health & Safety Arrangements
- Risk Assessments and control measures
- Accident & First Aid Arrangements
- Electrical Safety: and
- Manual Handling

Any employee/apprentice who is uncertain of how to do a job safely must ask their line manager. Anyone who wants further training in Health & Safety is encouraged to request it.

## **Fire**

The arrangements for fire are as follows:

- Fire extinguishers are provided around the premises and are marked "FIRE POINT"
- Fire escape routes and exits are clearly marked with "FIRE EXIT" signs.
- A fire alarm system (siren) operates with a break glass operation.

Staff who work remotely MUST ensure they understand and follow their client's procedure. If an employee discovers a fire, the alarm should be activated. Employees who are not trained should not tackle a fire but proceed safely to the assembly point via the escape routes. The in-situ manager will be responsible to see the premises are clear and call the emergency service appropriate. They will account for everyone at the assembly point. Fire alarms are tested weekly on a Wednesday. Fire evacuation procedures are displayed at the designated FIRE POINTS and on the back of every door.

At Head Office the landlord Bizspace have responsibility for all Fire extinguishers and the alarm system, which is checked every year. Employees must not interfere with any fire safety arrangements, keep fire routes and exits free from obstruction and abide by the notices explaining the fire arrangements. Smoking is forbidden in the building and in doorways.

## **Equipment/Office Equipment**

Any fault or defect in a piece of equipment or controls must be notified immediately to their Line Manager. The machine/equipment must not be used until it has been repaired and safe

to use again. Employees should visually check equipment before operating it. Equipment will be maintained regularly, and it is the responsibility of the Health and Safety Officer to keep a record of equipment maintenance. Employees will be prohibited from the use of equipment until they have been trained to do so, when supervision and instruction will be provided. Any employee who is unsure of any piece of equipment, safety feature or control should ask their Line Manager. The company aim to fulfil the requirements of the Provision and Use of Work Equipment Regulations<sup>1</sup> 998 and updated guidance March 2021.

## **Electricity**

Any defects or damage to electrical equipment must be reported immediately to their Line Manager. Anyone suffering from an electrical shock must report this incident.

No employee must carry out electrical repair work themselves. An electrical contractor will carry out any necessary electrical work. Electrical equipment that requires testing and inspection will be marked and a record of the results will be kept in the Health and Safety file.

## **Contractors and Visitors**

Contractors and visitors must come through administration and sign the visitors' book. Apprentices will be signed in via a register.

Contractors must inform Code of any hazardous substances, electrical equipment, other equipment, or anything else that might affect the Health & Safety of employees or apprentices. Contractors carrying out work on our premises will be given a copy of this policy and are expected to abide by it. Risk assessment for work will be required of any contractor. Any apprentice will be treated as any other employee; however, attention and arrangements will be made for their supervision, training, and instruction.

## **Employee Rules**

Below is a list of the rules for employees to follow:

- Keep workforce clean and tidy etc. to prevent slips, trips and falls.
- Always use equipment the correct way as per the instructions.
- Follow the safety procedures and rules from the Risk Assessment and ask if you are ever uncertain.
- Never interfere with equipment, electricity, or any safety feature
- No smoking
- Report any defects or damage to any part of the premises or equipment.
- Do not put yourself or yourself or others at risk and this includes horseplay or misuse of articles and substances.

## **Policy Update**

This policy is reviewed annually by Ashley Murray, the wider SMT and validated by the CEO.