

Health & Safety Policy Statement

Health & Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of

Ridley Recycling Limited
(trading as Peter Ridley Waste Systems)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions, and
- to review and revise this policy as necessary at regular intervals.

Signed:



Date: 1st December 2010

Next review due: December 2011

Responsibilities

Overall and final responsibility for health and safety is that of Peter Ridley, managing director.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed on this policy statement).

Health and safety risks arising from our work activities

Risk assessment will be undertaken by Peter Ridley, with assistance from QES Connect Ltd if required. Users of Display Screen Equipment will carry out self-assessments of their work stations, with any problems being reported to Peter Ridley.

Our sub-contractors are responsible for carrying out risk assessments for work that we have subcontracted, and for developing appropriate safe systems of work to minimise risks to their staff and members of the public.

For our own activities, Peter Ridley will be responsible for determining the actions required to control risk and for ensuring the action required is completed and has removed or reduced the risks

Assessments will be reviewed every 12 months or when the work activity changes, whichever is the sooner, or immediately following any accident, work-related ill-health or dangerous occurrence that indicates our existing control measures may not be suitable and sufficient.

(Note: as the company has fewer than 5 employees, documented risk assessments are not required).

Consultation with employees

Consultation with employees is provided by discussing matters relating to health and safety with all affected employees.

Safe plant and equipment

The only plant or equipment used by the company is a pallet truck and office equipment. Users of all equipment are required to carry out a visual check of equipment each time it is used, and report any problems to Peter Ridley. Office equipment that is electrically powered will be tested by a competent contractor (PAT tested) at intervals as appropriate to the type and use of the equipment.

Peter Ridley will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling of substances

The company does not handle or use any substances that are hazardous to health.

Information, instruction and supervision

The Health and Safety Law poster is displayed in the company office.

Health and safety advice is available from QES Connect Ltd (telephone 01473 726427) who are the company's appointed health and safety advisers.

Supervision of young workers/trainees will be arranged/undertaken/monitored by Peter Ridley.

Competency for tasks and training

Induction training and job specific training will be provided for all employees by Peter Ridley.

There are no jobs requiring special training.

Training records are kept in the office.

Training will be identified, arranged and monitored by Peter Ridley.

Accidents, first aid and work-related ill health

Health surveillance is not required for any employees

The first aid box is kept at the Reception Desk of the Technology Centre.

The first aid appointed person is the Technology Centre Coordinator.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the office.

Peter Ridley is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed we will carry out safety inspections of the office every quarter.

Peter Ridley is responsible for investigating accidents and work-related causes of sickness absences, and is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The company occupies an office within the Technology Centre at Framlingham. A fire risk assessment has been carried out for the Technology Centre.

Escape routes are checked by the Technology Centre staff every month, as part of their safety inspections.

Fire extinguishers are maintained by Flameskill every 12 months.

Alarms are tested 3 monthly, and emergency evacuation will be tested every 12 months.