



**AM**  
Environmental

**AM Environmental Management Limited**

TEL: 01275 854641 FAX: 01275 854642  
24hr Emergency Number: 07778 791497  
Email: [technical@ameml.co.uk](mailto:technical@ameml.co.uk)  
Web: [www.ameml.co.uk](http://www.ameml.co.uk)

## **Health and Safety Policy**

This document and the information controlled therein are the property of AM Environmental Management Limited. Reproduction or disclosure, by whatever means, in whole or in part, is not permissible without the prior consent of the above named Company.

Written by: K D Jefferies

Approved by: A.M.Pheasant

# AM ENVIRONMENTAL MANAGEMENT LIMITED

## Health and Safety Policy

### A M ENVIRONMENTAL MANAGEMENT LIMITED HEALTH & SAFETY POLICY STATEMENT

A M Environmental Management acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities. It is the intent of the company to provide safe and healthy working conditions for all our employees by:-

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of A M Environmental Management to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and ***will be reviewed annually***.

This document has been reviewed and updated due to staff changes

**Signed:** 

**Date:** 12 December 2013

**Name:** Anne-Marie Pheasant

**Position:** Managing Director

# **AM ENVIRONMENTAL MANAGEMENT LIMITED**

## **Health and Safety Policy**

### **A M ENVIRONMENTAL MANAGEMENT LIMITED** **HEALTH & SAFETY**

A M Environmental Management Organisation Chart for Health and Safety

**Anne-Marie Pheasant**  
**Managing Director/Chemist**  
**&**  
**Health and Safety Co-ordinator/Representative**

Anne-Marie Pheasant has overall responsibility for health and safety within the company and will:-

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

Also, Anne-Marie has responsibility for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

# **AM ENVIRONMENTAL MANAGEMENT LIMITED**

## **Health and Safety Policy**

### **A M ENVIRONMENTAL MANAGEMENT LIMITED** **HEALTH & SAFETY**

A M Environmental Management Organisation Chart for Health and Safety

#### **Other Staff Members:**

**Susan Clark**  
**Technical Co-Ordinator**

**Karen Mepsted**  
**Technical Co-Ordinator**

**Admin Assistant**

#### **ALL EMPLOYEES SHALL:**

Under Section 7 of the Health and Safety at Work Act 1974:-

- (A) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and affected by their acts or omissions at work; and
- (B) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of incidents.

# **AM ENVIRONMENTAL MANAGEMENT LIMITED**

## **Health and Safety Policy**

### **External H&S Advice**

From time to time, we may consult SafeContractor, Business Link, FSB, the Environment Agency or other external sources for health and safety advice.

### **Communication of Health & Safety Matters**

In order to meet the legal requirements of the Safety Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

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

This communication and consultation will take place directly with the employees via induction manual, regular safety meetings, tool-box talks, and e-mails.

### **Training**

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

- Induction training for new employees (Health and safety awareness, company procedures etc)
- Training through DVDs/Q&A papers
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### **Emergencies**

It is A M Environmental's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All staff are responsible for keeping their operating areas safe from fire, ensuring that they have undertaken the Company's Fire Training DVD in proper fire prevention practices and emergency procedures.

# **AM ENVIRONMENTAL MANAGEMENT LIMITED**

## **Health and Safety Policy**

### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

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

### **ACTION UPON HEARING THE FIRE ALARM**

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

### **Staff Welfare**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site
- Where these facilities are not provided by the Client or Principal contractor, A M Environmental Management will advise on suitable welfare facilities in the area.

### **Work Equipment**

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

Before new equipment is introduced into the working environment, an assessment will be made by: **Julian Treweek (Elms Electrical Services)** in order to ascertain that the equipment is suitable for its intended use.

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

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

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

# **AM ENVIRONMENTAL MANAGEMENT LIMITED**

## **Health and Safety Policy**

The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to Anne-Marie Pheasant (Health and Safety Officer) as soon as possible.

### **Personal Protective Equipment (PPE)**

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

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

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

Any defects or malfunction of PPE must be reported to Anne-Marie Pheasant.

### **First Aid and Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by A M Environmental Management Limited.

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

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, A M Environmental will nominate either one of their employees or sub-contractors as the appointed person for first aid and a first aid box will be supplied, which will contain adequate supplies for the total number of employees on site.

A M Environmental's first aid box is located at the **main entrance to the office**.

The Qualified First Aider / Appointed Person; Anne-Marie Pheasant

All accidents **MUST** be reported to Anne-Marie Pheasant who will record the details in the accident book (held at the office). Serious accidents where hospital treatment is required must be reported to the Anne-Marie Pheasant as soon as possible after the incident.

# AM ENVIRONMENTAL MANAGEMENT LIMITED

## Health and Safety Policy

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

Certain accidents are reportable to the HSE's Incident Contact Centre. Anne-Marie Pheasant must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by Anne-Marie Pheasant with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

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

- **WHAT** caused the accident?
- **WHO** was involved?
- **WHEN** did it occur?
- **WHY** did it occur?
- **HOW** could it have been prevented?
- **HOW** can a recurrence be prevented?

### **Hazardous Substances (COSHH)**

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

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Our **Chemist** will brief staff on any hazard or substance precautions, with written records being located in an accessible location within the office. An inventory of all substances and materials hazardous to



# AM ENVIRONMENTAL MANAGEMENT LIMITED

## Health and Safety Policy

health is held at A M Environmental Management's office at Milestone, 12 High Street, Nailsea.

### Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

### Co-operation and Coordination

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

Before commencing work, the **Chemist or Health & Safety Officer** will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken. Guidance Note GN 13 (V3) March 2010.

### Risk Assessments Leading to Safe System of Work

The following steps are considered when assessing risks in our work place:-

- Identify Hazards
- Identify who might be harmed
- Evaluate the risks and decide on precautions
- Record finding and implement changes
- Review risk assessments and update

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

Risk assessment forms are used for our working environment and reviewed annually.

**AM ENVIRONMENTAL MANAGEMENT LIMITED**  
**Health and Safety Policy**

**Selection and Control of Contractors and Sub-Contractors**

A M Environmental's Integrated Management System includes procedures for the assessment and control of Contractors/Sub-Contractors as follows:-

**AMEML 1 - Safety Rules and Conditions for Contractors and Sub-Contractors**  
**AMEML 5 - Third Party Disposal Site Assessment Procedure**

Before A M Environmental employs any contractors or sub-contractors a full audit will be undertaken using the forms provided under our Integrated Management System procedure AMEML 5. These forms are compliant with ISO14001 procedures.

A M Environmental also uses their Integrated Management System procedure AMEML 1 to ensure that all contractors and sub-contractors know and understand A M Environmental Management's rules and conditions for working on site. They are issued with our Safety Rules and asked to sign and return a form to confirm that they have read and understood them. A copy is kept on their file.

**Sub-contractors sub contracting further**

We will only allow our sub-contractors to sub-contract further if they can provide all the necessary certificates and licences for their subcontractors and this has to be approved by the Managing Director.

**Policy review**

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be **reviewed every year**. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time.

Signed .....  .....

**Managing Director**

**Date: 12 December 2013.....**