



TAWMIX RECYCLING LTD

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Health and Safety policy statement

Tawmix Recycling Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable, and to accept our responsibility for other persons who may be affected by our activities.

We take steps to ensure that our statutory duties are met at all times. Each employee is given such information, instruction, and training as is necessary to enable the safe performance of their work activities safely.

It is the duty of the management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements are maintained to enable employees and their representatives to raise issues of health and safety. Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must cooperate with us to enable all statutory duties to be complied with.

The successful implementation of this policy requires total commitment from all levels of personal, from the management and staff on site, down to our trainees.

Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy is regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Signed:Mr Julian Tolley, Director.

November 2018

Health and Safety organisational responsibilities

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Overall responsibility

The managing director accepts overall responsibility for all matters, including those regarding health, safety and welfare.

Management responsibility

Managers are responsible for ensuring that the safety policy is implemented.

Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include:

- Ensuring that employees, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task
- and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine causal factors; and maintaining safe access to and egress from the workplace at all times.
- Managers dealing with particular topic areas will be advised of any specific health and safety duties.

Employee responsibilities

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay; and
- Not undertake any task for which authorisation and/or training has not been given.

Arrangements in force

The following section provides a summary of the company policy in respect of key areas of health and safety. Further details can be obtained from the managing director.

Accident reporting

An accident book is kept for the reporting of all accidents leading to personal injury - as required by law. All accidents or 'near misses' must also be reported to management as soon as possible.

The managing director is responsible for notifying enforcing authorities where appropriate.

Electricity at work

Competent persons will be appointed to ensure the regular maintenance, inspection and testing of all electrical equipment. Live work will not be conducted unless essential - and a permit to work system will be employed.

Emergency procedures

It is company policy to eliminate and minimise risks arising from work activities. However, emergency procedures have been developed to cope with incidents such as fire. Emergency drills will be practised on an annual basis.

Fire prevention

The company will take all reasonably practicable steps to minimise fire risks. There will be regular inspection of fire precautions and fire-fighting equipment.

Employees can minimise fire risks by keeping working areas clean, following company smoking rules and ensuring that electrical equipment is switched off when not in use.

The company's site fire prevention plan must be followed at all times.

First aid

The company will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies in the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.

Machinery

Machinery may only be used by authorised operators. Authorisation will only be granted following an assessment of each operator on the machine in question.

Manual handling

Thirty-eight per cent of reportable injuries are due to manual handling. Employees must exercise caution when moving objects by hand. Mechanical aids such as fork lifts should be used wherever possible. If in doubt, help should be sought when lifting a heavy item.

Noise

The following areas have been designated hearing protection zones as noise levels typically exceed 85 dB(A):

Chipping zone.

Anyone entering these zones, even for a short time, is legally required to wear hearing protection. Failure to do so may lead to disciplinary action.

Personal protective equipment (PPE)

Various forms of PPE exist within the company eg:

- Toe protection footwear and high visibility jackets must be worn at all times on the site.
- Gloves, dust masks, goggles and hearing protection are available.

Risk assessments

Risk assessments will be undertaken to identify and prioritise areas of health and safety concern within the workplace. Measures will subsequently be taken to minimise risks.

Smoking

Smoking is not permitted on site.

Transport

The movement of vehicles is a major hazard on-site. All company personnel and visiting drivers will be expected to adhere to site speed limits.

Visitors

The company accepts its responsibility for the health and safety of all personnel that come onto site. They must be accompanied at all times in operational areas and they will be required to wear high visibility jackets

This policy is reviewed and updated on a regular basis.

Signed:



Mr Julian Tolley, Director

November 2018