

West London Waste

Treating waste as a valuable resource

Health and Safety Policy

January 2025

Document Control

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Issue	Review Date	Changes to Policy
1.0	June 2017	Policy Review and Update.
2.0	June 2018	Update of organisational structure and competent person.
3.0	March 2019	Policy review and Update.
4.0	May 2022	Policy update – Management of risk in relation to children and young persons.
5.0	September 2022	Policy update – Management of risk in relation to those with disabilities.
6.0	November 2023	General Policy Review
7.0	January 2025	Review of Policy, General Update and arrangements restructure.

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Foreword – by Chair of the West London Waste

West London Waste Authority is fully committed to excellence and continuing improvement in the management of health and safety and consider it prime importance to safeguard the health, safety and welfare of its employees and others in all of its operations.

We recognise and fully accept our responsibility in providing strategic health and safety governance and actively and reactively approving the distribution of resources, as necessary, to resolve health and safety risks.

This document sets out West London Waste Authority's Policy on Health and Safety, outlining the roles and overarching responsibilities for health and safety at all levels within the organisation.

The Director will implement this policy document on behalf of the Authority and will produce and maintain a signed Health and Safety Policy Statement. The Director will also develop an annual Health and Safety Plan to be approved and monitored by the Authority.

We require all Managers, Supervisors and Contractors to adopt a pro-active risk-based approach to managing health and safety by completing the necessary risk assessments and embedding key operational health and safety precautions and safe working practices within their day-to-day operations.

We expect every member of staff to be fully committed to creating a positive health and safety culture within the Authority and in turn we fully welcome and encourage employee involvement in the identification of health and safety risks and improvements.

It is the duty of each of West London Waste's employees to familiarise themselves with this Policy and the relevant safe operational procedures and instructions that apply to their place of work.

By these actions we will not only prevent accidents but also bring about continuing improvements in our overall business performance and meet our associated legal, moral, social and economic responsibilities.

Signed by the Chair on behalf of all members of the Authority



Krupa Sheth
Councillor

Date: Tuesday 4th February 2025

A handwritten signature in black ink that reads "K. Sheth".

1 Health and Safety Policy – Statement of Intent

West London Waste Authority recognises and accepts fully, its responsibility to ensure the health, safety and welfare of its employees and others who may be affected by its undertakings.

Effective health and safety management is of primary importance, standing above other systems and procedures within the Authority. We will develop, implement, manage and continuously improve effective health and safety management systems and procedures to identify foreseeable hazards and risks and develop effective control measures.

Managers and Supervisors will provide adequate resources, in the form of time, staff time and finances in the pursuit of health and safety excellence and will lead by example, to promote a positive and improving health and safety culture through effective communication with individuals and contractors under their direction.

All employees will receive a high level of health and safety training and information, to enable them to carry out their work in a safe and controlled manner. Work will be supervised and support will be given by specialist suppliers.

All staff members are expected to raise perceived short-falls in health and safety, challenge the status quo and offer ideas for improvement. All staff members must follow safe systems of work and safe working procedures, contribute to the development of risk assessments and take full advantage of the health and safety training, information, and protective equipment provided.

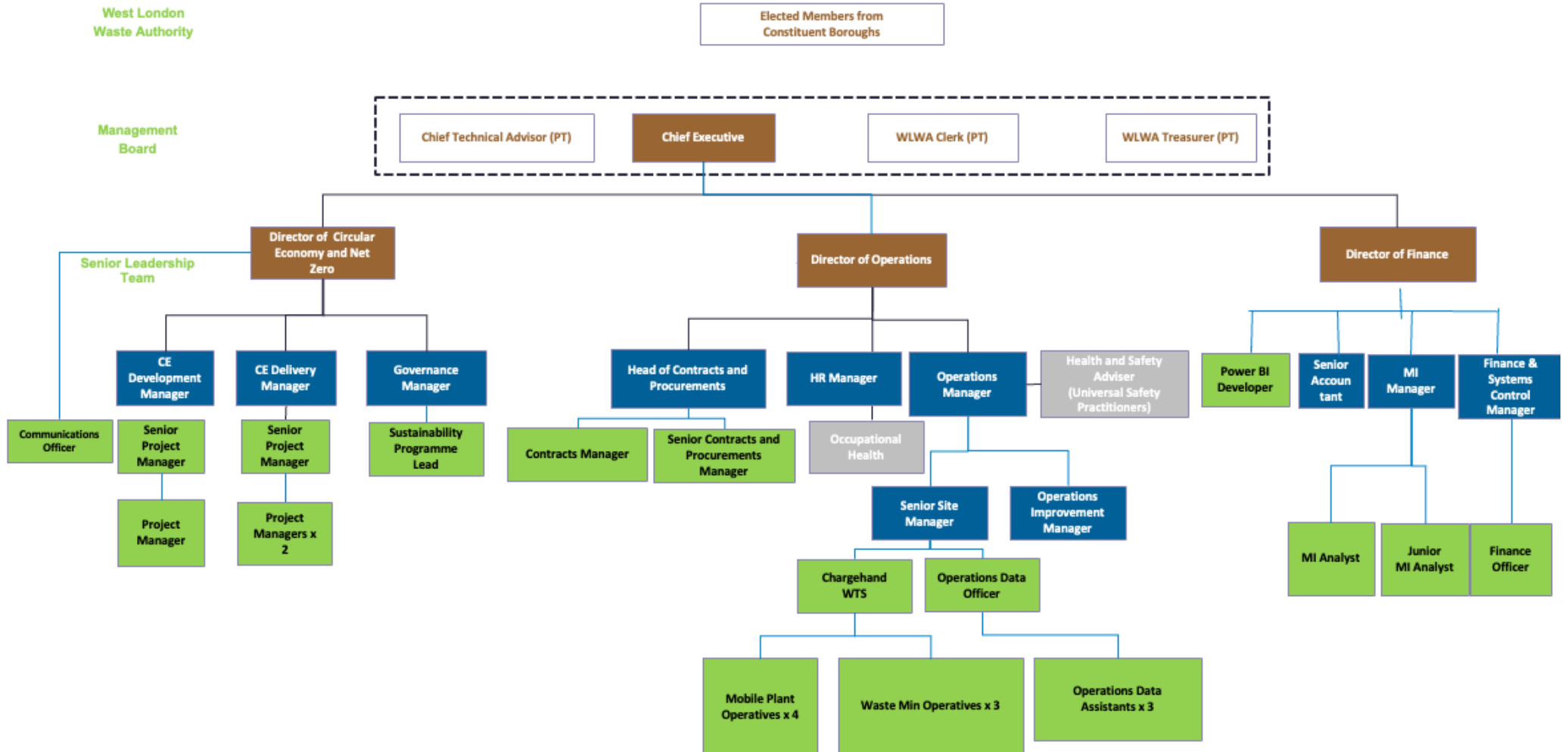
Members of the public, contractors or others using our sites are expected to follow the site health and safety rules under the direction of site staff.



Emma Beal
Chief Executive
Date: Tuesday 4th February 2025

A handwritten signature in black ink, appearing to be 'E Beal', written over a horizontal line.

2 Organisational Structure



2.1 Health and Safety Responsibilities

This section of West London Waste Authority's Health and Safety Policy outlines the roles and associated responsibilities for various roles within the organisation hierarchical framework. This section of the policy provides overarching responsibilities in respect of policy, communication and process for each of the roles. With the creation of the organisation's risk management standard (as outlined within the arrangements section of this document) there will be additional responsibilities laid out within each of the risk management standards, which must also be disseminated and understood by all.

2.1.1 Chief Executive

The Chief Executive has overall responsibility for the development, implementation and review of the health and safety management function within West London Waste Authority. With the aid of West London Waste's appointed Health and Safety Advisors, external specialist consultants and members of West London Waste Authority's Senior Leadership Team (i.e., Directors, Operations Manager), the Chief Executive will be responsible (so far as is reasonably practicable) for ensuring they:

Policy

- a. Facilitate the production, maintenance and review of this health and safety policy document, as well as all associated risk management standards, ensuring, through consultation, that the policy and its associated standards remain relevant to the undertakings of the organisation;
- b. Ensure that as part of the above activity, this health and safety policy document, along with all risk management standards are distributed and brought to the attention of all employees within the organisation, and to all interested third parties;
- c. Ensure that they appoint a qualified health and safety professional, to act in the role as 'competent person', and aid in the management and coordination of health and safety and occupational health matters as detailed in this health and safety policy;

Communication

- d. Facilitate a process of consultation within the organisation on all operational matters including health and safety issues;
- e. Communicate with members of West London Waste's Senior Leadership Team (i.e. all Directors, Operations Manager), including the organisations appointed Health and Safety Advisor during monthly Health and Safety Senior Leadership Team meetings on issues which cannot be readily resolved, requiring Chief Executive level input;
- f. Facilitate the production of an annual Health and Safety performance report on behalf of the organisation and ensure this report is brought to the attention of the elected members from the constituent boroughs;
- g. Facilitate the production of an annual Health and Safety action plan on behalf of the organisation and ensure that this plan is brought to the attention of the elected members from the constituent boroughs;

- h. Facilitate the production of monthly Health and Safety reports, to be reviewed by the organisations Senior Leadership Team (Chief Executive, Directors, Operations Manager);

Process

- i. Facilitate the process of development for all documentation and systems of work (through the appointment of a 'competent person') supporting this health and safety policy and associated risk management standards, including risk assessments, safe working instruction, emergency procedures and guidance documents;
- j. Consider, resources necessary to maintain health and safety standards, when compiling budgetary requirements, including human resources and specialised skills, organisational infrastructure, technology and financial resources;
- k. Define roles, allocate responsibilities and accountabilities, and delegate authorities, to facilitate an effective occupational health and safety management system (OHSMS); roles, responsibilities, accountabilities, and authorities shall be documented and communicated;
- l. Ensure that the appointed Health and Safety Advisor(s) has the required levels of skill, knowledge and experience, to enable full completion of their duties, via the organisation Procurement Review Board (chaired by the Senior Contracts and Procurement Manager, who is managed by the Director of Operations);
- m. Ensure a programme of Health and Safety training and information (including refresher training) is developed, with the assistance of the appointed Health and Safety Advisor(s) and (where appropriate) specialist consultants (following consultation with applicable managers) for all employee, management and supervisory levels within the organisation.

2.1.2 Directors

Directors (Director of Circular Economy and Net Zero, Director of Operations, Director of Finance) will have a delegated responsibility, through the Chief Executive for the day-to-day management of health and safety standards across the organisation. To this end, Directors will be responsible for ensuring, so far as is reasonably practicable, that they:

Policy

- a. Facilitate the distribution of this health and safety policy, and associated risk management standards documentation, throughout their areas of responsibility;
- b. Ensure that as part of the above activity, this health and safety policy document, and associated risk management standards are distributed and brought to the attention of all interested third parties, including contractors and consultants (as applicable);

Communication

- c. Communicate with the Chief Executive, and other Directors, on health and safety issues which cannot be readily resolved, Senior Leadership Team level input;
- d. Liaise with the appointed Health and Safety Advisor on all health and safety issues impacting their areas of responsibility, including the development and implementation of risk assessment, safe systems of work and training, as required;
- e. Attend monthly Senior Leadership Team meetings to discuss any issues relating to Health and Safety for the organisation;
- f. Facilitate a process of consultation through either union or non-union appointed safety representatives (as applicable);

Process

- g. Work with the appointed health and safety advisor, to facilitate the process of development for all documentation and systems of work supporting this health and safety policy, including risk assessments, safe working instruction, emergency procedures and guidance documents, as required;
- h. The above process to include the management of vulnerable persons involved in projects either run by the organisation or where the organisation is involved and where activities where vulnerable persons are undertaking activities on West London Waste Authority sites;
- i. Consider, resources necessary to maintain health and safety standards, when compiling budgetary requirements, including human resources and specialised skills, organisational infrastructure, technology and financial resources;

Training and Information

- j. Ensure that all those within their area of responsibility have received the relevant information and training (including refresher training, as applicable).

2.1.3 Appointed Health and Safety Advisor

As required under the Management of Health and Safety at Work Regulations (Regulation 7(1)), West London Waste Authority should appoint a Competent Person (for the purposes of competent health and safety advice) to advise on relevant health and safety management issues impacting the organisation.

Coordinating directly with the Chief Executive, Operations Manager, Senior Site Manager (and any other member within the organisation, as applicable), the appointed Health and Safety Advisor, will be responsible for ensuring, so far as is reasonably practicable, that they:

Policy

- a. Undertake a periodic review of the organisations health and safety policy, and associated risk management standards, and update them as required, ensuring all health and safety management processes remain in date and relevant to the undertakings of the organisation;
- b. Ensuring that this health and safety policy, together with all supporting risk management standards are disseminated throughout the organisation;
- c. Supporting all senior members of staff (i.e. Chief Executive, Directors and Operations Manager) on the implementation and review of health and safety initiatives and procedures, as detailed in this health and safety policy and associated risk management standards;

Communication

- d. Supporting the Director of Operations in the creation of an annual Health and Safety authority report and action plan on behalf of the organisation, for it to be submitted to the elected members from the constituent boroughs, annually;
- e. Undertaking consultation with the Chief Executive, Directors and Operations Manager to identify items for the organisation annual Health and Safety Action Plan;
- f. Updating the Chief Executive, Directors and Operations Manager of progress against all agreed Health and Safety Action Plan items, via the organisations monthly Senior Leadership Team meetings;
- g. Providing the Chief Executive, Directors and Operations Manager with advice regarding changes in health and safety legislation and industry guidance on impacting West London Waste Authority;
- h. Undertaking consultation with the organisation's union-appointed, or non-union appointed Safety Representation, or applicable members of staff (as appropriate) on all Safe System of Work documentation (i.e. Risk Assessments, Standard Operating Procedures, Emergency Procedures etc.) prior to these documents being disseminated within the organisation;
- i. Present the findings of any accident investigation reports which have been carried out, for any significant incidents or injuries, which may occur to the organisation's Chief Executive, Directors, Operations Manager, Senior Site Manager, members of staff (as applicable);

- j. Supporting the organisation in the formal appointment of union and non-union appointed safety representatives;
- k. Providing training to the non-union appointed safety representatives (dependent on their skills and experience);
- l. Creating monthly health and safety performance reports, submitting these to the organisation's Operations Manager for review at the organisation's monthly Senior Leadership Team Meetings. These reports must include information on hazard reporting, as well as accident, incident and near miss data, and any areas of immediate concern to the organisation from a health and safety perspective;
- m. Liaising with the Senior Site Manager and other relevant managers/staff (as applicable) in respect of contractors being engaged to carry out works on West London Waste Authority premises, to ensure that applicable risk assessments and method statements are reviewed and approved, prior to the works commencing;
- n. Liaising with Finance Control and Systems Manager relating to the health and safety compliance of the organisation's office environment (in association with the organisation's Operations Manager, where required);

Process

- o. Ensuring all safe system of work documentation (i.e. risk assessments, safe working procedures, emergency procedures and information) are created, consulted and reviewed for all foreseeable risks within both the organisation's operational and office environments;
- p. The above process to include the management of vulnerable persons involved in projects either run by the organisation or where the organisation is involved and where activities where vulnerable persons are undertaking activities on West London Waste sites;
- q. Conducting quarterly health and safety audits of West London Waste's operational sites, with feedback reporting and analysis of any issues identified, to the Operations Manager, Senior Site Manager and Senior Leadership Team Meetings;
- r. Developing, with the assistance of the Operations Manager, a timebound system for the management and close-out of any audit findings, arising from completed audits;
- s. Providing qualified and competent support to West London Waste Authority, in its role as 'Client' for any construction-related works which are carried out, ensuring the relevant members of the organisations (eg Chief Executive, Directors, Operations Manager, Senior Site Manager (as applicable)), and are supported and advised as required, on compliance issues, as detailed in the requirements of the Construction (Design and Management) Regulations 2015;
- t. Fulfilling the duty holder position of 'Principal Designer' for all construction projects, falling within the remit of the Regulations;
- u. The completion of any incident investigations on behalf of West London Waste, for accidents, incidents, near misses, cases of occupational ill health or

dangerous occurrences, which may occur, involving members of West London Waste's employees, sub-contractors or members of the public, on any of West London Waste's operational sites/workplaces;

- v. Notification to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, of any reportable injuries, diseases and dangerous occurrences, as required;
- w. Creating, implementing and maintaining an 'approved list of contractors' for the organisation;
- x. Reviewing all contractors Risk Assessments and Method Statement on behalf of the organisation, to ensure that they are 'suitable and sufficient' prior to the works commencing;

Training and Information

- y. The development and implementation of training initiatives, including refresher training for the West London Waste Authority including, induction training, Manual handling, fire safety and emergency procedures, Supervisory and Management health and safety requirements, and any other health and safety training requirements as identified through health and safety policy requirements, risk assessment and method statement control measures, as well as any audit findings;
- z. Identifying other training needs, whereby an external training provider is required to conduct this training for the organisation and liaise with applicable manager to ensure that the training is delivered in a timely and effective manner;
- aa. Supporting any non-union appointed Representative of Employee Safety and union appointed Health and Safety Representatives, with detailed information, which they will need, to ensure full inclusion on the union and non-union health and safety function within the organisation;

2.1.4 Operations Manager

The Operations Manager has complete oversight of all West London Waste Authority operational sites. In this role, the Operations Manager plays a pivotal role, acting as the conduit between the Senior Site Manager and the organisation's Director of Operations, ensuring the smooth, effective and safe operation of the organisation's operational environments. In this role, the Operations Manager is responsible for ensuring, so far as is reasonably practicable, that they:

Policy

- a. Facilitate the distribution of this health and safety policy, and associated risk management standards documentation, throughout their area of responsibility;
- b. Ensure that as part of the above activity, this health and safety policy document, as well as associated risk management standards are distributed and brought to the attention of all interested third parties, including contractors and consultants (as applicable);

Communication

- a. Liaise with the appointed Health and Safety Advisor, as primary point of contact, on all health and safety issues impacting their areas of responsibility;
- b. Facilitate (through the organisation's appointed Health and Safety Advisors) the development, consultation, implementation, dissemination and review of all documentation relating to the Safe System of Work (eg Risk Assessments, Standard Operating Procedures, Emergency Procedures) within their area of responsibility;
- c. Liaise with the organisations' appointed Health and Safety Advisors on any new operational initiatives (in conjunction with the Senior Site Manager) to ascertain the associated risks, in order for the relevant Safe System of Work to be drafted, consulted, implemented and disseminated, prior to the commencement of the initiative;
- d. Liaise with the Finance Control and Systems Manager relating to the health and safety compliance of the organisations office environment (in association with the organisations appointed Health and Safety Advisors, where required);
- e. Attend the monthly Senior Leadership Team meetings to lead on presenting any issues relating to Health and Safety for the organisation;
- f. Review the organisation's monthly health and safety performance report, submitted to them by the organisations appointed Health and Safety Advisors, and present these findings to the Senior Leadership Team (in consultation with the organisation's appointed Health and Safety Advisors);
- g. Meet with the organisation's Health and Safety Advisors on a regular basis, keeping open lines of communication and cooperation, for the identification, consultation and proposed actions regarding Health and Safety items which impacts their area of responsibility;
- h. Facilitate a process of consultation, through either union appointed, or non-union appointed safety representatives (or both, if some members of staff do not belong to a union), for sites within their area of responsibility;

Process

- i. Facilitating, through the works of the appointed health and safety advisor (in conjunction with the Senior Site Manager and either union-appointed or non-union appointed safety representative), a process of development for all documentation and systems of work supporting this health and safety policy, including risk assessments, safe working instruction, emergency procedures and guidance documents, as required;
- j. Taking an active part (where required) on all investigations which require managerial input. Additionally, review all completed investigations conducted by the organisations Health and Safety Advisors, to ensure all actions and recommendations are assigned to the Senior Site Manager, Health and Safety Advisors or other applicable members of staff have been completed in a timely and effective manner. Finally, review all actions implemented to ascertain their effectiveness in preventing recurrence;
- k. Reviewing all audits completed for their operational sites conducted by the organisation's health and safety advisors and ensure that any actions raised are addressed (in consultation with the Site Manager and Health and Safety Advisors, as applicable) in a timely and effective manner;
- l. Ensuring that sufficient resources are identified necessary to maintain health and safety standards within their area of responsibility, when compiling budgetary requirements, including human resources and specialised skills, organisational infrastructure, technology and financial resources;
- m. Facilitating the creation, implementation and review of an 'approved list' of contractors (via the organisation's appointed Health and Safety Advisors) ensuring that all relevant documentation and insurances are captured on an annual basis, as a minimum;
- n. Facilitating (via the organisation's appointed Health and Safety Advisors and Senior Site Manager) a process for ensuring that all contractors being engaged for the organisational operational sites submit, and have reviewed, risk assessments and method statements for its undertakings, and that only those who can demonstrate a 'suitable and sufficient' safe system of work carry out its undertakings;
- o. Ensuring (through the Senior Site Manager) that all Health and Safety items which fall outside the scope of the organisations Health and Safety Advisors (eg PAT Testing, EICR, Planned Preventative Maintenance Regimes etc) are carried out through its operational sites;
- p. Developing, with the assistance of the organisation's appointed Health and Safety Advisors, a timebound system for the management and close-out of any audit findings, arising from completed audits;

Training and Information

- q. Ensuring that all those within their area of responsibility have received the relevant information and training (including refresher training, as applicable);
- r. Facilitating the provision of various roles (First Aiders, Fire Marshals) at its operational sites.

2.1.5 Managers

All Managers (excluding the Operations Manager and Senior Site Manager), will have local management control of personnel and activities within their areas of responsibility, and as such will be responsible for, so far as is reasonably practicable, (with the assistance of the appointed Health and Safety Advisor) that they:

Policy

- a. Facilitate the distribution of this health and safety policy, and associated risk management standards documentation, throughout their areas of responsibility;
- b. Ensure that as part of the above activity, this health and safety policy document, and associated risk management standards are distributed and brought to the attention of all interested third parties, including contractors and consultants (as applicable);

Communication

- c. Aid members of their staff who bring to their notice health and safety matters, which they are unable to resolve;
- d. Liaise with the organisation's Health and Safety Advisors, where required, to assist on any health and safety matters by staff within their area of responsibility, where they are unable to resolve on their own;
- e. Ensure that staff are aware of and comply with all risk assessments, safe operating procedures and emergency plans;
- f. Ensure that all safety related incidents and injury accidents are recorded and reported promptly on the organisations reporting platform, to facilitate the prompt and effective investigation to be carried out by the organisations appointed Health and Safety Advisors (and other members of staff (as applicable));
- g. Ensure that staff are aware of and comply with associated Safe System of Work documentation (eg risk assessments, standard operating procedures, emergency procedures etc) associated with their role;
- h. Facilitate the dissemination of applicable risk assessments (and any other associated documentation) to staff within their area of responsibilities;
- i. Ensure that they appoint both a union appointed and non-union appointed health and safety representative (if there are members of staff who do not belong to a union);
- j. Consult regularly with both union and non-union appointed health and safety representatives (if there are members of staff who do not belong to a union) on relevant health and safety matters within their area of responsibility;

Process

- k. Demonstrate their commitment to the continual improvement of occupational health and safety performance, by setting a personal example and promoting a positive health and safety culture within the workforce;

- l. Ensure that sufficient resources are identified necessary to maintain health and safety standards within their area of responsibility, when compiling budgetary requirements, including human resources and specialised skills, organisational infrastructure, technology and financial resources;
- m. Facilitate, through the works of the appointed health and safety advisor (in conjunction with either union-appointed or non-union appointed safety representative), the creation of a Safe System of Work (eg risk assessments, standard operating procedures, emergency procedures) relevant to their area of responsibility;
- n. Liaise with the organisations Health and Safety Advisor in respect of the engagement or placement of vulnerable persons, ensuring that all risk assessment and risk management controls identified through the process of risk assessment are fully implemented and maintained, for any vulnerable person, within their area of responsibility;
- o. If engaging contractors as part of their role, facilitate (via the organisations appointed Health and Safety Advisors and Senior Site Manager) the process for ensuring that all contractors being engaged for the organisational operational sites submit, and have reviewed, risk assessments and method statements for its undertakings, and that only those who can demonstrate a 'suitable and sufficient' safe system of work carry out its undertakings;
- p. Provide necessary levels of supervision of staff and operations under their control or responsibility;
- q. Take an active part (where required) on all investigations which require managerial input. Additionally, review all completed investigations conducted by the organisations Health and Safety Advisors, to ensure all actions and recommendations are assigned to the Senior Site Manager, Health and Safety Advisors or other applicable members of staff have been completed in a timely and effective manner. Finally, review all actions implemented to ascertain their effectiveness in preventing recurrence;
- r. Ensure that there is an adequate provision of first aiders and first aid equipment at the site;

Training and Information

- s. Ensure (in consultation with the organisations appointed Health and Safety Advisors) that all staff within their area of responsibility have been subject to the relevant items of information and training, as dictated by their role within the organisation.

2.1.6 Senior Site Manager

The Senior Site Manager for the organisation's operational sites, by the nature of their role, have local management control of personnel and activities within their areas of responsibility, and as such will be responsible for ensuring, so far as is reasonably practicable, (with the assistance of the appointed Health and Safety Advisor and Senior Management) that they:

Policy

- a. Ensure that this health and safety policy, and associated risk management standards, are brought to the attention of all persons under their control;
- b. Ensure that as part of the above activity, that this health and safety policy, and associated risk management standards are distributed and brought to the attention of all interested third parties, including contractors and consultants (as applicable);

Communication

- c. Aid members of their staff who bring to their notice health and safety matters, which they are unable to resolve;
- d. Monitor and review safety critical operations and the adequacy of risk assessments and best practice by means of consultation with the workforce, local safety inspections, defect reports etc;
- e. Ensure that staff are aware of and comply with associated Safe System of Work documentation (eg risk assessments, standard operating procedures, emergency procedures etc) associated with their role;
- f. Ensure that all safety related incidents and injury accidents are recorded and reported promptly on the organisations reporting platform, to facilitate the prompt and effective investigation to be carried out by the organisations appointed Health and Safety Advisors (and other members of staff (as applicable));
- g. Ensure that the site appoints both a union appointed and non-union appointed health and safety representative (if there are members of staff who do not belong to a union);
- h. Consult regularly with both union and non-union appointed health and safety representatives (if there are members of staff who do not belong to a union) on relevant health and safety matters;
- i. Meet with the organisation's Health and Safety Advisors on a regular basis, keeping open lines of communication and cooperation, for the identification, consultation and proposed actions regarding Health and Safety items which impacts their area of responsibility;
- j. Liaise with the organisation's appointed Health and Safety Advisors on any new operational initiatives (in conjunction with the Operations Manager) to ascertain the associated risks, in order to the relevant Safe System of Work to be drafted, consulted, implemented and disseminated, prior to the initiative commencing;

- k. Liaise with the organisation's appointed Health and Safety Advisors in respect of the management of the approved list of contractors and review of risk assessments and method statements, prior to the commencement of their activities;
- l. Bring to the attention of the Operations Manager and appointed Health and Safety Advisor, any health and safety issues they are unable to resolve;
- m. Liaise with contractors in respect of any works which need to be undertaken within their area of responsibility;

Process

- n. Demonstrate their commitment to the continual improvement of occupational health and safety performance, by setting a personal example and promoting a positive health and safety culture within the workforce;
- o. Deploy resources at their disposal to resolve health and safety matters;
- p. Ensure that all site or service specific risk assessments are undertaken, completed, and continually reviewed, in association with the appointed Health and Safety Advisors;
- q. Monitor contractors' safety performance on a regular basis, in conjunction with the organisation's appointed Health and Safety Advisor;
- r. Ensure that all work equipment is properly selected, used, inspected and maintained;
- s. Provide necessary levels of supervision of staff and operations under their control or responsibility for safety critical operations;
- t. In association with the appointed Health and Safety Advisor, produce local safe working procedures and guidance documents, which are based on risk assessments, safety inspections, accidents and other relevant information;
- u. Periodically observe all work activities to ensure safe working procedures are being fully adhered to;
- v. Ensure that any vulnerable person engaged, employed or placed (including those visiting site(s) as part of any initiative) within their area of responsibility are effectively supervised in line with the requirements of the risk assessment for the activities being undertaken by the vulnerable person. Furthermore, ensure that in line with the risk assessment, that the vulnerable person has received a specific induction to the site, which has been provided in a readily understandable, and that the vulnerable person is closely supervised at all times whilst on site;
- w. Ensure workplace audits are carried out every three months by the organisation's appointed Health and Safety Advisors (whilst providing an active role within the audit process) and make provision for necessary remedial action when unsatisfactory conditions are identified;

- x. Take an active part (where required) on all investigations which required their input. Additionally, review all completed investigation, to ensure all actions and recommendations which been assigned have been completed in a timely and effective manner. Finally, review all actions implemented to ascertain their effectiveness;
- y. Ensure that all required health and safety records are maintained;

Training and Information

- z. Identify staff safety training needs from Health and Safety Advisors reviews, team meetings, tool box talks and Appraisal and risk assessment processes;
- aa. Stimulate interest and enthusiasm for health and safety matters amongst the staff under their control;
- bb. Ensure that all staff under their control (including new and transferred, permanent, temporary and agency staff) are inducted onto the site and provided with the relevant Safe System of Work documentation, as applicable to their role.

2.1.7 Finance Control and Systems Manager

The Finance Control and Systems Manager plays a vital role in relation to the management of the organisation's office facility, particularly in respect of its infrastructure and systems. Liaising with the organisation's Operations Manager and appointed Health and Safety Advisors (where required), the Finance Control and Systems Manager is responsible for, so far as is reasonably practicable, that they:

Policy

- a. Ensure that this health and safety policy, and associated risk management standards are distributed and brought to the attention of all interested third parties, including contractors and consultants (as applicable);

Communication

- b. Aid members of their staff who bring to their notice health and safety matters, which they are unable to resolve, within the office environment;
- c. Ensure that staff are aware of and comply with associated Safe System of Work document (eg risk assessments, emergency procedures) associated with the office environment;
- d. Meet with the organisation's appointed Health and Safety Advisors on a regular basis, keeping open lines of communication and cooperation, for the identification, consultation and proposed actions regarding Health and Safety items which impacts the office environment;
- e. Liaise with the organisation's appointed Health and Safety Advisors in respect of the management of the approved list of contractors and review of risk assessments and method statements, prior to the commencement of their activities;
- f. Liaise with contractors in respect of any works which need to be undertaken within the office environment;
- g. Bring to the attention of the Operations Manager and appointed Health and Safety Advisors, any health and safety issues which they are unable to resolve;

Process

- h. Deploy resources at their disposal to resolve health and safety matters;
- i. Ensure that all risk assessments associated with the office environment are undertaken, completed and continually reviewed, in association with the appointed Health and Safety Advisors;
- j. Ensure that all work equipment is properly selected, used, inspected and maintained;
- k. Ensure workplace audits are carried out every three months by the organisation's appointed Health and Safety Advisors (whilst providing an active role within the

audit process) and make provision for necessary remedial action when unsatisfactory conditions are identified;

- l. Take an active part (where required) on all investigations which require their input. Additionally, review all completed investigations, to ensure all actions and recommendations which have been assigned have been completed in a timely and effective manner. Finally, review all actions implemented to ascertain their effectiveness;
- m. Ensure that all required health and safety records are maintained;
- n. Ensure that all contractor risk assessments and method statements are submitted to, and reviewed by, the organisation's appointed Health and Safety Advisors, prior to the commencement of any works;
- o. Monitor contractors' safety performance on a regular basis in conjunction with the organisation's appointed Health and Safety Advisors;

Training and Information

- p. Ensure all staff which work at, or visit the office, are inducted onto the premises and provided with the relevant Safe System of Work documentation, as applicable to their role.

2.1.8 Operational Environment Line Managers (eg Chargehands) (Operational Sites Only)

Those Line Managers at the organisation's operational sites will have a degree of day-to-day supervisory control of those members of staff and works which taken place within their areas, with overarching management of the site being with the Senior Site Manager. This important role ensures that there is a supervisory role existing within specific areas of the site, exercising a higher degree of control within these areas. In this role, these Line Managers are responsible for ensuring, so far as is reasonably practicable:

Policy

- a. Ensuring that all staff under their supervision are aware of, understand and comply with this health and safety policy and associated risk management standards;

Communication

- b. Liaising with the Senior Site Manager (and appointed Health and Safety Advisors, Union and/or non-union appointed safety representatives) on any items of Health and Safety which have been raised by staff within their area of responsibility, to ensuring that any issues are addressed in a timely and effective manner;

Process

- c. Ensuring that all members of staff within their area of responsibility have received all relevant Safe System of Work document (eg Risk Assessments, Safe Operating Procedures, Information) applicable to their role;
- d. Ensuring that all members of staff within their area of responsibility have received a site induction;
- e. Regularly observe all work activities within there are of responsibility to ensure all control measures outlined within applicable risk assessments, as well as instructions contained within Safe Operating Procedures are being fully adhered to;
- f. Completing daily site inspections within the organisation's health and safety platform, ensuring that any issues are reported and that the Senior Site Manager is informed accordingly;
- g. Ensure that any vulnerable person engaged, employed or placed (including those visiting site(s) as part of any initiative) within their area of responsibility are effectively supervised in line with the requirements of the risk assessment for the activities being undertaken by the vulnerable person. Furthermore, as part of any delegated responsibility in relation to the management of the site, ensure that in line with the risk assessment, that the vulnerable person has received a specific induction to the site, which has been provided in a readily understandable, and that the vulnerable person is closely supervised at all times whilst on site;

Training and Information

- h. Providing adequate supervision and instruction to their staff to enable them to work safely and advise the Senior Site Manager and the organisation's Health and Safety Advisors of training needs where identified.

2.1.9 All Employees

West London Waste will strive to ensure the health, safety and welfare of their employees while they are at work. To enable the organisation to ensure this provision is effectively implemented, employees are reminded of their legal responsibilities (under the Health and Safety at Work Act 1974) to:

- a. Read, understand and comply with this Health and Safety Policy, as well as any applicable risk management standards associated with their role;
- b. Read, understand and comply with all Safe System of Work documentation (eg Risk Assessments, Standard Operating Procedures, Emergency Procedures) associated with their role;
- c. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- d. Co-operate as necessary with the Managers, Supervisors and appointed Health and Safety Advisors, to enable them to comply with the organisation's statutory health and safety duties;
- e. Ensure that they do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- f. Report any concerns relating to their health and safety to their immediate Line Manager or Safety Representative, as well as via the organisation's reporting platform (as applicable);

In addition to these legal duties, all employees are required to:

- g. Report accidents, incidents, near misses or dangerous occurrences immediately via the organisation's reporting platform;
- h. Take action to stop others acting in an unsafe or dangerous manner;
- i. Contact their manager, should they notice an unhealthy or dangerous situation;
- j. Attend safety training courses as and when arranged;
- k. Make the most of all training which is given, and follow all safe systems of work and control measures which have been implemented;
- l. Make proper use of equipment, safety devices, personal protective equipment as provided; It is important that employees do not under any circumstances carry out activities or operate machinery and plant, that they are not trained to use, which could cause danger to themselves or affect the safety of other persons, including members of the public;
- m. Co-operate with the investigation of accidents by Health and Safety Executive Inspectors or investigators acting for West London Waste.

2.1.10 Health and Safety Representatives

Union Appointed Health and Safety Representatives

West London Waste Authority welcomes the involvement and representation of their employees from recognised trades unions, in the form of union appointed and trained Health and Safety Representatives, as identified in the Safety Representatives and Safety Committees Regulations 1977 (as amended).

As identified in the Regulations and supporting guidance, health and safety representatives from recognised trades unions will be trained by the union in their required role, giving them the required standard of training to enable them to fulfil their role, as union appointed Health and Safety representative.

Where appointed, Union Health and Safety Representatives will:

- a. Represent employees generally on specific matters that will affect their health, safety and welfare;
- b. Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult with them;
- c. Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace (when required);
- d. Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- e. Present the findings of investigations;
Carry out inspections of the workplace;
- f. With at least one other appointed representative, request in writing that a health and safety committee set up; and
- g. Attend Health and safety Committee meetings.

Representatives of Employee Safety

West London Waste Authority also recognises, that there may be employees who are not members of a recognised union. To ensure that all employees across West London Waste are equally represented, on health and safety issues, West London Waste welcomes the appointment of a non-union Employees of Employee Safety as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

In line with the requirements as detailed in the above legislation, West London Waste Authority will enable the appointment of a Representative of Employee Safety from the existing workforce, enabling them to:

Make representation to the organisation on:

- a. Potential hazards and dangerous occurrences, brought to their attention by the workforce;
- b. General matters affecting the health and safety of employees they represent;
- c. Represent employees in dealings with health and Safety Inspectors.

West London Waste Authority will ensure that elected representatives receive the training they need to carry out their roles, as is reasonable in the circumstances, and will pay any reasonable costs to meet this training, including travel and subsistence costs.

West London Waste Authority will also give the Representative of Employee Safety paid time necessary to carry out their functions and allow candidates reasonable time, with

pay, to carry out their functions as a candidate in an election, as well as time to consult employees on health and safety.

3 Health and Safety Arrangements

The purpose of the arrangements section of this Health and Safety Policy is to confirm how the organisation intends to ensure compliance with the plethora of Health and Safety Legislation, Regulations and approved codes of practice, which apply, based on the organisations undertakings.

To provide the organisation with a robust health and safety management system, including detailed and bespoke arrangements, the organisation has created a suite of **risk management standards**. These risk management standards provide the organisation with a suite of standalone documents, based on each of the applicable items of legislation and regulations which apply based on its operational undertakings.

Each risk management standard will have an identical structure, which is comprised of:

1. Introduction
2. Legislation Overview
3. Roles and Responsibilities
4. Process
5. Additional Items
6. Associated documentation for completion

It is intended that the suite of independent documents will allow for a more effective dissemination of arrangements throughout the organisation, based on the individual roles of those within West London Waste Authority, which will assist in ensuring compliance throughout the organisation.

All risk management standard will be reviewed on an annual basis (as a minimum) or as dictated by accident, incidents, near miss, hazard reporting or operational/organisation change.

Applicable legislation to which risk management Standards have been created are as follows:

1. Health and Safety at Work etc Act 1974
2. The Management of Health and Safety at Work Regulations 1999
3. Regulatory Reform (Fire Safety Order) 2005
4. Manual Handling Operations Regulations 1992
5. Construction (Design and Management) Regulations 2015
6. Display Screen Equipment Regulations 1992
7. Control of Substances Hazardous to Health Regulations (as amended) 2002
8. Lifting Operations and Lifting Equipment Regulations 1998
9. Provision and Use of Work Related Equipment Regulations 1998
10. Control of Noise at Work Regulations 2005
11. Personal Protective Equipment at Work Regulations 1992
12. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
13. First Aid at Work Regulations 1981
14. The Workplace (Health, Safety and Welfare) Regulations 1992
15. The Electricity at Work Regulations 1989

16. The Control of Asbestos Regulations 2012
17. The Work at Height Regulations 2005
18. Safety Representatives and Safety Committees Regulations 1977 (as amended)
19. Health and Safety (Consultation with Employees) Regulations 1996 (as amended)