



**HEALTH AND SAFETY
MANAGEMENT
POLICY**

Premier Lifts Ltd

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1. General Statement of Policy

1. Responsibilities

The responsibilities of each identified job title will be provided to the individual concerned with an explanation of its content and the performance expected.

2. Information for Employees and Others

The Health and Safety at Work etc., Act 1974 requires the Company to inform all our Employees, Subcontractors, Visitors and Contractors, as may be necessary, of this Health and Safety Management Policy. Our Employees also have a legal obligation to familiarise themselves with the Policy. Full copies of the Policy will be made available to all employees who are encouraged to read it.

3. Fire Procedure Notices

This section will be copied and displayed in appropriate positions.

4. Fire Log Book

A Fire Log Book will be maintained by the Health and Safety Manager which will contain records of the testing of the fire extinguishers together with the results of Emergency Evacuations.

5. First Aid Facilities

This section will also be copied and displayed in prominent positions on our premises.

6. Records, Notices and Registers

The location of Notices, Registers etc., in this section of the Policy shall be completed.

7. Contractors/Subcontractors

Details of the "Information for Contractors/Subcontractors" will be made known to all persons liable to be involved in bringing Contractors onto our premises or using Subcontractors for external site work.

8. Training.

Records will be kept of all Health and Safety related training programmes.

9. Visitors

It is essential to control visitors to our premises and to draw their attention to the rules concerning them by displaying a copy in the Reception area. We will also maintain a record of who is on our premises by way of a Visitors Book located in Reception.

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Policy Statement

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities
Premier Lifts Ltd has a written Health and Safety Policy containing details of our organisation, arrangements and means to achieve this.

To assist us in our programme, we have appointed Tim Hill of THC Safety.

It is the intent of the Company to provide safe and healthy working conditions for all our employees by:

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing a safe place of work and safe access and egress
- Providing for the safe use, handling, storage and transport of all components and substances
- Providing a safe working environment
- Make available all necessary safety devices and protective equipment and supervise their use.
- Maintain a constant and continuing interest in Health and Safety matters applicable to the Company's activities.
- Review annually this Policy and amend and update it to take into account any additional or amendments to Health and Safety Legislation and operational changes and business expansion.

It is also the intent of the Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other person who might reasonably be included in such discussions. To this end regular health and safety discussions will be held.

The Policy of Premier Lifts Ltd (the Company) is to provide and maintain a safe place of work, plant/equipment, environment and systems of work including the safe storage, transport and usage of hazardous substances for all our employees and other persons who may be affected by our undertakings.

In discharging our responsibilities, the Company will comply with all relevant Acts and Regulations, follow Approved Codes of Practice and pay due regard to professional advice from our Health and Safety Consultants who will act as our centre of competence.

The Company similarly requires our employees and subcontractors to recognise their responsibilities with relation to the safety of themselves, other workers and other people who may be affected by their work and to co-operate fully with the Company and its Management in achieving this Policy.

SIGNED:



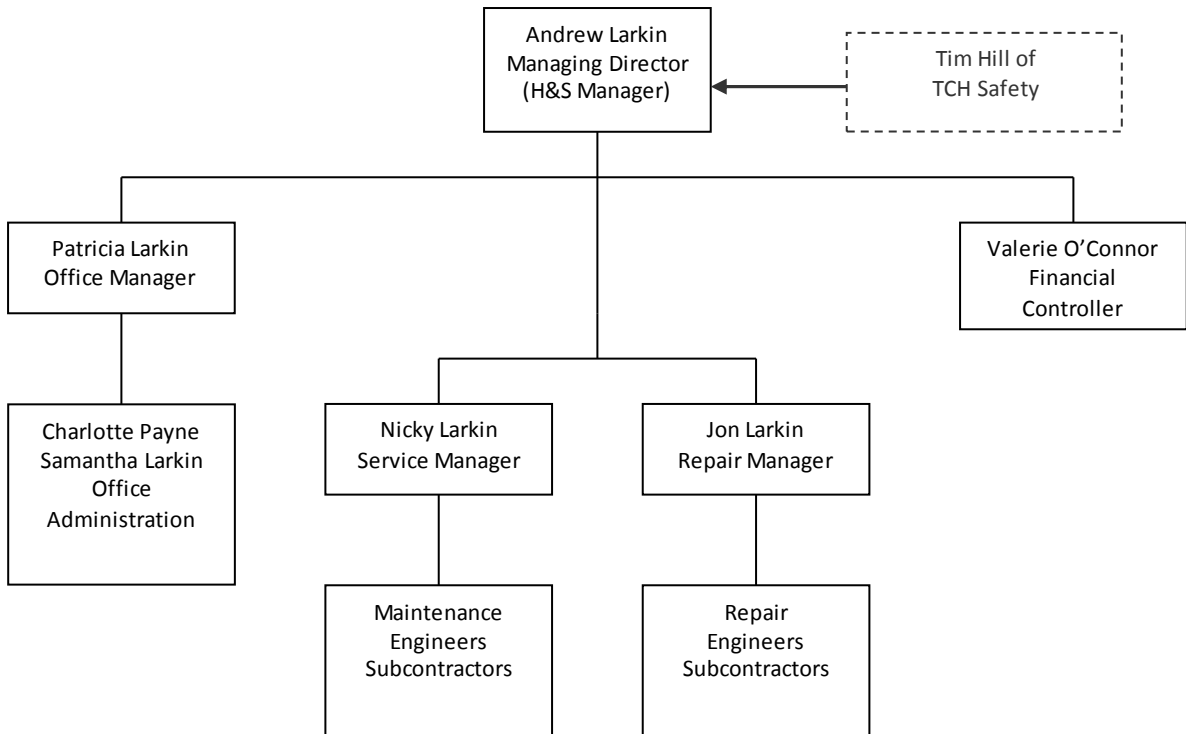
DATE: 4th January 2018.

POSITION: MANAGING DIRECTOR

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2. ORGANISATION

Health & Safety Management Structure



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Responsibilities of the Managing Director

The Managing Director has the responsibility to establish and maintain an effective Policy for the management of Health, Safety and Welfare within the Company by:

- Ensuring that the objectives of this Health and Safety Management Policy are fully understood and observed by all levels of Management, the employees and subcontractors.
- Ensuring adequate arrangements and organisation are provided and operate efficiently to carry this policy into effect.
- Ensuring that adequate staff, funds and materials are available to meet the requirements of the Health and Safety at Work etc., Act 1974 and all Regulations pertinent to our activities.
- Ensuring that responsibilities are properly assigned and accepted at all levels.
- Continually reviewing their responsibilities.
- Taking a direct interest in our Health and Safety Management Programme and publicly support all persons carrying it out.
- Reviewing the Health and Safety Managers reports whether written or verbal and take action to reduce unfavourable trends.
- Ensure that Employers, Public and all other liabilities, where there is a statutory obligation to insure, be covered by insurance so as to satisfy all the requirements.
- Review insurance and claims records periodically and advise when adverse trends arise.
- Draw to the attention of the self-employed and employers of persons engaged to carry out work within the Company premises or on external sites, their responsibility to see that they and their employees are fully conversant with the Health and Safety at Work Act 1974 and are properly covered by insurance.

Responsibilities of the Health and Safety Manager

The Managing Director will act as our Health and Safety Manager and shall:

- Be fully familiar with this Health and Safety Management Policy and have adequate knowledge of Health and Safety legislation i.e. HASWA, CDM Regulations., the Lift Regulations., and all other Regulations pertinent to the Company's activities.
- Supervise the Company Health and Safety Management Programme.
- Regularly inspect the premises and external sites to ensure that the Programme is being complied with, and make recommendations directly to the Managing Director concerning matters relating to Health and Safety.
- Monitor that action on all work necessary to ensure Health and Safety, as agreed by management, is being taken and report back findings as appropriate.

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- Arrange adequate material and publicity for the Health and Safety Programme.
- Investigate all accidents and near misses and recommend corrective action.
- Inspect all new and unusual equipment and processes for potential hazards and arrange for additional Risk Assessments to be conducted where needed.
- Similarly inspect all new plant and plant layouts and arrange for Risk Assessments on them before they are commissioned.
- Recommend any additional safety rules.
- Arrange instruction courses on Health and Safety.
- Ensure that all work necessary to ensure safety is carried out properly.
- Seriously review any safety recommendations received.
- Ensure that all lifting equipment and lifting tackle is regularly inspected and Serviced (in compliance with LOLER Regulations) and adequate records maintained.
- Maintain all Registers required by law and pertinent to the Company's activities.
- Ensure, as far as is possible, that all maintenance work is carried out by competent persons and who are fully aware of the hazards.
- Where appropriate, ensure that an adequate Permit to Work system is used for contractors working on the premises or on sites where needed.
- Ensure that any reported unsafe machine, tool or process is immobilised
- Specify adequate guarding on any machines/equipment ordered.
- Review absences due to accident, illness or injury at work and notify the Enforcing Authority where there is a Statutory obligation to do so (RIDDOR)
- Maintain accident and incident records
- Ensure that adequate first aid records are kept and regularly inspect them
- Ensure that all necessary safety equipment is issued to employees (and others) as required
- Arrange for the testing of the Fire Alarm, Emergency Lighting, Fire Extinguishers etc., and ensure that the requirements of any Fire Certificates are being complied with.
- Liaise with the Health and Safety Consultants where deemed necessary or appropriate
- Provide all Managers and Supervisors with adequate authority to administer disciplinary enforcement of this Health and Safety Management Policy

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General Responsibilities of Managers and Supervisors

All Directors, Managers, Controllers and Supervisors have the following responsibilities:

- To fully familiarise themselves with this Company Health and Safety Management Policy and the Statutory Instruments and Regulations as issued from time to time.
- In conjunction with the Health and Safety Manager, draw up and continually develop safe working procedures. These procedures will define particular safety precautions and procedures and will detail protective equipment available, both statutory and optional.
- Ensure that persons in their department or on site are adequately trained and are fully aware of any hazards in the department or on the site.
- Ensure that all employees in their department or on site know what to do in case of fire or other emergency and how to use and the location of firefighting equipment where necessary.
- Ensure that employees in their department or on site know the whereabouts of first aid facilities at all times.
- Continually seek to improve the preventive and protective measures from the Risk Assessments to ensure maximum safety for all persons under their supervision.
- Ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- Liaise with the Health and Safety Manager to investigate all accidents and near misses promptly to discover their cause and eliminate recurrence.
- Ensure that any accident report forms are completed for all accidents involving injury, damage or lost time in their department or on sites.
- Accompany the Health and Safety Manager on departmental and site Safety Inspections and co-operate with him on safety matters.

To assist the Health and Safety Manager in:

- Advising of suitably competent persons for the inspection of new plant, equipment and processes.
- Before any potential hazardous substances are used, An MSDS (Material safety data sheet) will be requested from the supplier, an assessment will be made in line with the Control of Substances Hazardous to Health regulations, alternative less harmful substances will be used whenever possible, an inventory of all substances and materials that may be hazardous to health will be held at the office.
- To ensure that all Contractors/Subcontractors are familiar with and comply with this Policy including the Rules for Contractors/Subcontractors.
- Ensure that all safety rules are observed and that protective equipment is used or worn where appropriate.

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- Ensure that all machinery and all equipment is safe to use and is authorised to close down any machinery or dispose of any equipment considered to be in an unsafe condition.
- Ensure, by regular inspection, that any guards or safety devices on all machines are correctly fitted and operational.
- Ensure that all defects in their workplace are properly reported by way of a maintenance order and rectified.
- Maintain good housekeeping within their departments at all times.
- Seriously consider any representation about Health and Safety from other employees.

Specific Responsibilities

The Service Supervisor and Repair Manager shall:

- Have a thorough understanding of the Construction, Design and Management Regulations (CDM).
- Arrange for the development of a Health and Safety Plan for any project within the CDM Regulations and ensure that a copy of the Plan and Form 10 are located on site prior to commencement of work.
- Arrange for a Site Induction Training programme with site staff prior to the commencement of work on the site.
- Liaise with the CDM Co-ordinator for CDM projects and supply him with the necessary data for a Health and Safety File.
- Act on the recommendations of the Health and Safety Consultants to ensure that all Regulations are being observed on site.
- Carry out safety inspections on site to ensure that the Health and Safety Plan for the site and this Health and Safety Management Policy are being complied with. When on any site, set a good example particularly by wearing all necessary PPE and following all safety rules.
- Ensure that all plant and equipment sent to external sites is safe to use, adequately guarded, equipped with all necessary safety devices and tested/inspected in accordance with any statutory regulation and/or our Health and Safety Rules.
- Arrange for periodic testing, inspection and maintenance of all plant and equipment.
- Check that all hired plant and equipment is safe to use as in 7 above and where appropriate, ensure that copies of any current test certificates are available.
- Ensure that all repair and maintenance work carried out on site is done by competent persons and that any emergency repairs are dealt with promptly.
- Use all site visits as an opportunity to conduct safety inspections and when on any site, set a good example particularly by wearing all necessary PPE and following all safety rules.

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Responsibilities of the Site Supervisor

The Senior Engineer on external sites will be designated as Site Supervisor and shall:

- Regularly inspect the Company's site operations to ensure that the objectives of this Health and Safety Management Policy are being achieved.
- Ensure the display on site of signs, notices and posters which are either required to be posted by law or are deemed essential.
- Assist with site induction training and instruction on health and safety with particular reference to the site Health and Safety Plan.
- Ensure that action on all work necessary to ensure health and safety, as agreed by the Client, CDM Co-ordinator or Management is being taken and report back findings to the Health and Safety Manager as appropriate.
- Ensure that any reported unsafe equipment, tool or process is immobilised.
- Ensure that all necessary safety equipment is issued to employees (and others) as required.
- Ensure that all employees, contractors and sub-contractors know what to do in case of fire or other emergency on site and how to use and the location of firefighting equipment where necessary.
- Ensure that employees, contractors and sub-contractors know the whereabouts of site first aid facilities at all times.
- Ensure that all site safety rules are observed and that protective equipment is used or worn where appropriate.
- Ensure that all site machinery, plant and equipment is safe to use and is authorised to close down any machinery, plant or equipment considered to be in an unsafe condition.
- Ensure, by regular inspection, that any guards or safety devices are correctly fitted and operational.
- Ensure that all defects and hazards on site are either immediately rectified wherever feasible or properly reported to the Health and Safety Manager. Seriously consider any representation about health and safety from other employees, contractors or sub-contractors.

Responsibilities of all Employees

It is the duty of all our employees to:-

- Observe and conform to the Company's Health and Safety rules as set out in this Policy and all arrangements provided for securing Healthy and Safe conditions.
- Wear sensible footwear (not open-toed sandals or soft sports shoes) and appropriate safety clothing, safety equipment and use appropriate safety devices and correct tools and equipment for the job at all times.

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- Conform to all advice given by the Directors, Health and Safety Manager, Managers, Controllers, Supervisors, Site Foreman and instructions of others with a responsibility for Health and Safety.
- Report any accident, dangerous occurrence, hazard or near miss (whether or not personal injury results) to their immediate Manager, Controller, Supervisor or Foreman and seek first aid treatment for any injury no matter how slight.
- Make suggestions for the improvement of Health, Safety and Welfare within the Company to their immediate Manager, Supervisor or to the Health and Safety Manager.
- Take all reasonable care for the Health, Safety and Welfare of themselves and of other persons who may be affected by their acts and omissions at work.
- Co-operate with the Company and its management to ensure that any duties or requirements imposed by or under any relevant statutory provisions is fully accepted and carried out.
- Refrain from intentional or reckless interference with or abuse of anything provided in the interest of Health, Safety and Welfare in pursuance of any relevant statutory provisions or to misuse anything similarly provided.
- Co-operate with management in ensuring that this Health and Safety Management Policy together with the organisation and arrangements for carrying it out are complied with.
- Assist, where required, in the investigation of accidents, dangerous occurrences and near misses to discover their cause and prevent recurrence.
- Maintain good standards of housekeeping, especially within their own working area and where others may be expected to have access.
- Inspect regularly and report any defects in tools, machines and equipment without delay to their immediate supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake.
- Be aware of the correct emergency actions to be taken in the event of fire.
- Refrain from using personal radios etc., where it may affect their ability to hear the Fire Alarm or other warning.

Responsibilities of Subcontractors and Visitors

The responsibilities of subcontractors, visitors and all persons on the Company's premises or external sites are to:

- Fully comply with the Company's Health and Safety Management Policy.
- Not work on the premises or sites until the relevant rules are read, understood and accepted.
- Not work on the premises or sites until covered by insurance against risk.
- Take reasonable care for their protection.

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- Take all reasonable care for the protection of the Company's employees, those for whom the Company provides a service, the public and others who may be affected by their activities.

Communication/Consultation

The company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site of job
- Changes in legislation or working best practise
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via a regular safety meeting, tool box talks, e-mails and memo's posted on the staff notice board.

Training

All employees are given training appropriate to their responsibilities in accordance with the management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. And training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Emergencies

It is the company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involved compliance with the company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given

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ACTION UPON HEARING THE FIRE ALARM

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not leave the muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear has been given

Staff Welfare

Wherever possible, arrangements will be made with the client and/or principle contractor for the use of Welfare facilities at sites under their management. As a minimum, the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principle contractor, the company will provide suitable welfare facilities.

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by the supervisor, in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specific risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practise. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your supervisor.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and a hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to your supervisor.

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First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On project Sites – wherever possible arrangements are made with the clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for the first aid and a first aid box supplied, which will contain adequate supplied for the total number of employees on site.

Head office – the first aid box is located in the main office.

The qualified first aider / appointed persons are Andrew Larkin and Charlotte Bernie.

All accidents MUST be reported to your site supervisor and the details recorded in the accident book (held in main office at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R):

Certain accidents are reportable to the HSE’s Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 7 working days
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of site (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat- induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur

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- HOW could it have been prevented?
- HOW can a recurrence be prevented?

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the control of substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation
- The selection of persons to carry out manual handling of lifting tasks will be based on the training given, age, physique etc

Co-operation and Coordination

Employees will always familiarise themselves with the client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

Risk Assessments

The health and safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-Ordinator / Representative if required. The head of the company ensures operators are provided with the appropriate instruction and training on risk assessments.

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Policy Review

This policy will be kept up to date, particularly as the business changes in the nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc. will take place from time to time.

How do I bring the policy to the attention of my employees?

When they join the company, all employees should be made aware of the existence of the policy and should read the policy statement. They should also be made aware of:

- How to report an accident
- What to do in the event of fire or emergency
- Informed of who their first aiders are

Confirmation that they have understood what they have read or have been told should then be sought. In bringing the policy to the attention of employees, you may enlist the assistance of any elected staff representatives as required by the Health and Safety (Consultation with Employees) Regulations 1996.

Safety Committee

The Safety Committee consists of the Health and Safety Manager, Health and Safety Consultant and by invitation, other Employees who have been delegated specific safety responsibilities for consultation and communication or those who have raised safety issues.

The purpose of the Committee is to ensure that the safety system functions and to ensure that workers rights to consultation and participation in safety matters are upheld.

As part of the routine System Review process the Safety Committee will meet at regular intervals. Typically under the agenda item 'Health and Safety' the following will be discussed:

- Update on actions from the previous meeting
- Accident statistics
- An identification of unresolved hazards and risks
- Action and training plans
- The Risk Assessments and Safe Systems documentation will also be reviewed

Any staff member wishing to raise a safety issue may do so by bringing the matter to the attention of the Health and Safety Manager who shall, if appropriate, ensure the issue is put on the agenda for discussion at the meetings.

Misconduct

Any employee or subcontractor will be subject to disciplinary measures if found to have acted in any of the following ways:-

- Any serious or wilful breach of the Safety Rules or non-compliance with the Preventive and Protective measures in our Risk Assessment.

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- Unauthorised removal or interference with any guard or protective device.

- Wilful damage to, misuse of or interference with any item provided in the interests of Health, Safety and Welfare at work (e.g. unauthorised removal of first aid materials, unhygienic use of toilet facilities etc).
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, flammable materials, pressurised gases, hazardous substances or toxic materials.
- Smoking whilst handling or in the close vicinity of flammable substances or where it is prohibited.
- Horseplay or practical jokes which could cause accidents to persons or equipment.
- Making false statements or in any way deliberately interfering with evidence following an accident or any dangerous occurrence.
- Misuse of compressed air or other gases, pneumatic, hydraulic or electrical equipment.
- Working under the influence of alcohol, drug or solvent abuse.
- Failure to wear PPE when instructed to do so.

This list is not exhaustive.

NOTE: - All subcontractors and their employees are subject to all the rules and regulations contained within this Health & Safety Management Policy.

3. ARRANGEMENTS OVERVIEW

[See Appendix 1](#)