

HEALTH & SAFETY POLICY MANUAL & PROCEDURES

Hawkins & Scott Ltd

Kenwood Farm, Chipstead Lane Kingswood Tadworth KT20 6RL

Statement of Intent

1. Hawkins & Scott consider that health and safety are equally as important as finance and productivity in all our activities. We are committed to ensuring good standards of health and safety throughout our operations. We accept our responsibility for any effects our activities may have on the environment.
2. We will take all steps necessary to comply with UK legislation and standards affecting our activities. We recognise that the health, safety and welfare of all employees, whether on Hawkins and Scott's premises or carrying out Hawkins and Scott's business elsewhere, is primarily a management responsibility. In addition, Hawkins and Scott recognize its responsibilities for the health and safety of others whilst they are on its premises and in the vicinity of vehicles or equipment being operated by our staff.
3. We will ensure, by regularly reviewing and assessing all our activities, the health and safety at work of our employees and others who may be affected by our operations both on and off the Kenwood Farm site. When we work alongside other companies, we will co-operate with them on health and safety and ensure that their policy is supported, but ensure that we do not compromise our own.
4. We will provide health and safety information, instruction and training for our employees, so as to minimise the risks that might arise from our operations or those of other contractors on sites where we operate.
5. It is the intent of the company to provide safe and healthy working conditions for all our employees by:-
 - providing and maintaining safe plant and equipment;
 - providing safe systems of work,
 - providing a safe place of work and safe access and egress,
 - providing for the safe use, handling, storage and transport of all particles and substances;
 - providing a safe working environment,
 - providing adequate welfare for staff and arranging access whilst on sites; and
 - providing adequate and sufficient information, instruction, training and supervision.
6. We expect our employees at all levels to recognise that they have an important duty to conform to this Health and Safety Policy and our standard operating procedures: and to do everything that is required of them to prevent injury to themselves and others or any loss to Hawkins and Scott. We will enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. To achieve this we will provide briefing, encouragement and close working relationships. We will consider taking disciplinary action against any employee or subcontractor found to be in breach of their personal responsibility for health and safety under this policy.
7. The allocation of duties for safety is important to us and the particular arrangements which have been made to implement this policy are set out in this document.
8. This Policy will be updated when there are any changes in activities or the nature or size of the business and will be in any case be reviewed every two years.
9. The overall and final responsibility for health and safety rests with the company directors.

Signed:



Grant Scott
Managing Director
Hawkins and Scott Ltd

Date:

Arrangements

1. The Managing Director will provide leadership on health and safety and has ultimate executive responsibility for health and safety matters within the Company
2. Competent advice has been gained through an external safety consultant
3. The Managing Director will advise and decide when a risk assessment is necessary, obtaining support from our appointed Safety Consultant if required.
4. The Company will provide such resources in the field of health, safety, technology and training as are necessary to enable the Managing Director and other staff to effectively discharge their responsibilities.
5. As much of our work is peripatetic, the Company expects staff to act responsibly on health and safety matters during their work. It also expects that this Policy will be effectively implemented at sites and operations which are to any extent under our control
6. Written systems and procedures will be available for achieving the standards of health and safety for our staff and others who may be affected by our work.

Audit and Review

1. The Managing Director will ensure by audits, spot checks and inspections that staff are putting into effect the aims and intentions of this Policy at our sites and operations.
2. The Policy will be reviewed by the Managing Director and Health and Safety Consultant when required and in any case on a two year basis.
3. We will ensure that there is learning from any accidents, incidents or dangerous occurrences that might arise during our operations. He advises Management and employees on current issues, makes recommendations for improving standards and together with the managing director and senior management team promotes safety awareness. This is on the agenda for

Health and Safety Responsibilities

Duties of the Managing Director

1. To be aware of his responsibilities and leadership in respect of health and safety including welfare, within the area of his functional control and to provide a safe working environment.
2. To ensure that the Health and Safety Policy is implemented within all areas of the company and to ensure that our staff are aware of their responsibilities to maintain healthy and safe places of work and the need to ensure compliance with statutory requirements
3. To undertake or arrange for risk assessments for those parts of Kenwood Farm occupied by us and all our operational activities where risk might arise.
4. To implement with others, the control measures identified in the assessment process and to arrange for checking to ensure that those necessary controls are being implemented.
5. To keep records of and analyse information reported on accidents, incidents or dangerous occurrences and where necessary carry out further investigation to ensure that the company implements necessary measures to prevent future similar events.
6. To undertake or arrange for any necessary audits and reviews.

Duties of Employees

All employees need to -

1. Co-operate with managers on health and safety matters.
2. Ensure that they do not interfere with anything provided to safeguard their health and safety.
3. Take reasonable care of their health and safety.
4. Follow the agreed procedures and be aware of the content of risk assessments, and
5. Report all health and safety concerns to the Managing Director,

Duties of Drivers

All drivers.-

1. Will undertake daily checks of any vehicle to which they are assigned and ensure that it is in a safe condition to be driven and loaded;
2. Will ensure that they comply with the procedure for transporting full skips,
3. Will not climb into skips or refuse collection vehicles on site to move/reposition loaded materials,
4. Will lower skips to the ground to make any adjustments and not climb on the back of vehicles,
5. Will ensure that the first aid box is fully stocked using the supplies from the office.
6. Will do a visual check of any bin before hooking it the lifting device on the back of a vehicle; and
7. Will ensure the safe collection and emptying of all types and sizes of wheelie bins.

Duties of On-site Engineer

The engineer/mechanic

1. Will carry out a daily check to ensure that all reported faults on vehicles are reviewed before each vehicle is allowed to leave site again;
2. Will undertake any necessary repairs to ensure the safety of vehicles and report any difficulties to the Managing Director.
3. Will ensure that all plant and equipment is properly maintained and kept in a safe condition and that there are maintenance procedures in place;
4. Maintain a fault and maintenance log for each vehicle including the VOSA approved fault reporting system;
5. Will ensure that all lifting equipment is thoroughly examined and tested at least every six months and that records are properly kept; and
6. Will ensure that all identified maintenance has been implemented in a timely manner.

Risk assessment

1. Risk assessments have been prepared for our parts of Kenwood Farm and for the main activities undertaken by our staff that might give rise to significant risk.
2. The contents of the risk assessments will be reviewed with those to whom they relate.
3. The control measures identified in the risk assessments will be put into place and where deviation is required then the Managing Director will be informed before the work takes place.
4. Assessments will be reviewed every other year unless the process has changed such that an interim review is required.
5. A toolbox talk will be undertaken for the key topics identified in the risk assessments to ensure that all members of staff understand their roles and responsibilities.

Consultation with employees

1. Staff will be consulted directly on health and safety matters especially where changes are made to procedures, processes, legislation or as a result of an incident.
2. Toolbox talks will also give staff a further opportunity to raise health and safety issues.
3. It has not been considered necessary to have any formal meetings on health and safety but this may be reviewed and implemented if required.

Safe plant and equipment

Any new equipment will have been assessed to ensure that risks have been eliminated or in any case minimized. All items bought or hired will be checked to ensure that they comply with current standards and are safe for our operation.

Each item or category of plant and equipment will have been subject to risk assessment and the users made aware of the required control measures.

The Engineer will ensure that all plant and equipment is properly maintained and kept in a safe condition.

A VOSA approved fault reporting system has been created to ensure that actions required have been closed out in a timely manner. This is maintained by the Managing Director.

Staff will report any problems with plant/equipment to the Managing Director or the Engineer as soon as is reasonable or in cases of emergency by telephone. We will ensure that staff accept their responsibility for completing any maintenance tasks which have been assigned to them.

Information, Instruction and Supervision

The Health and Safety Law poster can be found in workshop area. The relevant up-to-date information has been entered.

Health and safety advice is available from the Managing Director.

Operating manuals, safety procedures and record information are kept in the Kenwood Farm offices. Everyone has a right to see the relevant information.

Most operational activities are undertaken away from the offices, so close supervision of staff is not appropriate. There will be some visits to ensure that procedures are being followed. Records of such visits will be kept at Kenwood Farm offices.

Instruction leaflets are kept at the offices.

Training and competency

To assist staff to carry out their roles safely, we will undertake:-

1. Induction training for any new staff or where the job role has changed;
2. Job-specific training either by current staff or in some instances (defined later) by attendance at external courses, records of such training are kept in the offices;
3. A review of training needs on an annual basis starting in April 2015 and a programme set up to deliver that training in a planned way;
4. The Managing Director will monitor the effectiveness of training during inspections, checks and audits:- and,
5. Toolbox talks will be held monthly and the agenda and attendance recorded.

Toolbox talks on following topics will be covered each year:-	
Manual handling work at waste sites safety policy and procedure environmental issues and solutions slips/trips handling hazardous substances noise any other subject arising from consultation with the employees	asbestos looking after vehicles planning work work at height personal protective equipment CDM processes at construction sites safe operation of waste handling equipment

Accidents, first aid and work-related ill health

First aid boxes are kept in the every vehicle and in the Kenwood Farm Office.

The appointed first aider is Grant Scott. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at Kenwood Farm Office

The Managing Director will make any necessary reporting of accidents to the Health and Safety Executive.

Monitoring

To check our working conditions and to ensure that our safe working practices are being followed, we will.

1. Inspect all our vehicles every six weeks to VOSA standards as required by our Operators License.
2. Check, at least monthly, that all drivers have the correct PPE required in their vehicle.
3. Undertake checks on all tachograph charts.

Emergency procedures

The Managing Director will be responsible for:-

1. Ensuring that the fire risk assessment is undertaken for our building at Kenwood Farm;
2. Checking at least every two weeks that escape routes are clearly signed and unobstructed;
3. Arranging annual maintenance and inspection of fire extinguishers on an annual basis:-
4. Monthly testing of fire alarms; and
5. Arranging an emergency evacuation every 12 months.

Standard Operating Procedures

Standard operating procedures are being developed on the following topics for inclusion in this document. These will be completed by May 2016.

Operations at waste tips/landfill sites	Emergency arrangements (serious accidents, fires, vehicle problems, bomb threats, finding asbestos or ordnance, problems at waste sites).
Safe operation of skip vehicles	Environmental Protection Act requirements
Display screens	Use of personal protective equipment
Provision and use of work equipment	Lifting operation including testing
Handling, loading and transporting skips	Work at height
COSHH	First Aid
Asbestos	Safe use, driving, operating and reversing of vehicles.
Waste collection from domestic premises	Waste collection from industrial sites
Waste collection from construction sites	