

This is the statement of general policy and arrangements for AWS Recycling Ltd.

- Overall and final responsibility for health and safety is that of Steve Weir, Managing Director.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to Jake Weir, Director.
- Health and safety law poster is displayed in main office.
- First aid box and accident book are located in main office.

General Policy Statement:

AWS Recycling aims to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest.

This is the statement of general policy and arrangements for:			AWS Recycling Ltd
Steven Weir - Managing Director			has overall and final responsibility for health and safety
Jake Weir - Director			has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Steve Weir - Managing Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions, information and adequate training, to ensure employees are competent to do their work	Jake Weir - Director	Staff are given a necessary health and safety induction and provided with appropriate training (including Use of machinery, Safety equipment, manual handling and use of personal protective equipment.)	
Engage and consult with employees on day-to-day health and safety conditions	Steve Weir - Managing Director Jake Weir - Director	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Steve Weir - Managing Director	Ensure that emergency plans are developed and brought to the attention of all staff And non-staff members who access the premises. Ensure a fire risk assessment is carried out. Ensure that those with delegated roles are adequately trained. Ensure that emergency plans are tested and improved when required. Ensure escape routes are clearly signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances	Steve Weir - Managing Director Jake Weir - Director	Toilets, washing/changing facilities and drinking water provided. Ensure that regular inspections of the workplace are carried out, issues and concerns are recorded and appropriate action is taken by management. Ensure that all reported workplace incidents are investigated and appropriate action is taken to address causes. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Ensure that, as part of their training, staff are instructed in how to use, maintain and inspect equipment for faults, to never use faulty equipment and to report faults to management immediately.	

Signed: 	S weir	Date: 01/10/2017 / 10.10.18
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Employees Responsibilities

Every employee of AWS Recycling Ltd whether on a permanent, temporary or casual contract has a duty of care under sections 7 & 8 of the Health and Safety at Work Act 1974.

Employee's most important responsibilities include the following:

- To take reasonable care of your own health and safety
- If possible to avoid wearing jewellery or loose clothing if operating machinery
- If you have long hair, or wear a headscarf, make sure it's tucked out of the way as it could get caught in machinery
- To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare
- To report any injuries, strains or illnesses you suffer as a result of doing your job, your employer may need to change the way you work
- To tell your employer if something happens that might affect your ability to work, for example an injury - because your employer has a legal responsibility for your health and safety, they may need to suspend you while they find a solution to the issue or problem
- If you drive or operate machinery, you have a responsibility to tell your employer if you take medication that makes you drowsy - if you have, they should temporarily move you to another job if they have one for you to do

All employees must comply with all requirements of this policy. Failure to do so will result in disciplinary action being taken.