



## P&N LIFT INSTALLATIONS LTD

# Health & Safety Policy

### Statement of Intent

P & N Lift Installations Ltd is committed to its health and safety within its working environment for all concerned. This includes the safe use of equipment and systems of work.

As health and safety is such a key aspect of the lift and escalator trade P & N Lift Installations will 'so far as reasonably practical' carry out all provisions as stated in the *Health and Safety At Work Act 1974*.

We recognise that the development of a culture that is supportive of health and safety is necessary to achieve adequate control over risks as we ensure a systematic approach to the identification of risks and the allocation of resources to control risks.

The company maintains that the health and safety of its employees and sub-contracted labour is paramount. Under no circumstances will any of the employees or sub-contracted labour be expected to carry out any unsafe task health and safety will always come first.

All Employees and sub-contracted labour also have responsibility to take reasonable care of themselves and others who may be affected by their actions or omissions and to actively cooperate with management in achieving the standards required. Although it is also recognised that accidents, ill health and incidents as a result of failing in management or equipment are not necessarily the fault of the employees or sub-contracted labour.

P & N Lift Installations recognises that the health and safety of all relevant people is not just a function of the management, both management, employees and sub-contracted labour have equal duties and responsibilities to comply with this policy.

With the above consideration P & N Lift Installations will provide all the necessary information and training to its employees, sub-contracted labour and all relevant people to ensure their competence and health and safety in and around the work place.

The importance of Health & Safety is an intergral part of the management of P & N Lift Installations and is subject to continuous improvement. Any neglect or infringement of the law will be treated as a disciplinary matter.

This policy will be frequently reviewed by senior management to ensure that it remains valid and appropriate to the company.

### **Organisation and Responsibilities:**

The supervision of all personnel working with P & N Lift Installations will be arranged/undertaken by **Paul Felstein and Neil Felstein**.

Both will be responsible for ensuring any of their employees are given the relevant health and safety information whilst working under the control of other employees and/or sub-contracted labour.

### ***Key responsibilities for Paul & Neil Felstein as Managing Director include:***

- Ensuring suitable financial provision is made for health and safety obligations.
- Providing appropriate instruction and information to all employees and sub-contracted labour.
- Ensuring work is planned to take into account the health and safety issues
- Ensuring that all staff receive appropriate training.

- Understanding the company policy for health and safety and ensuring its readily available to all employees and sub-contracted labour.
- Setting a personal example when visiting site by wearing appropriate protective equipment.
- Actively promoting at all levels the company's commitment to health and safety management.
- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.
- Investigating accidents and implementing appropriate corrective action.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Collating and reporting any accidents reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2003*

***Key Responsibilities for employees include:***

- Taking reasonable care for the health and safety of their self and of any other persons who may be affected by his/her acts or omissions at work.
- Actively cooperate with the company to enable it to manage health and safety.
- Reading and understanding the companies health and safety policy and carry out their work safely and in accordance with its requirements.

- Ensuring that all protective equipment provided under the legal requirement is properly used in relation to any instruction/training given and in accordance with the health and safety policy.
- Reporting any defects to work equipment immediately to the Site Supervisor.
- Reporting to management any incidents, which have led or might lead to injury, ill health or damage.
- Reporting any accidents or near misses to the Site Supervisor.
- Using the correct tools and equipment for the job in hand in accordance with the training instructions and health & safety best practices.
- Co-operating with any investigations, which may be undertaken with the objective of preventing reoccurrence of incidents.

### **Accident Procedures**

In the event of any type of accident P & N Lift Installations will be sure to know the location of all first aid kits and be able to make first aid assessments on the scale of the accident. Also, we will know how and where to obtain trained personnel to deal with the matter in hand, In addition:-

1. All accidents MUST be reported to the Site Supervisor and the details recorded in the accident book. Serious accidents where hospital, treatment is required must be reported.
2. P & N Lift Installations intends to comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013* by reporting the following:
  - Deaths
  - Specific Injuries

- Injuries which have caused over seven day's incapacitation(not counting the day on which the accident happened).
3. **Paul Felstein** and/or **Neil Felstein** will be responsible for forwarding notification to the enforcing authorities via:-  
[www.hse.gov.uk](http://www.hse.gov.uk)
  4. **Paul Felstein** and/or **Neil Felstein** will be responsible for investigating the causes of any accident in order to:-
    - Determine the cause(s) with a view to preventing a recurrence.
    - Gather information for use in any criminal or civil proceedings.
    - Confirm or refute a claim for industrial injury benefit.
    - Prepare notification to be made to the Health and Safety Executive.
  5. The aim of the investigation will be to seek to answer the following questions:-
    - WHAT caused the accident?
    - WHO was involved?
    - WHEN & WHY did it occur?
    - HOW could it have been prevented?
    - HOW can a recurrence be prevented?

### **First Aid Provision**

P & N Lift Installations states that:-

- Adequate first aid provision will be made in every place of work occupied by the company.
- Where reasonably practical, suitable first aid boxes can be obtained, either from the Company or in agreement with the Client/Principle Contractor.

- Paul Felstein, Neil Felstein or anyone with a valid First Aid certificate can act as First Aiders

### **Health and Safety Monitoring & Review**

Health and safety will be monitored at regular intervals by spot checking and auditing any current site or work place.

P & N Lift Installations will make available a copy of any audit to interested parties where required upon request.

### **Fire and Emergency Procedures**

P & N Lift Installations will obey all instruction whether it's from the site inductions or just day to day information around any given site. All personnel will be fully aware of these procedures and know the correct measures to undertake.

For example:

- Evacuation Procedures
- Using the relevant fire extinguisher for any given type of fire
- Where to find the fire muster point; and
- How to raise the alarm

Hot works permits will be completed on any case of using cutting tools such as grinders and welding equipment. The area will then be checked and signed off by the relevant individuals.

P & N Lift Installations states that:

- The company confirms it will take account of fire hazards in the workplace and undertake a fire risk assessment,
- All employees and sub-contracted labour have a duty to conduct their operations in such a way as to minimise the risk of fire, including complying with the company's no smoking policy.

- That 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.
- Combustible materials are to be kept separate from sources of ignition and not allowed to build up.
- If any person discovers a fire they are to keep calm and sound the alarm. If the fire is large, evacuate the area immediately. Call the Emergency Services (999) and give the exact location and nature of the fire.
- Upon hearing the alarm all persons must leave the building immediately using the nearest available fire exit. **Lifts must not be used!** Do not stop to collect belongings, close doors behind you as you leave rooms and go directly to the Fire Assembly Point. DO NOT re-enter the building, unless instructed that it is safe to do so by a person in authority.

### **Instruction and Supervision**

The supervision of all personnel working with P & N Lift Installations will be arranged/undertaken by **Paul Felstein** and **Neil Felstein**. Both will be responsible for ensuring any of their employees and sub-contracted labour are given the relevant health and safety information whilst working under the control of other employers.

### **Competency and Training**

All site operatives will be given site specific training on health and safety during company site induction when they start work. This will cover topics such as first aid points and fire safety/evacuation.

- All employees and sub-contracted labour are given training appropriate to their responsibilities.

- The training will be provided for the following situations: -  
induction training for new employees and sub-contractors (health and safety awareness, company procedures etc)
- the introduction or modification of new/existing machinery or technology.
- A change in employee or sub-contractor position/work activity or responsibility.
- \* That specific training will be provided for work with hazardous substances, use of personal protective equipment (PPE), manual handling, work height etc.
- \* Any training provided by the company will be formally recorded.
- \* A programme of continual professional development and refresher training will be undertaken to keep employees and sub-contractors up to date with legislation and industry best practice.

### **Manual Handling**

P & N Lift Installations states that:-

- The manual handling operations will be assessed to determine risk to those engaged in the activity.
- That suitable control measures will be put in place for the management of manual handling risk.
- That sufficient training will be given to employees and sub-contractors.
- That the company will endeavour to eliminate manual handling operations where practical by using mechanical means.
- Any remaining risks for activities that must be manually handled will be controlled by:-
  - Reducing weights.
  - Reducing the frequency of manual handling.

-The use of additional man power.

-Through the provision of suitable equipment to assist in the operation.

-That the selection of appropriate persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

### **Safe Plant and Equipment**

As a company we will ensure that all plant and equipment used is tested and certificated to its relevant safe working requirement, For example we will PAT test all our portable electrical equipment every 6 months. **Paul Felstein** and **Neil Felstein** will be responsible for ensuring all identified maintenance is implemented. We state that:-

- All works 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 (PUWER) 1998*
- All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. This will take into consideration how the equipment is constructed, used and the environment in which it is used and stored. Where practical portable appliance testing will be carried out at an appropriate schedule.
- An assessment will be undertaken before new equipment is introduced into the working environment in order to ascertain that the equipment is suitable for its intended use.
- No employee or sub-contractor will use work equipment for which they have not received specific training.
- No employee or sub-contractor will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

- The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
- Any maintenance/inspections undertaken on company equipment will be formally recorded.
- If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

### **Safe handling and use of Substances**

P & N Lift Installations will always assess the risks of substances hazardous to health. We will do this by the following measures:

- 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 associated with the use of that substance will be undertaken, in line with the *Control of Substances Hazardous to Health Regulations (COSHH) 2002*.
- Alternative less harmful substances will be used whenever possible.
- Assessments will consider storage, handling how the substance is used, the routes and levels of 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 maintained and can be provided upon request.
- Health surveillance will be provided when determined as appropriate in the COSHH assessment.

## **Personal Protective Equipment (PPE)**

P & N Lift Installations state that:-

- The appropriate PPE will be issued free of charge to employees and sub-contracted labour as and when necessary for work activities.
- Training will be provided for employees and sub-contracted labour on the safe use, storage and maintenance of the relevant equipment before use.
- Employees and Sub-contracted labour have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.
- Defects or malfunction of PPE must be reported to either **Paul Felstein** or **Neil Felstein**.

## **Welfare Provision**

P & N Lift Installations state that:-

- All staff will have access to adequate welfare facilities, including at a minimum toilet, washing facilities and rest areas.
- That an agreement has been made with the Client or Principle Contractor to use their facilities if this is relevant.
- That the company, if acting as a Principle Contractor, will ensure that adequate welfare facilities in compliance with *Schedule 2 of the Construction (Design and Management) Regulations 2007* are provided from the start of the construction phase.

## **Asbestos Management**

P & N Lift Installations state that:-

- We will obtain details of any survey undertaken of the Company's work premises and how it manages the condition of asbestos containing materials (ACM's).

- All staff will have the necessary UKATA Awareness training
- If staff come across ACM/s they will immediately stop working, confirm what it is or assume it is asbestos and carry out a risk assessment to help determine if the work requires a licenced contractor. Staff should also immediately report this to the site manager.

### **Staff Consultation**

P & N Lift Installations state that:-

- We plan to meet our duties under the *Safety Representatives and Safety Committees Regulations 2977 and Health & Safety (Construction with Employees) Regulations 1996.*
- That we will communicate and consult with all employees and sub-contractors on the following issues:

-The content of this policy

- Any rules specific to a site or job

-Changes in legislation or working best practice.

-The planning of health and safety training.

-The introduction or alternation of new work equipment or technology.

\* Consultation will take place via staff meetings, toolbox talks, briefings, emails etc

### **Health and Safety Risk Assessment**

Risk assessments where required will be undertaken and if needed will have control measures implemented to stop the risk from existing.

- Risk assessments will be undertaken by the appropriate organisation.

- The findings will then be reported to both parties.
- The actions will then be implemented to control/reduce or remove this risk
- **Paul or Neil Felstein** will be responsible for ensuring this action has been implemented before work can commence; and
- These actions will be assessed on a regular basis or when the work activity changes.

P & N Lift Installations believes that accidents can be prevented and requests that all relevant people cooperate in making this company a health and safe environment in which to work.

Our statement of general policy is:

- 1). To provide adequate and practical control of health and safety risks arising from our work activities;
- 2). To consult with our employees, sub-contractors and other interested parties on matters which may affect their health and safety;
- 3). To provide and maintain safe plant and equipment;
- 4). To ensure safe handling of substances hazardous to health;
- 5). To ensure we are competent and trained in all areas of our work;
- 6). To provide information, instruction and supervision for employees and Sub-Contracted labour.
- 7). To prevent all types of accidents and near misses;
- 8). To maintain these safe working environments; and
- 9). Review and revise this policy as necessary at regular intervals

Director: Mr Paul Felstein

Signed: P.Felstein

Director: Mr Neil Felstein

Signed: N. Felstein

Date: 03/02/2020