



# **COMPANY HEALTH, SAFETY AND WELFARE POLICY**

Unit 14,  
Alpha Business Park,  
Travellers Close,  
Welham Green,  
AL9 7NT

## Revision Register

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August 2014	N	Policy Review	SP	Lift Specialists Limited
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December 2015	Q	3 <sup>rd</sup> Party Interaction added	SP	Lift Specialists Limited
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July 2016	S	Policy Statement updated	SP	Lift Specialists Limited
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**COMPANY HEALTH, SAFETY AND WELFARE POLICY**

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Section 1.1

**COMPANY HEALTH, SAFETY & WELFARE POLICY STATEMENT**

Lift Specialists Limited are fully committed to meeting its responsibilities under the Health and Safety at Work, Etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation. To achieve those objectives it has appointed designated members of staff to be responsible for health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep both the Company and its Board of Directors abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure on-going compliance with the law. The company will set and monitor objectives in-line with ISO 45001.

The company will within its remit of design, installation, testing and serving of vertical transportation equipment will strive to prevent injury and ill health to all employees and others affected by our acts and omissions by the elimination of hazards and reduce OH&S risks. We will regularly review and monitor performance both in house and industry standards to promote best practice.

The main responsibility for health and safety lies firstly with the Managing Director and secondly with the Board of Directors. The Company is bound by any acts and/or omissions of the Managing Director and any other directors or managers, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of company business.

To comply within its statutory and common law duties, the Company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and /or breach of statutory duty on the part of the Company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 (as amended) and will co-operate with the Employer to enable him to carry out his health and safety duties under the Act. The company will commit to consultation with employees via employees representation and committee meetings that report back to the Directors. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employees, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Company has instituted a system for reporting accidents and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an Accident Book. The Company will comply with its duties towards employees under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 (as amended), so far as is reasonably practicable.

In order to meet its obligations towards the general public and all lawful visitors to the Company's premises, the Company will pay strict attention to its duties under the Health and Safety at Work Act and the Occupiers' Liability Acts 1957 and 1984.

This Policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work, Etc. Act 1974 and binds all Directors, Managers and Employees to work in a safe manner. A copy of this policy is issued to all staff and issued to Clients or other interested parties as requested.

The business strives to and is committed to continually improve its performance in all matters Health, safety and Environmental.



4th January 2021

Signed: ..... Date: .....

Managing Director

Section 1.2

**COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE**

**1. GENERAL**

Lift Specialists Limited will ensure through the aid of this Policy that:

1. The health, safety and welfare of all its employees, and subcontractors, whilst at work, can be undertaken as far as reasonably practicable, in a safe working environment
2. All requirements under applicable Health and Safety legislation are complied with (as far as reasonably practicable) by all employees of the company and any subcontractors
3. All employees and subcontractors will be made aware of the information contained in this document, and prevent risks to people who may be affected by the works of the company (i.e. Public) as far as reasonably practicable
4. All sites promote a safe and healthy working environment

**2. OPERATION OF THE POLICY**

In undertaking action in conjunction with this Policy, it is the practice of Lift Specialists Limited to:

1. Have an interactive approach with all projects in the conduct of the Health, Safety and Welfare, and ensure that all levels of management complete their duties required by the organisation
2. Ensure that all levels of operatives understand the requirements placed upon them, to reduce accidents within the workplace
3. Ensure that all operatives, as far as reasonably practicable, are inducted into the company and project methodology and the Health, Safety and Welfare culture of the company
4. To promote a positive safety culture, promoting health and safety on projects involving the work force
5. To review the Policy annually, to ensure all lessons learnt on projects are reflected in the detail within this document

**3. POLICY RESPONSIBILITY**

The responsibility for all matters relating to health and safety within Lift Specialists Limited rests with the company's Managing Director.

**4. POLICY ARRANGEMENTS**

The Company will inform all its employees of their responsibility to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions whilst at work, and for complying with health and safety legislation which relates to them in the performance of their duties.

The Company will ensure compliance to the policy by regular audits for each procedure and personnel. The audits will be completed at regular intervals agreed at the management meetings

Section 1.3

**DIRECTOR RESPONSIBLE FOR HEALTH, SAFETY AND WELFARE**

All parties are responsible for Health, Safety and Welfare within the business. It is the responsibility of the Managing Director to ensure that all staff and sub contractors are aware of the duties imposed on them by health safety regulations and the Health, Safety and Welfare Policy.

Section 1.4

**MONITORING AND REVIEW OF THE POLICY**

In order to ensure that all sites are adhering to this Policy, a Consultant Health and Safety Advisor will be appointed, to carry out checks on the projects of Lift Specialists Limited and highlight any breaches in the implementation of this Policy. Due to the size of the company this role will be a consultancy position until such time a full time appointment can be made.

The consultant will, as requested, produce reports on each of the sites visited and forward these reports to the Project Manager of the works. Any major breaches will be reported to the Director responsible for Health, Safety and Welfare.

Four H&S Committees will be held per year, attended by a Company Director and chaired by the Health and Safety Coordinator, with any senior management and member of staff wishing or requested to attend to discuss and review the accident statistics, including health and safety performance, from the previous quarter. At one of these meetings the Health, Safety and Welfare Policy will be reviewed and revised in accordance with the developments of the previous statistics and reports. The meeting will also address how improvements can be made in the further development of the Health, Safety and Welfare Policy in line with the activities of the company.

Minutes of the H&S Committee meetings will be made available in head office for review by all employees on request. They will be stored on a freely accessible server as a PDF document.

The Policy will be reviewed annually as a minimum by the Directors or if the following actions occur.

- A change in legislation
- A change in working practice
- A change in the equipment used
- A change in key personnel
- A major incident or near miss

If any of the above occurs it will be the responsibility of the Managing Director to review and amend the Health, Safety and Welfare Policy document as required.

No revisions are to be made to the Company Health, Safety and Welfare Policy without prior written approval of the Director responsible for Health, Safety and Welfare.

All offices are to refer to the **controlled** soft copy of the Company Policy for Health, Safety and Welfare on the company server. Any printed copies of the document will be deemed uncontrolled.

Section 1.5

**COMPANY ACCIDENT PREVENTION POLICY**

All Lift Specialists Limited's staff and associated site contractors are expected to comply with the current Health, Safety and Welfare Policy and company specific health and safety rules in order to achieve accident prevention at any site/office.

The company will ensure that sufficient and adequate training and instruction is given to all its direct employees, prior to works commencing on any project managed by the company. Any subcontractors utilised will be required to confirm acceptance of the Lift Specialists Limited's Health, Safety and Welfare Policy and adhere to it at all times.

Prior to works commencing on site, all risk assessments and method statements for the works being undertaken will be in place and all site inductions completed.

Managers will ensure that adequate personal protection equipment is worn at all times by all employees and those working under Lift Specialists Limited's control.

All sites will have a suitable first aid kit and, so far as is reasonably practicable, either a nominated appointed person or a trained First Aider.

Section 1.6

**Management review**

Top management shall review the organisation's OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. This is an important exercise and represents another major improvement opportunity. Reviews shall include assessing opportunities for improvement and the need for changes to the OH&S management system, including the OH&S policy and OH&S objectives.

The review will include the following:

- Results of internal audits and evaluations of compliance
- Results of participation and consultation
- Relevant communication from external interested parties, including complaints
- The OH&S performance of the organisation
- The extent to which objectives have been met
- The status of incident investigations, corrective actions and preventive actions
- Follow-up actions from previous management reviews
- Changing circumstances, including developments in legal and other requirements related to OH&S
- Recommendations for improvement





Section 2.2

**DUTIES AND RESPONSIBILITIES OF THE DIRECTORS**

The Directors have an overall responsibility for health, safety and welfare within the company and shall:

- Ensure all projects and offices comply with the Company Health, Safety and Welfare Policy. This is to be considered when tendering for works, ensuring suitable allowance is made for health, safety and welfare as regards the works being completed, so far as is reasonably practicable, in a safe and accident free environment
- Appoint a Director to be responsible for Health, Safety and Welfare
- Review the content of the company Health, Safety and Welfare Policy at the agreed times (Section 1.3)
- Promote a positive health and safety culture throughout the company, by ensuring, when visiting sites the correct example is set by wearing the required PPE
- Provide sufficient funds and other resources to implement the Health, Safety and Welfare Policy and procedures

Section 2.3

**DUTIES AND RESPONSIBILITIES OF DIRECTOR RESPONSIBLE FOR HEALTH, SAFETY AND WELFARE**

- To ensure that all Lift Specialists Limited's employees are aware of their requirements under the company Health, Safety and Welfare Policy
- To ensure the policy remains current at all times, so far as is reasonably practicable
- Take advice from the appointed Health and Safety Consultant on the latest legislation that will affect the operation of the company, and disseminate this information to other employees
- Ensure instruction and training is arranged for staff to keep them abreast of current legislation
- Proactively monitor the safety reports from site, understand the safety trends, and so far as is reasonably practicable, implement change to reduce unsatisfactory trends
- Promote a proactive health and safety culture on all projects

Section 2.4

**DUTIES AND RESPONSIBILITIES OF THE HEALTH & SAFETY CONSULTANT**

- To provide written audits, on all projects as requested by the Directors of Lift Specialists Limited
- To advise the Directors, and others as requested, of current legislation and requirements of health and safety pertaining to Lift Specialists Limited
- Provide support to the Directors of Lift Specialists Limited with regard to the notification of dangerous occurrences under RIDDOR to the Health and Safety Executive
- Provide an impartial viewpoint in the reporting of any accidents for trend analysis by the Directors of Lift Specialists Limited
- Advise on the preparation of tender documentation including the preparation of project health and safety plan
- Review all high risk method statements as requested
- Assist in the development of the fire strategy plans and noise assessments for projects in consultation with the Project Manager





Section 2.8

**DUTIES AND RESPONSIBILITIES OF OFFICE STAFF**

- 1 Understand the Health, Safety and Welfare Policy and complete your works accordingly in a safe and conscientious manner
- 2 Ensure that your work attire and footwear permits you to operate safely
- 3 Do not try to relocate computers or heavy equipment
- 4 Take suitable breaks from using Display Screen Equipment (DSE) such as computer monitors
- 5 Report any damage of equipment to your manager or supervisor
- 6 Do not smoke in the office
- 7 Do not try to gain access to high level without the correct access equipment and training
- 8 Attend or make representation to the quarterly Health and Safety Committee meetings





Section 3.2

**SCHEDULE OF REPORTABLE ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES -RIDDER 2013**

**REPORTABLE INJURIES AND CONDITIONS**

- 1 Any Fatal Accidents
- 2 Non-fatal injuries to workers such as:

Where any person at work, as a result of a work-related accident, suffers—

- (a) Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- (b) Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- (c) Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- (d) Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- (e) Any burn injury (including scalding) which—
  - (i) Covers more than 10% of the whole body's total surface area; or
  - (ii) causes significant damage to the eyes, respiratory system or other vital organs;
- (f) Any degree of scalping requiring hospital treatment;
- (g) Loss of consciousness caused by head injury or asphyxia; or
- (h) Any other injury arising from working in an enclosed space which—
  - (i) Leads to hypothermia or heat-induced illness; or
  - (ii) requires resuscitation or admittance to hospital for more than 24 hours,

- 3 Any Dangerous occurrences
- 4 Exposure to carcinogens, mutagens and biological agents

Where, in relation to a person at work, the responsible person receives a diagnosis of—

- (a) Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- (b) Any disease attributed to an occupational exposure to a biological agent,

- 5 Occupational diseases

Where, in relation to a person at work, the responsible person receives a diagnosis of—

- (a) Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- (b) Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- (c) Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant;
- (d) Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;

- (e) Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer; or
- (f) Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements,

6 A 7-day injury is described as:

- A person at work is incapacitated from their normal work for more than 7 days as a result of injury caused by an accident at work
- This includes weekends, and day 1 is from the first day after the incident

All near miss and accident should be reported in the company accident report book as well as the RIDDOR forms

The company accident book will be completed and then the company accident investigation procedure will be followed by our external consultant.





issues will have their name documented. Depending on the level of risk, issues will be acted upon as soon as reasonable practicable. Employees will be consulted on all changes in the workplace or any change in processes. Persons who are selected to become Appointed Persons (e.g. First Aider, Fire Warden, etc.) will be adequately trained. The Health and Safety Coordinator and employees' associated Managers and Supervisors will liaise with employees who will inform them of any health and safety issues that are of concern to them.

Health and Safety information, instructions, posters, signs, safe systems of work, statutory notices etc., will be displayed on notice boards and throughout the premises.

Lift Specialists Limited understand that not only does it need to comply with health and safety legislation but also with official guidance covering health and safety issues, e.g. Approved Codes of Practices, British and EN Standards, Guidance Notes and Industrial Codes of Practice etc.

Lift Specialists Limited will obtain health and safety information by way of advice taken from the Health & Safety Consultant who will refer the Director responsible for Health, Safety and Welfare towards numerous health and safety Publications, Legislation and Approved Codes of Practice, HSE information sheets, etc. The Health & Safety Consultant will also access information from its local HSE, Fire Brigade and Environment Office for further guidance on local issues.

Lift Specialists Limited will supply sufficient information, instruction and training to ensure, so far as is reasonably practicable, the health and safety at work of employees, contractors and visitors. The Company Directors, Health & Safety Coordinator and Health & Safety Consultant will all lead by example at every opportunity.

Lift Specialists Limited will at every place of work, provide adequate and proper supervision for its employees, contractors and visitors to ensure, so far as is reasonably practicable, their health and safety at work. They will observe and carry out their tasks in accordance to legislation, manufacturer's information, the Health, Safety and Welfare Policy, safe systems of work, permit to works, notices, signs and signals and by way of any instruction, information and training.

Employees, contractors and visitors will take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They will also co-operate with the Company so far as is necessary to enable it to carry out its statutory duties.

#### **4.3 STAFF WELFARE FACILITIES**

Lift Specialists Limited will make available welfare facilities at all offices under their management. As a minimum this will include toilet/washing facilities and eating/rest facilities. The extent of the facilities will depend on the amount of staff in each office. All welfare facilities will be in accordance with Workplace (Health, Safety and Welfare) Regulations 1992.

As part of our initial risk assessment on a new project we will ensure that adequate welfare facilities are available for the short duration of the works. When working as principle contractor a full welfare assessment will be completed and documented in the construction phase plan for the project.

#### **4.4 HOT WORKS**

Lift Specialists Limited's Managers and Supervisors will be responsible for fire safety and fire appliances within their respective sites. They will ensure that all employees and contractors when working on-site have adequate fire fighting equipment with them, which will be maintained in a serviceable condition at all times. When working on a Clients premises an assessment will be made on the fire protection available and if lacking we will report to the Client.

All Hot Works being carried out on-site by employees or contractors employed by the company will be done so under the control of a Hot Work Permit System. A member of the Lift Specialists Limited's team undertaking hot works will be appointed Fire Watchperson. They will be in attendance at the scene of the hot works for 1 hour following completion of the works to ensure that all hot areas of works have cooled fully prior to leaving the site.

Site Lead Engineers will be Fire Wardens or they will appoint Fire Wardens from their staff. They will ensure evacuation of all persons for the company, take roll calls and keep all persons safe and away from the activities of nearby industries and the Fire Brigade. They will present the person in charge of the site at the time of the fire with completed roll calls and report any missing persons.

As each task will be different, a full risk assessment will be completed by the project manager or supervisor prior to undertaking any hot work. A hot works permit will be completed for each task on completion of the risk assessment. The Clients hot works permit will be used on Clients sites.

#### **4.5 TRAINING**

The H&S Co-ordinator will be responsible for holding the approved training matrix and documented health and safety training records on all employees. Besides the training records, a further record will be kept on the general and specific learning outcomes and the standard that an employee has been trained to. It is not sufficient to declare on a training record that an employee has been trained; the statement must be both quantified and qualified.

Assessments will be carried out during and after training by the Line Managers to ensure that adequate levels of competence have been achieved, with copies of demonstrable competency standards available for use as evidence, when and if required.

The Health and Safety Consultant will advise on all aspects of health and safety training. When specialist training is required, the Company will appoint external specialists to deliver the training.

Lift Specialists Limited's Directors will be responsible for ensuring that the Company provides training to employees when:

- They first join the company
- They are transferred to a different job
- Are given changed responsibilities
- Working methods of existing equipment are changed
- New technology is involved
- New materials are used
- The system of work is changed
- They are due their annual health and safety update, as part of their annual review
- Specific training is required on work equipment such as:

- Abrasive Wheels
- Ladder Safety
- Confined Space Awareness
- Work at Heights
- Risk Assessment
- Fork Lift, etc.
- First Aid at Work
- Fire Awareness and Evacuation

Refresher training will be provided as necessary and in line with HSE, manufactures guidelines.

Respective Managers will be responsible for ensuring, so far as is reasonably practicable, that all contractors employed by Lift Specialists Limited are trained to the desired standard. They should be trained in any particular risk that they may face and in the techniques to avoid or reduce that risk.

Contractors that are hired on a temporary basis and trainees that are required to undertake works, for which training would be necessary for a full time employee, will receive the same training as a full time employee.

## **4.6 FIRST AID**

### **FIRST AIDERS DUTIES**

On receiving a call to attend an incident, the First Aiders will be allowed to leave immediately. The First Aiders will administer the appropriate treatment and in a serious incident remain with the casualty until a suitably qualified person arrives from the emergency services.

After every treatment the First Aiders will record the details in the Accident Books located in their respective offices. It is the duty of the First Aiders to ensure the Accident Book is completed and to inform the Health and Safety Coordinator of the accident/incident.

It will be the responsibility of the First Aiders to ensure adequate supplies are maintained in the first aid boxes and that the First Aid Area is kept clean. The First Aiders will complete an order for the purchasing of new supplies and this will be authorised by the Health and Safety Coordinator. The First Aiders will wear appropriate disposable gloves when administering treatment and when cleaning up blood or bodily fluids.

The First Aiders will conduct an annual assessment on all first aid facilities and materials, including where applicable, vehicle first aid kits.

On Client sites we will provide as a minimum, one qualified first aider and make all engineers aware of the onsite facilities. All engineers are provided with first aid kits in their PPE kits.

### **FIRST AID TRAINING**

Training will be carried out by an approved trainer or training organisation. A first aid certificate will be granted when the First Aiders have successfully completed a first aid course. After which the First Aiders will go on a refresher course BEFORE the expiry of their certificate, to update their skills and to gain a further certificate.

### **RECORDS**

Records will be kept at head office on the following:

- Training and refresher training.
- Name of trainee and trainer and course details.
- Assessments on the first aid facilities.
- First aid supplies.
- Details of first aid treatment given.

#### **4.7 FIRE PROCEDURES**

A fire alarm system will be situated within each Lift Specialists Limited office and specified fire-fighting equipment will be situated at various points throughout the premises as required by the fire risk assessment. The fire drill is as follows:

##### **IF YOU DISCOVER A FIRE:**

- Sound the fire alarm immediately
- Call the Fire Brigade - pick up the nearest telephone. (Dial 999). Ask for the Fire Brigade, stating your name and the address of the fire.
- If possible, and if it is safe to do so without endangering oneself, use the correct type of fire fighting appliance to fight the fire. If the fire cannot be brought under control by the appliance, then evacuate. On evacuation report to your nearest Fire Assembly Point and give relevant information to the senior Fire Warden present.

##### **WHEN YOU HEAR THE ALARM:**

Shut down all equipment and systems if possible. Leave the building at the nearest exit, walk calmly to your nearest Fire Assembly Point.

**DO NOT COLLECT PERSONAL BELONGINGS AND DO NOT RE-ENTER THE BUILDING**

##### **DRIVERS ON SITE (INCLUDING VISITING DRIVERS)**

Upon hearing the alarm, if safe to do so, shut down operation safely, switch engine off, do not move vehicle, unless it is blocking access areas. Leave keys in ignition. Report to the nearest Fire Assembly Point and to the senior person on site.

##### **FIRE WARDENS AND ROLL CALL**

Appointed Persons will be trained as Fire Wardens. If a fire is found they will take authority to supervise any worker trying to extinguish the fire. They will report all relevant details to the Senior Fire Warden in charge of the site at the time of the fire.

Managers will be responsible for taking the staff roll call. Those employees who have contractors or visitors with them or working for them will be responsible for ensuring that they are accounted for.

##### **RECEPTION**

Upon hearing the fire alarm, the Visitors Book will be passed to the Senior Fire Warden of the site at the time of the fire. Visitors and Contractors will then be included on the roll call. **IT IS IMPORTANT THAT ALL VISITORS AND CONTRACTORS VISITING THE SITE. SIGN IN AND OUT.** If they have not signed out before leaving they could be declared missing within the premises.

## **FIRE EXITS**

Fire Exits will be clearly identified within all Lift Specialists Limited offices, and are identified on the relevant office fire plans.

All personnel are to stay at the Fire Assembly Point until the Fire Brigade has declared the site safe for re-entry. The ONLY persons who will be involved with the Fire Brigade, to offer specialist advice, are the Managers, Supervisors and Fire Wardens.

## **RECORDS**

All fires and false alarms will be reported to the Health Safety Consultant and H&S Coordinator who will complete the general fire register and investigate the cause of the fire or false alarm.

## **PRACTICE DRILLS**

Practice drills will be unannounced and conducted annually as required by the Fire Risk Assessment.

## **FIRE EQUIPMENT AND SIGNS**

- Fire extinguishers will be maintained and replaced when necessary by a responsible fire equipment supplier
- In-house checks will be conducted on the fire extinguishers by the Health & Safety Coordinator or Fire Wardens. This will take place on a monthly basis and will consist of a simple check list that will be submitted to the Health and Safety Coordinator for action
- Fire equipment, exits and routes will always be kept clear and free from obstruction
- Fire Action Notices will be displayed in certain areas of the premises, they will outline what to do if there is a fire and where to assemble once evacuated
- No smoking, bonfires and sources of ignition signs will be displayed around the premises. All flammable liquids will be labeled and stored appropriately

**NO PERSON IS TO MISUSE OR INTERFERE WITH THE ALARM BELL - IT WILL ONLY BE USED IN AN EMERGENCY**

## **SPILLAGES OF FLAMMABLE LIQUIDS**

If a spillage of a flammable liquid occurs it must be contained immediately. Eliminate all sources of ignition, prevent people from entering the area and ensure that there is good ventilation. Clear up spillage in accordance with the COSHH Data Sheet.

## **RISK ASSESSMENT**

An assessment of the fire risks within the company will be conducted annually by the Company's Health & Safety Consultant. The assessment will be submitted to the Company Directors and Health Safety Coordinator for action.

## **SITE ARRANGEMENTS**

When working on Clients' Properties the sites fire precautions and evacuation procedures will be adhered to. A site induction will be carried out prior to any work commencing. Documentation will be held on each site confirming that an induction has been undertaken and stored in the project Construction Phase Health and Safety Plan. Any drills that may happen during an operatives site visit will be treated as a live exercise and all building procedures will be followed. If any employees are working alone it is Company Policy not to use any substance that are combustible or could be the cause of ignition.

## **RESPONSIBILITY**

Responsibility for fire safety will be the duty of the Managing Director and this will include the implication of any actions required from a risk assessment. They will also be responsible for ensuring that the correct arrangements are in place, including training and maintenance, and that fire drills are carried out annually. Specific duties will include:

- Instruction for new employee on fire drills
- Evacuation procedure
- Fire prevention

## **4.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Lift Specialists Limited are aware that it is of paramount importance to control its hazardous chemicals, substances or materials of any type, such as liquids, solids, dusts, fumes, vapours or gases. The Managers /Supervisors will ensure, so far as is reasonably practicable that control measures are used on hazardous substances. Personal Protective Equipment will be issued as a last resort if the hazard cannot be adequately controlled by other design or mechanical means.

## **COSHH TRAINING, INFORMATION AND INSTRUCTION**

Information, instruction and training will be given to employees, contractors and visitors who use or may come into contact with hazardous substances and materials. Employees will have knowledge on the chemical composition of the product, how to use it safely, the type of environment to use it in, the health effects, emergency procedures, first aid, spillage and disposal procedures.

## **PURCHASING NEW SUBSTANCES**

Employees purchasing the substance will liaise with the Health and Safety Consultant or H&S Coordinator and ensure that the supplier provides a Safety Data Sheet BEFORE the product is purchased. The Health & Safety Consultant will liaise with the H&S Coordinator on the health and safe use of the product and a joint decision will be made as to whether to purchase the substance or not. If the substance is purchased, the Safety Data Sheet will be forwarded to the H&S Consultant or H&S Coordinator to allow completion of a COSHH assessment. **No hazardous substance will be allowed on site without a current COSHH Assessment.**



## **INVENTORY**

The Health & Safety Coordinator will develop a COSHH inventory on all hazardous substances. The Master COSHH file will be kept in the Main Office and maintained by the Health and Safety Coordinator.

Employees and others should use the COSHH files as reference documents.

## **ALTERING A SUBSTANCE**

Under no circumstance is any product to be mixed or modified in any way. Any substances to be used will be used as directed by the manufactures instructions.

## **SUB-CONTRACTORS ON SITES OR WORKING FOR LIFT SPECIALISTS LIMITED ON CLIENT'S SITES**

Contractors will report at the preliminary meeting their intentions to use hazardous substances or chemicals.

COSHH assessments will be completed by the project Manager/Supervisor before work begins and control measures enforced.

## **RISK ASSESSMENT**

The Health and Safety Consultant together with the Health Safety Coordinator will complete risk assessments on hazardous substances. Where there is a risk to a person's health and safety, suitable and effective control measures will be put into place to reduce exposure to the assigned Occupational Exposure Limits or below. The Company will ensure, so far as is reasonably practicable, that Maximum Exposure Limits are not achieved. Risk assessments will be reviewed on a regular basis by Managers and any comments referred to the H&S Coordinator for analysis.

## **CONTROL MEASURES**

All control measures will be implemented, maintained and, if applicable, enforced with disciplinary measures. Hazard controls, such as harness systems, will be tested and thoroughly inspected by a competent employee. Respiratory equipment, other than the disposable type will be inspected in accordance to the manufacturers' instructions. Records will be kept by the Project Manager/Supervisor in the relevant Site File.

Any defects or faults with the control measures will be reported to the H&S Coordinator for further action. Monitoring of the control measures will take place by the Manager, Supervisor, H&S Coordinator and the H&S Consultant, to ensure that they are satisfactory and persons are operating them correctly.

## **OCCUPATIONAL HEALTH**

The H&S Coordinator, in conjunction with the H&S Consultant, will make the necessary arrangements where the risks indicate that there is a requirement for Occupational Health Surveillance. Such a service will be carried out by a contracted Occupational Health Service.

Substances or chemicals can enter the body and cause ill effects via the following four common routes:

**INHALATION:** Dust, fumes, mist, vapor, gases and viruses. Once inhaled, it can be absorbed into the blood stream, carried around the body and may cause chronic problems later in life.

**INGESTION:** Entry is usually accidental, caused by the consumption of food and drink and smoking with contaminated hands. It can also occur if liquids are decanted into drinks bottles and not labeled correctly.

**ABSORPTION:** Many different products can be absorbed through the skin, even if it is unbroken. It would subsequently be carried around the body via the bloodstream and can affect the functions of internal organs.

**INVASION:** Caused by accidental injection by a sharp implement or contact made with an open wound. Tools, needles, etc. that are contaminated by the product and the contact will transfer any contamination onto the body.

Hazardous substances can produce **ACUTE** symptoms (affects will be immediate) and **CHRONIC** symptoms (affects will be slower, months or years).

Those substances, chemicals or materials that do not penetrate the skin on contact may have other affects, such as:

- DERMATITIS
- SEVERE BURNS TO THE SKIN OR EYES
- SENSITISATION
- OTHER SKIN IRRITATIONS

Some substances are known as **SENSITISERS**. If they are inhaled or absorbed into the skin an allergic reaction may occur that may have adverse irreversible affects, e.g. the possibility of asthma from dust or asbestos fiber exposure. Some substances can cause the person to become addicted to it or become immune to the smell if they have prolonged exposure, e.g. certain solvents. As the person is unaware of the smell this could cause further damage to their health.

## **4.9 ALCOHOL & DRUGS**

Lift Specialists Limited will ensure, so far as is reasonably practicable, that no employee places others in danger due to the influences of alcohol and drugs. Employees, contractors and visitors are required to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

The Company adopts a zero tolerance policy to any non - prescribed drugs or alcohol during working time as well as the tacking of any substance prior to commencing work that may affect their performance during the working period.

The Company will always promote good health to employees, contractors and visitors. Managers and Supervisors will identify, if it is reasonably possible, those with alcohol and/or drug problems. The Managing Director will be informed and they will take the action required to ensure the health and safety of others who may be affected by this employee's actions or omissions.

Any employee who clearly commits a breach of this policy on alcohol and drugs may be subjected to employee's disciplinary procedures.

Employees will not arrive at the Company or at its customers' premises, or drive a company vehicle whilst under the influence of alcohol and or drugs. No alcohol or drugs will be taken during the working day.

**NEVER DRIVE OR OPERATE MACHINERY IF UNDER THE INFLUENCE OF ALCOHOL OR DRUGS. BEWARE, IF LARGE AMOUNTS ARE CONSUMED THE NIGHT BEFORE, A PERSON COULD STILL BE SERIOUSLY AFFECTED THE NEXT DAY.**

Only prescribed drugs are permitted. However, the Department Managers should be informed of any taking of prescribed drugs; some prescribed drugs may cause drowsiness or may react with certain working conditions, etc.

#### **4.10 MANUAL HANDLING**

Lift Specialists Limited will follow the guidance set out in the Manual Handling Operations Regulations 1992.

Lift Specialists Limited will attempt to avoid hazardous manual handling operations so far as reasonably practicable

Lift Specialists Limited's Managers and Supervisors together with the Health and Safety Consultant will conduct risk assessments on manual handling activities, taking into account the load, activity, working environment and any other factors relevant to the task. From these assessments control measures to minimise the risk will be implemented.

Lift Specialists Limited will, so far as is reasonably practicable, include ergonomic design within the workplace. Correct handling techniques and the use of equipment will be incorporated throughout the company and tasks will be, so far as is reasonably practicable, fitted to suit the person and their limitations.

Lift Specialists Limited will consider age, body weight, height and physical and mental capabilities before assigning a person to a manual handling task. Personal protective equipment will always be available.

The workplace should be free from tripping hazards and spillages will be cleaned up straight away. Sufficient lighting, ventilation and temperature will be provided. If the task is to be conducted outside, then provisions will be put into place to protect the worker from adverse weather, vehicles etc.

All loads, where possible, will be checked for weight labels, stability, security, shape, and temperature before lifting. Such information will be supplied to all employees. Employees and sub-contractors will report faulty mechanical aids to their immediate Manager/Supervisor. The equipment will be immediately removed from service and tagged "do not use". The equipment will then be either repaired or destroyed.

All employees will conduct manual handling tasks according to the information, instruction and training that has been supplied to them. Any medical reason why an employee cannot conduct a manual handling task will be reported, in confidence, to the HR Manager. No person will conduct a manual handling task that is beyond their capabilities.

The loading and unloading of vehicles, maneuvering work equipment, work pieces and materials around the premises etc., will be completed where possible with the aid of lifting equipment, e.g. trolleys, sack barrows, pump-up trucks, Fork Lift Truck, etc.

All employees of Lift Specialists Limited will ensure that, so far as is reasonably practicable, manual handling tasks are carried out safely.

#### **4.11 NOISE**

Noise is 'unwanted sound' and Lift Specialists Limited understand that it could cause health effects to its employees, contractors and visitors if left uncontrolled. Excessive loud noise could cause deafness or permanent tinnitus (ringing in the ears). Equipment such as air exhausting from pneumatic equipment, operating abrasive wheels, hammering steel, grinding metal, etc., can generate very high noise levels.

Lift Specialists Limited will follow the guidelines set out in the Noise at Work Regulations 2005:

- Noisy areas and equipment will be identified and information, instruction and training will be given to employees, contractors and visitors on the hazards associated with noise
- A noise assessment will be conducted where employees are subjected to excessive noise levels and Lift Specialists Limited will ensure that the assessment is carried out by a competent person who has been trained in the use of a noise meter. ALL employees will be informed of the results. Assessments will be carried out whenever changes are made that affect the noise level within the area of their works
- Lift Specialists Limited will reduce noise levels, so far as is reasonably practicable, by means other than ear defenders. Ear defenders will be issued as a last resort for the controlling of noise. Equipment provided for noise control will be used correctly and faults will be reported to Lift Specialists Limited's Managers or Supervisors
- The purchaser will ensure that when new equipment is purchased the manufacturer supply's them with information on its noise emissions. This information is to be included within any relevant risk assessments

If noise levels are found to be high on a works site, suitable and sufficient records will be kept on the following:

- What action has been taken to reduce the noise levels
- Training, information and instruction provided
- Ear protection areas
- The issuing of ear protection
- Maintenance, repairs and replacements of any equipment
- Hearing complaints
- Manufacturers information on noise emissions
- Employees, contractors and visitors will warn other contractors and third parties if they are to operate noisy equipment so they may, in turn, protect themselves

The following will be included in any related training:

- The Noise at Work Regulations 2005
- How to use any noise enclosure, if provided
- Reporting defects on noisy equipment
- Hearing loss and reporting hearing problems
- How to wear ear protectors, report faults and cleaning and storage arrangements for ear protection

The Noise at Work Regulations 1989 stipulates three ACTION LEVELS. As each action level is reached, Lift Specialists Limited will take specified action. These action levels are:

<b>LEVEL</b>		<b>ACTION REQUIRED</b>
80 dB(A) LE pd	First Action Level	Reduce the risk of hearing damage. Complete a noise assessment and action. Provide information, instruction and training. Make hearing protection available on request to employees exposed to this level and ensure it is maintained, faults are reported and it is repaired or replaced as necessary. Manufacturers to supply information on noise likely to be generated from their equipment
85 dB(A) LEpd	Second Action Level	Reduce the risk of hearing damage. Complete a noise assessment and action. Reduce exposure to noise as far as is reasonably practicable by means other than ear protection. Provide information, instruction and training. Issue ear protection to those who will be exposed to this level and ensure that the protection is worn. Mark ear protection areas and prohibit entry unless protected. Maintain and ensure faults are reported, repair or replace equipment as necessary. Manufacturers to supply information on the noise likely to be generated from their equipment
135 dB(A) LEpd	Peak Action Level	As per what is required for the Second Action Level above

Excessive noise will be avoided always, e.g. unnecessary engine noise, using noisy equipment for long periods, radios on high volume, etc. Remember, our noise could be a nuisance to others who are working on the same premises and to nearby residents.

#### 4.12 SELECTION AND CONTROL OF SUB-CONTRACTORS

The Directors of Lift Specialists Limited realise that they have a legal and moral duty to ensure that any contractors engaged by the company are assessed for their competency with regards to health and safety issues prior to their being awarded contracts. They also realise that they have to make special provisions for the employment of contractors employed on their company premises in line with statutory requirements.

Lift Specialists Limited maintain an approved suppliers (As part of our ISO 9001 Accreditation) list that is managed by the Health and Safety co-ordinator and reviewed annually by the Board of Directors, any sub-contractor found having a poor H&S recorded or lack of current insurance cover will be removed from the approved list.

#### SUMMARY OF DUTIES

*Under Ss.2 and 3 of the **Health and Safety at Work Act 1974** (HSW Act) and regulation 3 of the **Management of Health and Safety at Work Regulations 1999** (MHSWR), primary health and safety responsibility rests with the employer. **Section 4 of HSW Act** relates to the control of premises, rather than the control of undertakings. Persons who control premises used by people who are at work, but who are not their employees need to ensure, so far as is reasonably practicable, that the premises, access to them and plant and substances used on them are safe and free from risks to health and safety. Site occupiers therefore share a duty of care with contractors (as both are employers) to ensure that all reasonably practicable precautions are taken to safeguard their own employees, other persons on site and the public.*

*Contractors who are self-employed carry the same responsibilities as an employer to make proper provision for health, safety and welfare during their activities on site. The **MHSWR** make explicit reference, relevant to occupiers, to the responsibility to co-ordinate arrangements (under regulation 9) and provide information on risks and precautions (regulations 10 and 13). These duties apply whether or not payment is involved. A contractor can be anyone instructed by the occupier or landlord to enter the premises to do work which might include free surveys, estimates, measurements, maintenance and servicing under warranty, etc.*

*Contractors have duties under **S.6 of the HSW Act** to take all reasonably practicable steps to supply, erect and install plant and equipment and to use substances which will be safe and without risk to health when being set, used, cleaned and maintained by any person(s) at work.*

Blatant disregard to personal safety for either the individual or others around them will result in the operative being removed from site. If larger companies (sub-contractors) are employed then they will undergo vetting via completion of a Subcontractor and Supplier Registration Form.

#### 4.13 PERSONAL PROTECTIVE EQUIPMENT

Lift Specialists Limited will follow guidelines set out in the Personal Protective Equipment Regulation 1992.

Lift Specialists Limited realise that the use of Personal portative equipment is a last result and protection measures for the whole take precedence over the use of PPE.

Personal Protective Equipment will be referred to as PPE and will be issued to all employees who require it. PPE will also be provided to contractors and visitors who arrive on site without their own. At all times the PPE will remain the property of Lift Specialists Limited

and should be returned before the contractor or visitor leaves the site. Contractors should provide their employees with their own PPE.

Each job will be assessed by the Managers/Supervisors so that the most suitable PPE can be issued. All PPE issued will be 'CE' marked. Training, information and instruction will be given on the PPE issued and this will be documented.

Medical advice will be sought if a person has a medical condition that may prevent the wearing of PPE

Supplies and spares of PPE will be kept by the H&S Coordinator. Before issuing, the Manager/Supervisor will inspect the PPE and a record of its issue will be forwarded to the H&S Coordinator to record on file. Any faults or concerns with PPE will be reported to the H&S Coordinator. PPE awaiting repair will immediately be segregated from usable PPE and will be labeled "DO NOT USE"

- The H&S Coordinator will be responsible for ensuring viable maintenance is carried out on any defective PPE brought to their attention
- Specialist contractors will be used for testing technical equipment. Records for these tests will be held by the H&S Coordinator
- Employees, contractors and visitors must take care of their PPE by storing it correctly and keeping it clean
- Lift Specialists Limited's Managers and Supervisors will ensure compatibility if more than one item of PPE is worn, and that each item adequately controls the risk for which it has been issued
- All persons who use respiratory equipment will be trained in its use and limitations. All users of such equipment will be of sufficient health. The equipment will be checked, the correct filters will be used and changed regularly and the details will be recorded by the Health Safety Coordinator

All employees, contractors and visitors who have been issued with PPE have a responsibility to take reasonable care of such equipment.

#### **4.14 MACHINERY SAFETY**

General Statement:

Due to the nature of the business conducted by Lift Specialists Limited, there is a high dependency on the use of various forms of workplace machinery such as hand tools. To this end, the company will take all reasonable steps to ensure the safety of all employees working on the machinery as well as to ensure the safety of others who may be affected by the machinery.

Lift Specialists Limited will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will inform and train employees in its use where appropriate.

Should employees have any problems relating to machinery safety they must immediately inform their Manager or Supervisor so that steps can be taken to promptly remedy the situation.

Arrangements for Securing the Health and Safety of Employees Whilst Operating Machinery:

The Company will, in consultation with the employees and management:



- Visually assess the operation of the machine itself, which will include the assessment of its controls, the visibility of any operating parts that need to be seen, the accessibility of all parts that need to be adjusted or changed, the presence and condition of all guarding, and safe isolation and working procedures
- Carry out an assessment of how the use of the machine affects its environment, including the layout of the machine and any barriers that are needed to prevent visitors or employees coming within any danger zone
- Carry out an assessment of any chemicals involved with the machine and its use, maintenance or cleaning (in compliance with COSHH Regulations)
- Take reasonable steps to minimise all the risks found from the assessments and inform clients when a significant risk is identified

Managers and Supervisors will assess the methods of any adjustments or tool changes made on the machine so that tools are fitted and carried safely. Machine guards must be suitable and should be removed and replaced safely.

#### Information and Training for Machinery Use

Lift Specialists Limited will provide information, instruction and training necessary to ensure the health and safety of all operators and any others affected by the machinery. Persons responsible for supervising the operation of the machinery will be appropriately trained.

#### Safe Systems of Work for Operating Machinery

The Company will ensure that the machinery is safely and securely positioned. **The Provision and Use of Work Equipment Regulations 1998** provide for the following safe systems of work.

- Machinery should be maintained in an efficient state, in efficient working order and in good repair (regulation 6). This will include planned preventive maintenance (e.g. changing worn parts regularly before they cause damage) and periodic maintenance, all inspection will be documented.
- All persons who use machinery and all persons who supervise or manage the use of machinery should have available to them adequate and readily comprehensible health and safety information and, where appropriate, written instructions pertaining to the use of the machinery (regulation 8).

This information should include:

1. The methods and the conditions in which the machinery may be used
2. Any foreseeable abnormal situations and the action to be taken when they occur
3. Any conclusions to be drawn from experience in using the machinery
4. All persons who use, supervise or manage work machinery should have received adequate training in its use for the purposes of health and safety (regulation 9)

The employer shall ensure that measures are taken to:

- Prevent access to any dangerous part of any machinery
- Stop the movement of any dangerous part of machinery before allowing a person to enter a danger zone (regulation 11). The alternative measures required to

comply with this requirement are as follows:

1. Provision of fixed guards
  2. Provision of other guards or barriers
  3. Provision of jigs, holders, push sticks or similar
  4. Provision of information, instruction and training
  5. Provision of electrical interlocks
- Lift Specialists Limited will ensure that Personal Protective Equipment is used where necessary when using and working on a machine
  - Ensure all machinery should have suitable controls (PUWER 14-18) including the method of starting and restarting, the method of normally stopping and the method of emergency stopping. These controls should be clearly visible and clearly identifiable. All control systems should be safe.
  - Ensure isolation of all equipment or machinery from all sources of energy should be possible. Both the isolation and reconnection procedures must avoid any risks (PUWER 19).

Lift Specialists Limited will comply fully with all requirements set down in the Provision and Use of Work Equipment (PUWER 98) and demand full co-operation of all employees in attaining this compliance.

#### **4.15 METHOD STATEMENT ACKNOWLEDGEMENT**

Every employee will make themselves aware of the method statement and risk assessment associated with their site activity prior to works commencing activities on site. Each employee is to sign the method statement acknowledgement sheet to demonstrate that they have read and understood the task ahead and the associated risks.

All method statements and risk assessments will be produced and reviewed by the Project Manager, in consultation with the H&S Consultant or Coordinator where necessary, prior to issuing to employees for review. On completion of the task a review of the risk and method statements will be undertaken by the Project Manager and any discussion points will be issued to the H&S Consultant and Coordinator for review to ensure updates are incorporated in future documentation.

#### **4.16 ASBESTOS**

The Client's asbestos register will be incorporated into the Construction Phase Health and Safety Plan, risk assessments and method statements for all works.

All employees are instructed not to enter any area that has not had an asbestos survey undertaken unless they have been trained in asbestos awareness. If any asbestos is identified prior to works commencing then it will be removed by a professional company prior to Lift Specialists Limited staff entering the area.

If any asbestos-containing material is found or damaged during works, work must stop immediately and the immediate area must be secured to prevent access. You must then immediately contact your Project Manager or Supervisor who will in turn contact the client in order to inform them that a professional company is required to remove the asbestos or make it safe in situ, where possible.

A contractor must contact their Supervisor/Project Manager, who in turn must notify the Lift Specialists Limited's Project Manager or Supervisor, who must then inform the Client

of the required action necessary to allow our operatives to return to works in the affected area. In all instances, the H&S Coordinator must also be notified promptly of the event with the names of anyone suspected of being exposed to asbestos. No one is allowed to access the secured area until the risk assessment is updated to take into account the location of the removed/controlled asbestos.

External asbestos awareness training is provided to all employees attending Client's sites. Additionally, toolbox talks are given to all site staff to refresh their knowledge and assist them in identifying asbestos-related material.

In the case of fire in a building that contains asbestos the Fire Brigade should be advised of any significant asbestos present such as the corrugated asbestos roofing or tiles.

#### **4.17 PORTABLE APPLIANCE TESTING**

The Electricity at Work Regulations 1989 came into force on 1<sup>st</sup> April 1990. The Regulations are made under the Health & Safety at Work Act 1974 and require precautions to be taken to prevent death or personal injury from electricity in work activities. The Regulations impose responsibilities on the employer and employees to conform to these regulations in every respect. The testing of electrical equipment is an inherent part of compliance with these regulations. Therefore, the Institute of Electrical Engineers (I.E.E.) have issued a Code of Practice for in-service inspection and testing of Electrical Equipment (called the I.E.E. Code of Practice).

#### **STATEMENT OF INTENT**

Lift Specialists Limited shall take all reasonable steps to ensure that all portable appliances are tested in accordance with the relevant I.E.E. Code of Practice and, in order to facilitate this, shall provide all training and equipment necessary to carry out tests and provide a satisfactory means of recording data.

#### **DEFINITION OF PORTABLE APPLIANCES**

Mains-powered appliances must be fitted with a plug, rated between 110 and 500 volts AC, and allow disconnection from the electrical supply without the use of a tool.

All equipment not included in this definition must be identified by Managing Director and brought to the attention of the Board for inclusion on the Fixed Wiring Testing Register.

#### **RESPONSIBILITY OF MANAGERS**

All Managers shall:

- Be responsible for ensuring that all portable electrical appliances in their charge are examined and tested in accordance with the Regulations and withdrawn from use if found to be unsafe
- Ensure that the risks to personnel are assessed and records of inspections and tests are maintained
- Be responsible for ensuring that members of staff appointed to test portable electrical appliances are competent to undertake the duties imposed upon them
- Be responsible for ensuring that electrical equipment located in their Department, which falls outside the scope of this Policy, is brought to the attention of the Board

### **PAT Schedule**

<b>Hand Tools</b>	<b>6 months</b>
<b>Office Equipment</b>	<b>12 months</b>
<b>Server IT equipment</b>	<b>36 months</b>

### **DUTIES OF EMPLOYEES**

Lift Specialists Limited will inform all staff of their duties under the PUWE Regulations and provide appropriate training where required. It is the duty of all employees who use any electrical equipment to ensure that it is free from any visible damage and supports a valid PAT test label. Where any visible damage is present, or where a PAT certificate is not found with the appliance, then the equipment must be immediately taken out of use, labelled "Do Not Use", removed from site, and reported to your Manager/Supervisor who will ensure it is inspected by a competent person and that any defects are rectified.

Employees wishing to bring their own equipment to site must first inform their Manager, who will make arrangements to have the equipment tested. A record of the appliance must be made and it must be identified as personal equipment. Should the equipment be faulty then it shall be immediately isolated from potential use and removed from the site.

Any breach of these duties by an employee may lead to disciplinary action.

### **DUTIES OF SUB CONTRACTORS**

Equipment belonging to and used by contractors on a site must have a valid PAT certificate or label attached which is available for inspection upon request by any Lift Specialists Limited's employee. If the equipment does not possess relevant safety documentation it will not be allowed onto the site.

### **DUTIES OF USERS**

It is the responsibility of all employees to ensure that, prior to using any equipment owned or on-hire, the individual visually inspects the equipment. This inspection will be undertaken to ensure that the equipment has a valid test certificate and is undamaged.

Any hired equipment that is hired shall be inspected by the Lead Engineer and all documentation stored in the site file for review by the operator. It is the responsibility of the user to inspect the equipment prior to use.

#### **4.18 WORKING AT HEIGHT**

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

#### **MANAGERS RESPONSIBILITY**

Managers will ensure that:

- Work at height is avoided where possible
- A risk assessment is carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- Any work carried out at height is properly planned, risk assessed, appropriately supervised and carried out in as safe a way as is reasonably practicable to prevent any persons falling
- The work is postponed while weather conditions endanger health or safety
- Everyone involved in the work is competent or, if being trained, is supervised by a competent person
- The place where work is undertaken at height is safe and has control measures to prevent a fall
- Any equipment for working at height is suitably selected and appropriately inspected. Collective protection measures are given priority over personal protective measures. Where regular access is made onto roofs, managers must ensure that the area is checked prior to work commencing. This involves checking every parapet, permanent rail, etc.
- No-one under the control of Lift Specialists Limited goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely. If this is the case, a risk assessment must have been undertaken that reflects this and suitable control measures put in place
- Appropriate warnings are in place to prevent any one working under Lift Specialists Limited control going onto or near a fragile surface
- Risks from falling objects are properly controlled
- Access is prevented and areas clearly signed where there is a risk of a person falling or being struck by a falling object
- If a ladder is used for any work at height, that a risk assessment has demonstrated that the use of more suitable work equipment is not justified. An inspection report is to be completed
- When the Company employ contractors who will be working at height, that their arrangements are reviewed by Managers or Supervisors. This includes asking for and monitoring safety method statements and risk assessments before allowing work to commence. Where required, further guidance can be sought from the H&S Consultant or H&S Coordinator
- When working at height is required, suitable equipment will be used and an inspection program will be instigated and recorded by the Lead Engineer

## **EMPLOYEE RESPONSIBILITIES**

All employees must ensure that they:

- Report to either their Manager, the H&S Coordinator, or the H&S Consultant any activity or defect relating to work at height which is likely to endanger either themselves or another person
- Will use any equipment or safety device supplied for safely working at height properly
- Comply with any training and instructions

## **WORKING IN LIFT SHAFTS**

- Prior to entering the car top ensure that the safety procedure for checking the car top control is followed
- Install safety barriers at the entry and exit floors to separate working area from the public area
- Once the lift is isolated and the landing door held open, ensure that any voids over 300mm are guarded if not only work on the car top using a harness
- Ensure that the lift well lighting is adequate

## **SAFE USE OF STEPS, LADDERS AND SCAFFOLD TOWER**

- Any step ladders or ladders must be fit for purpose (Class 1 industrial grade ladder or to EN131 light trade, not carrying excessive weights). Do not use domestic ladders.
- Any scaffold towers or other access equipment must be fit for purpose (BS2482 boards and BS5973 tubes and fittings). Scaffold and portable towers will only be erected, altered or tested by a competent sub-contractor
- All access equipment is subject to routine inspection regimes but you must check before each use that ladders, etc. are in good condition. Do not use any damaged or repaired ladders or access equipment
- Stepladders must be positioned correctly on level stable ground and open to the extent of the retaining bar. If possible steps should be set at a right angle to the work face
- Do not place stepladders where they can be dislodged or struck by traffic/doors
- The users' knees should remain below the top of the steps
- For ladders, make sure they are positioned at a 75 degree angle on a firm and level base evenly supported on both stiles
- Rungs should be kept free from mud; boots should be cleaned before use
- Do not use rungs to support boards for access. Intermediate landing places should be provided on a scaffold to ensure a maximum ladder height of 6 metres
- Only one person should be on a ladder at any one time
- A second person should be at the base of the ladder if the base is not secure, to add stability and to keep the area clear
- Tie off ladders at all times where possible
- Always maintain 3 points of contact with the ladder (2 feet/1 hand or 2 hands/1 foot should be in contact with the ladder at all times)
- Do not rest a ladder against any fragile surface or fitting
- Do not leave a placed ladder unattended

- Do not move scaffold towers when someone is occupying them
- Use a pulley wheel or other lifting equipment rather than carry bulky items up the ladder
- Carry light tools, etc. in a shoulder bag (rucksack) or on a belt
- Do not over-reach as this leads to overbalancing
- Make sure access equipment is stored securely when not in use
- Works should not last longer than 20 minutes if a ladder is utilized

#### **4.19 CONFINED SPACES**

Lift Specialists Limited follow LIEA guidance as regards defining confined spaces, in addition to the Confined Space Regulations 1997. In general operations, lift shafts, lift pits and motor rooms are not classified as confined spaces. However, should an employee be required to enter a confined space, then the operative will receive appropriate training, and a risk assessment will be completed by the Manager and approved by the H&S Consultant prior to any works commencing. Specific site arrangements, such as air monitoring and the rescue methodology will be handled by a competent sub-contractor.

#### **4.20 ELECTRICAL ISOLATION**

Lift Specialists Limited follow the LIEA guidance as regards electrical isolation. In conjunction with this all employees, where practicable, will isolate any electrical supply prior to working with or on the system. This will be completed by the use of lock-out systems that are provided by Lift Specialists Limited as part of basic PPE allocation. When it is not possible to lock out a mains isolator, the mains fuses will be removed and kept by the Engineer during works. The Engineer will also label the fuse box with their name and contact number. Working on live equipment should only be undertaken as a last resort, and that this is reflected within the associated risk assessment. When working on live equipment all employees should ensure that the equipment is adequately earthed and that a rubber mat is in place to stand on for isolation. Correct PPE should be worn at all times.

#### **4.21 ENVIRONMENTAL PROCEDURES**

Lift Specialists Limited operate a separate Environmental Policy to be adhered to by all employees.

#### **4.22 CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015**

Lift Specialists Limited are fully committed to undertake their duties under the Construction Design & Management Regulations 2015 (CDM). Lift Specialists Limited are aware that these regulations apply to both notifiable and non-notifiable projects and that all duties shall be undertaken in accordance with L153.

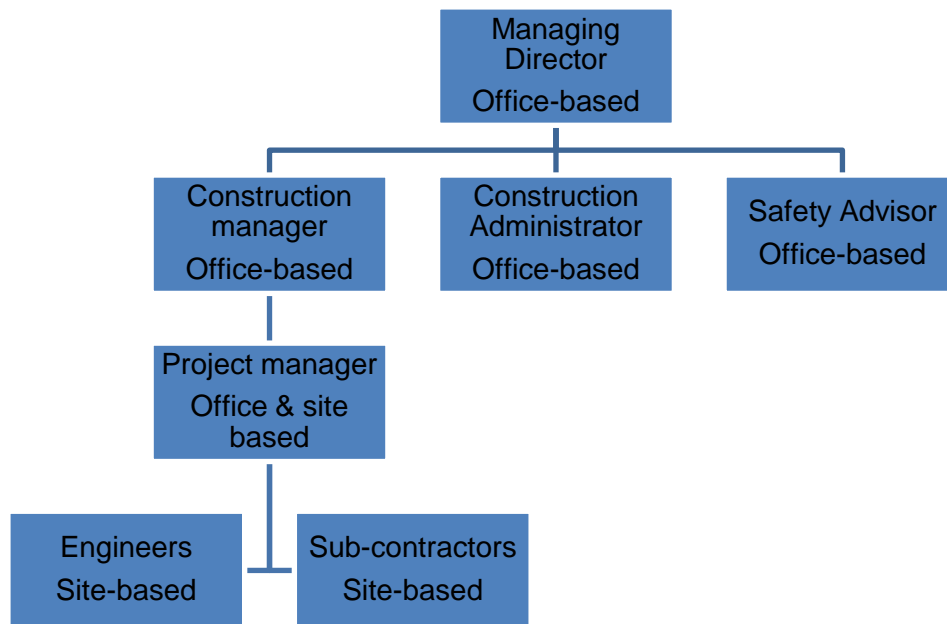
Lift Specialists Limited, as requested, will assist all parties highlighted within the CDM Regulations as regards the safe completion of works.

If Lift Specialists Limited are required to undertake the role of Principal Designer, this will be sub-contracted to an approved contractor that has the relevant competences to fulfil the role. If the client is unaware of their duties, Lift Specialists Limited will assist, so far as is reasonably practicable, in advising them of their duties.

Lift Specialists Limited have trained employees, competent to fulfil their duties under the CDM Regulations. Such employees include Designers, Project Managers and Engineers. Their competences and skills are reviewed regularly and training is allocated as required. Lift Specialists Limited will not allow staff to work unsupervised on a project if they do not

have the key skills to complete the work competently and safely. All positions are filled by employees that have the required competences under the CDM Regulation's. On all projects, Lift Specialists Limited will define clear communication lines for the information flow (in both directions) of all pertinent information, the chart below indicates the flow of such information:

**Communication Flow Chart for Notifiable Projects**



Refer to Section 2 of this Policy for the health, safety and welfare roles and responsibilities of all personnel. In addition to the responsibilities laid out with this Policy, the additional duties listed below are applicable under the CDM Regulations:

The Lift Specialists Limited's Project Manager is responsible for:

- Ensuring cooperation between all parties involved in the project
- Ensuring all duties holders are aware of their responsibilities under the CDM Regulations
- Ensuring that all personnel affected by the project are informed about the works in good time
- Ensuring positive coordination with other trades on the project
- Ensuring all the above is reported on a regular basis at project meetings
- Ensuring adequate welfare arrangements are in place

**Projects for which Lift Specialists Limited are Principle Contractor**

As Principle contractor we must:

- Confirm that the Client is aware of their duties under the CDM Regulations (Project Managers' responsibility)
- Confirm that a Principal Designer has been appointed (Project Managers' responsibility)
- Confirm that the HSE have been notified (Project Managers' responsibility)
- Ensure that we are competent to undertake works (Directors' responsibility)
- Ensure that the works are planned, managed and monitored satisfactorily (Directors' responsibility)



- Ensure that all sub-contractors are given adequate time to plan prior to the works commencing (Project Managers' responsibility)
- Provide adequate information to all contractors to allow them to carry out their works safely (Project Managers' responsibility)
- Ensure safe working and coordination between all parties on the project (Project Managers' responsibility)
- Ensure that a suitable construction phase plan is produced, developed and implemented. It must be passed to all relevant parties in good time (Project Managers' responsibility)
- Confirm that all contractors are competent to complete their task (Project Managers' responsibility)
- Ensure adequate welfare facilities are available (Project Managers' responsibility)
- Secure the working area (Project Managers' responsibility)
- Ensure that all site rules are adhered to (Project Managers' responsibility)
- Ensure that any changes in design are communicated to all parties (Project Managers' responsibility)
- Assist the Principal Designer with their duties (Project Managers' responsibility)
- Ensure that all contractors have been correctly inducted (Project Managers' responsibility)
- Provide all workers with the required health, safety and welfare information (Project Managers' responsibility)
- Display the project notification (Project Managers' responsibility)

#### Health & Safety File

When acting as Principle Contractor, Lift Specialists Limited will provide all relevant information required for the completion of the Health & Safety File for the end user. It will only include information that will assist users and maintainers of the equipment. As a minimum it will include:

- A description of the project
- A residual risk register
- Any structural implication on the building
- COSHH assessments for any hazardous materials used
- Information on the removal of the equipment/demolition
- Maintenance information
- As-built drawings of the equipment with all key services identified
- Any reasonable additional information the Principal Designer feels pertinent

#### **4.23 LONE WORKING**

Lift Specialists Limited adheres to LEIA guidance on lone working. In conjunction with this it is important that, when working alone, the competent person is fit and well.

When entering a building for the first time it is important to have undertaken a site induction to cover Client building procedures for the following:

- Fire evacuation procedure and how to raise the alarm
- Bomb threat procedure and how to raise the alarm
- Contact telephone numbers for the lone engineer and their first and second points of contact
- Type of personnel within the building (e.g. certain buildings may have a high risk of personnel violence)
- Procedures for organising assistance in the work place
- Procedures for contacting the emergency services
- First Aid facilities

- Welfare facilities

Before any personnel are authorised to work alone on a lift, a full site/task-specific risk assessment will be undertaken by the Manager or Supervisor, and relevant control measures implemented.

If telephones do not operate in the working environment then another form of communication device should be utilised and both the lone worker and their first and second contacts should be made aware and trained on the device to be used.

No person should work alone on lifts in unoccupied premises.

Working on lifts can be dangerous and for this reason it is essential that when working alone in occupied premises the following procedure and provisions should be adopted.

- a) Before commencing work the authorised person should register their presence with appropriate client personnel such as a site agent or client representative
- b) When working alone you should make yourself aware of all alarms and evacuation points within the building
- c) Any persons checking the well-being of authorised persons working alone should have knowledge of how to organise assistance in the event of an emergency
- d) The specific arrangements for confirming an authorised person's continued safety should be defined in the relevant working procedure. It is recommended that contact with a site representative is every 45 minutes
- e) The authorised person working alone should inform a responsible person off site of their proposed movements and time scales during this period
- f) Inform client personnel when leaving site

If the above practice cannot be adopted then lone working is NOT permitted. It will therefore require arrangements to be made for two-person operations to complete works.

If you are unsure of the above Policy or require additional information please contact the H&S Consultant or the H&S Coordinator before commencing work.

#### **4.24 RISK ASSESSMENTS**

The Management of Health & Safety at Work Regulations 1999 (MHSWR) states:

1. *Every employer shall make a suitable and sufficient assessment of:*
  - a. *The risks to the health and safety of this employees to which they are exposed whilst they are at work; and*
  - b. *The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking*

The above shall be undertaken for the purpose of identifying the measures required in order to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions.

2. *Every self-employed person shall make a suitable and sufficient assessment of:*
  - a. *The risks to his own health and safety to which they are exposed whilst at work:- and*
  - b. *The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking*

The above shall be undertaken for the purpose of identifying the measures required in order to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions.

3. *Any assessment, such as is referred to in paragraph 1, or 2 above shall be reviewed by either the Project Manager, Supervisor and the Lead Engineer or self-employed person who made it if:*
  - a. *There is reason to suspect that it is no longer valid;*
  - b. *There has been a significant change in the matters to which it relates;*
  - c. *As a result of any such review, changes to an assessment are required*

#### APPLICATION

The MHSWR apply to all industries and work places. They are based on the principle that the work to be undertaken is planned in advance in order to identify the hazards. The risks associated with these hazards can then be quantified and the action necessary to minimise those risks can be specified.

Employees have a statutory duty to co-operate with the employer so far as is necessary to implement the specified actions.

#### SCOPE

There is no prescribed format against which risk assessment is to be undertaken. However, Lift Specialists Limited will undertake all risk assessment in conjunction with guidelines supplied by ISO 14798 – “Lifts (elevators), escalators and moving walks – Risk assessment and reduction methodology”

Regulation 3, MHSWR, states that a risk assessment must be carried out by a competent person.

For the purpose of identifying the measures that Employers, or Self-Employed persons, must take to comply with their duties.

To be suitable and sufficient an assessment must:

- Correctly and accurately identify the hazards
- Quantify the risk
- Prioritise the actions required
- Take into account any existing control measures
- Identify any legal requirements
- Provide sufficient information on which to base any control measures necessary

All risk assessments will be reviewed by the Manager, Supervisor and Lead Engineer as a minimum prior to commencing works. The finalised risk assessment shall then be kept with the site file and an additional daily risk assessment shall be undertaken by the Lead Engineer to identify any risks apparent at the beginning of the shift over and above the

main risk assessment prior to works commencing. Should any assistance be required to complete a risk assessment, the H&S Consultant or Coordinator should be contacted.

When producing any risk assessment you should be trained and competent to under the role and always follow any hierarchy control measures as detailed by the HSE.

#### DEFINITION

Hazard - Something with the potential to cause harm or injury

Risk - The likelihood of harm or injury arising from a hazard

#### **METHOD STATEMENT**

Following the completion of the risk assessment, a method statement will be produced based on the findings of the risk assessment. This risk assessment shall also identify the control measure required to reduce the risks prior to works commencing and during works. All method statements will reference the appropriate risk assessment in a task-by-task manner in order to ensure that all implications can be clearly communicated to all employees and sub-contractors.

#### **4.25 SHARPS**

The hazards presented by hypodermic needles and syringes are no longer just a consideration for people in the medical profession. Unfortunately, these may be left lying around or hidden in unexpected locations, e.g. lift pits, behind landing doors, etc.

To comply with The Health & Safety at Work Act (1974), and to minimise the risk of injury to staff, Lift Specialists Limited will ensure that training and information is provided to all Field Engineers in relation to the safe working procedures once sharps or drug related waste has been discovered. This will be completed in the form of toolbox talks.

Although the risk of injury is significant the likelihood of catching a serious blood-borne viral infection, such as hepatitis or HIV, is very low.

Such sharps-related injuries include:

- A puncture or piercing with a used hypodermic needle or other sharp instrument
- Contamination of a cut or abrasion with blood or body fluids
- Animal/human bites that break the skin

Following the identification of sharps or injury:

- Encourage the wound to bleed (this helps to cleanse it). Do not suck the wound
- If possible, wash the area with soap and water
- Report to the Accident and Emergency Department at the nearest hospital, or your own GP on the same day as the injury occurred
- Update Lift Specialists Limited's HR of any conditions that may affect the nature of the work you undertake
- Ensure your Manager is informed of the incident and that it is recorded in the Accident Book
- Note the name of the needle's user if known
- Immediately, or as soon as is possible after seeking/acting on medical advice, report the incident to your Manager

- **Needle stick and similar injuries MUST be followed up by the H&S Consultant and H&S Coordinator as they are RIDDOR reportable**
- The Manager must investigate the circumstances of the incident and review the applicable risk assessment

Remember that early treatment can prevent infections. Do not put yourself or others at risk, be needle wise.

#### **4.26 WORKING FROM HOME**

Lift Specialists Limited recognises that it will employ some staff for whom the opportunity to work at or from home would improve their ability to contribute their skills, thereby overcoming difficulties which can be created by career responsibilities, commuting and other access issues.

The law places obligations on home workers themselves to do their work in such a way as to ensure that they and other persons who may be affected, including other members of the household as well as the public will not be exposed to risks to their health and safety.

Equipment used by home workers (whether owned by Lift Specialists Limited or that provided by the home worker) must be safe to use and not give rise to any risks to health and safety. It should be maintained in an efficient state, in efficient working order and in good repair.

When working from home the operative will be required to follow the lone working procedure and undertake a work station assessment on their place of work.

Lift Specialists Limited requires all home workers to inform their insurance company that they work at home. They must also complete a Home Working Risk Assessment.

#### **4.27 DISPLAY SCREEN EQUIPMENT**

Display Screen Equipment (DSE) users are classified as people who use a computer as a significant part of their working day.

Although DSE is often blamed for causing a wide range of health problems, generally more health problems occur by the way in which DSE is used, rather than the equipment itself. Additionally prolonged use of Display Screen Equipment (DSE) may cause the user to suffer adverse problems. Such health problems are:

- Upper limb pain and discomfort
- Visual Fatigue/Eyestrain
- Headaches
- Stress
- Musculoskeletal disorders

To reduce the risks associated with DSE use, Lift Specialists Limited will;

- Assess the workstation and reduce the risks
- Advise and encourage users to take regular breaks
- Arrange for eye tests to be carried out for users (if requested)

- Provide all users with fully adjustable chairs and equipment

#### **4.28 DRIVING AT WORK**

Lift Specialists Limited acknowledges that driving is a fundamental part of the organisations working procedures and therefore Company vehicles are provided. The use of private vehicles is not encouraged, however, if required they will subject to the same rules as Company vehicles.

Lift Specialists Limited recognises that vehicles must be operated within the scope of the Highway Code and be fit for purpose

To ensure that Lift Specialists Limited ensures the competence of its drivers all drivers must provide a valid driving licence.

Further rules for Lift Specialists Limited's drivers are:

- Plan journeys in advance to avoid, where possible dangerous roads or traffic delays
- Drivers must not drive continuously for more than 2 hours without a break of at least 15 minutes
- Mobile phones including hands free equipment must not be used whilst driving. They must be turned off during the journey and only used during rest periods or when the vehicle is safely parked and the handbrake on.

#### **4.29 NEW & EXPECTANT MOTHERS**

It is a legal requirement that Lift Specialists Limited conduct risk assessments for various aspects of their work. As expectant women change physically throughout their pregnancy, they (and their foetus) become exposed to additional risks (and are subject to additional risks when breast feeding also). The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

The expectant mother must inform the HR Manager in writing that she is pregnant. Lift Specialists Limited will also require a Medical Statement from the female employee's doctor advising any adjustments with regards to the pregnant woman's ability to carry out their job role.

With this information the Health and Safety Consultant will conduct a specific risk assessment which will take into account any medical advice given and HSG 122. The new and expectant mother must help with this risk assessment.

If risks are identified which go beyond the level of risk found outside the workplace, but cannot be removed Lift Specialists Limited will adjust the employee's working conditions or hours. If there is still a risk, she must be offered suitable alternative work. These risk assessments need to be carried out periodically, as and when needed throughout the pregnancy, as the employee is physically changing.

#### **4.30 Vibration**

The Control of Vibration at Work Regulations 2005 impose duties on the company to protect employees who may be exposed to risks from either hand-arm or whole-body vibration at work, and others who might be directly affected by the work.

Control measures will include assessing the risks from vibration exposure and taking steps to reduce vibration exposure. Providing training and information for employees on the risks from vibration and the measures in place to reduce these and providing health surveillance where the risk assessment shows that this is appropriate

Only Small hand tool are used and they will be purchased from approved suppliers only.

#### **4.31 3<sup>rd</sup> Party Interaction**

During any works that we undertake the public and/or office workers will be segregated from our working environment either by fixed barriers or portable barriers depending on the works being undertaken. Prior to any works being started a full risk assessment will be completed to review the requirement for segregation and then implemented before starting work.

Fixed barriers will be wooden hoardings designed to an agreed specification with a single entry door secured with a yale key and thumb release on the inside. Portable barriers will be industry standard yellow barriers and we will ensure that they are positioned correctly so any impact loads are transferred to a fixed point capable of withstanding the load.

#### **4.32 Housekeeping**

All Sites and office locations must always be kept clean and tidy. If during the course of working this is not possible then the area affected must be cleaned up at the earliest opportunity. At no time should the working area present employees or others with the opportunity to slip, trip or fall due to an act or omission of the employee.

All employees will ensure that their working area is left clean, tidy and secure at the end of each day and report any por housekeeping issued to their line manager as soon as practicable possible



## Section 5

### **5.1 TRAINING**

Lift Specialists Limited will identify individual training needs at induction. These will then be assessed, as a minimum, at the annual review. Such training needs will be influenced by:

- Previous experience and training
- The individual's capability and capacity for learning
- The level of expertise and competence required for the job

The HR Manager will hold safety training records on all employees. The record will include the subject of the training, the name of the trainer, the date that the training commenced or completed, and the expiry date of the training. Besides the training records, a further record will be kept by the HR Manager on the individual's learning outcome and the standard to which the employee has been trained.

Before devising a scheme of work for training, the method of training must be decided upon and this may include:

- Formal classroom teaching using both lecture and media such as videos, OHP, handouts and textbooks
- Practical training in a controlled environment
- On the job training
- Seminars: both in and out of house
- Tutorials on a one-to-one basis
- Attending external courses or undertaking open learning packages
- Tool box talks

There is no right or wrong way as to which method of training is selected. The only criteria is that the training should be both effective and relate to both employee and company requirements.

Training may be given by:

- In-house personnel who are experienced and competent, e.g. Company Directors, H&S Coordinator, Managers, H&S Consultant, etc.
- External trainers in the workplace or at an external venue

Lift Specialists Limited have three main areas of training consideration:

- Induction Training
- On-Going Training and evaluation
- Refresher Training

The contents of the training matrix must be ensured to be fully up-to-date by the HR Manager so that they can be accurately referred to by any employee requiring access.

### **INDUCTION TRAINING**

All employees will receive induction training on joining the company. As a basic guide, what should be included in the initial induction training sessions is as follows:

- The location of Lift Specialists Limited's Health, Safety and Welfare Policy and the following points covered:

- The General Policy Statement
  - The Responsibilities
  - The General Arrangements
- 
- Lift Specialists Limited administrative and personnel structure. Identifying the reporting procedures within the structure and the position that the employee fills
  - First Aid arrangements - identifying the First Aiders, the location of the First Aid Stations and the Accident Book
  - The procedure for reporting and recording of accidents, near hits, dangerous occurrences and diseases
  - The Fire Procedures relating to the employee's location, and any high risk categories of the site due to the storing and use of highly flammable and flammable substances & materials
  - The procedures for hours of work and booking on and off of site
  - The basic requirements of other relevant Health and Safety Legislation
  - Plant hygiene and aspects of good housekeeping. Cleaning schedules. The rest room, washing and welfare facilities
  - The systems that exist for reporting unsafe conditions and unsafe acts to Managers and Supervisors
  - Safety signs and signals
  - Workplace safety rules and procedures, the code of conduct expected of employees' on site, and on customers' premises

When an employee has completed the induction training, an assessment will take place to indicate that both retention and understanding have occurred. A record of this process will be retained in the employee's training file by the HR Manager. The employee will be placed with an experienced member of staff who will be made responsible, in conjunction with their Manager, Supervisor and HR Manager, for the continuation of specific job related training.

### **ON-GOING TRAINING**

All employees will receive training on an on-going basis throughout their course of employment. The content of the training will be of direct relevance to the type of tasks their job specification demands and/or the environment to which they have access.

An employee may have received training pertinent to their needs with a previous employer. If this is the case, the employee must produce evidence of this training to both quantify and qualify the competencies that they are claiming to the HR Manager, who will decide if such certificate validates the employee's claim. It must be stressed that if a prior competency is recognized, this must be verified to be in conjunction with the company's standards. Until such competency is proven to Lift Specialists Limited, the Manager/Supervisor of the employee shall ensure a separate risk assessment is completed to highlight the light duties that the employee will be limited to prior to receipt of training evidence.

The training of an employee will be variable and may differ from one person to another a general check list of subjects to be covered is as follows:

- The location of Lift Specialists Limited's Health and Safety Policy, and the following points covered:
  - The General Policy Statement
  - The Responsibilities
  - The General Arrangements

- Workplace safety – covering such topics as ventilation, temperature, clean air, cleanliness, lighting, hygiene, space, access, security, floors, traffic routes, etc.
- The Health and Safety Executive and their associated powers
- Accident prevention and the company's accident procedures
- Hazard identification and risk assessments. The meaning of the words 'HAZARD' and 'RISK'
- The principals of fire prevention and the precautions to be implemented to reduce risks, including the location and operation of fire extinguishers, fire procedures, emergency evacuation procedures, raising the alarm
- The systems that exist to identify hazardous substances that an employee may encounter during the undertaking of their job description. The precautions to be taken when handling such substances together with any control system and their significance
- The risks associated with electricity at work and the precautions to be taken to minimise the risk. The procedures for reporting faulty electrical equipment and the procedures for dealing with people suffering from electric shock, isolation of equipment and removal of injured party
- Operating instructions for plant and work equipment. The principles of machinery guarding, isolation, maintenance, etc.
- The systems that exist for safe entry into confined spaces
- The principals of working with highly flammable and flammable liquids
- The principals of working at height, on ladders, scaffolding, or access equipment
- The principals of manual handling and ergonomics
- Permit to work systems
- Details of Lift Specialists Limited's Health & Safety Committee
- The systems that exist for reporting unsafe conditions and acts to Managers and Supervisors
- Working with VDU's and any other relevant areas of office safety
- Implications of Construction Design & Management Regulations 2007

Additionally, Lift Specialists Limited's Directors, Managers and Supervisors will be trained in:

- The requirements of health and safety law in relation to their areas of responsibility
- Safety rules, procedures, control measures etc., relevant to their areas of responsibility
- Communication with their staff and the H&S Coordinator
- How to supervise staff in relation to safety procedures, etc.
- Identification of problems or improvements in health and safety arrangements
- How and when to take disciplinary action against staff breaching this Policy
- Effective recruitment
- Recognition of personal limitations in relation to health and safety knowledge
- How, where and when to find specialist advice

Examples of specific training for operatives shall include:

- Fork-lift truck operation
- Lifting and slinging
- Welding and cutting
- Health and Safety Committee arrangements
- First Aid
- Abrasive wheels
- Manual handling

- Noise
- Reporting of accidents, injuries, diseases and dangerous occurrences to the Health and Safety Executive
- Risk assessments
- Confined spaces

#### Evaluation

When training on any subject has been completed, the employee's training record must be updated by the HR Manager. An assessment of both the employee and the training should be made by the employee's Manager in conjunction with the HR Manager as an additional record, and this should be kept in the employee's file.

### **REFRESHER TRAINING**

Refresher training is necessary to ensure employees are retaining the knowledge they have been trained in, and to update them on any changes in legislation, practice and Health, Safety & Welfare Policy. Refresher training will include a repeat of the induction training together with a review of the on-going training highlighted by either their Manager or the HR Manager. The review period for all training should be a maximum of annually, or earlier if either the individual's ability to retain the training is of concern, the legislation is amended or if Lift Specialists Limited's procedures change.

### **5.2 DISPLAY SCREEN EQUIPMENT**

Lift Specialists Limited operate in conjunction with the Display Screen Equipment Regulations 1992, and will seek to protect the health and safety of its employees, contractors and visitors by reducing the risks associated with VDU's.

Lift Specialists Limited understand that certain health problems associated to working with a VDU may occur. For example:

- Upper limb disorders, including pains in the neck, arms, elbows, wrists, hands and fingers
- Headaches, temporary eye strain (but not eye damage)
- Fatigue and stress

The H&S Coordinator will:

- Organise risk assessments on those persons who work with VDU's
- Implement control measures to reduce any risks
- Make arrangements for eyesight tests
- Ensure VDU operators receive sufficient training, information and instruction

The H&S Consultant, together with the H&S Coordinator will:

- Complete a risk assessment on all VDU stations, equipment and their operator
- Investigate any reports of ill health, including aches and pains from the operator
- Report and document these complaints to the Director responsible for Health, Safety & Welfare for an action plan to be put into place
- Make reasonably practicable recommendations for job variation of the operator, to reduce risks
- Inform the Director responsible for Health, Safety & Welfare if equipment needs to be relocated, modified or replaced
- Monitor the operator to ensure recommendations are being carried out

All operators will be trained on the risks and how to operate their VDU in a safe manner. For example:

- The importance of good posture
- How to operate the VDU, associated work equipment and good housekeeping
- The importance of keeping workstations in an organised manner and not to create hazards, and of reporting faults, defects and ill health
- The importance of work activity change and sufficient breaks
- Methods to reduce screen glare, RSI, muscle aches and pains, headaches, stress, etc.

When completed the following personnel DSE documentation will be kept by the H&S Coordinator:

- Personal DSE risk assessments
- Information, instruction and training
- Modifications and repairs to work stations and VDUs
- Anything pertaining to newly acquired work stations and VDUs
- Eyesight testing and the supply of VDU spectacles
- Control measures and complaints on ill health or with the equipment

### **5.3 YOUNG PERSONS**

Lift Specialists Limited understands its statutory duties concerning the employment of young persons and the offering of work experience placements to school or college students.

Lift Specialists Limited recognise that it has a general duty to ensure that young persons are protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that the young person is not fully mature.

**DEFINITION OF A CHILD** - A person under compulsory school-leaving age, that is, at time of commencing employment or work experience, under 16. No person younger than 16 shall be employed or offered work experience

**DEFINITION OF A YOUNG PERSON** - A person who has ceased to be a child but who is younger than 18

#### **YOUNG PERSON RISK ASSESSMENT**

Lift Specialists Limited will ensure a risk assessment is completed BEFORE a young person is employed or offered a work experience placement. The risk assessment will identify any hazards that the young person may be exposed to, together with their associated risks. If possible, the risks will be eliminated but if this cannot be achieved sufficient control measures will be put into place to reduce the risks to a reasonable level. This assessment will be undertaken by the HR Manager in conjunction with the relevant departmental Manager. Where required, the H&S Consultant or H&S Coordinator may be contacted for advice.

The following will be taken into consideration:

- The inexperience, lack of awareness of risks and immaturity of the young person
- The layout of the workplace, machines, workstations, etc.
- The nature, degree and duration of exposure to hazardous substances and agents
- The type of work equipment the young person is to use together with the way it

- operates
- The Company's processes and activities as laid out within this Policy
- The types of training required, the extent of that training and the persons who will supervise
- Any risks identified from applicable risk assessments including dust, fumes, noise, manual handling, electricity, asbestos, solvents, flammable liquids, vehicles, etc.

Young persons will not be employed where the work:

- Is beyond their physical and/or mental capabilities
- Involves exposure to toxic or carcinogenic substances, or substances which could cause inheritable genetic damage, harm to unborn children or could cause any other chronic health effect
- Involves exposure to hazards that it may reasonably be assumed cannot be recognised or avoided by the Young Person, owing to their lack of awareness, attention, experience, training and information
- Involves harmful exposure to extremes of temperatures, noise or vibration

Lift Specialists Limited understand that these prohibitions do not apply to Young Persons who are no longer children if the work is necessary for their vocational training. Training must be under the supervision of an experienced, competent person, and risks are to be reduced to the lowest level reasonably practicable.

If the young person is to work in an office environment, they will still receive full instructions as to the dangers present and the precautions to be observed. They will receive training in their work and in the operation of any machine in the office they are required to use. They will always be supervised by an experienced, competent employee.

#### **PARENTS OR GUARDIANS**

Lift Specialists Limited will ensure that parents or guardians of the Young Person are given comprehensive and relevant information about the risks to health and safety and of the measures taken to eliminate or control them.

Lift Specialists Limited will ensure that the Young Person is provided with information, instruction, supervision and training relevant to the task. We will also work closely with the school or college, if the Young Person is on work experience, to ensure their health and safety is managed correctly.

#### **REST BREAKS**

All Young Persons will have adequate rest breaks and rest days.

**YOUNG PERSONS ARE PROHIBITED FROM OPERATING DANGEROUS MACHINERY SUCH AS AN ELECTRIC HOIST, DRIVING AND OPERATING THE FORK LIFT TRUCK**

Section 6

**6.1 HEALTH SURVEILLANCE**

Lift Specialists Limited understand that health surveillance seeks to protect the health of employees. In compliance with health and safety legislation, Lift Specialists Limited will act responsibly and seek occupational health advice and assistance from an occupational health nurse and/or doctor to maintain health within the workforce. Health surveillance will benefit those likely to be at risk by identifying, at the earliest possible stage, any adverse effects on an employee's health which are related to work activities.

Risk assessments will identify circumstances in which health surveillance will be required. Health surveillance will be provided where the risk assessment shows that there is an identifiable disease or adverse health condition related to the work concerned that there is a reasonable likelihood that the disease or condition may occur and where health surveillance will assist in protecting the health of the employees. Health surveillance may also be undertaken where it is necessary to ensure that a worker remains in a fit condition to carry out a particular task without risk to him or herself or others.

All sites are surveyed by a competent person prior to an Engineer attending for potential noise risks and if above minimum exposure limits, procedures will be put in place to reduce the noise level (PPE being the last resort). If it is felt necessary by an employee or Manager that a health check is required due to work related actions, it will be provided by the Company following consultation with the H&S Consultant and/or H&S Coordinator. The results will be reviewed by both parties in confidence and appropriate action taken, this could include but not limited to, hearing and eyesight testing.

**Reporting Sickness**

Anyone working for the Company who, during their employment, suffer from the following has the responsibility to inform the HR Manager in confidence immediately:

Skin infections	Severe diarrhoea	Sores
Asthma	Lung infection	Muscular pain
Eye or Ear Discharge	Vomiting	Severe back pain
Stress	Heart problems	Phobias
Epilepsy or Diabetes	Alcohol or drug problem	Other relevant illness
Noise Damage		

Both the Management and Directors will act in total confidence with the employee and, if necessary, the employee will be referred to an occupational health nurse or doctor.

Any employee absent from work due to illness will inform their Manager on the FIRST day of illness (or if incapacitated, via another person, i.e. a relative). On return to work an internal Back to Work Form will be completed. A Doctor's Fit Note will be required if the illness is over 3 days.

All employees Health will be reviewed yearly via the annual employees review and this will be noted on the appropriate form.