

Health & Safety Policies & Responsibilities

**Managing Health & Safety in
A Brunton Waste Management**

**HEALTH & SAFETY
POLICIES
&
RESPONSIBILITIES**

Prepared by
Lloyds Law
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STATEMENT OF GENERAL POLICY

General

This company recognises that complying with the Health and Safety at Work, *etc.* Act 1974 (and regulations made under it) is a legal requirement, not a matter of choice.

Policy

The ethos of the company is to develop, maintain and improve our ability to eliminate or control risks to health and safety; to meet expectations of employees, shareholders, customers and suppliers, and to satisfy legal requirements.

Our policy is to exceed the minimum requirements of the law where possible, with sufficient funds and resources allocated to achieve this.

We will also ensure that systems are in place that will enable us to properly assess risk, maintain, monitor and, where necessary, improve, safety and health performance throughout all areas of our activities.

Included in these systems will be the means to provide effective communication and consultation on health and safety matters at all levels of the business.

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it, in order to enable them to perform their job safely and competently.

Responsibilities

In return, the company expects employees at all levels to exceed their minimum legal duties - these are set out in our organisational responsibilities.

This includes cooperating with us on safety matters and taking care of their own safety and that of others - whether from within, or outside the company - who may be affected by their actions or omissions.

Review and Audit

This policy, and the way it is operated, will be reviewed annually - or more often if the business changes in nature and size.

The overall health and safety management system will be subject to an appropriate audit process.

Any revisions made to improve safety performance will be effectively communicated to employees and all other interested parties.

Signed:

Name:

Position:

Date:


1/5/12

(COMPANY DESCRIPTION)

A Brunton Waste Management is a well established company with over a hundred years experience in re-cycling of waste materials. The company has operated from its present waste transfer, re-cycling and de-pollution centre in Boynton since 1950.

The business processes a diverse range of materials including all grades of ferrous and non ferrous metals, cardboard, paper, plastics, glass and the de-pollution of associated scrap materials as required.

The company employs six staff, including the partners who work both daytime and part time hours. Overtime is worked as required dependent upon business demands.

The site consists of offices, waste transfer station areas, de-pollution and vehicle workshop and associated yard areas equipped with a variety of equipment to handle bulk waste processing. The site is fenced, gated and protected by full security alarm and Closed Circuit Television (CCTV) systems.

Site rules are provided at the entrance to the site, including speed limitations and the designated areas for the parking of vehicles. Additionally only site authorised personnel are allowed access to the main processing areas of the site.

USING THE POLICY MANUALS

Overview

Where there are five or more members of staff employed (including those working part-time), the Health and Safety at Work *etc.* Act 1974 (HSWA) requires a written health and safety policy that describes how health and safety will be managed, by whom and when.

This policy system is comprised of two manuals, each structured to assist the organisation effectively manage, monitor and review its health and safety duties:

Manual 1 – Health and Safety Policies and Responsibilities

Manual 2 – Risk Assessment and Hazard Monitoring

A CD-ROM containing practical health and safety guidance information and useful forms provides additional support to the manual structure.

This manual

Manual 1 – Health and Safety Policies and responsibilities, consists of the following five parts:

Part 1: General Policy Statement

Part 2: Organisation and Responsibilities

Part 3: Arrangements - Policy Statements

Part 4: Lloyds Reports (relevant reports kept here)

Part 5: Policy Review and Amendment History

The tried and tested approach to successful health and safety management is achieved in five steps. These are:

- Set your policy.
- Organise your staff.
- Plan and set standards.
- Measure your performance.
- Audit and review your health and safety management system.

How to implement good safety management

- Firstly, know your and your staff's health and safety responsibilities. Knowing and putting into practice these responsibilities will help you develop an effective approach to safety management.
- Assess and prioritise all activities identified through your risk assessment process that must be eliminated or adequately controlled. Failure to do this will present a significant threat to personal safety, and to the business as a whole.

Part One – General Policy Statement & User Information

- It is most important to recognise that criminal and civil courts and visiting inspectors often seek proof of actions to prove compliance. Failure to produce appropriate documentation could be extremely costly.
- Learn what guidance and standards you will need to follow, what training is required for individuals, types of equipment and activities, which forms/records you will need to use, what they are for, and when to complete and review them.
- Decide how you intend to measure (monitor) performance, how often and why, and who will carry it out.
- Remember, this Policy and all revisions/updates, etc. must be brought to the attention of all your staff and others affected by what you do. This is a legal requirement and also helps you check that they clearly understand the information they are being given.
- Finally, if you are unsure of any H&S procedure, ask! Help is at hand by contacting your consultant at Lloyds Law for advice and support.

Additional information, guidance or procedures may be required when new people, processes or activities are introduced, or when new/revised risk assessments have been undertaken.

In such circumstances the company should contact Lloyds Law for further advice and support.

Important note: It's worth remembering that this Policy Manual is just that - a manual! It can't manage health and safety by itself – *competent people* must do that.

Contact, comments and complaints

If you have any questions about what is covered in your service, or any comments or concerns about it, please contact the Health and Safety Operations Manager.

Please do tell us - we cannot do anything about your concerns if we do not know about them.

It should be noted that if the procedures and guidance contained in this manual are not implemented it may invalidate any guarantee or insurance provided by Lloyds Law.

Also there may be employment law implications to be considered when implementing any changes.

Lloyds Law may be contacted on:

Tel: 0844 7700 656

Fax: 0844 7700 657

Email: healthandsafetylaw@lelc.co.uk

EXECUTIVE ESSENTIAL ACTIONS GUIDE

Overview

This guide contains essential information to get you quickly and confidently managing safety in a logical sequence.

The following 'must do' actions will help you ensure your health and safety management system is taking shape:

Essential Action	Responsibility Of	Management Notes
<p>The statement of general policy has been read, accepted and signed & dated by the senior director of the company with overall and final responsibility for health and safety.</p> <p>All employees are/will be made aware of its content and a copy is prominently displayed in the General office.</p>	P. Brunton, Senior Partner.	
<p>All management and employees given responsibilities in this policy are still current in their roles, and more importantly are actually completing the tasks.</p> <p>Competent personnel are appointed to deputise for key individuals H&S responsibilities in their absence, e.g. sickness, holidays, courses, etc.</p>	P. Brunton, Senior Partner.	
<p>All relevant risk assessments have/are being completed and appropriate safe systems of work/action plans implemented. Risk assessments are subject to a monitoring and review process.</p> <p>Records are maintained and kept at: the General office.</p>	P. Brunton, Senior Partner.	
<p>Employers' Liability Compulsory Insurance cover is adequate and current. The certificate of insurance is easily retrievable via electronic storage, or a copy is displayed in the reception area.</p>	P. Brunton, Senior Partner.	

Part One – General Policy Statement & User Information

EXECUTIVE ESSENTIAL ACTIONS GUIDE (Continued)

Essential Action	Responsibility Of	Management Notes
<p>Induction training for all employees is carried out.</p> <p>A job specific and refresher training programme is in place.</p> <p>Records of all H&S training are kept and located in the General office.</p>	<p>L, Brunton, Yard Manager.</p> <p>A Brunton, Transport Manager.</p>	
<p>The Laminated Health and Safety Law Poster 'What you need to know' is annotated correctly and prominently displayed at: the Weighbridge office.</p> <p>Employees are shown the location and meaning of the poster during induction training.</p>	<p>P. Brunton, Senior Partner.</p>	
<p>All accidents and ill health at work are investigated and, where required, reported under RIDDOR to the ICC.</p> <p>First aid kits are located in the General office and in the Staffroom.</p> <p>The 'Accident Book' is checked regularly and is located in the General office.</p>	<p>P. Brunton, Senior Partner in liaison with Yard & Transport Managers.</p>	
<p>Asbestos containing materials in the premises have been identified and the Asbestos Register and other relevant documentation is located at: N/A</p>	<p>N/A</p>	
<p>In the event of a serious accident, or enforcement action being served on the company, notify Lloyds Law as soon as possible.</p>	<p>P. Brunton, Senior Partner or the Yard & Transport Managers.</p>	

Responsible Person Changes

Date	Date	Date	Date	Date	Date	Date	Date