



## **PRIORITY WASTE LIMITED – HEALTH & SAFETY POLICY**

**Version:** 8.0      **Effective Date:** 28 October 2025      **Next Review:** 28 October 2026  
**Approved by:** *Nikolay Tovirov, Operations Director*

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### **1. Health & Safety Policy Statement**

In accordance with the Health and Safety at Work etc. Act 1974, Priority Waste Limited is committed to maintaining the highest standards of health, safety, and welfare across all operations.

Our objectives are to:

- Provide adequate control of health and safety risks arising from our work activities.
  - Consult with employees on matters affecting their health, safety, and wellbeing.
  - Provide and maintain safe plant, vehicles, and equipment.
  - Ensure the safe handling, transport, and use of substances.
  - Provide appropriate information, instruction, supervision, and training.
  - Ensure all employees are competent to carry out their tasks safely.
  - Prevent accidents and cases of work-related ill health.
  - Protect employees from foreseeable mental health risks arising from work.
  - Maintain safe and healthy working conditions.
  - Comply with all relevant health and safety legislation.
  - Review and revise this policy annually, or sooner if required by law or operational change.
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### **2. Responsibilities and On-Site First Aid**

- The **Managing Director, Operations Director, and General Manager** have overall and day-to-day responsibility for managing health and safety.
- Management will ensure compliance with the Management of Health and Safety at Work Regulations 1999 and all applicable legislation.
- Regular risk assessments will be carried out to identify hazards and mitigate risk.
- All work will be managed to ensure it does not adversely affect contractors, visitors, or the public.

- Employees must cooperate with management to maintain a safe workplace and immediately report any hazards or unsafe acts.
  - The company will provide adequate financial, technical, and training resources to implement this policy.
  - **Fire Marshals:** *Nikolay Tovirov, Vallo Huugen, and Holly Taylor.*
  - Copies of this policy will be available to all staff and interested parties.
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### 3. Emergency Fire Procedures

- Raise the alarm by shouting “FIRE” and activating the nearest alarm point.
  - Only attempt to extinguish small fires if trained and safe to do so.
  - Evacuate via the nearest safe exit and proceed to the **assembly point across the road at the front of the building, on the pavement.**
  - Fire Marshals (listed above) are responsible for departmental sweeps and liaising with the Fire Service.
  - The **General Manager** will collect the visitors’ log and perform roll call.
  - All fire incidents, regardless of severity, will be reported.
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### 4. Accident Reporting and Medical Emergencies

- Summon a **First Aider** immediately.
  - Do not move the casualty unless there is immediate danger.
  - Report all incidents to your supervisor and log in the **Accident Book.**
  - Serious incidents will be reported to **RIDDOR** within statutory time limits.
  - An investigation will be carried out by management to identify root causes and corrective actions.
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### 5. PPE Policy

Priority Waste provides suitable personal protective equipment (PPE) free of charge where risks cannot be eliminated.

Employees must:

- Inspect PPE before use.
- Report any damage or defect immediately.
- Use PPE only for its intended purpose.
- Attend PPE training as required.

Supervisors are responsible for ensuring PPE is issued, recorded, and maintained.

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## 6. Provision and Use of Work Equipment (PUWER/LOLER)

All plant and equipment must be:

- Suitable for its intended purpose.
  - Maintained in a safe condition and inspected regularly.
  - Used only by trained and authorised personnel.
  - Equipped with safety devices, isolation points, and markings.
- All lifting operations are to be planned, supervised, and carried out by competent persons in line with LOLER 1998.
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## 7. Manual Handling

Manual handling tasks are risk-assessed and reduced wherever possible.

- **All operatives required to perform manual handling have full, up-to-date training**, refreshed at least every 24 months.
  - Tasks should be designed to minimise lifting from floor or overhead level, twisting, or excessive reach.
  - Lifting aids must be used where practicable.
  - Loads must be assessed for weight and stability before handling.
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## 8. Driver Safety

- The company complies with the Drivers' Hours Regulations and the Working Time Regulations 1998.
  - Routes and workloads are planned to prevent driver fatigue.
  - CPC certification and refresher training are maintained for all qualified drivers.
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## 9. Control of Noise

Priority Waste complies with the Control of Noise at Work Regulations 2005. Noise levels are assessed and controlled through engineering measures, PPE, and training. Hearing protection zones are enforced where required.

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## 10. Chemical Spillage & COSHH

All hazardous substances are handled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

- Material Safety Data Sheets (MSDS) are retained for all substances.
  - Appropriate PPE and spill kits must be available before handling.
  - Only trained staff or chemists are authorised to assess, contain, and dispose of chemical spills.
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## 11. Working at Height

Priority Waste operates a **zero work-at-height policy**.

- **Employees do not work at height.**
  - Where elevated work cannot be avoided, it is **outsourced to competent, accredited contractors** who must provide risk assessments, method statements, and evidence of training and equipment inspection.
  - Fall protection and rescue plans are mandatory before any approved work proceeds.
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## 12. Working with Asbestos

Priority Waste complies with the Control of Asbestos Regulations 2012.

- The company **conducts licensed asbestos removal and handling operations** in line with current legislation and the Carriage of Dangerous Goods and ADR regulations.
  - All **drivers and operatives are trained and certified in the safe handling, packaging, and carriage of asbestos waste** (UN 2212 / UN 2590).
  - Asbestos waste must be correctly sealed, labelled, and manifested before removal.
  - All removal activities are risk-assessed, with method statements and PPE issued in accordance with HSE guidance.
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## 13. Welfare & Facilities

The company provides welfare facilities including clean rest areas, potable water, sanitary conveniences, and first-aid provisions in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

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#### 14. Policy Review

This Health & Safety Policy will be reviewed **annually** or sooner if legislation, operations, or significant incidents necessitate revision.  
All updates will be approved and signed by the Operations Director.

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Approved by:

A handwritten signature in black ink, appearing to read 'N. Tovirov', written over a circular stamp or seal.

**Nikolay Tovirov**

*Operations Director*

**Date:** 28 October 2025