



ALIDE HIRE SERVICES
www.alidehire.co.uk

File a master copy in section 1 and amendments copy in section 2 of Safety Director's file.
File an amendments copy in section 1 of the Depot Manager's file.

ALIDE PLANT SERVICES LTD SAFETY POLICY

GENERAL COMMITMENT

Alide Plant Services Ltd will, so far as is reasonable practicable, take all measures to ensure the safety and health of all their employees. It will honour any commitments placed on it by all relevant safety legislation, including the Health and Safety at Work etc. Act 1974.

Alide Plant Services Ltd will, so far as is reasonable practicable, also take measures to provide for the safety of other persons who are not employed by Alide Plant Services Ltd.

The Company will make all employees aware of the Company Safety Policy.

Name of Chief Executive: Gareth Hayward

Signed: 

Date: 31/05/11

ORGANISATION

One of the Board of Directors will be allocated the duties and responsibilities of Safety Director. He will be responsible for the implementation of the Company Safety Policy.

The Safety Director will oversee the general implementation of the Company Safety Policy and delegate through the management structure specific duties concerning the action necessary to inform and train employees in safety related matters.

The H & S Monitor at each depot will be directly responsible for the day to day implementation of the Company Safety Policy, training, and instruction of employees in safety matters.

The co-operation of employees is essential to the successful implementation of the Company Safety Policy and to that end employees will be consulted and play a substantial role in its implementation.

The Safety Director will review and revise the Safety Policy from time to time and if necessary make such alterations as are required in the light of the Company's activities. The views of other relevant persons or committees will be taken into account. Any changes will be published in a revised policy statement, which will be communicated to the workforce.

The Director who is allocated the duties and responsibilities of Safety Director is identified below.

Name of Safety Director: Gareth Hayward

Signed: 

Date: 31/05/11

The duties and responsibilities of the H & S Monitor will fall to the person who is employed at the relevant time in that post.

Bristol: Unit F, Merstham Road,
St. Werburghs, Bristol BS2 9TG
Tel: 0845 205 2003
Fax: 0845 205 2009
Email: hire@alidehire.co.uk

Bath: 1a Lymore Avenue, Oldfield Park,
Bath, BA2 1AU
Tel: 0845 205 2004
Fax: 0845 205 2007
Email: hire@alidehire.co.uk

Keynsham: Unit 7 Broadmead Lane
Industrial Estate, Broadmead Lane,
Keynsham, Bristol BS31 1ST
Tel: 0845 205 2002
Fax: 0845 205 2006
Email: hire@alidehire.co.uk

DUTIES OF ALIDE PLANT SERVICES LTD AND H & S MONITORS

This gives only a brief outline – more comprehensive arrangements can be found from other sources.

Property maintenance and housekeeping

The H & S Monitor will inform his senior manager of any repairs and maintenance required to keep the premises in good repair. If necessary, he will take immediate action in cases of emergency.

The H & S Monitor will be responsible for the general cleanliness and tidiness of buildings, workrooms, wash places, and toilets. This will include regular inspections by the H & S Monitor.

Fire precautions

Alide Plant Services Ltd will provide adequate equipment for fighting fire that are foreseeable on the premises, and will ensure that adequate escape routes and emergency exits are available according to the nature of the premises, and the number of employees at work.

The H & S Monitor will be responsible for the maintenance of fire fighting equipment, and keeping escape routes and emergency exits clear and operable.

The H & S Monitor will make all employees aware of the action to be taken in the event of fire, including evacuation and notification of the Fire Service.

The position of, and access to, emergency exits and fire appliances will be made clear to employees, visitors and customers.

Provision of equipment

Alide Plant Services Ltd will provide and maintain appropriate equipment and facilities for employees to carry out their duties without risk to health or safety. The H & S Monitor is responsible for ensuring that the equipment is appropriate for the tasks, and is maintained as required. Employees are required to use the equipment responsibly, in accordance with the maker's instructions, and to report any damage or deterioration to the H & S Monitor.

Provision of information

Alide Plant Services Ltd will make available, for reference by employees, copies of relevant legislation and guidance, manufacturers' instructions, and other authoritative guidance, which may include the Hire Association Europe publication Safety at Work.

Statutory notices will be posted at appropriate locations for easy access by employees.

Training

The H & S Monitor will arrange training as required to ensure that employees are competent to use equipment provided of their use without risk to health or safety.

In addition, he will ensure that relevant employees are trained in the use of all tools, plant, and equipment in Alide Plant Services current hire fleet. He will also develop their competence in communicating relevant information about the safe use of this equipment to customers.

Supervision of trainees and young workers

The H & S Monitor will ensure that young workers and trainees will be under the direct supervision of a competent person during their training.

Personal protective equipment

The H & S Monitor will ensure that all personal protective equipment required by employees in the course of work is issued, and that replacement items are immediately available.

First Aid

Sufficient persons are to be trained to have basic emergency first aid knowledge to ensure that either a competent first aider or appointed person is available whenever employees are at work. Sufficient first aid boxes are to be provided and maintained with up-to-date medical supplies.

Accident notification

All accidents and incidents that give rise to a risk to safety occurring in the course of the company's business are to be reported to the H & S Monitor and noted in the H & S diary for that depot.

All accidents requiring first aid treatment are to be recorded in the appropriate Accident Record Book.

Any notification and recording action arising out of an accident, incident or case of disease in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR') will be carried out by the H & S Monitor.

Safety of hire equipment

The H & S Monitor will take all actions necessary to see that items offered for hire are inspected and tested as appropriate after each hire and are in a safe condition for issue to the next user.

Statutory inspections

The H & S Monitor will ensure that all items owned by the Company which are subject to statutory examination at intervals (both in the hire fleet and for use by employees), are examined by competent persons at the required time.

Safety inspections

The H & S Monitor will conduct regular site safety inspections, recording his findings and reporting to the Safety Director as appropriate.

ADDITIONAL DUTIES OF EMPLOYEES

All employees must read and understand this company policy statement, and ask for clarification of any part they do not understand, from the H & S Monitor.

All employees must accept their responsibility to co-operate with management in the full and effective operation of the company Safety Policy, and must recognise the need to implement disciplinary action in appropriate circumstances.