



Sweeptech Environmental Services LLP
Unit 37 Firsland Park Estate
Henfield Road
Albourne
BN6 9JJ
Tel 01273 491171
Fax 01273 495901
www.sweeptech.co.uk

Health and Safety Policy of Sweeptech Environmental Services LLP

SECTION 1. INTRODUCTION

SES LLP's Health and Safety policy is applicable to its Employees, Subcontractors, Members of the Public who come into contact with and any other affected by its business operations and relations with other Companies and Employers. Compliance with all sections of this Policy document is obligatory.

In addition, a number of generic task-specific Risk Assessments / Method Statements apply and should be read in conjunction with this policy.

SECTION 2. GENERAL POLICY

It is the policy of SES LLP to maintain the Health, Safety & Welfare of persons in its employment and any others likely to be affected by its business activities. These responsibilities have equal priority with any other statutory obligations applicable.

SES LLP shall, in so far as is reasonably practicable,

- i. Ensure the Health, Safety & Welfare of persons at work and provide all necessary protection and equipment to maintain a safe working environment.
- ii. Protect any third party from risks arising directly from any of its working activities.
- iii. Apply Safe Systems of Work and undertake method statement of all its activities and provide appropriate training to its staff.
- iv. To identify potential accidents and eliminate the risks through Safety Planning and Risk Assessment.
- v. Regularly consult Employees on Safety aspects of work activities and promote measures to continually improve Health & Safety standards in the workplace.

SECTION 3. THE EMPLOYERS RESPONSIBILITIES

SES LLP recognises that a safe working environment can only be maintained with the full co-operation of all parties. Overall initial responsibility for Employee safety and the implementation of safe working practises is that of the business site representative. The representative is obligated to follow safety procedures outlined in any Risk Assessment and any other applicable statutory requirements pertaining to Health & Safety relevant to the task in hand.

Final responsibility for the governance and implementation of Health & Safety remains that of the partnership. Members responsibility is for observing all statutory regulations, implementing and recording safe systems of work, training and distribution of safety articles, documents and equipment. This responsibility is not negated by the appointment of Safety Advisors or Officers who are frequently subcontracted in to ensure best practice is maintained.





SECTION 3. EMPLOYERS RESPONSIBILITIES (contd).

The Partnership recognises that a joint approach assists in the overall Implementation of a Health & Safety policy with each and every Employee responsible for:

- i. Implementation of Safe Systems of Work, including Risk Assessment, following Safety Procedures and Codes of Practice, Safe operation of plant & machinery and safe handling of articles and substances.
- ii. Maintenance of a safe & healthy working environment and welfare facilities provided.
- iii. Maintenance & design of plant machinery and equipment supplied to ensure safe operation.
- iv. Not interfering with, or altering any plant, machinery or other article provided so as to make its use or operation unsafe, or alteration of any standard item of equipment from its design to suit a purpose without due consultation with the management & the performance of a Risk Assessment.
- v. Maintenance and cleaning of plant, machinery & Personal Protective Equipment, clothing and other devices provided to protect & ensure Health & Safety.
- vi. The periodic inspection, reporting & monitoring of conditions and corrective action of:-
 - a) The workplace or site.
 - b) Safety equipment or guards.
 - c) Personal Protective Equipment.
- vii. Adequate training to standards compliant with relevant legislation.
- viii. Provision of, and acting on any medical advice given.
- ix. Suitable & practical arrangements for monitoring and reporting on the operation of the Safety Policy, Risk Assessments, defects, dangerous occurrences and near misses.

SECTION 4. EMPLOYEE RESPONSIBILITIES

A Safe & Healthy working environment can only be maintained with the full co-operation of everyone. All Employees and Sub-Contractors must co-operate in implementing the Policy by:-

- i. Acting with due care and diligence for the Health, Safety & Welfare of themselves, other employees, and any other person affected by, (or likely to be affected by) their work activities.
- ii. Implementation of Safe Systems of Work, Risk Assessments, instructions and procedures for the safe operation of plant & machinery and the handling of articles and substances.
- iii. Not interfering with or misusing anything provided in the interests of Health, Safety & Welfare. The Maintenance & Cleaning of all welfare articles and facilities. Reporting of defects in anything provided in the interests of Health & Safety.
- iv. The Maintenance of Plant, Machinery, Tools & Equipment to ensure safe operation. Reporting of defects in any Plant, Machinery, Tools & Equipment.
- v. Cleaning of protective equipment, clothing and any devices provided to ensure Health & Safety (in the proprietary manner) to ensure effective operation and welfare. Reporting of defects in Protective Equipment.



- vi. Implementing of any medical advice issued by The Partnership, any Medical Officer or Doctor. Reporting of any incident of injury, industrial disease or accident to the Management. Personal injuries sustained outside of the workplace must similarly be reported.
- vii. Inspection of the Workplace before commencement of work, noting any particular hazards. Implementation of Risk Assessments and a Safe System of Work.
- viii. Complying with all statutory obligations applicable to their activity.
- ix. Reporting of any hazard or defect in any site, Plant, Machinery, Equipment and Personal Protective Equipment and the elimination of hazards prior to commencement of work.
- x. Where any hazard cannot be effectively eliminated prior to commencement of work, the Employee should not undertake the task without consulting Management. A Safe System of Work must then be devised and a Permit to Work will be issued before commencement.

SECTION 5. ORGANISATION & ARRANGEMENTS

SES LLP Operates a system of Continual Improvement in relation to Health & Safety matters.

Responsibility for implementation of Health & Safety Procedures & Performance of Risk Assessment lies with the Partnership Members.

As work is generally site-based and not always supervised directly by Management, immediate responsibility for Health & Safety lies with each individual, any Team Leader, Agent or person directing that person on site, including Agents or Employees of the Employer (Client), such as Banksmen, Site Managers or Health & Safety Officers of the Employer.

Employees

Each Employee will ensure that Safe Systems of Work are implemented and constantly monitored.

Partnership Members

Members will ensure that Employees are satisfactorily trained and competent to carry out

tasks as may be required of them, provide all items necessary to ensure that Health & Safety of individuals and Property are not compromised, maintain records or training, Risk Assessment and Health, Safety & Welfare.

Main Contractors

Where SES LLP is employed as a Sub-Contractor, SES LLP will work in accordance with the Health & Safety Policy of the Main Contractor. SES LLP will provide the Main Contractor with copies of generic or site specific Risk Assessments pertaining to the Sub-Contract elements it is required to perform according to the terms of the Works Order.

Sub-Contractors

Sub-Contractors must comply with this Health & Safety Policy and that of the Main Contractor or site, where applicable.

Sub-Contractors should provide a copy of their Health & Safety Policy and where this is less or more complete, the stricter policy shall apply.





Sub-Contractors expertise may be outside the experience of SES LLP and as such any Risk Assessments applicable to specific operations outside the SES LLPs normal scope remain the responsibility of the Sub-Contractor.

SECTION 6. SPECIAL CIRCUMSTANCES

Risk Assessments for all generic tasks performed by SES LLP are published and distributed to all relevant parties on the basis that they remain confidential and are not distributed to any third party, adapted or altered without having received our express permission to do so. Any third party in receipt of such publication, without permission, cannot rely on its content.

The current tasks are covered within the scope of existing Risk Assessments;-

- i. Road-sweeping by mechanical means.
- ii. Litter-picking and manual sweeping.
- iii. Pressure washing of plant, machinery and hard surfaces.
- iv. High Pressure Water Jetting of pipes & ducts.
- v. Gully Emptying.
- vi. Tank & Vessel Emptying and cleaning by Vacuum and High Pressure Water.
- vii. Manual Handling.
- viii. Road & Site Works (General).

Extra care and additional safety procedures to those contained in any existing literature are necessary when working in the following areas;-

- i. Work in Confined Spaces.
- ii. Work on or near Plant & Equipment.
- iii. Work in the vicinity of Electrical Apparatus, Electrical Supply or Generation and particularly in the vicinity of Overhead cables, bus-bars or live rails.
- iv. Work near underground services.
- v. Manual Handling of articles and substances.
- vi. Work on construction sites, demolition sites or wasteland, factories, water works, sewage works, railways.
- vii. Road Works and excavations.
- viii. Work on, or near, deep water such as lakes, rivers, streams, ponds & ditches or anywhere else where that may constitute a risk of drowning.
- ix. Work in the vicinity of, or which involves the handling of, substances which may constitute a risk to Health or to the Environment, including but not exclusively, substances which may be Toxic, Noxious, Flammable, Carcinogenic or Radioactive.





- x. Work in the vicinity of sources of noise.
- xi. Work where there may be any risk of falling, (whether above or below ground).

SECTION 7. PERSONAL PROTECTIVE EQUIPMENT

SES LLP provides Personal Protective Equipment. Each Employee is responsible for the maintenance, cleaning and reporting of defects in, any personal Protective Equipment. Minimum Standards of PPE required are as follows for all tasks except driving or office work.

- i. Safety Boots.
- ii. High Visibility Garments.
- iii. Hardhat.
- iv. Gloves suitable to the task.

Additional items of PPE may be necessary dependant on the task to be performed. These may include the following in any possible combination. For further advice, read individual Risk Assessments.

- i. Ear Defenders.
- ii. Eye Protection.
- iii. Overalls / Waterproof Overall
- iv. Safety Wellingtons / Waders / Chest Waders / Drysuit.
- v. Safety Harness.
- vi. Safety Lines
- vii. Breathing Apparatus or dust masks suitable to the application.

SECTION 8. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES, INVESTIGATION & PREVENTION

Whilst the intention of this, and any other Health & Safety Policy is to increase awareness, effectively eliminate potential risks and ultimately to prevent accident & injury, we recognise that accidents may still occur. In order to ensure Continuous Improvement in Safety Standards, it is important to recognise the factors contributing to any accident or dangerous occurrence. For this reason, it is necessary for all personnel to report accidents, injuries and near misses (however minor) in order to eliminate risk of re-occurrence. All accidents should be recorded in the Accident Book.

Some Injuries, Diseases and Dangerous Occurrences are reportable by Law under the Reporting of Industrial Diseases and Dangerous Occurrences Regulations (RIDDOR). These include;-

- i. Broken Limbs
- ii. Any Injury causing absence from work of more than 3 days.
- iii. Certain diseases and work-related conditions.



- iv. Accidents involving Radioactive materials.

SECTION 9. FIRST AID

All mobile employees and vehicles are provided with First Aid equipment. It is the responsibility of each Employee to ensure that the First Aid facilities are kept clean and suitably stocked according to the packsq designed contents and to report any deficiencies to Management. Due to the mobile nature of our works, it is not always possible to have a qualified First-Aider at every site and so each Employee must acquaint themselves with the nearest access to such facilities at each site.

SECTION 10. ALCOHOL AND DRUG ABUSE POLICY

It is a requirement that SES LLP Employees and or Sub Contractors:

- i. Must not report for work if unfit through misuse/abuse of alcohol or drugs;
- ii. Alcohol or illegal substances must be completely clear from ones system before being able to report for work. Failure to comply will result in the employee or sub contractor being removed from their place of work with immediate effect and will face a disciplinary hearing as a result.
- iii. Must not consume alcohol or substances at any place of work.
- iv. Must not be in possession of any alcohol or illegal substances whilst at work, or any place where you will be working.

SES LLP will not tolerate any departure from these rules, non-compliance will invoke disciplinary action, that could result in termination of contract of employment or contract with SES LLP who will reserve it rights in Law to recover any damages caused as a result of this breach.

SECTION 11. DRIVING LICENCES

It is a requirement that all Employees produce their drivers licence to the office every six months. A photocopy is taken and put on file. All driving convictions must be reported immediately to the management.

SECTION 12. MOBILE PHONES

The use of mobile phones whilst driving is strictly prohibited unless the handset is sited in a legal cradle and accompanied with a hands free equipment (adhering to all legal specifications).

SECTION 13. PUBLICATION AND ISSUE OF THIS POLICY STATEMENT

This statement is issued to all Clients, Main Contractors, Sub-Contractors & Employees. It is not intended to be exhaustive and may be amended at any time with the aim of continually improving Health & Safety Standards. Where amendments or supplementary additions are made, they will be published and distributed to all relevant parties.

A handwritten signature in blue ink, appearing to read 'Martin Smith', written over a white background.

Martin Smith
Chief Executive
7th January 2011

