

Health and Safety Policy

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

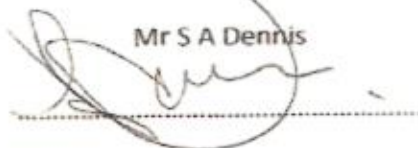
SID DENNIS
and Sons Ltd.

The Directors of Sid Dennis & Sons Ltd recognise and accept their responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, contractors, visitors and those members of the public who may be affected by the business' activities.

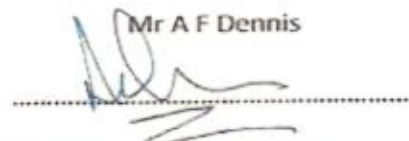
It is the aim of Sid Dennis & Sons Ltd to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the work activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safe equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

Sid Dennis & Sons Ltd will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

Mr S A Dennis


Date: 1st January 2018

Mr A F Dennis


Review date: 1st January 2019

1. Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. This section sets out the responsibilities under this policy.

1.1 Overall and final responsibility for health and safety within the business is that of:

Mr S A Dennis & Mr A F Dennis

1.2 To ensure health and safety standards are maintained / improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the business' health and safety policy, standards and safe working procedures; and in compliance with statutory provisions:

Name	Title	Area of Responsibility
Sidney R Dennis	Safety, Health and Environment Co-ordinator	Metal Shed, Yard, Waste Transfer Area and Trommels
Brian Pratt	Asst Health & Safety Co-ordinator	Trommels / Screener
Mark Veal & Dan Jendrzejewski	Asst Health & Safety Co-ordinator	Shear / Crusher
Nick Dennis	Transport and VOSA Co-ordinator	Transport and Dustbin Collection Rounds
Marie Dennis	Health and Safety Co-ordinator	Offices and Weighbridge
Annette Jendrzejewski	Asst Health and Safety Co-ordinator	
Richard Dennis	Health and Safety Co-ordinator	HWRC Skegness
Eric McGough	Health and Safety Co-ordinator	HWRC Louth
Jon Green and Gary Bailey	Fitters	Workshop / Garage

1.3 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- co-operate with management on health and safety matters;

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any activities under its control.

- 2.1 Risk assessments will be written by Sid A Dennis, Nick Dennis and Marie Dennis. Mark Smith (H&S Advisor) will assist in this process.
- 2.2 The findings of the risk assessments will be reported to all relevant members of staff.
- 2.3 Action required to remove / control risks will be approved by Sid A Dennis.
- 2.4 The staff named in section 1.2 will be responsible for ensuring the actions required are implemented.
- 2.5 Sidney R Dennis will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- 2.6 Assessments will be reviewed annually or when work activity changes, whichever is soonest.

3. Consultation with employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the Company has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

- 3.1 As the directors play an active role in day to day operations within the business, and most supervisors / managers are family members, all employees can talk directly to any Director about any health and safety matter. Alternatively staff can talk to the named representatives in section 1.2 above.

4. Safe plant and equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the Company has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- 4.1 Named Co-ordinators will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.).
- 4.2 Named Co-ordinators will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3 Named Co-ordinators will be responsible for ensuring that all identified maintenance is implemented.
- 4.4 Any problems found with plant / equipment should be reported to the named Co-ordinators in the first instance. If the problem cannot be easily resolved then Sid A Dennis or Alf F Dennis must be informed.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the business has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

- 5.1 Sidney R Dennis will be responsible for identifying all substances that need a COSHH assessment.
- 5.2 Sidney R Dennis will be responsible for undertaking COSHH assessments.
- 5.3 Sidney R Dennis is responsible for ensuring that all actions identified in the assessments are implemented.
- 5.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 A copy of the HSE's Health and Safety Law poster is displayed in the weighbridge office, the admin office and staff restrooms.
- 6.2 Health and safety advice is available from Marie Dennis and Sidney R Dennis.
- 6.3 Supervision of trainees will be arranged / undertaken / monitored by Sidney R Dennis.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

- 7.1 Induction training will be provided for all employees by the named co-ordinators for the staff within the named departments over which they have control.

7.2 Job specific training will be organised by a nominated Director, together with experienced workers.

7.3 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- telehandler and forklift truck operations;
- work at heights;
- driving HGV's;
- handling and using chemicals; and
- specific specialist machinery.

All other employees are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person.

7.4 Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.

7.5 Training records are kept by Marie Dennis assisted by Annette Jendrzewski and Nick Dennis.

7.6 Training will be identified, arranged and monitored by Sidney R Dennis and Nick Dennis.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to a Director.

8. Accidents, First aid & Work-Related Ill health

Sid Dennis & Sons Ltd will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the Weighbridge Office without delay. Details of the incident will be recorded in the accident book with kept by the Weighbridge staff. Sidney R Dennis is responsible for periodically analysing the accident book for signs of trends.

8.2 Marie Dennis and Sidney R Dennis are responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.

8.3 Sidney R Dennis is responsible for acting on investigation findings to prevent a recurrence.

8.4 Sidney R Dennis and Marie Dennis are responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

8.5 A first aid kit is located in the office, weighbridge, metal shed, waste transfer cabin and all main vehicles.

8.6 The appointed first aid persons are:

<i>Name</i>	<i>Location</i>
Sidney R Dennis	Metal Shed / Yard
Danny Jendrzejewski	Waste Transfer

Danny Jendrzejewski is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

8.7 It is the business' policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to management.

Help and support is available from **The Samaritans**, 08457 909090, (24 hours a day)

9. Emergency Procedures – Fire & Evacuation

- 9.1 Sidney R Dennis is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.
- 9.2 Escape routes are regularly checked by the named Co-ordinators.
- 9.3 Fire extinguishers are maintained and checked on an annual contract.
- 9.4 The emergency evacuation procedures will be tested every 6 months. Sidney R Dennis is responsible for ensuring this occurs and that records are kept for audit purposes.

10. Areas of Risk

There are several situations that may present a risk to health and safety. Examples of the main areas of risk are listed below:

- Manual handling (Materials)
- Use of ladders / tower scaffold
- Use of Telehandlers
- Grading and picking machines
- Maintenance and Workshop Activities
- General Vehicle Use
- Reversing Vehicles
- Forklift Trucks
- De-pollution of vehicles
- Bin lorry collections

To help reduce the risk of injury or exposure, the business has completed risk assessments and produced Safe Working Procedures for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents.

11. Monitoring & Reviewing

To ensure that the business' commitment to managing health, safety and welfare in the workplace is actively pursued, Sid A Dennis and Alf Dennis will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform management **IMMEDIATELY**. Do not take chances.

IF IN DOUBT - ASK SOMEBODY!