



Health and Safety policy

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Top Lift Scaffolding Services Ltd

Our health and safety policy is to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel and premises.
- 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 kit.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own health and safety.
- 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 certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- Review and revise this policy regularly.

Signed



Date

Jan 2022

Print name

Pete Dore

Review

Jan 2023



Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for Health and Safety:

Peter Dore (Director)

Katie Dore (Director and company Secretary)

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

Peter Dore (Director)

3. To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:

Katie Dore and Peter Dore – general safety, risk assessments, consulting, accidents, and work-related ill health

Katie Dore – Accident investigation, maintaining information and training

Peter Dore – Monitoring, maintaining equipment and kit, instruction and supervision

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.



Part 3: Arrangements for Health and Safety

Risk assessments

- Top Lift Scaffolding Services Ltd will complete relevant risk assessments and take action
- Top Lift Scaffolding Services Ltd will review risk assessments when working habits, working conditions change, or after a near miss.

Training

- Top Lift Scaffolding Services Ltd will give employees and sub-contractors a health and safety induction and provide appropriate training including, accident reporting, working at height, asbestos awareness, COSHH, PPE and manual handling via a Toolbox talk and register.
- Top Lift Scaffolding Services Ltd will ensure that all employees and sub-contractors have relevant training/qualifications and are competent to carry out the work.

Accident and hazard reporting

- In the event of illness or injury call a member of staff (as above) or ring for an ambulance directly. To call an ambulance call 999.
- All accidents must be reported immediately or as soon as practicable.
- All accidents must be entered onto an accident form available from the office.
- The directors will investigate incidents and accidents, writing a detailed report and consider the actions necessary to prevent recurrence.
- 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.



Equipment/Scaffolding kit and Vehicles

- 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 and well maintained.
- PPE to be suitable and well maintained.
- Defective equipment, kit and PPE must be reported or replaced without delay.
- All electrical tools and other electrical items to be PAT tested.
- All portable tools must be switched off when not in use.
- All relevant vehicles will be inspected every 13 weeks as per the operator's licence
- Top Lift Scaffolding Services Ltd are to ensure all other vehicles are well maintained and safe.
- Vehicles must not be parked as to cause any obstruction or hazard.

Waste disposal

- Waste must be disposed of in an appropriate manner and in accordance with the customers instructions.

Alcohol and drugs

- The use of Drugs (except under medical supervision) is prohibited at all times.
- The use of intoxicants (alcohol) is prohibited during working hours.
- No employee/sub-contractor may undertake his/her duties if under the influence of drugs or alcohol.