

Wastesolve



COMPLIANCE PACK

Head Office: 1 Covent Garden Close, Luton, Beds, LU4 8QB
Tel: 01582 314 999 | info@wastesolve.co.uk | www.wastesolve.co.uk

GENERAL INFORMATION

- Company Name: Wastesolve
- Head Office: 8 Water End Barns, Eversholt, MK17 9EA
- Company Registration No.: 03817642
- Registered office address: Silbury Court, 420 Silbury Boulevard, Milton Keynes, Buckinghamshire, MK9 2AF
- VAT No.: 745654704
- Website: www.wastesolve.co.uk
- Telephone No.: 01582 314999
- General e-mail address: info@wastesolve.co.uk
- SIC Code: 39.00 - Remediation activities and other waste management services
- WCL Registration No.: CBDU416101

CONFIRMATION OF INSURANCE

CONTRACTOR	WasteSolve Ltd t/a Veris Strategies and Reclaim Environmental Ltd		
BUSINESS DESCRIPTION	Waste Brokers, Waste Contract Management. Supply of onsite labour. Outsourcing of collection and removal of waste and recyclate. Supply and hire out of equipment (compactors and balers and the like) Purchase of waste equipment for hire		
(A)	CONTRACTORS' LIABILITY		
	AS REQUIRED UNDER THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969		
INSURER / POL. NO. / RNL. DATE	IVE Syndicate 2525/MX Undewriting Ltd	B190350231280 / XSPLCH230961	27 th October 2024
(1)	<u>EMPLOYERS' LIABILITY INCLUDING HEALTH & SAFETY AT WORK ETC. ACT 1974 – LEGAL COSTS</u>		
	INDEMNITY	: ANY ONE ACCIDENT	GBP 10,000,000
(2)	<u>PUBLIC LIABILITY</u>		
	INDEMNITY	: ANY ONE ACCIDENT	GBP 10,000,000
	EXCESS	: PROPERTY DAMAGE/BODILY INJURY	GBP 500 (5,000 for financial loss) *
	* Each and Every Claim including Costs and Expenses		
(3)	<u>PRODUCTS LIABILITY</u>		
	INDEMNITY	: ANY ONE ACCIDENT & IN ALL	GBP 10,000,000
	EXCESS	: PROPERTY DAMAGE/BODILY INJURY	GBP 500 (5,000 for financial loss) *
	* Each and Every Claim including Costs and Expenses		
(B)	PROFESSIONAL INDEMNITY		
INSURER / POL. NO. / RNL. DATE	Casper Specialty UK Limited (7935)	B190334123A2075	27 th October 2024
	INDEMNITY	: ANY ONE CLAIM & IN ALL	GBP 1,000,000
	EXCESS	: EACH AND EVERY CLAIM	GBP 3,500
(C)	CONTRACTORS' ALL RISKS		
INSURER / POL. NO. / RNL. DATE			
	INDEMNITY	: ANY ONE CONTRACT	GBP
	EXCESS	: EACH AND EVERY LOSS	GBP



SR A SPECIALIST RISK
GROUP COMPANY



Specialist Risk Insurance Solutions Limited is authorised and regulated by the Financial Conduct Authority (FRN: 473138). Registered office: 6th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered in England and Wales. Company No. 06368755. Specialist Risk Insurance Solutions Limited is part of the Specialist Risk Group.

One America Square
17 Crosswall
London EC3N 2LB

srisenquiries@specialistrisk.com
020 7977 4800

srinsurancesolutions.co.uk

NOTES TO PRINCIPAL

1. All Policies in force up to stated Renewal Dates.
2. General Principals' Clause &/or equivalent included
3. Subject to Policy Terms, Conditions & Exceptions.
4. The above is correct at the date of signing.
5. Alterations/Cancellation may occur during the period.
6. Current position will be confirmed on request.

Specialist Risk Insurance Solutions Limited

SIGNED:

POSITION: Group Deputy CEO

DATED: 30th October 2023

NOTE TO CONTRACTOR

This document is sufficient evidence to your Principal of the existence of the above Insurance Arrangements. Do not part with your original Policies. Please retain this original Form and send only copies to any Principal.

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Certificate Number A603063

1. **Description of Vehicle** C- Any Motor Vehicle the property of the policyholder or in their custody or control or for which they are legally responsible
2. **Name of Policyholder** F & R Cawley Ltd t/a Cawleys &/or Cawleys Hazardous Services &/or Wastesolve Ltd t/a Veris &/or Reclaim Environmental Ltd
3. **Effective date of the commencement of insurance for the purposes of the relevant law.** 27/10/2023 00:00:01
4. **Date of expiry of insurance** 26/10/2024 MIDNIGHT

5. **Person or classes of person entitled to drive.**
D Any person who is driving with the policyholder's consent

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. **Limitations to use.**
Use in connection with the policyholder's business including use for hire and/or reward
Use for social domestic and pleasure purposes only

The policy does not cover

Carriage of passengers for hire and/or reward
Racing, pace-setting, speed trials, motor rallies, competitions or trials
In connection with the Motor Trade
Towing for reward a mechanically propelled vehicle

I hereby certify that the document to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.

For and on behalf of the insurers



Warren Hetz - Aioi Nissay Dowa Insurance UK Limited, Authorised Insurer

Aioi Nissay Dowa Insurance UK Limited. Authorised by the Financial Conduct Authority, and authorised and regulated by the Prudential Regulation Authority, Financial Services Register number 816870. Aioi Nissay Dowa Insurance UK Limited is registered in England and Wales (Company Number: 11105895), registered office: 52-56 Leadenhall Street, London EC3A 2BJ.

Advice to Third Parties

Nothing contained in this certificate affects your rights as Third Party to make a claim.

NOTE: For full details of the insurance cover reference should be made to the policy.

IMPORTANT

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory Motor insurance requirements of:

- a) any country that is a member of the European Union
- b) any other countries which have made arrangements which meet the insurance conditions of and are approved by the Commission of the European Union.

Die Versicherung, die durch diese KFZ-Versicherungsbescheinigung belegt wird, erstreckt sich auf die obligatorischen Voraussetzungen für eine KFZ-Versicherung in:

- a) sämtlichen Mitgliedsstaaten der Europäischen Union; und
- b) sämtlichen Ländern, für die Regelungen bestehen, die die Versicherungsbedingungen der Europäischen Kommission erfüllen und von dieser zugelassen wurden.

L'assurance indiquée sur cette attestation d'assurance automobile inclut les exigences obligatoires de l'assurance automobile applicable à:

- a) tout pays membre de l'Union Européenne.
- b) tout autre pays ayant des accords qui répondent aux conditions d'assurance de la Commission Européenne et approuvés par celle-ci.

El seguro constatado por este certificado de seguro de Automóvil incluye los requisitos obligatorios de seguro de Automóvil de:

- a) Cualquier país que sea miembro de la Unión Europea.
- b) Cualquier otro país con acuerdos que cumplan las condiciones de seguro de Automóvil y estén aprobados por la Comisión de la Unión Europea.

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

WASTESOLVE LIMITED

Registered as

An upper tier waste carrier, broker and dealer

Registration number

CBDU416101

Address of place of business

WASTESOLVE LTD
COVENT GARDEN CLOSE
LUTON
LU4 8QB

Telephone number

(0845) 2602000

Date of registration

8 December 2021

Expiry date of registration (unless revoked)

8 December 2024

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

SHEQ Policy Statement

The company is totally committed to ensuring the integrity of the Safety, Health, Environmental and Quality (SHEQ) of all employees and any other persons who may be affected by its business activities. It continues to demonstrate top management commitment and adherence to all legislation required by law.

The company actively promotes a positive culture towards health and safety best practice, which leads to an avoidance of, and reduction in, the risks to life and damage to property and equipment. This ensures compliance with legislation, and to other requirements.

The environmental impacts of the operations are given the upmost consideration at procurement and through the life cycle of all projects and joint venture opportunities. Sustainability of materials, and a real commitment to carbon emission reductions are key to the progress and ensures compliance to legislation. Quality is important to our business because we value our customers, we strive to provide our customers with products and services which meet and even exceed their expectations.

Wastesolve have developed an Integrated Management System (IMS) to control our services and processes and to direct our employees to achieve the commitments set out within this policy statement. We have established SHEQ objectives and targets which are monitored, measured, and reviewed periodically to continually improve our SHEQ compliance.

The Company's SHEQ objectives are to:

- Continue to protect the health and wellbeing of staff during work activities and ensure that safety is the prime consideration in the working environment.
- Ensure effective and proportionate risk management framework to ensure effective use and adoption of risk assessments and procedures.
- Continually monitor all environmental aspects and impacts that are a direct cause of the operations that may cause risk to life, the environment or damage business reputation.
- Provide such information, instruction, training, and supervision to enable our staff to work safely and effectively.
- Continue to develop and improve a positive Safety, Health, Environmental & Quality culture throughout the business involving employees in the development and implementation processes.

Signed



Simon Platt
Managing Director

Revised: 01/11/2023

Scope

Wastesolve has adopted an Integrated Management System (IMS) for the management of Safety, Health and Environmental performance, this Policy describes the scope and structure of the IMS and how they demonstrate compliance with:

- ISO 14001:2015 | Environmental Management Systems
- ISO 45001:2018 | Occupational Health & Safety Management System

Responsibilities

The Managing Director has overall responsibility for the health and safety within the company and delegates this responsibility to the SHEQ Manager who is responsible for the administration of health and safety issues including in this policy, and for ensuring compliance with the relevant legislation.

Leadership and Commitment

The Directors and senior managers are committed to the development of a company culture that promotes the importance of meeting the requirements of its customers, other stakeholders, and all relevant statutory/regulatory requirements through the implementation and continuous improvement of the IMS. This philosophy is instilled by:

- Ensuring that policies and objectives are established for the IMS and are compatible with the strategic direction of the organization.
- Ensuring the integration of the IMS requirements into the organization's business processes.
- Ensuring that the resources needed for the IMS are available.
- Communicating the importance of effective management and of conforming to the IMS requirements.
- Ensuring that the IMS achieves its intended outcomes.
- Engaging, directing, and supporting persons to contribute to the effectiveness of the IMS.
- Promoting continual improvement.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

SHEQ Manager

The SHEQ Manager is assigned the role of Management Representative who, irrespective of all other duties, has the authority and responsibility for ensuring that the requirements of this policy are established, implemented, and maintained throughout the organisation.

The SHEQ Manager will:

- Undertake periodic reviews of associated health and safety documentation.
- Facilitate staff induction and monitor mandatory health and safety training.
- Chair quarterly health and safety meetings.
- Undertake health and safety inspections and escalate any actions of non-conformity.
- Develop suitable and sufficient risk assessments and periodic reviews.

All Employees (Staff) Responsibilities

This policy applies to all employees of the company collectively referred to throughout the policy as 'staff'. If any member of staff has any concerns regarding health and safety, they must inform the relevant person listed above (SHEQ Manager).

All staff will;

- Take reasonable care for the health and safety of themselves and of others. who may be affected by their acts or omissions at work.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Co-operate with any relevant person and comply with all relevant health and safety policies and procedures and risk control measures.
- Use any equipment, machinery, hazardous substance, transport equipment, safety device, or system of work in accordance with any training or instruction provided to ensure safe use.
- Wear the appropriate safety equipment and use appropriate safety devices where applicable.
- Report to their manager and / or health and safety lead, all hazards which they believe the manager is currently unaware of.

Arrangements

To ensure a safe and healthy workplace, Wastesolve will:

- Provide all staff with suitable information and training for general health and safety in the workplace and for the safe use of specific equipment and materials.
- Provide and maintain safe equipment, systems and working conditions.
- Evaluate risks.
- Develop procedures to eliminate or minimise risks.

Specific details about how this is achieved are provided in this document. Health and safety matters are discussed at quarterly health and safety staff meetings, and this policy is kept up to date and reviewed annually.

Risk assessment

Risk assessment is the key to effective and sensible health and safety management. The findings from risk assessments will be used to identify prioritise and control risks at all levels in the company.

The SHEQ Manager will ensure that:

- All significant hazards in their workplace / work activities under their control have been suitably risk assessed and any subsequent risks are adequately controlled.
- That these assessments are reviewed annually.

Risk assessments will also be reviewed should there be:

- Any changes in legislation which effects the assessment.
- Any changes to working practices or environmental conditions that could affect employee safety.
- An accident, near-miss or Serious Incident.
- An indication that the assessment is no longer valid.

Premises

The company provides premises that have adequate ventilation and lighting, the premises is kept at a temperature of above 16°C, and all floors are kept in good repair. Drinking water is provided for staff and toilet facilities are provided. The building is cleaned on a regular basis. Health and safety inspections of the premises are undertaken by the SHEQ Manager on a quarterly basis.

Staff Training

Health and safety training will be provided for all staff, as part of their induction and subsequently, repeated periodically as part of their mandatory training which takes place utilising the smartlog eLearning system.

Annual health and safety refreshers are undertaken, monitoring of compliance is undertaken by the Managing Director and the SHEQ Manager.

Other specialist training necessary for staff with specific health and safety responsibilities in the workplace will be identified through staff appraisals. Training records will be kept and maintained on smartlog and by the SHEQ Manager.

Fire Safety

To minimise the risk of fire, a fire risk assessment is carried out as part of the Health and Safety risk assessment of the whole practice. Training is provided to all staff regarding what to do in the event of a fire (see below for procedure) and a fire drill is conducted every 6 months with a record kept. Fire doors are signposted, kept free of obstruction, and kept closed. Fire extinguishers are present instructions on how to use them are displayed, and extinguishers are inspected annually by Northants Fire.

Procedure to follow in the event of fire or sounding of a fire alarm or smoke detector

- Raise awareness within the Wastesolve building.
- Dial 999 to report a fire.
- Evacuate the building and ask all to congregate at the Assembly Point (Main car park).
- Only tackle a fire if it poses no threat to your personal safety.

Electricity at Work

Regular inspection of electrical equipment by a competent person is an essential part of a preventative maintenance programme. The company ensures that all electrical equipment is maintained in good working order and that testing of both fixed and portable equipment is carried out regularly.

Staff are encouraged to visually check each piece of portable electrical equipment before use and to report any suspected faults to the SHEQ Manager. Faults include damage to the plug, flex or socket or cables that are trapped, kinked, or trailing. Safeselect carries out testing of portable appliances (PAT testing) every year. Records of such inspections and tests are maintained and kept with the compliance records.

Maintenance of Equipment

All equipment is regularly tested and serviced by suitably qualified and certified engineers according to manufacturers' instructions.

- Fire Safety Equipment – undertaken by Nortants Fire
- Portable Appliance Testing – undertaken by Safeselect

Any maintenance problems must be reported to the SHEQ Manager. Members of staff adhere to manufacturer's instruction for the use of equipment to avoid posing a threat to themselves or others.

Display Screen Equipment (Display Screen Equipment) Regulations 1992).

To minimize health and safety risks associated with use of display screen equipment, Wastesolve ensures that each workstation meets the minimum requirements set out in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992. All DSE users undertake training via the smartlog eLearning system, and a risk assessment is then undertaken of their workstations, which is periodically reviewed. Any tasks that require individuals to work at home will require a home working assessment and the full details for this arrangement are held on the smartlog system.

The company will arrange eyesight tests for users of display screen equipment and will cover the basic costs of spectacles or other corrective devices if these are required specifically for the use of display screen equipment. All users of display screen equipment are encouraged to take breaks to avoid visual or Musculo-skeletal fatigue.

Manual Handling

Staff are provided with manual handling training and information about good practice for manual via the smartlog eLearning system. If regular manual handling duties are required as part of a member of staff's role, these are documented in their employment contract. If any injury occurs as a result of manual handling, staff should report this to the SHEQ Manager.

Control of Substances Hazardous to Health

The company has arrangements in place to comply with COSHH (Control of Substances Hazardous to Health Regulations 2002) regulations. This includes identifying substances hazardous to health in the workplace, control measures are provided to reduce the risk from hazardous substances and all members of staff are provided with adequate instruction and training as appropriate. New materials or concerns about the safety of substances are reported to the SHEQ Manager for further assessment. The assessment outcomes are recorded and kept in the compliance records.

Accident/Incident Reporting and Investigating

All incidents causing injury and property damage and hazards must be reported promptly on the appropriate form(s) and submitted through the SHEQ Team. It is also important to report all adverse incidents and near misses on the appropriate near miss reporting card as they may be indicators of potential more serious incidents.

First Aid

All staff are provided with information on first aid arrangements during their staff induction. The appointed person(s) are responsible for maintaining a fully stocked first aid box and calling emergency services when required. First aid supplies are located in the kitchen area a notice of the first aid arrangements is displayed, any concerns or uncertainty about first aid arrangements are reported to the SHEQ Manager.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

All staff are required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and receive appropriate training for this, this is completed as part of staff induction. All incidents are reported to the SHEQ Manager who will assess the incident and then report it to the local Health and Safety Executive if required by RIDDOR. Details of incidents are recorded in the Accident Book, which is maintained by the Compliance Team and all records are kept for a period of at least 3 years.

Personal Protective Equipment

Personal protective equipment is provided in those circumstances where staff are exposed to risks to their health that cannot be controlled by other means. All members of staff are required to comply with the Personal Protective Equipment at Work Regulations 1992. Staff are provided with recommended personal protective equipment and relevant training as appropriate. Any concerns or uncertainty about personal protective equipment should be reported to the SHEQ Manager.

Communication, Consultation and Participation

The company uses a variety of methods to ensure suitable and sufficient health and safety information is disseminated to all staff; these are:

- Health and safety law poster and local contact notices.
- Smartlog Document Library.
- Team briefings which may contain occasional health and safety information.
- Consultation between management and employees via regular health and safety meetings.

Review Date

This policy will be reviewed every year, and the next review date is 1 November 2023. However, the policy will be reviewed earlier than this if there has been a substantial change in circumstances which warrants this.



Certificate of Accreditation

This is to certify that

Wastesolve Limited

has achieved SafeContractor accreditation

Date: 14th December 2022

This certificate is valid until: 14th December 2023

Certificate number: VO9201

Signed:

Alyn Franklin
Alcumus CEO



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>



Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

Work Categories:

Waste Services: Waste Broker

Industry Roles:

Non-Construction Contractor

Category Related Activities:

Selection & Control of Subcontractors

Full validation of this certificate should be made via the SSIP Portal www.ssiportal.org.uk

SafeContractor accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

www.safecontractor.com
www.alcumus.com

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