

## Health and Safety policy

### Policy statement

#### **Part 1: Statement of intent**

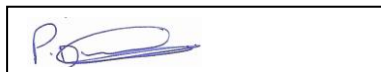
This is the health and safety policy statement of:

Top Lift Scaffolding Services Ltd

Our health and safety policy are 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 2024

Print name

Pete Dore

Review

Jan 2025

## 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:

All employees and sub contactors working for Top Lift Scaffolding Services Ltd

### 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 – 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. All employees and sub contractors are responsible for monitoring, and maintaining of equipment, kit, PPE.

### Part 3: Arrangements for Health and Safety

#### Risk assessments

In our approach to manage risks related to operations, Top Lift Scaffolding Services Ltd adheres to:

- Conduct and complete relevant risk assessment for each job.
- Conduct a review when there are changes in working habits or conditions.
- Conduct a review after near misses or reassess and enhance control measures.
- Proactive identification and management of risks.
- Compliance with the risk management is mandatory for all employees and subcontractors.
- Non-compliance may result in disciplinary action as appropriate.

#### 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 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.
- Any new training requirements or renewal of existing training will be subject to discussion with the Directors at Top Lift Scaffolding Services Ltd.

## Accident and hazard reporting

To ensure a prompt and effective response to accidents and hazards:

- 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.
- 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 with information only shared on a need-to-know basis.
- Non-compliance with accident and hazard reporting may result in disciplinary action, as appropriate.

## 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
- Everybody is responsible for purchasing and 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.



Signed

Date

Jan 2024

Print name

Pete Dore

Review

Jan 2025