



ADVANCED METAL INNOVATION COMPANY LIMITED

Health and Safety Policy

of Advanced Metal Innovation Co. Ltd and all of its subsidiary companies.

Controlled Document

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Trade Office / Works: Old Wagon Works, Rotherham Road, Beighton, Sheffield, S20 1AH.
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Advanced Metal Innovation Company Ltd.	Company Health and Safety Policy	Date	30/06/2023
		Author	SW
		Reference	H&S 1.0

Introduction

This Company Health and Safety Policy has been produced in accordance with the requirements of the Health and Safety at Work Act 1974. This document shall be read in accordance with the Company General Operational Depot Safety Manual, Risk Assessments and other documentation.

General Statement of Policy

It is the policy of Advanced Metal Innovation Company Ltd and all its subsidiary companies:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

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Director: S Winstone (sgd.)

Date: 30/06/2023

Arrangements

1.0 Responsibilities

1.1 Overall and final responsibility for health and safety is that of the:

Managing Director

1.2 Management responsibility for ensuring this policy is implemented is that of the:

Compliance Manager

1.3 Management responsibility for ensuring that this policy is adhered to is that of:

Operations Manager, Transport Manager, Office Manager

NOTE: All personnel hold some level of responsibility for health and safety as defined below.

Under the requirements of the *Health and Safety at Work Act 1974*, all employees are required to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and that of others who may be affected

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- by their acts or omissions, and report all health and safety concerns to a member of the management team.

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Risk Assessments

2.0 Responsibilities

2.1 The responsibility for identifying processes and tasks that require risk assessments is that of:

All managers.

2.2 Risk assessments will be written and developed by:

Managing Director and Compliance Manager respectively.

2.3 Findings of risk assessments will be reported to:

Relevant managers and Compliance Manager in turn.

2.4 Action required to remove/control risks will be approved by the:

Managing Director.

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2.5 Checks that control measures identified by assessments are implemented are the responsibility of:

Relevant managers and Compliance Manager in turn.

2.6 A review of risk assessments shall be undertaken annually, or Whenever a new process is implemented by:

Compliance Manager.

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Consultation

3.0 Consultation with employees

3.1 Employees shall be consulted in accordance with:

Requirements contained within the Health and Safety Policy and General Operational Depot Safety Manual, as well as any updates to risk assessments and other documentation. In addition, any employee wishing to discuss any aspect of Health and Safety is able and encouraged to do so.

3.2 Responsibility for appointing a Health and Safety representative from the staff cohort, and arranging regular meetings with said representative, shall be that of the:

Operations Manager

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Plant and Equipment Safety

4.0 Plant and Equipment Maintenance

4.1 Responsibility for ensuring that equipment is maintained in accordance with Company Health and Safety procedures is that of:

Relevant managers and Compliance Manager in turn.

4.2 Prior to any new plant/equipment being purchased, it must be assessed to ensure that it meets the requirements of the Provision and Use of Work Equipment Regulations 1998 by the:

Managing Director.

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Safe Handling and Use of Substances

5.0 COSHH Regulations

5.1 Responsibility for identifying substances which need an assessment in accordance with the Control of Substances Hazardous to Health Regulations and Company Health and Safety procedures are that of the:

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Operations Manager

NOTE: All personnel shall be issued with COSHH assessments relevant to any process being undertaken, prior the commencement of any works. Any substances not on the COSHH register should be notified to the Health and Safety Department so that an assessment can be prepared.

5.2 The responsibility for ensuring that all actions identified in COSHH assessments are implemented, and for ensuring that all relevant employees are informed about risks is that of the:

Operations Manager, or manager responsible for the area in which the substance is being used, and Compliance Manager in turn.

5.3 A review of the COSHH assessments shall be undertaken annually, or when any work activity changes, by the:

Compliance Manager.

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Information, Instruction and Supervision

6.0 Sources

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6.1 The Health and Safety Law poster shall be displayed at:

Main reception area, transport office.

6.2 Health and Safety information and advice is available from the following source:

Health and Safety guidance helpline: 0300 003 1747 or online via the HSE website.

6.3 Supervision and training of new staff/trainees will be arranged and monitored by the:

Manager in whose area the person will be working.

NOTE: All management arranging work at premises other than the main base, are responsible for notifying the Compliance Manager so that arrangements can be made to ensure relevant health and safety information is provided.

6.4 All visitors must report to the weighbridge/reception. The responsibility for ensuring all visitors sign in and out is that of the:

Main reception area, transport office.

6.5 If visitors are to enter the yard they must be supervised and supplied with the appropriate safety equipment. This must be arranged and monitored by the:

Manager in whose area the person will be working.

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Competency and Training

7.0 Recruitment and Training

7.1 Full induction training is the responsibility of:

Any manager arranging the recruitment of new personnel in their area.

7.2 Responsibility for monitoring that full inductions have been given in all cases is that of:

Compliance Manager

7.3 Training requirements shall be identified by the:

Manager in whose area the person will be working. Further advice on training requirements can be obtained through each individual's line manager.

NOTE: Any job involving the use of work equipment as defined by the Provision and Use of Work Equipment Regulations 1998, requires that the operator received job specific training. All persons operating equipment shall be required to hold the relevant Recycling Industry Plant Operators Training Scheme (RIPOTS) Certification.

7.4 Training courses shall be organised by the:

Managing Director, or by relevant managers in each area as required.

7.5 Training records shall be stored and maintained by the:

Compliance Manager.

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Accidents, First-aid and Work-related Ill Health

8.0 Accident reporting

8.1 All accidents suffered by employees whilst at work, shall be reported immediately to the:
Managing Director

8.2 Accidents shall be recorded in the accident book by the:
Managing Director or Compliance Manager only.

NOTE: No accident may be entered in the accident book without the express notification and permission of the Managing Director.

8.3 The reporting of accidents, diseases and dangerous occurrences under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) shall be undertaken by:

The Managing Director or Compliance Manager only.

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