

Health and Safety policy

Top Lift Scaffolding Services Ltd

Policy statement

Part 1: Statement of intent

It is Top Lift Scaffolding Services Ltd intention to ensure, so far as reasonably practicable, the health, safety and welfare of all operatives, visitors, contractors, and members of the public who may be affected by our work activities.

Top Lift Scaffolding Services Ltd will, so far as reasonably practicable:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Provide clear instructions and information, and adequate training, to ensure operatives are competent to do their work.
- Encourage all persons in the identification of hazards which may exist and in the reporting of any which may appear dangerous or unsatisfactory.
- Report all accidents or near misses in the accident book.
- Ensure the provision and maintenance of all plant, equipment and systems of work that are safe.
- Maintain safe arrangements for handling, storage and transportation of equipment, plant, and machinery.
- Consult with our sub-contractors and customer on matters that may affect their health and safety.
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public and any other persons that may arise.
- Ensure that appropriate safety signs are provided and maintained.
- Ensure all scaffolding is TG20:21 compliant.
- Report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- Allocate adequate resources, including money, time, and any other requirements to ensure the company meets its statutory obligations and the objectives laid out in this H&S Policy
- Review and revise this policy regularly.

Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for Health and Safety:

Peter Dore (Director & responsible person)

2. Day-to-day responsibility for ensuring this policy is put into place:


Pete Dore (Director & responsible person)

3. Additional information

All employees/sub-contractors – Take care of their own health and safety, co-operate with the company on health and safety matters, report all health and safety concerns to an appropriate person (as above), do not interfere or misuse anything provided for health, safety, and welfare purposes. All employees and sub-contractors are responsible for monitoring, and maintaining of equipment, kit, PPE.

The Directors will seek external assistance where necessary to ensure that Top Lift Scaffolding Services Ltd meets its statutory obligations and the objectives laid out in this H&S Policy.

Signed



Date

May 2025

Print name

Pete Dore

Review

May 2025

Part 3: Arrangements for Health and Safety

Accident reporting including RIDDOR, first aid and work-related ill health

Accident reporting including RIDDOR, first aid and work-related ill health is the responsibility of the responsible person Peter Dore.

In accordance with RIDDOR 2013 Regulations, the Company will report any reportable injuries, diseases or dangerous occurrences. The responsible person must ensure that the following action is taken:

- Notify the Health and Safety Executive (by the quickest practicable means, without delay) via the Internet (access should be made on the Health and Safety Executive website at www.riddor.gov.uk)
- A report must be received within 10 days of the incident

A more detailed summary of reportable injuries, dangerous occurrences and reportable diseases can be found in the attached guidance document.

[Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](http://hse.gov.uk)

We may at times work under the procedures and policies of the main contractor/ principal contractor. In these cases, the main contractor or principal contractor will take responsibility for Reportable Injuries, Diseases and Dangerous Occurrences.

Reporting an accident -

- In the event of illness or injury call a member of staff (as above), the nearest first aider or ring for an ambulance.
- To call an ambulance, dial 999 for immediate emergency assistance.
- All accidents, regardless of severity, must be reported immediately or as soon as practicable.
- Use the accident form available from the Top Lift Scaffolding Services Ltd office to document and report the incident.
- A detailed report will be prepared, and necessary actions will be identified to prevent reoccurrence.

Reporting a hazard -

- All hazards or suspected hazards are to be reported to the person in charge immediately or as soon as practicable so that action can be taken promptly, and any risks mitigated.
- All reports and investigations will be treated confidentially.
- Non-compliance with accident and hazard reporting may result in disciplinary action, as appropriate.

Training

The responsible person Peter Dore will ensure the company has the qualifications, skills and understanding necessary to discharge their duties.

Regular H&S Training will be given at all levels to enable staff/ site operatives to carry out work task in a safe manner.

Refresher training in all matters relating to Health and Safety in the workplace will be reviewed annually. Training may take the form of:

- Toolbox talks
- External training providers
- Risk Assessments
- Method Statements
- Site Induction

Additional Health and Safety training will be provided if the following circumstances change:

- The company changes its operations
- The company expands its operations
- Any new equipment is purchased

Top Lift Scaffolding Services Ltd will ensure every employee and sub-contractors is competent to carry out their assigned work.

Top Lift Scaffolding Services Ltd have the right to file and view all relevant training and qualification records.

Risk assessment leading to safe systems of work

Peter Dore or a nominated operative will prepare site specific risk assessments in accordance with the Management of Health and Safety at Work Regulations.

The assessments will consider the risks to health and safety of the operative, contractors and members of the public. We will take all reasonably practicable measures to reduce those risks to an acceptable level.

COSHH

In accordance with COSHH legislation all substances deemed hazardous to health will undergo a COSHH assessment. Operatives will refer to COSHH assessments before use.

Non-compliance may result in disciplinary action as appropriate.

Information, instruction & supervision

Top Lift Scaffolding Services Ltd will consult with operatives on a regular basis to provide information on health and safety matters and will ensure that appropriate instructions are provided when carrying out tasks.

This Health and Safety policy will be available to all operatives at any time in addition to COSHH Assessments, Risk Assessments.

Peter Dore will ensure that appropriate supervision is provided, to ensure work is managed safely. Examples of when additional supervision may be needed include, but are not limited to:

- Using Subcontractors
- New operatives
- Many contractors working in the same area
- Young Workers
- Training
- High Risk Environments

Health and Safety advice is available from Peter Dore and/or an appointed external Health and Safety Advisor

English as a First Language

Where not all operatives speak English, arrangements will be made to have this Health and Safety Policy and subsequent documents e.g. COSHH Assessments & Risk Assessments to be translated into the operatives native language.

Communication

Internal

Top Lift Scaffolding Services Ltd will involve the workforce in the drawing up of Risk assessments, methods statements/ safe systems of work and may include the following methods of communication:

- Toolbox Talks
- Notice Boards
- Inductions
- Site meetings
- Informal conversations

External

Top Lift Scaffolding Services Ltd will ensure, so far as reasonably practicable, that every person involved in the works has co-ordinated their work activities with one another. This may be in the form of:

- Site induction
- Work Orders
- Emails
- Text Messages
- Phone Calls

Peter Dore will ensure all person involved in work report anything that is likely to endanger health and safety of themselves or others.

Monitoring

Peter Dore will ensure that health and safety is monitored at regular intervals. This may be completed informally and will consider the following elements:

- Safe Systems of Work
- Welfare Facilities
- Training Requirements

Where required, the responsible person may seek out the support of an external Health and Safety advisor to carry out audits and assist in identifying any corrective actions.

Welfare Provision

‘Welfare facilities’ are those that are necessary for the well-being of operatives and/or those under the control of the organisation such as;

- Washing
- Toilet
- Rest
- Changing facilities
- Somewhere clean to eat and drink during breaks.’

The responsible person Peter Dore will ensure adequate and suitable Welfare provisions are available to all staff.

This may be provided by the client, main contractor, or principal contractor. Other arrangements may include using public services.

In an event where we provide welfare facilities on site for staff/site operatives, we will ensure that they are fully in accordance with HSE recommendations and current legislation.

Subcontracting

Top Lift Scaffolding Services Ltd may use sub-contractors (individuals or companies).

Any Sub-Contractor working for Top Lift Scaffolding Services Ltd will be provided with the company Health and Safety Policy and any additional relevant documentation e.g. Risk Assessments.

Sub-contractors will complete a Pre-Qualification questionnaire to ensure they meet the required standard of Health and Safety.

Peter Dore will ensure that all sub-contractors adhere to safe working practices and will monitor their performance to ensure they maintain Health and Safety standards.

Asbestos

If Top Lift Scaffolding Services Ltd works on projects that:

- a) Were built or refurbished before 2000 and;
- b) Disturb the fabric of the building

We will try, so far as reasonably practicable, to determine if Asbestos is present. This information may be provided by Client, Main Contractor, or Principal Contractor.

We will also ensure Asbestos is included in any Risk Assessment if the project fits the criteria.

We will ensure that all staff have received Asbestos Awareness Training either Via Toolbox Talk or External Provider. This will be updated every 12 months.

We will assume that any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

Any suspicious material will immediately be reported to Peter Dore as well as Client, Main Contractor, or Principal Contractor.

Equipment/Scaffolding kit

- No scaffold kit may be used other than as provided or specifically authorised by or on behalf of Top Lift Scaffolding Services Ltd.
- Scaffolding kit to be suitable for the assigned work and well maintained.
- Regular visual inspections and maintenance checks will be conducted.
- Defective equipment, including any associated kit must be reported or replaced immediately.
- All electrical tools and other electrical items to be PAT tested.
- All portable tools must be switched off when not in use.
- Non-compliance with these guidelines may result in disciplinary action, including retraining, suspension or termination depending on the severity of the violation.

PPE

To ensure the safety and wellbeing of all our employees and sub-contractors, as a minimum Top Lift Scaffolding Services Ltd expect the following PPE to be worn at all times:

- Hard hat
- High Visibility jacket/vest
- Safety harness (when working off the ground)
- Lanyard
- Gloves
- Steel toe cap boots

Peter Dore will ensure that PPE is worn, however everybody is responsible for maintaining their own PPE.

- PPE to be suitable for the assigned task and maintained to a high standard.
- Defective or worn PPE must be reported immediately to the relevant supervisor.
- In the event of damage or wear, PPE must be replaced promptly.
- A visual daily Safety harness inspection must be carried out before use.
- Safety harnesses must be securely clipped on when working at any height.
- Any concerns regarding the safety harness or its components should be reported promptly and replaced if necessary.

Non-compliance with PPE requirements may result in disciplinary action, including retraining, suspension or termination depending on the severity of the violation.

Manual Handling

Manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying.

If any of these tasks are not carried out appropriately there is a risk of injury.

For any lifting activity always consider:

- Individual capability.
- The nature of the load.
- Environmental conditions – is the area clear of hazards, mud, uneven ground etc.
- Training.
- Reduce the amount of twisting, bending and reaching where possible.
- Consider how you can minimise carrying distances.
- Assess the weight to be carried and whether you can move the load safely or if you need any help – maybe the load can be broken down to smaller, lighter loads.
- Consider whether you need to use a lifting aid such as a forklift or a hoist.

Vehicles

Top Lift Scaffolding Services Ltd are committed to ensuring the proper use, maintenance, and safety of all vehicles under its operation.

- All relevant vehicles as defined under the operators' licence, will undergo a thorough inspection every 10 weeks to ensure compliance with regulatory standards.
- It is the overall responsibility of Top Lift Scaffolding Services Ltd to ensure all vehicles are well maintained and safe.
- Drivers are obligated to conduct regular checks on oil and water levels of the vehicles under their operation at least once a week.
- Failure to perform these routine checks may result in the driver being held responsible for repair costs.
- If a driver perceives any vehicle to be unsafe during operation, it is mandatory to immediately cease using the vehicle and report the concern to the appropriate person.
- It is the responsibility of all drivers and personnel to report any issues promptly.
- Vehicles must not be parked in a manner that causes obstruction or a hazard to others.

Waste disposal

Top Lift Scaffolding Services Ltd is committed to promoting responsible waste management practices.

- All waste generated during working operations must be disposed of in an appropriate manner.
- Disposal will be carried out in strict accordance with the instructions provided by the customer or as detailed in the CPP.

Alcohol and drugs

Top Lift Scaffolding Services Ltd to ensure a secure and healthy working environment we hereby establish the following -

- The use of Drugs (except under medical supervision) is prohibited at all times.
- The use of intoxicants, specifically alcohol, is strictly prohibited during working hours.
- No employee or sub-contractor is permitted to undertake their duties while under the influence of drugs or alcohol.
- Any employee or sub-contractor found in violation or non-compliance of this policy will be subject to disciplinary action, up to and including termination.

Emergency procedures

Peter Dore will ensure that operatives are familiar with the site/ location they are working and any emergency procedures, escape routes and firefighting equipment before starting work.

Operative will ensure that access routes and stairways are not obstructed prior to starting works.

As a standard, if an emergency should arise while working, operatives will follow the outlined procedures:

Medical Emergency:

1. Raise the alarm
2. All operatives should stop work if it is safe to-do so
3. Use judgement to contact the appropriate individual or services:
 - **First Aiders:**
 - **TBC**
 - **TBC**
 - **Ambulance:** 999

Fire:

1. Raise the alarm
2. All operatives should stop work if it is safe to-do so
3. Operatives gather at the muster point if available
 - **Fire Services:** 999

Police:

1. Raise the alarm
2. All operatives should stop work if it is safe to-do so
3. Use judgement to contact the appropriate individual or services:
 - **Police:** 999