



05/01/2026

Health and Safety Policy & Procedure

Requirement: To maintain safe and healthy working conditions.

Purpose: To reduce the risk of work-related accidents, injuries and cases of ill health and help ensure the health, safety and welfare of anyone affected by the fleet operation.

Demonstration: Our Health and Safety Policy & Procedure is in place to reduce the probability and severity of work-related accidents, injuries and causes of ill health.

These are supported by risk assessments.

It is our policy and commitment to plan for, and safeguard, the Health and Safety and welfare of everyone who works at, or visits, our premises and other places of work and who is likely to be affected by our operations.

We have an appointed person with continuous and effective responsibility for health and safety.

Our workplace Health and Safety is managed by appropriate and competent staff in place who are proactive to ensure accidents and near misses are avoided. Risk assessments will have taken place on various work-related activities, recorded and communicated to staff. Where an activity cannot be avoided, control measures will be put in place including training, the use of PPE or manual handling aids.

Management are tasked with undertaking the risk assessments and communicating these.

Reporting Workplace Accidents, Occupational diseases and Dangerous Occurrences:

Operatives will follow the correct safe system of work and risk assessment guidance. In the event of a near miss, personal injury or road traffic accident the operative will report this using the appropriate form, following the company guidance.

Reporting Procedure

- If an Incident / Accident / Near miss / Occupational Disease occurs this must be reported immediately to management
- The employee will receive first aid treatment on site and if needed then transferred to his GP / hospital
- The Incident / Accident will be recorded and investigated to establish the root cause and prevent recurrence

SHARP BROTHERS (SKIPS) LTD

P.O. Box 195, Rainham Essex RM13 9HA

TEL: 01708 555 666

EMAIL: sales@sharpskips.co.uk

WEB: www.sharpskips.co.uk

BANK DETAILS

Sharp Brothers (Skips) Ltd

SORT: 20-72-89

ACCOUNT NO.: 00278807

Barclays Barking Central Branch



REGISTERED WASTE CARRIER NO: CBDU64659 VAT REG NO: 756 4862 90

- The Incident / Accident / Near miss / Occupational Disease will be recorded

We will do all we reasonably can to:

- Make them aware of potential hazards, safe working practices and the arrangements for emergencies such as fire, first aid, etc;
- Protect them from risks at work through effective risk assessment and the implementation of appropriate preventive or protective measures including safe systems of work (SSOW);
- Provide our staff where appropriate, with personal protective equipment (PPE) together with information and guidance in its use, whether required by regulation, Code of Practice or operational considerations;
- Ensure that our accommodation, equipment, facilities, materials, substances, transport, driving and working practices are safe and without undue risk to health
- Help our employees to meet their legal duty of care, by involving them, and encouraging their co-operation, in the management of their own health and safety through appropriate information and training;
- Advise our drivers of the work related dangers with driving including: Forbidding mobile phone, personal headphone, sat nav use, iPad, computer and other in cab technological distractions whilst driving, the link between fitness and health, drink and alcohol (dangers) sleep apnoea, working unsocial hours, importance of rest and break periods, banksman, access, egress, loading and manual handling risks, smoking risks and zero drugs and alcohol use and vulnerable road users, driver defect identification, reporting and management
- Make drivers aware of the dangers of overloading vehicles, requirement for drivers and passengers to wear seatbelts
- Introduce and record 6 monthly driver eyesight checks
- Introduce and record 6 monthly (may be increased on a sliding scale depending on endorsement points) driver licence checks internally
- Issue (or allow direct access to) all drivers with the latest version of the Highway Code
- Introduce regular toolbox talks on workplace health and safety and transport related subjects
- Better manage total hours of all full time and casual drivers (signed declarations)
- Better manage EU Driver Hours and WTD Total Working time taking appropriate remedial action when infringements are observed
- Consult our staff on matters affecting their health and safety and welfare at work, and nurture a spirit of collaboration
- Provide competent support to our managers to continuously improve and maintain a consistently high standard of Health and Safety management in their areas of responsibility.

Operational work risks have been assessed and control measures are in place with risk assessments including:

- Slips, trips and falls
- Manual handling
- Lone working
- Substance hazardous to health
- Access to vehicles and working at height
- Working in and around moving vehicles
- Reversing, manoeuvring and turning

SHARP BROTHERS (SKIPS) LTD

P.O. Box 195, Rainham Essex RM13 9HA

TEL: 01708 555 666

EMAIL: sales@sharpskips.co.uk

WEB: www.sharpskips.co.uk

BANK DETAILS

Sharp Brothers (Skips) Ltd

SORT: 20-72-89

ACCOUNT NO.: 00278807

Barclays Barking Central Branch



REGISTERED WASTE CARRIER NO: CBDU64659 VAT REG NO: 756 4862 90

The following driving at work risks have been assessed and control measures are in place along with risk assessments contained:

- Seatbelt, speed, distraction and adverse weather
- In-vehicle communications
- Safe loading and load restraints
- Prescribed and designated routes
- Passenger safety
- Specialist Operations
- Operational security
- Counter terrorism

This statement of Health and Safety which is issued to all staff, will be implemented by the company under the guidance of the H&S at Work Act 1974.

Our Health and Safety Policy and workplace related information is located and displayed on the staff noticeboard.

This Health and Safety policy will be communicated to all staff and will be kept under continuous review.

Fire Safety

The Company operates a no smoking policy in its premises, unless in the designated smoking area.

All staff on induction are advised of the fire action procedure, location of fire alarms and fire exits, muster points with fire-fighting equipment provided and maintained by a 3rd party.

Housekeeping and Premises

All staff will monitor that:

- Safe working practices and storage methods are followed
- Standards of cleanliness and hygiene are maintained
- Waste is disposed of safely in appropriate contained
- Exits are kept clear and free of obstruction
- Equipment in the work area is in good working order

Electrical Equipment

Electrical equipment will be inspected annually. A risk assessment has been undertaken for each piece of electrical equipment and office and safe working practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

Employees must inspect electrical equipment visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

SHARP BROTHERS (SKIPS) LTD

P.O. Box 195, Rainham Essex RM13 9HA

TEL: 01708 555 666

EMAIL: sales@sharpskips.co.uk

WEB: www.sharpskips.co.uk

BANK DETAILS

Sharp Brothers (Skips) Ltd

SORT: 20-72-89

ACCOUNT NO.: 00278807

Barclays Barking Central Branch



REGISTERED WASTE CARRIER NO: CBDU64659 VAT REG NO: 756 4862 90

Employees will ensure they co-operate with all reasonable requests to ensure the above standards are maintained.

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation.

Any updates or changes to these arrangements will be discussed at staff meetings and with supervisions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Contractors / Visitors / General Public

Contractors, Visitors or the General Public on our premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of the site emergency procedures.

Health and Safety Processes:

- All activities identified
- Appropriate trained / competent staff to undertake hazards, risks and control measures
- Risk assessments to be put in place
- Accidents, incident, near miss reported
- Accidents, incident, near miss recorded
- Accidents, incident, near miss investigated
- Insurance company notified (if applicable)
- Correct reporting if applicable (RIDDOR)
- Risk assessment reviewed
- Accidents, incident, near miss report submitted to management
- Annual review of all accidents, incident, near misses

SHARP BROTHERS (SKIPS) LTD

P.O. Box 195, Rainham Essex RM13 9HA

TEL: 01708 555 666

EMAIL: sales@sharpskips.co.uk

WEB: www.sharpskips.co.uk

BANK DETAILS

Sharp Brothers (Skips) Ltd

SORT: 20-72-89

ACCOUNT NO.: 00278807

Barclays Barking Central Branch



REGISTERED WASTE CARRIER NO: CBDU64659 VAT REG NO: 756 4862 90

Related Policies

Our Health and Safety Policy is supported by other additional company policies and procedures including:

- Transport infringements
- Serviceability and roadworthiness
- Load safety
- Driving standards
- Staff induction
- In-vehicle communication
- Health and eyesight
- Working time and driver hours
- Fuel, emissions and air quality
- Road traffic collisions
- Passenger safety
- Specialist operations
- Operational security
- Counter terrorism

This Policy and Procedure is:

- Documented and reviewed
- Retained
- Communicated

Review Date

This Policy and Procedure will be reviewed annually from the date below but may be subject to change due to legislation or events before that time line in which case the relevant information will be included thereon

Signed *Terry Sharp*
Position Managing Director
Date 05/01/2026

SHARP BROTHERS (SKIPS) LTD

P.O. Box 195, Rainham Essex RM13 9HA

TEL: 01708 555 666

EMAIL: sales@sharpskips.co.uk

WEB: www.sharpskips.co.uk

BANK DETAILS

Sharp Brothers (Skips) Ltd

SORT: 20-72-89

ACCOUNT NO.: 00278807

Barclays Barking Central Branch



SafeContractor



REGISTERED WASTE CARRIER NO: CBDU64659 VAT REG NO: 756 4862 90