

Health and safety policy

This is the statement of general policy and arrangements for:

DORSET RECLAIM

Overall and final responsibility for health and safety is that of:

Trustees & Members of the Management Committee

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Ray Tovey - Project Manager

| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements |
|---|---|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Ray Tovey - Project Manager John Randall - Poole Depot Manager Phil Rimmer - Dorchester Depot Manager Dave McGuinness - Christchurch Depot | Completion of relevant risk assessments and any actions arising out of those assessments. Risk assessments to be reviewed annually, or earlier if working habits or conditions change |
| To provide adequate training to ensure employees are competent to do their work. | John Randall - Poole Depot Manager Phil Rimmer - Dorchester Depot Manager Dave McGuinness - Senior Engineer | Staff & volunteers given necessary health & safety induction and provided with appropriate training (eg. manual handling) and personal protective equipment. We will ensure that suitable arrangements are in place to cover those engaged in work remote from the main company sites |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | Ray Tovey - Project Manager John Randall - Poole Depot Manager Phil Rimmer - Dorchester Depot Manager Dave McGuinness - Christchurch Depot All staff & volunteers | Staff & volunteers routinely consulted on health & safety matters as they arise, and also formally at personal reviews, staff & volunteer quarterly meetings, meetings of the management team and at bi-monthly Management Committee meetings. |
| To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety . | Ray Tovey - Project Manager John Randall - Poole Depot Manager Phil Rimmer - Dorchester Depot Manager Dave McGuinness - Christchurch Depot | Escape routes at all depots well signed and kept clear at all times. Evacuation plans are tested from time to time at each depot and updated where necessary. All fire equipment subject to regular maintenance checks by external contractor. |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Ray Tovey - Project Manager John Randall - Poole Depot Manager Phil Rimmer - Dorchester Depot Manager Dave McGuinness - Christchurch Depot | Toilets, wash facilities, tea/coffee/drinking water provided. System in place for routine inspection and testing of equipment & machinery and for ensuring that action is promptly taken to address any defects. Staff & volunteers trained in the safe handling & use of substances |

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| Health and safety law poster is displayed: | In reception and/or in staff room at each depot | | |
| First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923 | Accident book located in reception at each depot., call centre at Christchurch. First aid boxes as follows: Christchurch - Kitchen, main office and main workshop Bournemouth - reception, office and staff room Poole - reception, manager's office and warehouse Dorchester - manager's office, reception and warehouse | | |
| Signed: (Employer) | | Date: | |
| Subject to review, monitoring and revision by: | Ray Tovey | Every: | 12 months or sooner if work activity changes |

