

Health & Safety



**Cannon Business Park
Gough Road
Wolverhampton
West Midlands
WV14 8XR**

**Health and Safety
Policy Document**



Produced by;



T 0845 1302764
W www.initiative-qss.co.uk



Health and Safety Policy Document.

Manual Authorisation.

HEALTH AND SAFETY POLICY DOCUMENT

Manual No: 01

MASTER MANUAL

Authorised by:

P L Green

**Paul Green.
Operations Director.
Monday 22nd July 2008.**

This document is the property of Recycled UK Limited. The Operations Director is responsible for the safe keeping and maintenance of this document.

New sections and replacement sheets will be issued as necessary to keep the information in line with changes in personnel, working practices and material, Health and Safety Law and Codes of Practice.

Health and Safety Policy Document.

Section	Contents
	Manual Authorisation.
	Contents Page.
	Amendment Record.
A	Introduction.
B	Health and Safety Policy and Environmental Policy Statements.
C	Chain of responsibility and organisation for implementing the Safety Policy.
D	Accident Reporting.
E	Fire Procedures/First Aid Provision.
F	Risk Assessment Policies / General Arrangements / Safe Working Procedures.

Appendix Documents:

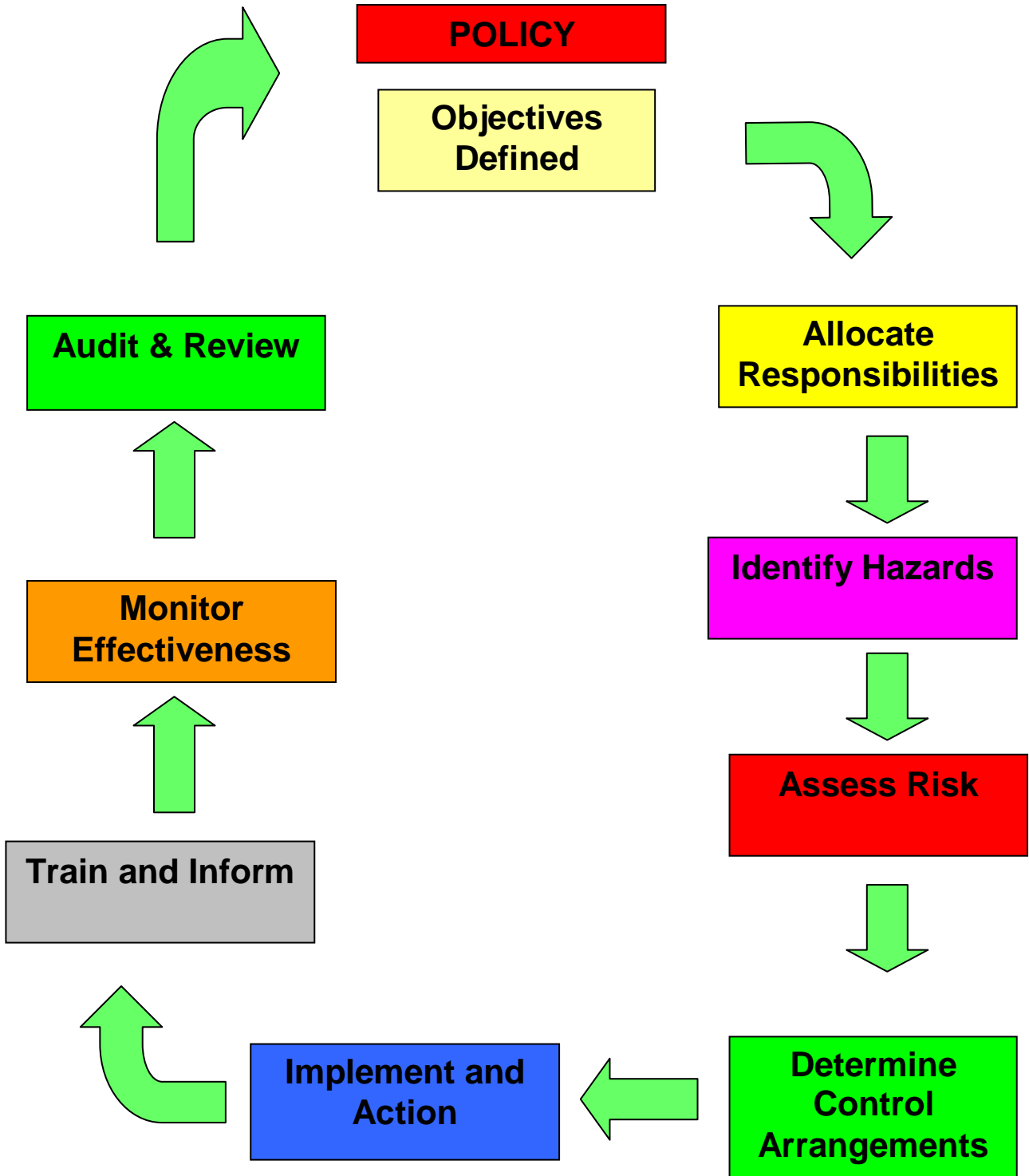
General Risk Assessment.

Fire Risk Assessment.

PAT Testing Records.

DSE (Computer Workstation Assessments).

HEALTH AND SAFETY MANAGEMENT SYSTEM (HSE HSG65)



Amendment Record.

Each change to this Health and Safety Policy manual will be recorded below and the amended pages circulated to holders of controlled copies.

Each holder will be responsible for ensuring that new issues are inserted into the manual and the destruction of the obsolete copy.

Section	Sheet	Details of change	Date
All	All	Review and update of Recycled UK Limited., Health and Safety Policy, arrangements, procedures and supporting risk assessments in line with current legislation.	22/05/2008
All	All	Review and update of Recycled UK Limited., Health and Safety Policy, arrangements, procedures and supporting risk assessments in line with current legislation. Issue status B for all contents.	22/05/2009

Introduction.

This document is the Health and Safety Policy for Recycled UK Limited.

The responsibilities of company management and employees for Health and Safety are set down.

Particular hazards and risks, which are likely to be experienced, are also documented within this health & safety policy and supporting risk assessments.

Many simple tasks can be a source of danger if not undertaken correctly and it shall be noted that the Health and Safety at Work etc. Act 1974, state that ***"It shall be the duty of every employee while at work:-"***

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Management also are bound by the Act:

"It shall be the duty of every employer to ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees"

Management also have a common law duty:

"The employer must take reasonable care not to subject the employees to unnecessary risks"

- To address this requirement, for all work carried out a **Risk and Hazard Assessment** will be carried out at pre-production / work planning stages.
- A safe method of working will be established by prior consultation with the appropriate parties by the Operations Director and the Management Team. Once established, no member of staff or contractor will be permitted to vary this in any way except by reference to the Operations Director.

Training.

The Operations Director, supported by the Directors and Management Team will ensure that all staff are competent to carry out the work that they are assigned. Additional training will be given as and when new working practices are adopted.

They will ensure that there is an effective policy for health, safety and welfare within the company ensuring that adequate resources are available. All levels of management are to actively support and implement the company safety policy. They are to encourage consultation on safety matters, to support and attend safety committee meetings, and where reasonably practicable, to take action on safety improvements and ensure that duties are properly assigned and accepted by those concerned.

Safety Monitoring.

Effective monitoring of safety can exercise a potent influence for improving safety performance. It is important that all personnel take a specific interest in general safety, equipment and safe working methods and that they are coordinated to work with a common purpose to demonstrate our total commitment to safety. In this way we are attempting to create a working culture that will ultimately change deep rooted behaviour patterns such that accidents will be reduced to a minimum.

Other Contractors.

Recycled UK Limited., will liaise with all sub-contractors working on our premises to establish on-site responsibilities, to ensure the effective implementation of this policy, the meeting of legal obligations and the establishment of a safe working environment. All references to employees and personnel throughout this document are to be interpreted in the widest sense and include sub-contractors.

In Emergency.

In case of emergency, either of the following should be contacted;

- Paul Green (Operations Director) should be contacted on: (OFFICE) 0845 6032397 or (Mobile) 07875 336767.
- Paul Cotton (Director) should be contacted on: 07966 159679.
- Sue Chew (Administrator) should be contacted on: (OFFICE) 0845 6032397 or (Mobile) 07879 617384.

In instances of general Health & Safety queries/advice, Initiative Quality & Safety Ltd, can be contacted on either of the following:

Mark Thompson (TECH. MIOSH), Director:

- Mobile – 07977 234330.
- Office – 0845 130 2784.
- E-mail – mark@initiative-qss.co.uk

Gavin Hedge (TECH. MIOSH), Director & Consultant):

- Mobile – 07811 197469.
- Office – 0845 130 2784.
- E-mail – gavin@initiative-qss.co.uk

Richard McCrilly (TECH. IOSH), QUENSH Consultant):

- Mobile – 07928 176303.
- Office – 0845 130 2784.
- E-mail – richard@initiative-qss.co.uk

Consultation and Review.

Management of Recycled UK Limited., will consult with the Health and Safety Executive and Initiative Quality and Safety Ltd., to ensure this document is current. Employees are encouraged to make suggestions on how improvements or changes to the policy could be beneficial in meeting mutual health and safety objectives.

Initiative Quality & Safety Ltd. are Recycled UK Limited's appointed Health and Safety Consultants.

This policy will be reviewed as often as appropriate and at least once per year.

**Recycled UK Limited
Cannon Business Park
Gough Road
Wolverhampton, West Midlands
WV14 8XR**

HEALTH AND SAFETY AT WORK ETC. ACT 1974.
HEALTH AND SAFETY POLICY GENERAL STATEMENT.

Management of Recycled UK Limited., regard the promotion and continual improvement of health and safety measures as a mutual objective for Management and employees at all levels.

It is the declared company policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards within their control, including the public in so far as they come into contact with the company activities.

It is the policy of the company to, where it is reasonably practicable to:

- Provide equipment and systems of work that are safe and without risk to health.
- Provide comprehensive information, instruction, training and supervision, ensuring in so far as is reasonably practicable, the health, safety and welfare of every employee.
- To maintain, so far as is reasonably practicable a safe and risk free environment and provide safe means of access to and egress from office areas.
- Provide and maintain a safe and healthy working environment with adequate welfare facilities and arrangements.
- Provide adequate resources to support the implementation of policies and to aid in fulfilling Health & Safety led objectives.

The Health and Safety at Work Act, and other relevant legislation are to be complied with at all times. All employees are encouraged to contribute towards changes to this policy and making work areas as safe as possible by continually appraising working practices and ensuring that the safest possible methods are adopted.

Employees also have a duty to co-operate in this objective:

- By working safely and efficiently.
- By using any equipment provided in a safe and efficient manner.
- By reporting any incidents that have led or may lead to injury or damage.
- By adhering to safety procedures for securing a safe place of work.
- By assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- By taking a positive attitude to accident prevention, being vigilant at all times to prevent any mishaps however trivial or seemingly improbable and bringing them to the attention of the management for action.

This policy will be communicated to all staff and any necessary external interested parties i.e. clients and sub-contractors that may be working on our behalf, and will be available to the public.

Authorised by:

P L Green

Paul Green.

Operations Director.

Monday 22nd July 2008.

Responsibility for implementation of this Safety Policy.

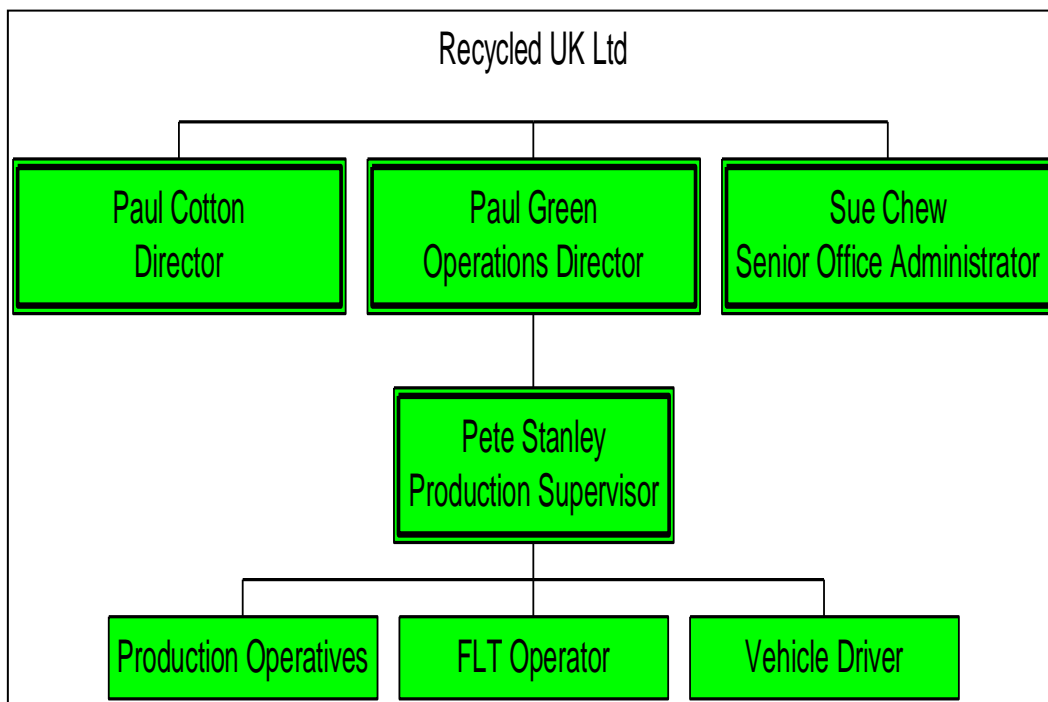
The Management of Recycled UK Limited., confirms that the policy for Health and Safety as stated in the General Policy Statement is to be implemented by all levels within the Company, and with ultimate responsibility vested in the Operations Director.

Responsibility for Health and Safety at Work.

The overall responsibility for the Health and Safety of all employees, products and activities within the company is vested with the Operations Director.

The structure of the company is set out as detailed below;

TOP MANAGEMENT



Paul Green (Operations Director) is the company Health & Safety Representative. In his absence, the Co Director will assume responsibility as the deputy H&S Representative.

Health and Safety - Organisation and Responsibilities.

Recycled UK Limited., have sought the assistance of Initiative Quality and Safety Ltd., to act as an advisory role capacity, to direct and assist us in the documentation of this manual and the achievement of our statutory obligations.

Ultimate responsibility for implementation of this Safety Policy is vested in the Operations Director.

A summary of collective responsibilities regarding Health and Safety are detailed below:

OPERATIONS DIRECTOR.

1. He has overall responsibility for the Health and Safety at Work of all employees, contractors, visitors and those persons affected by the company's activities.
2. He will ensure that there is an effective policy for Health and Safety within the company.
3. He will make sure that the company Health and Safety Policy is understood at all levels.
4. He will ensure that responsibility is properly assigned and accepted at all levels.
5. He will periodically appraise the effectiveness of the policy and will ensure that any necessary changes are made.
6. He will jointly with management, employees and contractors, establish Health and Safety arrangements and safe working practices for the company.
7. He will take a direct interest in such arrangements or procedures and publicly support all persons implementing them.
8. He will ensure adequate resources are made available to meet the Health and Safety requirements. Especially for the training and refresher training for appointed First Aiders.
9. He will receive reports and act proactively on all information and recommendations from various parties on all aspects of Health and Safety in accordance with the Health and Safety at Work etc. Act 1974 and other statutory enactments, codes of practices etc. that may be issued from time to time.
10. He will instigate disciplinary action against any employee failing to discharge their responsibilities for health and safety.
11. He will communicate on Health and Safety matters to all employees and contractors.
12. He may undertake any of these duties personally or by direct delegation to appropriate employees.
13. He will accompany the management team on safety inspections (as necessary) to demonstrate personal interest and satisfy themselves that they are carried out thoroughly.

OPERATIONS DIRECTOR (CONT.)

14. He will ensure that all employees are adequately trained (where necessary) in accordance with relevant safety regulations thus capable of carrying out their duties correctly and safely. Also that no new or transferred employee is required to undertake any task without appropriate training, instruction and supervision.
15. He will as far as it reasonably practicable to do so, ensure that all employees and any contractors that may work on our site comply with the provisions of the health and safety policy, risk assessments, method statements and any specific rules.
16. He is ultimately responsible for ensuring that all accidents and incidents throughout the company are properly recorded, reported where necessary to the Enforcing Authority in accordance with section D of this manual, and the RIDDOR Regulations.
17. He will ensure that all plant and equipment is maintained and safe to use, that all the necessary safety equipment is available and that it is used and that there is safe access to and egress from all places of work and that the site work place is safe.
18. He will monitor and ensure that all the relevant site safe working practices, statutory notices, evacuation procedures and instructions are widely known and observed. This includes the continual review of these procedures and instructions in practice and discussions with all employees and contractors concerned, to ensure that they are still understood and workable, and will develop safe working procedures where identified.
19. He will encourage positive response from employees and contractors into orderly working and hygienic habits to organise and maintain a hazard free environment.

MANAGEMENT TEAM.

They are directly responsible for safety within their specific areas of responsibility. They will understand and accept their responsibilities and duties under the company health and safety policy, current health and safety and relevant legislation.

They will know and operate within statutory and company requirements applicable to the work under their control. This requires the continual and regular checking of these requirements against actual practice and documented risk assessments, and taking any necessary corrective and preventative action.

They will ensure that all equipment used is maintained and safe to use. Also that all the necessary personal protective equipment is available to people under their control and that it is used.

They will ensure that there is safe access to and egress from all places of work and that the work place is safe.

They will ensure that all the relevant safe operating procedures, method statements, risk assessments and instructions are known and observed. This includes the continual review of these procedures and instruction in practice, and discussions with the employees concerned, to ensure that they are still understood and workable.

HEALTH & SAFETY CO-ORDINATOR.

The nominated Health and Safety Co-ordinator is Paul Green, supported by Paul Cotton (Director).

In addition to his Operations Director responsibilities, he will report to the management team, staff and any third parties on matters relating to the administration of health and safety systems including maintenance of records. He will liaise with appropriate parties including Initiative Quality & Safety Ltd., and external agencies for guidance on control measures as appropriate.

He will be assisted and advised by the Director, Production Supervisor and where necessary, Initiative Quality and Safety Ltd, to ensure the effective implementation of;

1. The company health and safety policy document.
2. Risk assessment records as applicable under:
 - The Management of Health and Safety at Work Regulations 1999.
 - The Manual Handling Operations Regulations 1992.
 - The Control of Noise at Work Regulations 2005.
 - COSHH Regulations 2002.
 - Electricity at Work Regulations 1989.
 - Fire Safety (Regulatory Reform) Regulations 2005.

He will, assisted by management and staff ensure that employees are aware of the hazards associated with substances used in their work and that they are provided with and instructed in the use of and use safety clothing and equipment. Information on safe use of substances is supplied by manufacture/supplier in leaflet form and printed on the substance's container. This information is entitled COSHH Assessments and is available upon request. Other areas of responsibility include;

- The Work at Height Regulations 2005.
- Personal Protective Equipment Regulations 1992.
- Workplace Health Safety and Welfare Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Electricity at work Regulations 1989.
- Portable Appliance Testing (PAT) registers/records.
- Accident/incident reports/records (RIDDOR 1995).
- Fire prevention records/procedures.
- Lifting Operations & Lifting Equipment Operations 1998.
- Construction (Health Safety and Welfare) Regulations 1996.
- The Environmental Protection (Duty of Care) Regulations 1991.
- The Workplace (Health Safety and Welfare) Regulations 1992.
- Health and Safety (Display Screen Equipment) Regulations 1992.

ADMINISTRATION / OFFICE STAFF.

Administration and office staff will know and understand Recycled UK Limited., health and safety policy and carry out their duties in accordance with its requirements.

They will ensure they are familiar with the fire procedure that is displayed on notice boards.

They will ensure that corridors, office floors, doorways, etc., are kept clear and free from obstruction. This includes telephone and electrical leads.

They will report any defects in office equipment or machinery immediately to management.

They will know the location of the first aid box and the appointed first aider.

They will not use, repair or maintain, any office equipment or machinery for which they have not received training.

They will not attempt to lift or move articles or materials so heavy as likely to cause injury i.e., full filing cabinets/ cupboards. Remember to apply safe manual handling techniques when handling items.

WORKS EMPLOYEES (GENERAL) DUTIES.

All employees are directly responsible for safety within their specific areas of responsibility. They will understand and accept their responsibilities and duties under the company health and safety policy, and relevant legislation. They will know and operate within statutory and company requirements applicable to the work under their control. This requires the continual and regular checking of these requirements against actual practice and documented risk assessments and safe working practices, and taking any necessary corrective and preventative action.

Employees also have a vital role to play in the achievement of a safe and healthy working environment, by;

- Familiarising themselves with, and conforming to, health and safety rules and regulations.
- Take reasonable care for the health and safety of themselves and of other persons whom may be affected by their acts or omissions at work. This includes using safety equipment, protective clothing and safety devices as appropriate.
- Not to play practical jokes or "horse play" that could cause healthy & safety risks.
- Not to use plant or equipment for work for which it was not intended or if you are not trained to use it.
- Not to misuse or recklessly interfere with any equipment or materials which are provided in the interest of health and safety and welfare.
- Reporting all accidents and damage to equipment to management, whether persons are injured or not and assisting in accident investigation.
- Report all hazards and risks to management and make incident reports. Employees are encouraged to make suggestions to improve site health and safety.
- Co-operate with management to perform any duty or comply with any requirement imposed on them as a result of any health and safety legislation that may be in force.
- Must be observant and look out for risks and take all sensible precautions to prevent accidents.
- Safety guards and equipment must be kept in position. In case of doubt - guidance should be sought from either the Operations Director or the Works Manager.

Note:- Information about health and safety legislation and where to go for further advice is contained on the works and site notice boards (**Health and Safety Law Poster**), that is required to be displayed by the Health and Safety Information for Employees Regulations 1989.

These can be found on display on the Health and Safety notice boards.

SAFETY POLICY – ACCIDENT REPORTING PROCEDURES.

1. Injury classification and reporting to H M Inspectorate.
2. Duty to report an injury.
3. Minor injuries.
4. Incidents/Hazards reporting.
5. Reporting of Dangerous Occurrences.
6. Reporting of Diseases.
7. Reporting of accidents - notice - employee responsibilities.
8. Accident reporting procedure.

Form for incident/Hazard report - Sheet D.9.

Company Accident/Dangerous Occurrence Report Form Sheet D.10.

RIDDOR Accident Reporting Forms (F2508).

1. Injury classification and reporting to the Incident Contact Centre.

Injury to persons caused by an accident involving Recycled UK Limited, its products, plant, buildings, emissions, vehicles etc., working on or off site will be dealt with in accordance with the requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**.

Injuries due to an accident are:-

- a. **Death or major injury** – If any employee, or self employed person working on the site is killed or suffers a major injury (including as a result of physical violence or, a member of the public is killed or taken to hospital).
- b. **Accident connected with work** (Including an act of physical violence) If any employee or self-employed person working on site, suffers an injury causing **more than three days absence** excluding the day of the accident but including Saturday and Sunday and any rest day.
- c. **Minor injuries** are classed as injuries requiring treatment by a person trained in first aid.

Injuries in the group a, and b are reported directly to the incident contact centre in either of the following ways:

- Postal reports (F2508) – to the incident contact centre, Caerphilly Business park, Caerphilly, CF83 3GG.
- Internet reports – www.riddor.gov.uk – Copies of internet reports will be printed off at time of entry and this will be later posted to the incident centre, with a copy being retained for future record purposes.
- Telephone reporting – 0845 300 9923 – Followed by written report (F2508) within ten days, by the Operations Director.
- Fax reporting – 0845 300 9924.
- E-mail reporting – riddor@natbrit.com.

The inspector may require that nothing be disturbed until he has visited the scene of the accident.

Injuries in category c above are not reported to the incident contact centre, records being kept by the first aider within the accident book.

Disease.

If a doctor notifies you that your employee suffers from a **work-related disease** then you must send a completed disease report form (F2508A) to the incident contact centre.

Major Injury

Major injury is defined as:

- a) Fracture other than to fingers, thumbs or toes.
- b) Amputation.
- c) Dislocation of the shoulder, hip knee, or spine.
- d) Loss of sight (temporary or permanent).
- e) Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- f) Injury resulting an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- g) Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- h) Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- i) Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, indigestion or through the skin.
- j) Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

2. Duty to report an injury.

Any person involved in an accident involving Recycled UK Limited., activities must report the injury (or disease) and the circumstances to the Operations Director or Production Supervisor as soon as possible.

Accidents causing major injury or which are likely to cause more than 3 days absence must be investigated by the Operations Director or Production Supervisor and nothing should be disturbed until they give permission except for removal of the injured and making sure further injury will not occur.

They may seek advice from staff or contractors or even Initiative Quality and Safety Ltd., in completion of the investigation.

3. **Minor Injuries.**

In cases of minor injuries, the person suffering the injury will report to the appropriate First Aider who will record the accident and by entering brief details in the Accident Book.

More serious accidents should be brought immediately to the attention of the Operations Director or Production Supervisor whom will collectively make arrangements to investigate the Accident and record details onto company accident form (**See Sheet D10**). Again, they may seek advice from management, staff or Initiative Quality and Safety Ltd., to assist in the completion of the investigation.

It is every employee's duty to take reasonable care of himself and others. Prompt medical attention to minor injuries is essential.

4. **Incident/Hazard reporting**

Management will take steps to ensure that all incidents that could have resulted in injury are reported on the Incident/Hazards report form (**See Sheet D9**). Incidents will be reported to Management for changes to be introduced to ensure there is no repetition in the future.

5. **Dangerous Occurrences**

Dangerous occurrences which fall within the Schedule Part 1 of **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)**. Even when no injury is caused, it must be notified by the quickest means to the incident contact centre following by Form F2508 within ten days, if not submitted by e-mail.

The Inspector may require that the scene of the Dangerous Occurrences is left undisturbed until he has made his investigation.

Anyone witnessing an occurrence which falls within one of the categories given below has a duty to report that occurrences to the Operations Director or Production Supervisor who will report the Occurrence to the incident contact centre.

Reportable Dangerous Occurrences are:-

1. The collapse, overturning or failure of any load bearing parts/lifting equipment.
2. Explosion, collapse or bursting of any closed vessel or any associated pipe work.
3. Malfunction of shredder
4. Malfunction of granulators
5. Failure of safety switches on shredding and granulating machines
6. Failure of any freight container in any of its load-bearing parts
7. Electrical short-circuits or overload causing fire or explosion.
8. Malfunction of breathing apparatus.
9. Collapse or partial collapse of scaffold / Picking Station.
10. Collapse of any building or structure under construction, alteration or demolition or a wall or floor in any place of work or false work.
11. Explosion or fire causing suspension of normal work for over 24 hours.
12. Sudden uncontrolled release of flammable liquid inside a building (100kg or more) outside (500kg).

6. Reportable Diseases include:

- a) Certain Poisonings.
- b) Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- c) Lung disease including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- d) Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- e) Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

If unsure of the disease category, management will simply call the incident contact centre for advice/guidance.

**Recycled UK Limited
Cannon Business Park
Gough Road
Wolverhampton, West Midlands
WV14 8XR**

ACCIDENT REPORTING POLICY.

7. Reporting of Accidents - Employees Responsibilities.

The attention of all employees is drawn to the requirement of regulations concerning the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995).

- The Operations Director or Production Supervisor will notify the Enforcing Authority by telephone of any incident arising out of or in connection with work that causes fatality or major injury.

This notification will be followed within ten days by a written report on Form F2508 (Report completed by the Operations Director or Production Supervisor).

- Accidents causing injuries by which a person is incapacitated for work for **more than three days**, including Saturday and Sunday but excluding the day of the accident are reported to the incident contact centre by the Operations Director or Production Supervisor.
- Employees have a duty under the Social Security (Claims and Payment) Regulations 1979, to report accidents which result in personal injury and for which benefits may be payable.
- Accidents must be reported orally or in writing by the employee suffering injury or, if incapacitated, by a person acting on his/her behalf to their respective supervisor, whom will in turn, report to the Operations Director or Production Supervisor.
- Employees injured whilst visiting, or carrying out works at clients premises must notify the Operations Director or Production Supervisor.
- Employees are reminded that no disturbances of any items related to an accident causing a fatality or major injury is allowed (except to release an injured person) until the Inspector has given permission and photographs have been obtained).

Authorised by:

P L Green

**Paul Green.
Operations Director.
Monday 22nd July 2008.**

6. Accident Reporting Procedure.

Following admission of the First Aid procedure, all accidents/dangerous occurrences, whether or not injury is sustained must be reported to the Operations Director or Production Supervisor who will ensure that the necessary procedure can become operational.

They will determine what action is necessary, depending on severity of the incident i.e.:

- 1) Apart from very minor incidents, company accident report form will be completed. (See Sheet D10 attached).
- 2) In the case of a death, a specified, major injury or condition, or dangerous occurrences:-
 - The incident contact centre **must** be notified immediately e.g.: by telephone (the Operations Director or Production Supervisor will do this).
 - If this is a verbal notification, it must be followed up within ten days by a written report to the incident contact centre on report form F2508.
 - In the case of an over three day injury, the incident contact centre will be notified within ten days of the accident by appropriate means (see sheet D2).
 - On completion of relevant accident report forms a thorough investigation will be carried out by the Operations Director or Production Supervisor, leading to the necessary corrective and preventative action being taken. This may involve liaison and involvement from Initiative Quality and Safety Ltd.

Accident Investigation Report.

In the event of a serious accident involving more than three days off work, a full accident investigation report should be completed.

This should include:

- Location; employee involved; employee status; equipment involved.
- Date and details of the accident, including full description of the accident, and events leading up to the occurrence, as well as details of action taken after the accident. Details of protective equipment worn etc.
- Any Further Information i.e.
 - Employment and training history of injured person. Any previous accident history.
 - Safety record, and safety devices fitted on any equipment involved.
 - Manager/supervisors and witnesses statements.
 - Action taken to prevent re-occurrence.
- Audit to confirm action agreed action was carried out. Re-audit monthly, or at shorter intervals if required, to ensure any new safe working practices are fully implemented.



RECYCLED UK LIMITED.
INCIDENT/HAZARD
REPORT FORM

This form is to be used to report:

- a) A specific accidental occurrence, which could have caused injury to a person or damaged equipment.
- b) To report a hazard of an on going type which is detrimental to health or likely to cause an injury or damage.

Person making report:		Date:	
Person (s) at risk:			
Witness:			
Supervision notified:		Who:	
Description of incident/hazard/near miss:			
Corrective & preventive action taken or recommended:			
Signature: <small>(of person completing report)</small>		Date:	
Operations Director Review:		Date	
Further Investigation Required ? <small>(Circle/Delete Accordingly)</small>		Yes	No

NOTE - Forward a copy of this report to the Operations Director or Production Supervisor.

RECYCLED UK LIMITED.

Ref. No.....

Date:

ACCIDENT/DANGEROUS OCCURRENCE REPORT.

Name of person completing this report:					
Date of accident/dangerous occurrence:			Time:		
Name of injured person:					
Age:		Title			
Address:					
Department:					
Name of Witness:					
Address:					
Reported to:					
Place where accident/dangerous occurrence happened:					
Details of injury (Left/Right Leg/Arm etc.)					
Fracture? <small>(Circle/Delete Accordingly)</small>	Yes	No	Detained in hospital for 24 hours? <small>(Circle/Delete Accordingly)</small>	Yes	No
Time stopped work:			More than three days absence? <small>(Circle/Delete Accordingly)</small>	Yes	No
What was the injured person doing:					
Root Cause of accident/dangerous occurrence:					
Signature: <small>(of person completing report)</small>				Date:	
Operations Director Review:				Date	
Further Investigation) Required ? <small>(Circle/Delete Accordingly)</small>				Yes	No

In case of major injuries or dangerous occurrences notify incident contact centre as soon as possible and report on F2508 within ten days. Phone incident contact centre on 0845 300 9923. Postal reports to the incident contact centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Please use the reverse of this form for any sketches, dimensions, etc. which may be useful subsequently. Alternatively affix a digital photograph print of scene of accident.

NOTE - Forward a copy of this report to the Operations Director or Production Supervisor.



Recycled UK Limited
Cannon Business Park
Gough Road
Wolverhampton, West Midlands
WV14 8XR



FIRE PROCEDURES AND ARRANGEMENTS FOR EVACUATION OF THE PREMISES.

Management of Recycled UK Limited., are responsible for ensuring compliance with the Fire Regulatory Reform (Fire Safety) Order 2005, other related legislation and compliance with any recommendations issued by the Fire Authorities.

All fire extinguishers are examined annually by contract to Delta Fire Protection and are maintained in good efficient order.

It is every employee's duty to know where fire extinguishers are located on site and not obscure their visibility.

Emergency Evacuation.

To raise the alarm, **Sound Air Horn** at main entrance and call the fire brigade.

Fight the fire only if you feel confident to do so. **Remember - life before fire.**

On hearing the Air Horn, all work will cease and **EVERYONE** will leave the premises and move immediately to the evacuation assembly area **(OPPOSITE RECEPTION).**

Evacuate via the nearest exit, if you are the last to leave, close doors behind you.

Check that areas are empty of personnel, and that visitors are escorted. Any disabled or injured employee, contractor or visitor should be given assistance to leave the site.

The Operations Director, assisted by Management will jointly conduct a roll call at the site assembly point.

The Operations Director is responsible for informing the emergency services of missing personnel upon their arrival.

Employees are reminded that the removal, damage or mischievous discharge of any fire fighting equipment is an infringement of Section 8 of the Health and Safety at Work Act.

Anyone caught doing such an act could find themselves facing prosecution.

Great care should be taken in the disposal of combustible materials that could fuel a fire.

FIRE MARSHALS.

- Paul Green.
- Sue Chew.

REMEMBER - "FIRES COST LIVES and JOBS".



**Recycled UK Limited
Cannon Business Park
Gough Road
Wolverhampton, West Midlands
WV14 8XR**



FIRST AID ARRANGEMENTS.

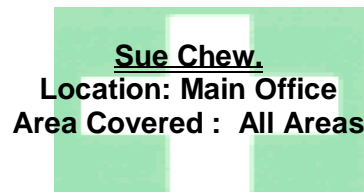
Recycled UK Limited., undertakes to ensure that an adequate number of First Aiders are properly trained and a valid certificate is maintained.

All First Aiders must undertake refresher training and re-examination within 3 years of their appointment. Failure to do so will result in loss of appointment and the need for complete re-training.

The Company asks all personnel to ensure that First Aid provision is not abused and properly maintained. **It may save a life.**

First Aid will be administered by the **Qualified First Aider**, in the appropriate area.

The appointed Qualified First Aiders are;



First Aid Appointed Person.

The appointed person for the administration of First Aid in the absence of the fully qualified First Aider has been trained and is an **Appointed Person** under the Health and Safety (First Aid) Regulations 1981. This means that in the absence of the fully qualified First Aider and anyone being injured or becoming unwell, he must take charge of the situation and summon assistance (if required).



The First Aid Box is a Green Box with a white plus or cross sign on it.

The First Aid Box is located in the following areas:

- | | |
|-------------------------|---------------|
| • Canteen (Shop Floor). | • Main Office |
|-------------------------|---------------|

First Aid Arrangements Continued.

The minimum stock for First Aid items is :-

- A leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted size) of appropriate type, i.e. blue for food handles.
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized individually wrapped sterile un-medicated wound dressings, approximately 12 cm x 12 cm.
- 2 large sterile individually wrapped un-medicated wound dressings.
- One pair of disposable gloves.

Where risk assessments identify specific needs for additional equipment, that equipment can be stored in or near to the First Aid box.

This will include saline solution (0.9%), antidotes to specific solutions, scissors, disposable aprons etc.

It is the policy of Recycled UK Limited., that disposable gloves are always worn to treat any casualty where there is blood or bodily fluids present or if they are aware of a specific risk.

Eye Wash Stations are also located in all Workshop areas.

Risk Assessment Policies Safe Working Practices - How they are dealt with by Recycled UK Limited.

Formal Risk Assessments are required by the Management of Health and Safety at Work Regulations 1999.

Detailed Risk Assessments are undertaken by Recycled UK in addition to the statements below. These are retained in the risk assessments section of this manual.

1. Display Screen Equipment – Working with Computers.
2. Electricity At Work - Portable Appliances & Fixed Appliances.
3. Storage Facilities.
4. Waste.
5. COSHH - Substances Hazardous to Health & Flammable Substances.
6. Workplace.
7. Manual Handling & Lifting Equipment.
8. Fork Lift Truck.
9. Abrasive Wheels.
10. Machinery Guarding.
11. Danger to Eyes.
12. Personal Protective Equipment.
13. Compressors / Pressure Systems.
14. Housekeeping.
15. Fire Fighting Equipment.
16. Access and Egress.
17. Visitors and Contractors.
18. Safety Signs.
19. Alcohol and Drugs.
20. Illness and Unfitness For Work.
21. Aids.
22. Preventing Slips, trips and falls.
23. Safety in the use of machinery.
24. Ladders, Steps and Access Platforms.
- 24 a. The Work At Height Regulations 2005
25. Employee Consultation.
26. Safety Training Arrangements.
27. Company Vehicles.
28. Working Alone.
29. Smoke Free Policy.
30. Noise at Work Regulations 2005.
31. Hand Tools.
32. Sources of Information/Advice.

Risk Assessments.

Management of Recycled UK Limited., accepts our statutory requirements to arrange for risk assessments of work activities to be carried out and will take all **reasonable and practicable** measures to minimise and control all identified significant risks.

The risk assessment process will be **suitable and sufficient** for the nature of the work and the company's activities. The Operations Director, supported by the management team will organise the risk assessments with the assistance of Initiative Quality and Safety Ltd., the management team and all employees, to ensure that a formal effective process is in place.

The members of the assessment team will, where necessary, be given training to improve their appreciation of the details of the assessment procedure, and the information needed to assist in understanding the work environment.

Sufficient resources will be provided to deal with risk control and systems of work, and work standards will be produced and implemented. All levels of management and staff will be involved in the effective introduction of new work procedures. All employees will be provided with information about the risk assessment and control measures in their areas, and will be asked for feedback as to their suitability and effectiveness.

Records of risk assessments and actions to be taken to deal with the recognised significant health and safety risks to employees and non-employees at the workplace will be retained in the risk assessments section of this manual.

When health and safety reviews indicate the need, re-assessments will be arranged to determine the need for additional or alternative actions.

1. Display Screen Equipment – Working With Computers.

Recycled UK Limited., will, so far as is reasonably practicable, endeavour to ensure the health and safety all staff who use display screen equipment as part of their job activities.

Although the actual use of display screen equipment does not provide health risks, it is the intention of the company to reduce all risks to an absolute minimum. Discussions will be arranged with all employees prior to work with display equipment to provide information regarding all health and safety issues.

Formal training will be given to staff in the use of the equipment at the workstation, ergonomics and work arrangements. Staff will be advised of workstation assessments and their results, the opportunity for free eye and eyesight tests, and necessary variations in their work activity. Where it can be proven that corrective appliances are required for DSE use, the company will also comply with its legal duty and provide suitable and sufficient corrective appliances.

1. Display Screen Equipment – Working With Computers (Continued).

Recycled UK Limited., will note any concerns raised by employees, investigate all reported instances of adverse health conditions associated with DSE workstations and advise employees of actions to be taken where necessary.

2. Electricity At Work.

Portable Appliances.

All portable electrical appliances are subject to an annual Portable Appliance Testing (PAT) inspection, with records being maintained. This is a requirement of the Electricity at Work Regulations 1989. Electrical leads to power tools are a hazard and care must be taken to ensure that these do not become entangled as that they are not so positioned as to trip people walking nearby.

All staff using portable electrical equipment are positively encouraged to visually inspect all equipment prior to use to ensure safety. In particular checking for damage to the appliance, its label or plug that may expose electrical conductors. They must report any damage immediately to the Operations Director and if it appears unsafe, do not use it until the faults have been rectified.

Fixed Electrical Apparatus.

The fixed electrical installation within Recycled UK Limited., is subject to a 5 yearly periodic inspection by an NIC/EIC qualified organisation, with records being maintained.

Supply points, fuse boxes, cables, switches, together with all items of electrical equipment must not at any time be interfered with by any employee who is not qualified and authorised to do so. Any damage or excess wear and tear should be reported immediately. Requests for repair to all items of electrical equipment and apparatus must be made to the Operations Director. Serious injury may be the immediate result of unauthorised interference with any type of form of electrical apparatus.

Accidents arising from such unauthorised interference may involve other persons who have been behaving in a correct manner and observing the rules.

Regulation 16 of the Electricity at Work Regulations 1989 requires that;

"No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate injury,.....".

Among the various knowledge such a person would possess would be the requirements of the other Regulations of the Electricity at Work Regulations 1989.

No unauthorised electrical equipment must be brought onto the premises for any purpose without the express approval of the Operations Director.

Fixed Electrical Apparatus.

Any damage and requests for repair to electrical equipment will be immediately reported to the Operations Director.

Any contractors working on the premises must comply with the above regulations. Any electrical equipment brought on site by contractors must comply with the Electricity at Work Regulations 1989.

Any employees bringing electrical equipment within the premises, particularly if requiring mains power supply, must first have the equipment approved by the Operations Director.

This applies equally to mains radios or kettles, etc. If at any time the Management finds this electrical equipment or its installation unsatisfactory it must be removed from premises or made safe immediately.

3. Storage Facilities.

Storage facilities throughout the company shall be strong in construction and suitable for the intended task. Management assisted by employees will periodically review and ensure that the facilities are correctly used and maintained. Routine tidy up and housekeeping exercises will be instigated to ensure that storage facilities are free from unnecessary overcrowding and build up of combustible materials that could fuel a fire.

4. Waste.

Management of Recycled UK Limited., will ensure all waste generated within the company is managed safely according to statutory requirements and in line with our impending BS EN ISO 14001 registration. The health, safety and welfare of our employees, and others that could be adversely affected by waste products associated with our work activities will be part of the company's duty of care commitment.

All waste materials will be suitably handled, stored, and disposed regularly by appropriately qualified external agencies. These arrangements will be reviewed on a periodic basis, but staff are encouraged to discuss any problems regarding health and safety that may arise on any aspect of the waste management process. Waste minimisation, conservation of resources, and recycling systems will be introduced, wherever reasonably practicable.

5. Substances Hazardous to Health – C.O.S.H.H.

Management of Recycled UK Limited., recognises its obligations under the Control of Substances Hazardous to Health Regulations, to protect employees and others in the workplace against health and safety risks from hazardous substances.

Safety Data Sheets will be obtained from supply sources for all substances used to ensure that all reasonable actions/control measures that are recommended are observed.

Independent maintenance and servicing of the LEV extraction system is carried out annually to ensure the effective operation of the extraction system.

5. Substances Hazardous to Health – C.O.S.H.H.

All staff will be given information, instruction and training on the hazards of substances in use, the risks identified and the control measures required to reduce risks.

No new substances will be introduced into work procedures or activities without approval by the Operations Director or Production Supervisor, and after consultation with the supplier and receipt of the relevant Safety Data Sheets.

Flammable Substances.

Management must ensure that persons using flammable substances do not smoke and that there are no other sources of ignition nearby.

If you are a user of any flammable liquids replace covers on dispensing containers after use, learn the procedure in case of spillage, do not allow people to smoke in your vicinity, maintain good ventilation to disperse vapours, keep only the minimum / essential quantity of liquid at you workplace. Never use flammable liquids in enclosed vessels or rooms without a copious fresh air supply. Check with supervision if in doubt about precautions to taken. At the end of every day's work return unused flammable liquids to the approved storage facility.

6. Workplace.

Management of Recycled UK Limited., will ensure that the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 will be applied to all workplaces on the premises. It is the intention of the company to ensure that (wherever practicable) facilities are suitable for people with disabilities and accessible to visitors and personnel with limited mobility.

Safe systems of work will be implemented for any work found to introduce a risk to health and safety following a workplace risk assessment.

Suitable information, instruction and training will be given to staff in workplaces requiring specific health and safety arrangements. Where appropriate, subject policy statements will be prepared to set out the company requirements.

Recycled UK Limited., will ensure that all work arrangements are appropriately organised, supervised and monitored. Safe access and egress will be planned for each workplace to ensure the health and safety of staff and visitors during normal work, repair, refurbishment or maintenance operations and in an emergency situation.

Staff will be required to assist the company health and safety effort by complying with all arrangements set up in each workplace and reporting any potential health and safety problem noted in the workplace.

Staff will take a responsible attitude at all times so that through no action of their own will they bring about an unsafe situation for themselves or others.

6. Workplace (Continued).

Management of Recycled UK Limited., will ensure all visitors and contractors are aware of any potential hazards in the workplace and make suitable arrangements for visitors to be accompanied in areas where there are security or safety concerns.

To enable the workplace to be kept in a safe condition, so far as is reasonably practicable, appropriate housekeeping and cleaning arrangements will be implemented.

The following subjects will be covered in regular workplace inspections - ventilation, temperature, lighting, cleanliness, suitability of workplace locations, and safety of floors, windows, doors and traffic routes etc. Maintenance of the workplace and work equipment will be reviewed and facilities for sanitation, washing, and lunch/rest areas.

7a. Manual Handling and Lifting.

More than 34% of all workplace accidents are attributed to manual handling activities. Not only manual workers contribute to these statistics, those in sedentary occupations such as office workers, and other employees and visitors, are also at risk. Manual handling accidents have been estimated to have cost industry some £90 million per year.

Recycled UK Limited., recognises that Manual Handling operations are a significant part of the workload for our employees and recognise our duties and obligations under the Manual Handling Operations Regulations 1992 and fulfil these duties and obligations by:-

- All work activities are assessed with a view to eliminating or minimising the need to manually handle goods.
- Where Recycled UK Limited., recognise that Manual Handling cannot be avoided, we will provide lifting and carrying aids to minimise the risk of injury.
- Where lifting and carrying aids are provided, employees must use them, they will receive training on the correct and safe use of handling equipment.
- Recycled UK Limited., provide information and instruction in the correct manual handling techniques and where practicable provides information on the likely weights of the loads being handled.

Employees are reminded of their duty to report unsafe situations and where an employee is of the opinion they are at risk of injury due to manual handling they must ask for assistance or contact the Management for further help.

Employees must follow the procedures covered within their Manual Handling training and the guidelines over the page within this policy.

Detailed below are some of the injuries caused by poor manual handling techniques. The correct ways to manually handle loads are set out below.

7a. Manual Handling and Lifting (Cont).**Manual Handling Injuries.**

Injuries due to manual handling may be classified under the 2 headings of External and Internal.

External Injuries.

Examples of these are cuts, bruises, and crush injuries, lacerations to fingers, hands, forearms, ankles and feet. Generally speaking these types of injuries are not as serious as internal injuries.

Internal Injuries.

Examples of internal injuries are muscle and ligament tears, hernias (ruptures), slipped discs, and knee, ankle and shoulder injuries. One of the most serious injuries is the prolapsed invertebrate disc (slipped disc) which results in frequent incapacity and may even be permanently crippling.

Assessment Prior to Handling.

Before undertaking handling / lifting any load manually, an assessment of the load is essential and several factors should be considered. However, the golden rule on lifting is **"IF THE LOAD IS TOO HEAVY FOR YOU - GET HELP"**.

The points to be considered prior to lifting are:-

- **Physical Weight.**

Employees should be aware of the actual weight of the object to be lifted. Where regular lifting of specific items takes place this is generally not a problem. However, when unusual objects have to be lifted employees should have a method of estimating the weight involved.

- **Size.**

The overall size of any object, whether it is heavy or light, has considerable importance. Just like any lifting machine, the centre of gravity should be as near to the machine as possible.

The wider the arms are located and the further the hands are in front of the body, the greater the tension on the shoulders, chest and back muscles. Often the use of straps, hooks and other handling aids will assist when moving large loads. A distinction must be drawn between handling indoors and outside where the wind could dramatically affect individual ability, especially when handling sheet materials. Finally, large loads can affect the field of vision.

7a. Manual Handling and Lifting (Cont).

- **Shape.**

The shape of a load should be closely linked to its size. Again, carrying a load at the point of balance is essential. Often, however, it is difficult to immediately find the point of balance. Many loads are off balance, and in the case of a moving in a container, e.g. liquids, loose items, etc., the point of balance will constantly be changing.

- **Rigidity.**

If a load is likely to change shape when being handled this will create difficult with the grip or hold. Many of today's materials are packed in bags or sacks and the problem of the load shifting may pull a person off balance.

- **Outside Surfaces.**

The material in which a load is paced could ease the problems of handling. If a person can get a good grip the problem becomes easier. The use of gloves can serve two purposes in firstly, providing a good grip, and secondly, when handling items with sharp edges can prevent lacerations.

- **Height.**

The position of the load can provide safer lifting. The hands can perform the task most efficiently when they are placed directly in front of the body, between the shoulders, close to the body and in an area between chest and thigh level. Difficulties increase once a person attempts to lift outside this area. Wherever possible handling loads below the feet or above the head should be avoided.

Handling loads above head level has the added disadvantage of the handler not being able to see the top of the load and thereby risking other items falling onto the head. It is also essential to know the weight of the load when, say, taking it down from a shelf, so that a person is not taken by surprise when initially receiving the load. In this situation the use of steps or staging is an advantage.

- **Ground and Floor Conditions.**

The surface on which loads may have to be carried will obviously affect safety. Uneven, slippery or loose surfaces should be avoided. Also, suitable footwear should be worn not only to prevent injury if the load is dropped but also to prevent slipping.

- **Headroom.**

Consideration should be given to the amount of headroom available because once a person has to lower their head there is a tendency to adopt a 'top heavy bending action'. A top heavy bending action may be described as keeping the legs straight and inclining the trunk forwards.

7a. Manual Handling and Lifting (Cont).**Correct Handling Techniques.**

The following procedure should be used when lifting:-

- **Position of Feet.**

The feet should be positioned hip width apart to provide a firm base. One foot should be placed forward and to the side of the object to give better balance.

- **Knees.**

Bend the knees and crouch to the load. The weight should be gripped with the roots of the fingers and the palms of the hands. This keeps the load under control. Use of the finger tips should be avoided as this will cause loss of grip.

- **Arms.**

The arms should be kept as close to the body as possible when carrying loads which reduces fatigue in the arms and shoulders.

- **Leg Muscles.**

Successful lifting should utilise the very strong muscles in the thighs. When lifting straighten from the legs lifting in one smooth and progressive movement from floor to carrying position.

THE FOLLOWING IS THE PROCEDURE FOR SAFE MANUAL HANDLING. ALL EMPLOYEES AND VISITORS MUST FOLLOW IT AT ALL TIMES. FAILURE TO FOLLOW CAN CAUSE SERIOUS INJURY AND / OR DISCIPLINARY ACTION.

1. The initial movement begins with relaxing the knees allowing the feet to adjust, forming a base into which the body lowers in a balanced fashion.
2. One foot is slightly behind the box and one to its side, both feet pointing forwards.
3. The rest of the body begins to lower in a base fashion; ankle and knee flexing are followed by flexing of the thigh and back.
4. Finally the head is allowed to drop, allowing the shoulders to sag and thus the hands and arms to lower, the leading hand can now tilt the box.
5. The leading hand is placed on top of the box on the front edge and pushes it forward. The trailing hand is placed under the box and grips it with the 'palmer' grip. The hand on the top of the box can now be re-positioned to grip it at the side.

7a. Manual Handling and Lifting (Cont).

6. The upward movement begins with lifting the head and breathing in to inflate the diaphragm and therefore, support the lumbar region of the spine.
7. The ballistic action of the thighs pushes the body upwards. The arms draw the box close to the centre of gravity of the body and keep a firm hold on it, with the elbows close to the body.
8. Thrust from the rear foot begins the follow through as the subject moves away. There should be no loss of stability of the box or the person during the movement.

Other Points on Lifting.

- Use hand, arm or foot protection where necessary.
- Make sure a clear route is available for carrying the load.
- If more than one person is involved in the lifting operation ensure that only one person is in charge giving clear instructions.
- Where mechanical aids are provided use them.
- Extra care is required when lifting awkward shapes.

FINALLY:-

IF THE LOAD IS BEYOND YOUR CAPACITY – GET HELP.

7b. Use of Slings & Lifting Equipment to lift loads.

- Lifting equipment within Recycled UK Limited., includes Fork lift trucks and pallet trucks.
- Use the right sling for the job. Never let sling angles be greater than 90°. Remember - the strain on the sling increases as the angle increases.
- Use proper lifting points wherever possible.
- Use extender forks if required.
- Use the correct Eye Bolts and shackles for the lift of machinery.

8. Fork Lift Truck (FLT).

Gas bottle operated fork lift trucks are used for mechanical handling and lifting within the works and outside yard areas. These present special hazards and all personnel must keep clear of them when they are in use.

The operators have special responsibility when using FLT's and receive special training in the safe control of them. Only Authorised personnel are allowed to operate this equipment, anyone else caught using FLT's will be disciplined.

It is the company policy that all works personnel and key management (as necessary) will be formally trained and hold a valid licence for operation of the FLT's in use within Recycled UK.

In instances where there may be untrained personnel within the works, Ignition keys will not be left in the truck whilst parked. This encourages untrained operators to attempt to use them, with possible fatal consequences. It is the policy of the company to comply with the current legislation i.e.: **Health and Safety At Work Act 1974 etc.**, and the **Approved Code of Practice Training of Fork Truck Operators.1989.**

9. Abrasive Wheels / Angle Grinders.

Only the trained and appointed person is authorised to use the above.

Management undertake to arrange training, approval for appointment and registration of employees whose work requires this facility. **The Provision and Use of Work Equipment Regulations 1998** must be applied in these circumstances.

10. Machinery Guarding.
Dangerous Parts on machines must be adequately guarded to prevent accidental contact.

The Provision and Use of Work Equipment Regulations 1998 must be applied in these circumstances.

(PUWER) contains a hierarchy for the provision of measures that are effective to deal with dangerous parts of machinery. Employers should take measures to prevent access to any dangerous part of machinery, or to stop the movement of any dangerous part of machinery before any part of a person enters a danger zone.

The measures will consist of:

- A) Enclosure of every dangerous part** or rotating stock-bar **with fixed guards.**
- B) If, or to the extent that (a) is not practicable, the use of other guards or protection devices.**
- C) If, or to the extent that (b) is not practicable, the provision of jigs, holders, or similar protection appliances used in conjunction with the machinery.**
- D) If, or to the extent that (c) is not practicable, the provision of information, instruction, training and supervision.**

The provision of PUWER'98 should therefore be considered alongside any legislation dealing more specifically with the machinery in question.

11. Danger to Eyes.

Eye protection / visors are required for persons at risk in the vicinity of:

Drilling, chipping, dressing, cutting and knocking out of items from any structure by hammer or portable power driven tool.

Eye protection conforming to appropriate British Standards is provided on request. Employees have a duty to wear it and to look after it.

Eye protection must be worn when there is a reasonably foreseeable risk of injury to eyes.

Extract and summary for schedule 1 - The Protection of Eyes Regulations 1974 (now revoked but listed as Company Policy Guidelines).

11. Danger to Eyes (Cont..)

Specific eye hazards for which approved eye protectors are required.

- Grit, Chips & Scale in disassembly areas.
- Swarf thrown from machine tools.
- Cartridge operated tools.
- High-speed metal saw.
- Use of hand tools, hammer, chisels or power driven portable tools for driving in bolts, pins etc., where there is foreseeable risk.
- Cutting of hard plastics of similar materials by power tools or hammer and chisel.
- Breaking of swarf or dust by compressed air or manual electric hand tools.
- Cutting of wire ropes or metal strapping under tension.

Processes in which eye protectors are required

- Band saw operation.
- Dry grinding / cutting of metals at fixed wheels or by portable machines.

12. Personal Protective Equipment.

Recycled UK Limited., has a legal duty to provide suitable personal protective equipment at its expense.

Typical PPE provided by the company to employees includes; overalls, safety boots, gloves, ear protectors, dust masks, hi-visibility vests and safety goggles etc.

Recycled UK Limited., recognise its moral/legal duties to protect the work force from any hazard and thus encourages the full use and maintenance of protective equipment at all times (As necessary). Management will routinely monitor and enforce their use as appropriate.

Safety procedures exist to ensure that all personal protection required by regulations is available, with the advent of future legislation/work practices, Recycled UK Limited., will endeavour to make available any protection necessary to protect its employees.

Employees have a duty to use it, look after it, report any defects or seek a replacement if necessary.

13. Compressed Air, Inert Gas Bottles.

The Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.require that pressure systems are constructed (certificate required before use) and maintained so as to be safe. The Operations Director will ensure the regular time based inspection, servicing and testing by a competent person and the keeping of inspection records as necessary.

The safe use of gas cylinders

Handling and Use

- Use gas cylinders in a vertical position, unless specifically designed to be used otherwise i.e. fork lift truck.
- Securely restrain cylinders to prevent them falling over.
- Always **double check** that the cylinder/gas is the right one for the intended use.
- Before connecting a gas cylinder to equipment make sure that the regulator and pipe-work are suitable for the type of gas and pressure being used.
- When required, wear suitable safety shoes and other personal protective equipment when handling gas cylinders.
- **Do not** use gas cylinders for any other purpose than the transport and storage of gas.
- **Do not** drop, roll or drag gas cylinders.

Continued...

The safe use of gas cylinders Continued...

- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- Where appropriate, fit cylinders with residual pressure valves (non-return valves) to reduce the risk of back flow of water or other materials into the cylinder during use that might corrode it.
- Ensure that the valve is protected by a valve cap or collar or that the valve has been designed to withstand impact if the cylinder is dropped.

Lifting

- Gas cylinders **should not** be raised or lowered on the forks of lift trucks unless adequate precautions are taken to prevent them from falling.

Storage

- Gas cylinders should not be stored for excessive periods of time. Only purchase sufficient quantities of gas to cover short-term needs.
- Rotate stocks of gas cylinders to ensure first in is first used.
- Store gas cylinders in a dry, safe place on a flat surface in the open air. If this is not reasonably practicable, store in an adequately ventilated building or part of a building specifically reserved for this purpose.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources that may adversely affect their mechanical integrity.
- Gas cylinders should be stored away from sources of ignition and other flammable materials.
- Avoid storing gas cylinders so that they stand or lie in water.
- Ensure the valve is kept shut on empty cylinders to prevent contaminants getting in.
- Store gas cylinders securely when they are not in use. They should be properly restrained, unless designed to be freestanding.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- Store cylinders where they are not vulnerable to hazards caused by impact, e.g. from vehicles such as fork-lift trucks.

14. Housekeeping.

All employees are requested to do all that they can to keep the area in which they work a clean, tidy and safe. Untidiness and poor housekeeping leads to accidents, possible fires and injuries.

Good housekeeping also denotes efficiency, and in the long term, makes working life easy and more satisfying. Employees are encouraged to make suggestions that will assist management in maintaining a clean, tidy and safe place in which to work.

Staff must ensure that spillages creating slip hazards on within the office are dealt with immediately.

15. Fire Fighting Equipment.

Fire extinguishers are provided throughout the premises and are subject to annual maintenance and service by contract to Delta Fire Protection. It is imperative that these are not obscured or access to them impeded in any way.

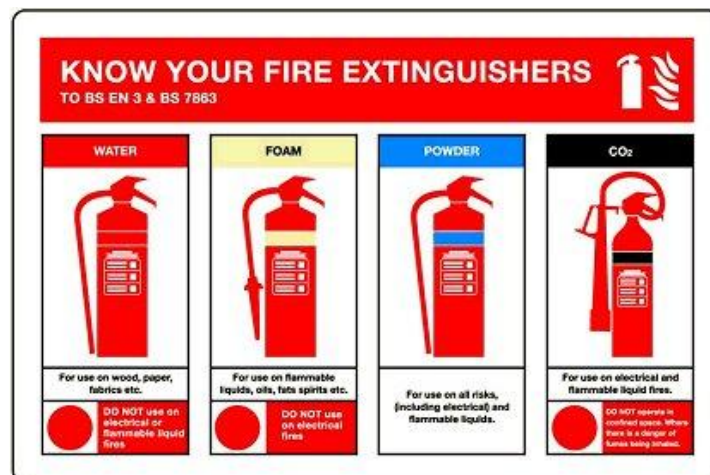
It is in everyone's interest to have an understanding of the need for using the right type of extinguishers, as this alone presents a significant level of risk.

The types of fire extinguishers maintained within Recycled UK Limited., include;

- CO2** - Coloured **Black** - for electrical fires in open space or confined in vessel.
- Water** - Coloured **Red** - for small fires of rubbish, wood, paper, textiles etc. **DO NOT USE ON ELECTRICITY.**
- Dry Powder** Coloured **Blue** – for most fires in an open space.
- AFF Foam** - Coloured **Cream** - for flammable liquids.

Further details are clearly displayed at the designated fire call points, throughout the building.

Note – for all new extinguishers, the main body of all fire extinguishers are red, with the appropriate colour coded label affixed.



16. Access and Egress.

Recycled UK Limited., have a legal obligation to provide safe access and egress at all times. The Operations Director, assisted by Management must ensure that safe access is made available past any obstructions. All employees are urged to minimise the obstruction of walkways within the both the office and works. Any obstruction of a walkway should be as brief as possible.

17. Visitors and Contractors Arrangements.

All visitors and contractors must report to reception to the respective company representative. The company representative being visited will ensure the business undertaken on company premises is carried out in a safe manner. On leaving the premises, company representative will escort visitor back to the reception and off the premises.

They will be informed of the health and safety standards that they will expected to maintain at all times to ensure the safety of Company's employees and member of the public working or moving about in the vicinity.

Contractors and visitors will also be expected to inform Management of any hazardous substances, flammable materials/liquids, electrical power tools/cables etc, which may be necessary to carry out the work. This will enable Management to monitor those current statutory requirements and safe systems of work are operational.

18. Safety Signs.

Safety signs fall generally into four categories.

- **Prohibition** - Red/White - stating what you must not do e.g.. No Smoking.
- **Mandatory** - Blue/White - stating what you must do e.g.. Wear Ear Protection (As required within certain areas of the factory).
- **Warning** - Yellow/Black - Warning of a hazard e.g.. Caution Mind Your Head.
- **Safe Condition** - Green/White - Showing the safe way i.e. emergency exit, emergency stop, emergency telephone.

All Signs (wherever practicable) will display a pictogram to convey the message instead of relying solely on text.

All employees must take note of these signs and act according to their instruction.

19. Alcohol and Drugs.

Alcohol and depressive drugs impair the individual's reaction speed.

Management of Recycled UK Limited., strongly deprecates the drinking of alcohol and taking of depressive drugs whilst at work. Alcohol and depressive drugs must not be consumed within the company.

Anyone found to be intoxicated or under the influence of drugs will be dismissed immediately.

Employees are encouraged not to work if they are under medication which causes slowed reaction or drowsiness.

20. Illness and unfitness for Work.

Staff should only work when they are able to do so safely. Never work if medically advised not to do so. If a health problem occurs then the Company will act sympathetically, and in a way that will not cause increased risk. If there is any known danger of fits or blackout then seek medical advice and let the Company know in order that appropriate measures can be taken.

If in doubt then ask.

21. Aids (Risk Assessment).

AIDS stands for Acquired Immune deficiency Syndrome. It is a disease which once developed is incurable. Normal social and work contact with an infected person is safe. The only time that AIDS may pose a threat is when there is direct contact with body fluids of an infected individual. In practice at work this will mean that the only risk will occur when giving first aid following an accident where there has been loss of blood of other body fluids.

Risk Minimisation.

In treating the accident normal hygiene rules i.e. covering cuts or abrasions that you may have with waterproof dressing, washing your hands before and after treatment should be sufficient. When mopping up spillages, plastic gloves and an apron should be worn and the area cleaned with bleach diluted with water.

If these cannot be readily acquired, the spillage should be left suitably marked until safe procedures can be adopted. Any paper towels etc., used to mop up the spillage must be burnt. The priority must be to treat the accident. Mouth to mouth resuscitation should not be withheld in an emergency. No case of infections has ever been reported due to giving mouth-to-mouth resuscitation.

If you have AIDS or suspect that you have AIDS, you may continue to work without informing anyone whilst you feel that you are able to carry out your duties competently. If you feel you are unable to do so, you should cease work.

22. Preventing Slips trips and Falls.

Everyone can contribute to reducing the risk of trip hazards by maintaining a clean and tidy work area.

If items are left in walkways, clear them away as soon as possible – don't leave it to somebody else to remove the hazard.

Floors are swept regularly, however, it is not practical to clean up constantly but to minimise the risk of slipping the following should be done.

If resins, catalyst, oils or other liquids should be spilled, use absorbent material to soak it up and clean it away immediately to minimise slipping hazards.

If the hazard cannot be cleared straight away, place barriers / warning signs to keep people away until it can be cleared.

Avoid leaving items on stairs, this restricts the width of the stairs, increasing the risk of trips and falls. Always keep access to stairs free from obstruction.

If you have to use electrical extension leads, avoid taking them across walkways. Route them overhead wherever possible.

Emergency escape routes must always be kept free from slip, trip hazards or obstructions.

23. Safety in the use of Machinery.

Recycled UK Limited., will ensure all machinery is checked prior to use to ensure guards etc are in place.

All machines and equipment used comply with the Provision and Use of Work Equipment Regulations 1998 and it is the aim of Recycled UK Limited., is to meet the hierarchy of machinery guarding within the legislation and associated codes of practice and guidance documents.

Only fully trained and experienced operatives are allowed to operate machinery.

All safeguards must be used when operating machinery including the use and adjustment of guards, the use of jig fixtures etc and the use of personal protective equipment.

Certain machinery can only be used by people over the age of 18 (unless used for training purposes and whilst being supervised).

Under no circumstances are operatives permitted to remove, bypass or otherwise interfere with a machine guard except for the purposes of cleaning and maintenance which can only be done when the machines are isolated and can only be done by a competent person.

Hierarchy of machinery guarding:

- Fixed Guard.
- Other Guards (i.e. interlocked, automatic, adjustable, trip devices, two handed controls etc).
- Jig fixtures and other such devices.
- Safe system of Work.

24. Ladders/Steps/Access Platforms.

Ladders and steps are among the most commonly used pieces of access equipment and perhaps the most misused. It is essential that safe working practises should be followed if accidents are to be avoided.

Most accidents occur because a ladder has not been secured, and the top or bottom starts slipping. An unsecured ladder is often made unstable by the practises of climbing while carrying loads and of over reaching and over balancing. Ladders which are badly placed, or set on an uneven or unstable base are also a common factor in accidents. Where this is a problem it may be necessary to use a proprietary device to assist in securing the ladder.

Recycled UK Limited., has a duty to provide safe access and a safe system of work. In certain circumstances especially where work is prolonged, difficult or requires freedom of movement, towers or scaffolding may be the most appropriate means of satisfying this requirement and providing both safe access and a safe workplace. In all instances towers and scaffolds must be fixed by the appropriate methods (i.e. riggers etc.).

Ladders/steps will be examined critically before every use. Care must be taken with metal ladders in the vicinity of power lines, etc. it is safer to use wooden ladders in these circumstances

Risk Assessment.

The risks associated with ladders steps are minimised by the adherence to the following:

- Ladders/steps shall only be used if in good order, they will be inspected before use, and any defects notified, and not used until defects are rectified. Ladders should never be used upside down.
- They shall always be set on the correct angle, (four up to one out).
- They are secured by either lashing to the structure or by a person footing the base.
- The ladder protrudes at least 3'6", 1.1 metres above any landing place.
- Special care is to be taken if the ladder/steps are sited on unmade ground.
- Care should be exercised when handling, erecting and dismantling and transporting ladders.
- With aluminium ladders special care should be taken to avoid slippage when used against steel girders.

In instances where access platforms are required, these will be hired from appropriately qualified contractors.

24 a. The Work at Height Regulations 2005.

Duties under the Work at Height Regulations

Recycled UK Limited., will ensure that:

- Any work at height performed in our undertaking, and the equipment provided for such work, complies with the requirements of the WAHR and does not put others at risk, e.g. employees and members of the public.
- Management will endeavor to make sure that staff are not asked to do tasks where there is inadequate protection.
- Management will consult our employees on matters relating to health and safety with respect to work at height in the development of risk assessments for work at height.
- Circumstances in which work is performed where there may not be a direct 'employment' relationship between the person carrying out the work, or using the equipment, and those in control of the work e.g. wherever there are contractors carrying our maintenance and repairs on the buildings, a written formalised way of proceeding should be agreed so it is clear who is responsible for which aspects of the work at height.
- The WAHR require that all the risks of the work be managed by the relevant people to ensure safety.

Employee duties:

Regulation 14 of the WAHR places specific duties on persons at work. These parallel those on employees in Regulation 14 of the Management of Health and Safety at Work Regulations.

Under the Health and Safety at Work Act 1974 (HSWA) all employees must take reasonable care for the health and safety of themselves and of others who may be affected by what they do or fail to do at work. Anyone who is at work should:

- Co-operate with their employer or others to enable them to carry out their duties.
- Take positive steps to understand the hazards in the workplace and comply with safety rules and procedures.
- Ensure that their employer is notified of any medical conditions which may affect working at height safety.
- Use the equipment provided by their employer safely in accordance with any instructions and training given and not tamper with or modify the equipment.
- Report things which they consider likely to lead to a dangerous occurrence; and not act in a reckless and / or careless way.

WORK AT HEIGHT FLOW CHART.

**Assess the risks to help you decide how to work safely
“Is there a risk that someone could suffer injury?”**



YES



NO



Perform the task in a safe manner.

Is it reasonably practicable to safely carry out the work other than at height?



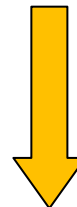
YES



Perform the task in a safe manner from the ground.



NO



Take suitable and sufficient steps to:

PREVENT the risk of a fall, including:

- Using an existing work place in compliance with Schedule 1; of the regulations and in other cases.
- Selecting the most suitable work equipment in accordance with Regulation 7.

Where the risk of a person or object falling still remains take suitable and sufficient measures to:

- **MINIMISE** the distance and consequences of any fall. Steps should include the selection of work equipment in accordance with Regulation 7.

When selecting work equipment give collective protection priority over personal protection.

25. Consultation with Employees.

The Health and Safety (Consultation with Employees) Regulations 1996 impose certain requirements on employers. To comply with this, management of Recycled UK Limited., will;

- Consult with all employees on matters relating to health and safety at work (either directly or via representatives elected by the employees they represent).
- Provide necessary information for employees to participate fully and effectively in consultation on health and safety at work matters.
- Ensure that employees' elected representatives are provided with training, time off and facilities to enable them to carry out their functions.

26. Safety Training Arrangements.

It is the policy of Recycled UK Limited., to ensure all employees are adequately trained to work safely at all times.

All new employees undergo formal induction training that incorporating health and safety issues relative to the tasks for which they are employed.

Safety aspects are built into all company in-house training programmes.

Recycled UK Limited., keeps up to date with legislation through various advisory bodies - i.e., the Health and Safety Executive (HSE), Initiative Quality and Safety Ltd., etc., and then implements the necessary safety training.

27. Company Vehicle Policy.

Only authorised personnel will be allowed to drive company vehicles. These will be authorised by the Operations Director.

Copies of driving licences for anyone authorised to use company vehicles will be checked annually to ensure their currency/validity and copies will be taken and dated as a record of checks.

Accidents.

In the case of accident, the employee MUST:-

- Obtain all details from the other party and if appropriate, an independent witnesses.
- Report all details and vehicle defects to Management and where applicable, to the Police.

27. Company Vehicle Policy (CONT).
Care and maintenance of Vehicles.

Recycled UK Limited., expects that reasonable care is taken and that responsible action for maintaining and cleaning of vehicles on a day-to-day basis is carried out:-

- Cleaning of both interior and exterior, on a regular basis.
- Service and maintenance should be carried out as recommended in the handbook, i.e. oil/coolant/brake fluid levels/battery maintenance/tyre conditions at the company-nominated service garage.

28. Working Alone.

Working alone is a risk which should be recognised. It is not itself illegal, however, management will ensure that reasonable measures are implemented to ensure the health, safety and welfare of all employees within the company.

29. Smoke Free Policy.

In line with current legislation, Recycled UK Limited., operate a **NO SMOKING** policy in all areas of the company.

It is every employee's duty to obey "No Smoking" signs and abide by this in the interest of law and health and safety. Failure to do so could lead to disciplinary action.

Smoking is only allowed in the outside car park area.

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

All employees have a right to work in a smoke free environment. The policy shall come into effect on 1st July 2007 and be reviewed on annually thereafter by the Operations Director.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation.

Overall responsibility for policy implementation and review rests with the Operations Director.

All staff are obliged to adhere to, and facilitate the implementation of this policy.

The Operations Director shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

29. Smoke Free Policy.

All new personnel will be given a copy of the policy on recruitment/induction.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance.

Disciplinary procedures will be followed if a member of staff 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.

Help to Stop Smoking.

The NHS offer the following free services to help smokers give up:

Local NHS Stop Smoking Services -you are four times more likely to give up smoking with the support of your local NHS Stop Smoking Service and nicotine gum and patches.

Call The NHS Smoking Helpline on 0800 169 0 169 to find your local service or text 'give up' and your full post code to 88088.

The NHS Smoking Helpline - you can speak to a specialist adviser or request resources by calling 0800 169 0 169 (lines are open daily from 7am to 11pm).

www.givingupsmoking.co.uk - an online resource for all the advice, information and support you need to stop and stay stopped.

Together - This support programme is free to join, and is designed to help you stop smoking using both medical research as well as insights from ex-smokers. For more information call the NHS Smoking Helpline on 0800 169 0 169 or visit www.givingupsmoking.co.uk.

30. Noise at Work Regulations 2005.

Recycled UK Limited., are aware that certain activities and machinery create noise which can be harmful. Therefore all steps are taken to prevent damage occurring.

A detailed noise assessment has been conducted to verify noise levels and assist in selecting the most appropriate means of reducing noise levels.

Noise Control Techniques

Before considering methods of noise control, it is important to remember that the noise at any point may be due to more than one source and that additionally it may be aggravated by noise reflected from walls (reverberant noise) as well as the noise radiated directly from the source. With any noise problems there are the three distinct elements, SOURCE, PATH and RECEIVER.

Having identified the nature and magnitude of any noise problem, the essential elements of a noise control programme are provided. Where a problem is evident, there are three orders of priority for a solution:

30. Noise at Work Regulations 2005 (CONT.)

1. Engineer the problem out by buying low noise equipment, altering the process or changing operating procedures.
2. Apply conventional methods of noise control such as enclosures or silencers.
3. Where neither of the above approaches can be used, the last resort of providing personal protection should be considered.

Source.

Although the control of noise at source is the most obvious solution, the feasibility of this method is often limited by machine design, process or operating methods. While immediate benefits can be obtained, this method should be regarded as a long-term solution.

A number of practical techniques can be used as part of normal day-to-day operational and maintenance procedures that will achieve significant reductions in the noise emitted, will cost nothing or very little to implement and can, additionally, give worthwhile savings in energy. Some of these techniques are listed below:

On plant.

1. Tighten loose guards and panels.
2. Planned maintenance with programme for regular lubrication for both oil and grease.
3. Eliminate unnecessary compressed air and steam leaks, silence air exhausts.
4. Keep machinery properly adjusted to manufacturer's instructions.
5. Use damped or rubber lined containers for catching components.
6. Switch off plant not in use, especially fans.
7. Use rubber or plastic bushes in linkages, use plastic gear.
8. Specify noise emission levels in order, i.e. 85 dB(A) at 1 metre.
9. Check condition and performance of any installed noise control equipment.

Path.

- a) Orientation and location.

Control may be achieved by moving the source away from the noise sensitive area. In other cases where the machine does not radiate equally in all direction, turning it round can achieve significant reduction.

30. Noise at Work Regulations 2005 (CONT.)

b) Enclosure.

Enclosures which give an attenuation of between 10 and 30 dB(A) are the most satisfactory solution since they will control both the direct field and reverberant field noise components. In enclosing any source, the provision of adequate ventilation, access and maintenance facilities must be considered. The main features are an outer 'heavy' wall with an inner lining of an acoustically absorbent material to minimise reverberant build up inside the enclosure. An inner mesh or perforated panel may be used to minimise mechanical damage.

The sound reduction, attenuation or insertion loss is defined as the difference in sound pressure level or sound power level before and after the enclosure (or any other form of noise control) is installed. The performance of the enclosure will be largely dependent on the sound reduction index (SRI) of the outer wall, assuming approximately 50% of the internal surface is covered with mineral wool or other absorption materials.

When considering an enclosure for any item of equipment, it is essential to consider a number of other aspects as well as the noise reduction required. Ventilation may be required to prevent overheating of the equipment being enclosed. Where ventilation is required each vent should be silenced. Special consideration should be given to the access requirements of maintenance and operation, and the designers should ensure that these requirements are considered at an early design stage. In selecting any form of noise control, care should be taken to ensure that the equipment will physically withstand an industrial environment especially if it is particularly hostile. It must be robust and be capable of being dismantled and reassembled.

c) Silencers.

Silencers are used to suppress the noise generated when air, gas or steam flow in pipes or ducts are exhausted to atmosphere. They fall into two forms:

1. Absorptive, where sound is absorbed by an acoustical absorbent material.
2. Reactive, where noise is reflected by changes in geometrical shape.

The absorptive silencer normally has the better performance at higher frequencies, whereas the reactive type of silencer is more effective for controlling low frequencies.

The performance of splitter types of silencers is dependent on its physical dimensions. In general:

1. Sound reduction or insertion loss increases with length.
2. Low frequency performance increases with thicker splitters and reduced air gap.

Similarly for cylindrical silencers, the overall performance improves with length and the addition of a central pod. Performance would be limited by the sound reduction achievable by the silencer casing and other flanking paths. Typically no more than 40-50 dB at the middle frequencies could be expected without special precautions.

30. Noise at Work Regulations 2005 (CONT.)

d) Lagging.

On pipes carrying steam or hot fluids thermal lagging can be used as an alternative to enclosure and can achieve attenuations between 10 and 20 dB(A), but it is only effective at frequencies above 500 Hz.

It is important that there is no contact between the outer layer and the pipe wall, otherwise the noise-reducing performance may be severely limited.

e) Damping.

Where large panels are radiating noise a significant reduction can be achieved by fitting proprietary damping pads, fitting stiffening ribs or using a double skin construction. A common method is a cross crease to stiffen the panel with no additions made to its construction.

f) Screens.

Acoustic screens are effective in reducing the direct field component noise transmission by up to 15 dB(A). However, they are of maximum benefit at high frequencies, but of little effect at low frequencies and their effectiveness reduces with distance from the screen.

g) Absorption Treatment.

In situations where there is a high degree of reflection of sound waves, i.e. the building is 'acoustically hard', the reverberant component can dominate the noise field over a large part of the work area. The introduction of an acoustically absorbent material in the form of wall treatment and/or functional absorbers at ceiling height will reduce the reverberant component by up to 10 dB(A), but will not reduce the noise radiated directly by the source.

Hearing Protection.

The types of protection available fall into two main categories, the use of which may be determined by the work activity.

- i. Ear Muffs: Which either fit over the head or are attached to a safety helmet. In both instances the protector covers the ears.
- ii. Ear Plugs: which are inserted into the entrance of the auditory canal.

Under exceptional circumstances a combination of both can be used.

Whichever type is used, a high degree of cleanliness is necessary, particularly so with ear plugs. Protectors should also be checked on a frequent basis for signs of deterioration, which will subsequently reduce their effectiveness.

As previously mentioned, the type of protector used can depend on the work being carried out by the wearer. Ear muffs, for example, could interfere in the use of other personal protection. They can also be uncomfortable if worn for prolonged periods, particularly in hot conditions. Long hair and spectacles can also reduce efficiency. They do have the advantage of affording good protection, if selected correctly, and can clearly be seen to be used.

30. Noise at Work Regulations 2005 (CONT.)

Ear plugs do not generally interfere with other protection and arguably are more comfortable. Care, however, is needed when fitting them and training is normally necessary. Hygiene is also an important factor.

Whenever feasible personal choice should be considered, it is far better to provide an item which is personally acceptable to the user.

When selecting hearing protection, be it muff or plug, there are fundamental questions which need to be answered. 'Will the protection reduce the risk to an acceptable level?' This will normally be determined from the findings of a noise survey which should define both the level and frequency range of the noise being produced. Both must be compared with the attenuation data provided by the protection manufacturer to determine the protector most suited to the situation.

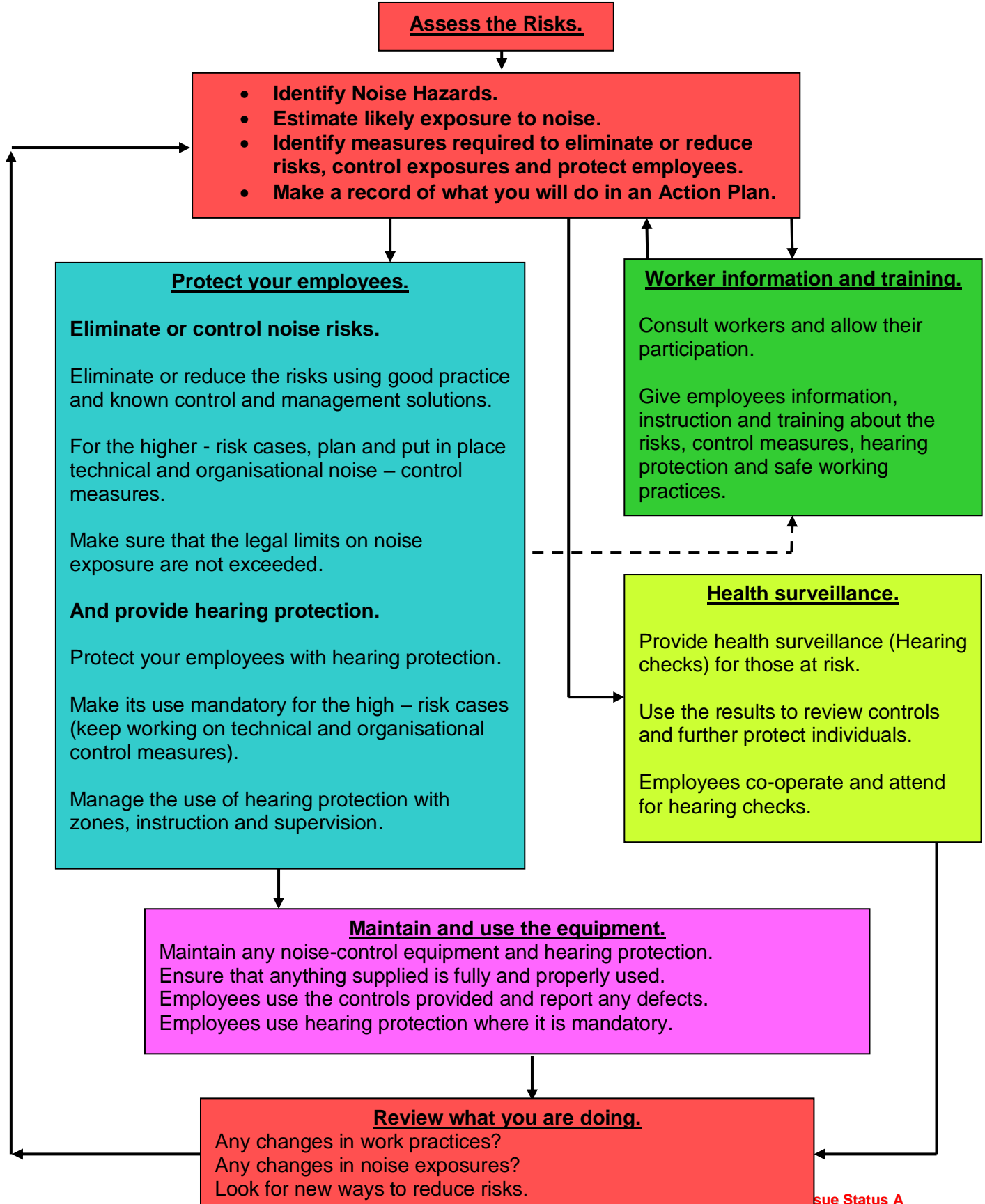
Why Hearing Protection Devices (HPDs) Fail in the Working Environment.

1. Comfort - If HPDs are not selected and fitted to be appropriately matched to the individual environment in question, and if the individual is not involved in the selection process and properly trained, the device will probably exhibit poor comfort – and – uncomfortable HPDs will not be worn properly, perhaps not at all.
2. Utilisation - Due to poor motivated or poor training, or user problems, employees will leave off their protection whenever possible.
3. Fit – If devices are not properly sized and fitted, effectiveness and comfort will suffer.
4. Compatibility – Not all HPDs are equally suited for all ear canal and head shapes. Spectacles, sideburns, or long or bushy hair underneath cushions can affect the ability or the earmuffs to seal properly against the side of the head.
5. Readjustment – HPDs can work loose or be jarred out of position. Wearers must be alerted that protectors may require repositioning and reseating during the work day in order to maintain proper protection.
6. Deterioration - HPDs should be regularly inspected and maintained and if necessary renewed.
7. Abuse – HPDs must not be modified to enhance their comfort since this will almost always reduce their noise reducing capabilities.
 - Institute noise reduction programme with aims to reduce noise at source (other than ear protectors) whenever reasonably practicable.
 - Ensure ear protection is always available to employees and visitors as necessary.
 - Ensure equipment provided is used and maintained.
 - Ensure that employees liable to noise exposure are informed, instructed and trained about risks to hearing and how to minimise risk.

For further details refer to the Noise Survey Report carried out by Initiative Quality & Safety Ltd.

30. Noise at Work Regulations 2005 (CONT.).

Managing Noise Risks.



31. Hand Tools.

Management undertakes to stock British Standards Institution Kite marked, or appropriate superior quality hand tools as a means of securing a product manufactured and tested to a high standard.

Users of hand tools are responsible for their safe condition and should inspect all tools to ensure safety prior to use. All tools should be used and stored with care to prevent damage. Do not use chisels, punches, etc., with mushroom heads, files without handles, hammers with loose heads and do not carry open knives in pockets. Use correct tool for the job - makeshifts make accidents.

Personal protective equipment is available to employees free of charge. Eye protection is a statutory requirement when chipping metal, etc. By means of hammer and chisel, punch or similar hand tool.

Similarly, eye protection must be worn when removing, pins, collars, bolts, etc. When there is a reasonably foreseeable risk of injury to the eyes.

32. Sources of Information/Advice Arrangements.

Recycled UK Limited., obtains health and safety information and advice from the following sources:

- Health and Safety Officers, Local Authority; Fire and Environmental.
- Health and Safety Executive.
- Initiative Quality and Safety Ltd.