

P & A Transport (Sweepers) Ltd

HEALTH & SAFETY POLICY STATEMENT

STATEMENT OF INTENT

P & A Transport (Sweepers) Ltd is committed to providing a safe and healthy working environment for all staff. We also aim to protect the health, safety and welfare of everyone who might be affected by the activities of the company and associated activities.

In addition we aim to:

- Provide adequate control of health and safety risks arising from work and service activities.
- To provide and maintain safe equipment and plant
- To ensure that staff are competent to undertake their work and to promote continuous learning/training/assessment.
- Promote accident prevention by empowering staff and service users to work/act safely

To ensure that we achieve our safety objectives all employees are required to familiarise themselves with the relevant health and safety policies of the Company and specific procedures relating to services and to co-operate and support the Company and Management in all matters relating to health, safety and welfare.

This policy has been prepared in compliance with section 2 (3) of the Health and Safety at Work Act 1974

Kim Davies

Kim Davies
Accounts Manager

Date: 25 May 2006

Date reviewed: 20 May 2009, 16 April 2010, 16 April 2011, 06 April 2012

Next Review Date: 5 April 2013

Responsibilities

1. Overall and Final Responsibility for Health and Safety for the Company Lies with the **Safety Director, P & A Transport (Sweepers) Ltd**
2. Day to day responsibility for ensuring this policy is put into practice lies with the Accounts Manager
3. To ensure procedures are complied with and health and safety standards are maintained/improved, the following people have responsibility in the following areas

Job Title	Responsibility
Safety Director Paul Davies	Overall and Final
Accounts Manager Kim Davies	Domestic Arrangements

6. All employees are required to;
 - co-operate with the Managers etc. 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 in this policy statement)

Health and Safety Risks Arising from our Work/Service Activities

1. General Risk Assessments for the Company will be undertaken and reviewed by the Accounts Manager and Authorised by the Safety Director.
2. Activity related Risk Assessments are undertaken and reviewed by the Accounts Manager and Authorised by the Safety Director.
3. The Findings of the risk assessments will be reported to the Safety Director.
4. Action required to remove/control risks will be approved and communicated to staff by the Accounts Manager.
5. In-terms of General Risk Assessments for the Company, the Safety Director will be operationally responsible for ensuring the action required is implemented and that control measures are effective. Reporting any issues of concern to the Accounts Manager.

- In terms of Activity related Risk Assessments, the Safety Director will be operationally responsible for ensuring that the action required meets industry standards, is implemented by staff and that such controls remain effective. The Safety Director will also be the point of contact for advice to staff where individuals undertaking activities have medical conditions, which may mean the risk assessments, need to be reviewed. Any issues of concern must be reported to the Accounts Manager.

Risk Assessment will be reviewed within twelve months or sooner as determined by risk assessment review or incidents which mean the risk assessment is no longer effective.

Consultation with Employees

Staff are actively encouraged to report or raise any H&S concerns with either the Safety Director or Accounts Manager.

Safe Equipment and Installations

(including vehicles, fire fighting equipment

Paul Davies, Safety Director	Will be responsible for identifying all new equipment requiring inspection/ maintenance.
Paul Davies, Safety Director	Will be responsible for ensuring that effective inspection and maintenance procedures are drawn up..
Paul Davies, Safety Director	Will be responsible for ensuring that all identified maintenance is implemented and that the required work is completed and retaining inspection/maintenance paperwork.
Paul Davies, Safety Director	Will check that new equipment is appropriate and meets health and safety standards before purchase.
Any problems found with any equipment or fixed installation must be reported to	Paul Davies, Director

Information, Instruction and Supervision

- Health and Safety Advice is available from Kim Davies, Accounts Manager – 01443 835906 or Paul Davies, Safety Director – 07976 245956
- Supervision of young workers/trainees will be arranged and monitored by Paul Davies, Safety Director

Competency and Training

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff's perception of risk and result insignificant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment, it is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work, it is our legal responsibility to provide adequate Health and Safety training .

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
 - Provide the following health and safety training for our staff:
 - Induction training for new starters
 - Training on our Health and Safety Policies and Procedures
 - Work activity training relevant to the member of staff, including the use of any equipment
 - Training required by specific legislation
 - Training on Fire and Emergency procedures including alarm raising
 - Training on the recognition, handling and use of hazardous substances
 - Refresher training where identified in our training needs review
 - Keep records
1. Induction training and Job specific training will be provided for all employees by:

Paul Davies, Director	Kim Davies, Accounts Manager
For Road Sweeper Drivers All drivers hold CSCS cards an undertake driver CPC Periodic training (35hrs training every 5 year period)	For any Office Staff

2. Training Records are kept at Company HQ by Kim Davies, Accounts Manager.
3. Training will be identified, arranged and monitored by Kim Davies, Accounts Manager/Paul Davies, Safety Director.

Accident, First Aid and Work-related Ill Health

1. There is a standard first aid kit issued and located in the Road Sweeper vehicle. However, in any accident staff are advised to contact the emergency services or health professional such as the General Practitioner (GP). Kim Davies, Accounts Manager is the Company's nominated First aider.

2. All accidents and cases of work-related ill health are to be recorded in the accident book and in the following circumstances an accident report must be completed and forwarded to Kim Davies, Accounts Manager :-

If an Accident results in:-

A major injury (As defined in RIDDOR 95)

An Employee is taken to hospital

An Employee is absent from work for three days following the accident

A member of public being taken to hospital

A defect of premises or equipment has caused the accident

Any accident you feel needs further investigation.

3. Kim Davies, Accounts Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. (CCBC)
4. Kim Davies, Accounts Manager is responsible for undertaking initial accident investigations – all RIDDOR Reportable accidents will be investigated by Kim Davies, Accounts Manager
5. Kim Davies, Accounts Manager in consultation with Paul Davies, Safety Director will investigate work-related causes of sickness absences.
6. Paul Davies, Safety Director is responsible for acting on investigation findings to prevent recurrence.

Health Surveillance

There are a large number of substances and or processes that may have an adverse effect upon the health of persons that are exposed to them. The extent of the health effects depends upon the inherent hazard of the substance/process, the time of exposure to the hazard and the concentration to which the person is exposed. Exposure to those substances known to be inherently very hazardous is controlled by specific sets of Regulations which in many cases require those persons exposed to them to undergo regular health surveillance to ensure that the control measures used remain effective.

It is our policy to:

- Identify all substances/processes that may cause adverse acute/chronic health effects.
- Prepare and maintain an inventory of all such substances/processes.
- Eliminate the use of such substances/processes or substitute them by less hazardous substances/processes where practicable.
- Identify staff who may be at risk from substances/processes having an adverse health effect.
- Undertake risk assessments on the work activities where hazardous substances/processes are used.

- Inform staff of the health risks associated with use of the substances/processes.
- Train staff in the safe methods of work and in particular the use of the control measures.
- Provide health surveillance for those members of staff potentially at risk.

Workplace Welfare Policy

We recognise that a safe and healthy work environment is not only a legal requirement but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
 - Temperature, Ventilation and Lighting,
 - Waste disposal, including contaminated waste
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Keep floors and walkways clean, and free from obstruction and slipping and tripping hazards.
- Provide and maintain the following welfare facilities:
 - A toilet for the staff/visitors at our office premises. There is no toilet facility at the workshop at Rhymney. Road Sweeper Operatives are briefed on the welfare arrangements operated by each site they visit.
 - Washing facilities where appropriate in both the office and the workshop.
- Ensure the workplace, its equipment, services and facilities are maintained
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities

Manual Handling

Manual handling in the Company is limited to delivery of heavy vehicle parts such as tyres. Employees must not attempt to lift items beyond their capabilities, and are to ask for assistance if needed. Staff to refer to specific risk assessment for manual handling.

The basic rules for manual handling are as follows:

- If there is lifting equipment available for this purpose use it
- Do not lift more than is safe, consider whether parts can be separated
- Ensure the route is clear and visible
- Wear safety shoes & gloves where appropriate

- Remember to always bend the knees, keep a firm grip and keep the weight close to your body

Working At Height

Working at Heights is limited to entering and exiting the cab of the vehicle and to accessing the back of the vehicle when the body is raised. All vehicles are fitted with manufacturer's steps and handrails. All steps and handrails are checked by the driver to make sure they are clean and free of debris. This is also subject to a specific risk assessment and safe method of work.

Consultation with Employees

Employees will be consulted on all activities that may affect their Health, Safety & Wellbeing. Consultation and feedback takes place through weekly toolbox talks.

Electrical Equipment

All portable electrical appliances are checked annually by qualified electrical contractors. In addition the company undertakes 6 monthly visual inspections of light equipment such as hand held drills and visual checks are undertaken before use of any heavy equipment such as a generator. The company has regard to the the Electricity at Work Regulations 1989

Health and Safety Monitoring

To ensure that the systems in place to manage the health, safety and welfare of staff and service users remain effective, active monitoring will be undertaken. The following details responsibilities for monitoring activities, all monitoring exercises will be recorded for future reference.

1. Kim Davies, Accounts Manager will undertake monitoring of the H&S System annually or as necessary determined by risk assessment review.
2. All staff are required to be proactive and report any potential health and safety issues or near misses to Paul Davies, Safety Director as soon as possible.

Emergency Procedures

1. Kim Davies, Accounts Manager is responsible for ensuring the fire risk assessment is maintained and all actions are implemented.
2. Escape routes at the company HQ are checked every week by Kim Davies, Accounts Manager.

P & A Transport (Sweepers) Ltd Procedures

The following are a list of Procedures referred to in the employees induction pack.

- Personal Protective Clothing (PPE)
- Vehicle Kit
- General Work Methods
- Disciplinary Procedures
- Equal Opportunities Policy Statement
- Company Health and Safety Policy which includes
 - Accident Reporting

All procedures and Policies are kept in the office.

- Staff roles and responsibilities including job descriptions
- Accident and emergency procedures
- Risk Assessments
- Equipment logs and Checking Procedure
- Control of substances hazardous to health (COSHH)
- Fire precautions