

Handy Rubbish Health & Safety Policy



Company Number: 14314389

Trading Name: Handy Rubbish (AM ONE LONDON LTD)

Registered Office: Unit 19, 1–13 Adler Street, London, England, E1 1EG

Website: www.handyrubbish.co.uk

Date of Issue: 01 January 2025

Valid Until: 01 January 2030 (reviewed annually)

1. Statement of Intent

Handy Rubbish recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and associated regulations, and is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of:

- Our employees.
- Subcontractors performing services on our behalf.
- Customers and members of the public affected by our activities.

We will continually strive to provide a safe and healthy working environment, safe equipment, proper training, and effective systems of work.

2. Company Structure & Responsibility

Directors

- Have ultimate responsibility for ensuring health & safety standards are achieved.
- Provide sufficient resources (time, training, financial support) for implementation.
- Review performance annually and set improvement objectives.

Managers & Supervisors

- Ensure employees and subcontractors comply with safe systems of work.
- Carry out risk assessments and implement control measures.
- Investigate accidents, incidents, and near misses.
- Enforce the wearing of Personal Protective Equipment (PPE).

Subcontractors Because Handy Rubbish often arranges jobs which are delivered by subcontractors who take direct payment from customers:

- Subcontractors are deemed to be the **employer of record** for their staff.
- Subcontractors accept full responsibility for the health & safety of their workforce.
- Subcontractors must provide Waste Transfer Notes (WTNs), tipping receipts, and evidence of safe disposal.
- Subcontractors must train their staff in safe manual handling, PPE, vehicle use, and emergency procedures.

Employees & Workers

- Take reasonable care of their own health and safety and that of others.
- Use PPE and equipment correctly.
- Follow training and procedures provided.
- Report hazards, unsafe acts, and accidents immediately.

3. Subcontracting Model & Compliance

Handy Rubbish introduces customers to subcontractors, who may carry out the actual waste collection and receive payment directly. Handy Rubbish then receives a commission from the subcontractor.

To ensure compliance:

- All subcontractors must sign the **Subcontractor Agreement** before starting work.
- Handy Rubbish verifies subcontractor licences and insurance annually.
- Random audits are carried out to check WTN records, tipping receipts, and H&S standards.
- Handy Rubbish retains the right to terminate subcontractors who breach health & safety, environmental law, or contractual obligations.

4. Risk Management

4.1 Hazard Identification

We recognise hazards including:

- Manual handling of heavy items (furniture, rubble).
- Use of vehicles in congested areas.
- Trips, slips, and falls.
- Sharps, hazardous waste, and unknown materials.
- Working at height in lofts or multi-storey clearances.
- Lone working and public interface risks.

4.2 Control Measures

- Manual handling training and use of lifting equipment.
- PPE: gloves, steel-toe boots, high-vis clothing, dust masks, eye protection.
- Vehicles maintained with daily checks, MOTs, and insurance.
- No subcontractor may carry asbestos, chemicals, or clinical waste unless specifically licensed.
- Lone working risk assessments where applicable.

4.3 Monitoring

- All incidents reported within 24 hours.
- RIDDOR reporting where legally required.
- Accident and near miss records maintained and reviewed annually.

5. Waste Transfer & Environmental Responsibility

- Every job must be supported by a **Waste Transfer Note** signed by the customer and subcontractor.
- Subcontractors must provide a copy of WTNs to Handy Rubbish within 24 hours.
- All waste must be disposed of at authorised and licensed facilities only.
- Tipping receipts must be retained for two years.

- Fly-tipping is prohibited under all circumstances and will result in immediate contract termination and reporting to regulators.

6. Employee & Subcontractor Training

- Induction training on health & safety, PPE, and safe systems of work.
- Refresher training every 6–12 months.
- Toolbox talks provided on high-risk tasks (manual handling, working at height, sharps, vehicle use).
- Subcontractors must provide evidence of staff competence and training.

7. Consultation & Communication

- Handy Rubbish encourages open communication with staff and subcontractors on H&S matters.
- Employees and subcontractors can raise concerns without fear of reprisal.
- Customer feedback is used as part of compliance monitoring.

8. Emergency Preparedness

- Subcontractors must provide first aid kits in vehicles.
- Staff trained in basic first aid and emergency procedures.
- Fire safety procedures observed in offices and warehouses.
- Lone working monitored and emergency contact maintained.

9. Enforcement & Disciplinary Action

- Handy Rubbish may withhold commission or terminate contracts with subcontractors who fail to comply with H&S standards.
- Employees may face disciplinary action, including dismissal, for serious breaches.
- Any contractor involved in fly-tipping, unsafe disposal, or reckless work practices will be reported to authorities.

10. Review & Continuous Improvement

- Policy reviewed annually by directors.
- Risk assessments updated when operations or regulations change.
- Accident and audit results used to drive continuous improvement.

11. Waste Disposal & Fly-Tipping

Handy Rubbish is committed to ensuring that **all waste is collected, transferred, and disposed of in a safe and lawful manner**.

- All subcontractors must issue **Waste Transfer Notes (WTNs)** for every job and provide

copies to Handy Rubbish.

- All waste must be taken only to licensed disposal or recycling facilities.
- **Fly-tipping or illegal disposal is strictly prohibited.**
- Any subcontractor or employee found to have engaged in fly-tipping will face:
 - Immediate termination of contract or employment,
 - Reporting to the relevant authorities,
 - Liability for all fines, penalties, clean-up costs, and associated damages.
- Customers and regulators may be provided with disposal evidence (tipping receipts, weighbridge tickets, photographic records) to ensure transparency.

Signed:

Position: Managing Director

Handy Rubbish is a trading name of **AM ONE LONDON LIMITED** (Reg. No. 14314397).
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