



VM ELEVATORS LTD

HEALTH & SAFETY POLICY

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1. HEALTH AND SAFETY POLICY STATEMENT

Health And Safety At Work Act 1974

1. This is the Health and Safety Policy of

VM ELEVATORS

2. Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
 - To consult with our employees on matters affect their health and safety;
 - To provide and maintain safe plant and equipment;
 - To ensure safe handling and use of substances;
 - To provide information, instruction and supervision for employees;
 - To ensure all employees are competent to do their tasks, and to give them adequate training;
 - To prevent accidents and cases of work-related ill health;
 - To maintain safe and healthy working conditions; and
 - To review and revise this policy as necessary at regular intervals.
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Signed:



Simon Whitbread
Managing Director

Date: 14th November 2014

Review date: 14th March 2015

Authorised by: Simon Whitbread
Managing Director

Signed:



Next review date 14th March 2016

2. RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of:

Simon Whitbread

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

George Snead

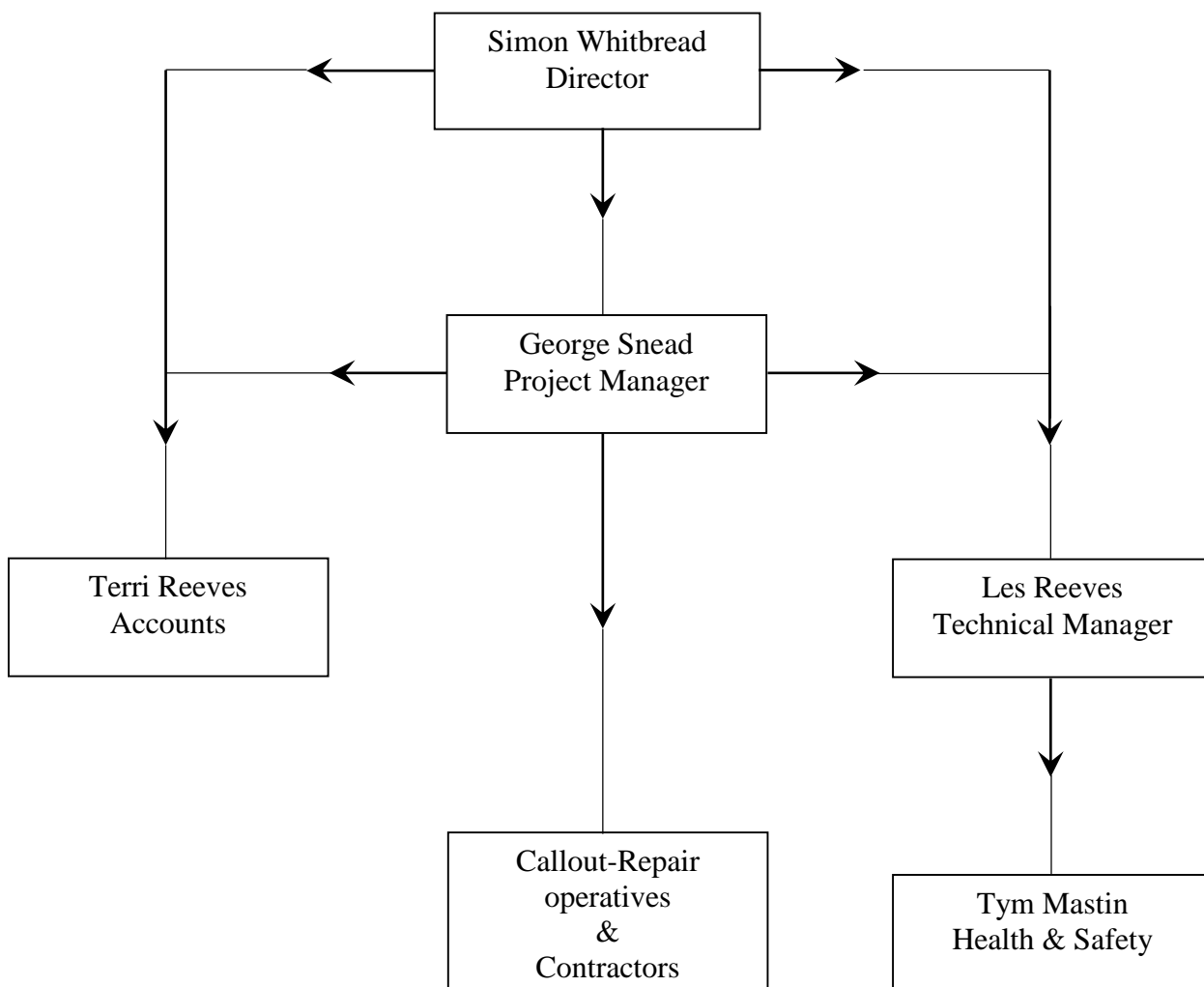
3. To ensure that health and safety standards are maintained/improved the following people have responsibility in the following areas:

Name	Responsibility
Simon Whitbread/George Snead	Health and Safety

4. All employees have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in item 2 above).

3. HEALTH & SAFETY FLOW CHART



4. Health and Safety Risks Arising From Our Works

ACTIVITIES

1. Hazard Identification (pre-contract)

Before undertaking work of any kind we will carry out a hazard identification report which will provide outline details of potential hazards for any work we may do.

The person responsible for undertaking these hazard reports is: George Snead

2. Risk Assessment (following award of contract)

On completion of the hazard identification report and following confirmation of appointment for the work, a more detailed risk assessment will be undertaken, the findings of the risk assessment will be reported, discussed and action approved.

The person responsible for approving such action, ensuring action required is implemented and check that following implementation the risks have been removed/reduced is: George Snead

3. Reviewing Assessments

Assessments for each site will be reviewed every month or when the work activity changes, whichever is soonest.

4. Consultation with Employees

Consultation with employees in relation to risk assessments is provided by means of a discussion on a one-to-one basis, following completion of risk assessments and prior to commencing work. We will also hold tri-annual meetings to review the process.

5. Employees Safety

1. Safe plant and equipment

We will ensure that any plant or equipment that requires maintenance is identified, that the maintenance is undertaken and that new or secondhand plant and equipment meets the appropriate health and safety standards.

The person with overall responsibility for ensuring health and safety standards are met at all times is:
Simon Whitbread

2. Safe handling and use of substances

Substances to be used by employees will be subject to a COSHH assessment (Control of Substances Hazardous to Health Regulation 2002). The company will ensure:

- All substances are identified and a COSHH assessment carried out accordingly;
- All actions identified in the assessments are implemented;
- Ensure all employees are informed about the COSHH assessments;
- Check that new substances can be used safely before they are purchased
- Review COSHH assessments on a regular basis

The person with overall responsibility for ensuring COSHH standards are met at all times is:
George Snead

3. Review of assessments

Assessments for each substance will be reviewed every month or when the work activity changes, whichever is soonest

4. Welfare provision

The company will ensure that:

1. Staff will have access to adequate welfare facilities, including at a minimum toilet / washing facilities and rest area.
 2. An agreement has been made with the Client or Principal Contractor to use their facilities if this is relevant.
 3. The company, if acting as a Principal Contractor, will ensure that adequate welfare facilities in compliance with Schedule 2 of the Construction (Design and SA GN 13 (V1) 12 Jan 2014 Management) Regulations 2007 are provided from the start of the construction phase.
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5. Manual handling

The company will ensure that:

1. Manual handling operations will be assessed to determine risk to those engaged in the activity.
 2. Suitable control measures are in place for the management of manual handling risk.
 3. Sufficient training will be given to staff.
 4. The Company will endeavour to eliminate manual handling operations where practicable by using mechanical means.
 5. 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 manpower
 - 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.
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6. Monitoring health & safety

The company undertakes to monitor health and safety actively:

We will check our working condition and ensure our safe working practices are being followed by holding quarterly meetings to review the process

7. Investigating accidents and Near Misses

- All accidents and any cases of work related ill health should reported using the company Incident Log at the earliest convenience in accordance with RIDDOR 1995 regulations.
- All accidents and near misses, will be monitored, reviewed and investigated where appropriate
- Any work related causes of sickness absences will be investigated.

The person with overall responsibility for this is: Simon Whitbread

8. Emergency procedures – fire and evacuation

The company undertakes to ensure all employees are fully aware of the relevant procedures irrespective of what site they may be working on. In particular they undertake:

- Provide a fire risk assessment of all sites where work is to be undertaken
- Ensure all employees are aware of evacuation procedures.

The company will advise all employees of the procedures in place for their offices as required.

6. INFORMATION, INSTRUCTION & SUPERVISION

1. Information

The company undertakes to provide:

- Health & Safety at Work poster will be displayed in the company offices
- Health & Safety leaflets, where appropriate, will be issued to you on commencement of employment
- Health & Safety advice, where appropriate, will be made readily available
- Supervision of young workers/trainees will be arranged, undertaken and monitored
- Information to all employees working at locations under the control of other employers and are given relevant health and safety information.

The person with overall responsibility for this is: George Snead

2. Training

In considering the competency for tasks and training the company will provide:

- Appropriate health and safety induction training when starting work, this training will cover basic first aid and fire safety training
- Job specific health and safety training
- Refresher training will also be made available as appropriate
- Training records will be kept and maintained at the company offices
- Training will be identified, arranged and monitored

The person with overall responsibility for this is: George Snead
