

# CLAYDON SKIP HIRE LTD

*HEALTH & SAFETY at WORK etc. ACT 1974*

## General Health and Safety Policy

### General Statement

It is the policy of Claydon Skip Hire Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

### The Organisation's Responsibilities

The organisation will ensure that:

1. All processes and systems of work are designed to take account of health and safety and are properly supervised at all times
2. A member of senior management maintains specific responsibility for health and safety
3. Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
4. All employees are consulted on matters relating to health, safety and welfare
5. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
6. Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
7. All arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

### Employees' Responsibilities

Employees must ensure that they:

1. Co-operate with management to enable all statutory duties to be complied with
2. Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
3. Familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed  Director (Claydon Skip Hire Ltd)

Date: *25 January 2016*

# CLAYDON SKIP HIRE LTD

*Company Organisation*

**Main Board of Directors**



**Employees**

# CLAYDON SKIP HIRE LTD

## *Chain of Responsibilities / Arrangements*

The main responsibility for Health, Safety and Welfare rests with the **Claydon Skip Hire Ltd Board of Directors**. They will set policy, monitor implementation of the policy and ensure sufficient resources are made available to successfully implement policy.

The Main Board of Directors are responsible for:

*Arranging appropriate training for employees*

*Reviewing procedures*

*Carryout the investigation of accidents*

*Managing risk assessments*

*Arranging consultation with employees*

*Arrangements for maintaining plant and equipment*

*Arrangements for accidents, first aid and ill-health issues*

*Arrangements for providing information, instruction and supervision*

*Arrangements for monitoring*

*Emergency procedures arrangements*

# CLAYDON SKIP HIRE LTD

## *Responsibilities of All Employees*

It is the duty of every employee to take all reasonable care for the Health and Safety of themselves, their colleagues and other persons who may be at the place of work. They shall co-operate with their employer regarding any duty or requirement imposed by the employer in the interest of Health and Safety. All employees are required to:

***Follow Safe Systems of Work and Procedures***

***Use safety equipment and protective clothing and equipment as each operation requires.***

***Report to Senior Management any defects in plant or equipment.***

***It is recognised that our businesses will change in nature and size; therefore this policy will be kept up to date by way of an annual review. Following this review, if necessary, this policy and the Company's Safety procedures will be amended and re-issued.***