



Health & Safety Policy Statement Organisation & Responsibilities

Prepared by:

Barry Harden
Joint Managing Director

Temple Lifts Limited
Regency House, 33-49 Farwig Lane, Bromley, Kent, BR1 3RE.
Tel: 020 8641 1332 Fax: 020 8463 7501 Mob: 07866 107271
Email: barry.harden@templelifts.ltd.uk

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Remove previous revisions of this document from use.

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Temple Lifts - Health & Safety Policy Statement

1 Introduction

BS OHSAS 18001 4.1

1.1 Purpose

The purpose the Health & Safety Management System of Temple Lifts Ltd is to:

- Establish, implement, maintain and improve the Health & Safety performance of the company to satisfy the requirements of BS OHSAS 18001:2007
- Assure Temple Lifts Ltd of conformity with its stated Health & Safety Policy including compliance with relevant legislation.
- Demonstrate conformity with essential requirements of customers' & approval organisations.

1.2 Scope

This Health and Safety Management System covers the following activities;

- The Design, Supply, Installation, and Test of Lifts. The Provision of Service and Refurbishment of Lifts and Escalators.

Operating from:

- Regency House, 33-49 Farwig Lane, Bromley, Kent, BR1 3RE.
- Suite 6200, Langstone Technology Park, Langstone Road, Havant, Hampshire, PO9 1SA
- Unit F01 Genesis Centre/Innovation Way , Stoke-On-Trent , ST6 4BF

1.3 Documentation

This policy statement defines the Health and Safety Management System as described in the scope. Additional documents describe more detailed procedures. The system is based on the Plan-Do-Check-Act model. The interactions of the main elements are illustrated below



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1.4 Health and Safety Advice

Advice on health and safety management will be available from the Company's nominated advisors:-

Stephen Ives CFIOSH

Elevate Safety Services Ltd

Telephone 07504 814007

Email: elevatesafetyservices@gmail.com

Advice on training

Complete Health & Safety Ltd

Unit 4, Elm Business Units, Chartwell Road, Lancing, West Sussex, BN15 8FD

Telephone: 01273 833919

Email: info@complete-hs.co.uk

Website: www.complete-hs.co.uk

1.5 Note Definitions:

The words "shall", "must" and "will" denote a mandatory requirement and "should" denotes a recommendation. The word "may" denote permission and is neither a recommendation nor requirement.

Where "employees" are referred to, it means those working under the direction of the company; be they directly employed or provided as temporary labour by others.

Sub-contract services are those provided by "expert suppliers" [contractors] working to their own safe systems of work as reviewed and permitted by Temple Lifts Ltd.

Site means temporary sites such as customer sites.

Premises means the places from which the company operates.

1.6 Providing copies of parts of this policy

This Health and Safety Policy Statement contains the following sections that are normally requested by customers/approvals organisations etc.

- Signed & dated H&S Policy Statement - Section 2
- Organisation and Responsibilities – Section 4

They are duplicated from the full Health & Safety Management Manual.

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2 Health & Safety Policy Statement

BS OHSAS 18001 4.2

Temple Lifts Ltd are committed to prevent injury and ill health of everyone who works for the Company and everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public .

The Company will ensure, so far as is reasonably practicable, that:

- Equipment provided and systems of work are safe.
- Arrangements for the safe use, handling, storage and transport of materials, substances and equipment are in place
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

This policy sets out the arrangements that are necessary to achieve the above by complying with obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, all other applicable legislation and requirements to which the organisation subscribes.

The health and safety management system is certified to BS EN OHSAS 18001:2007
The company will maintain and continual improve health and safety performance by setting and reviewing objectives and targets.

It is Company policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

Signed



Date 26th September 2018

Barry Harden – Managing Director (Joint)

3 Objectives for Managing Health, Safety and the Environment

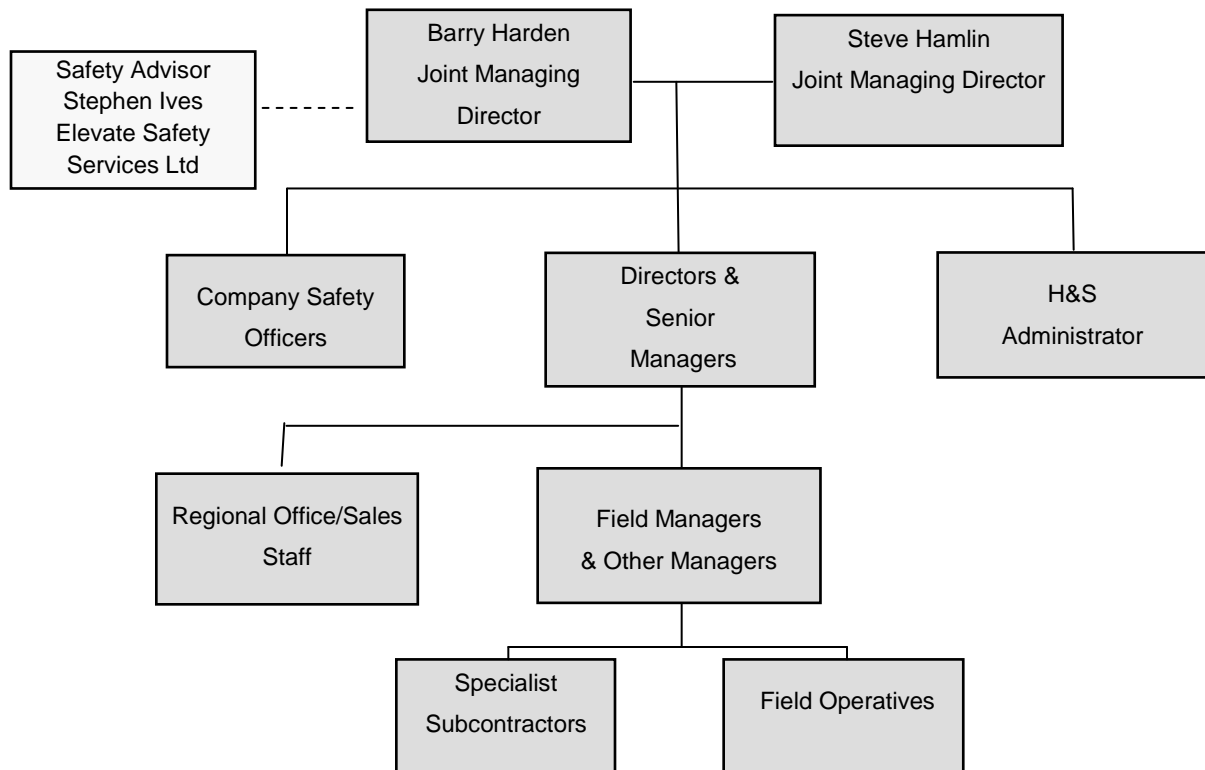
BS OHSAS 18001 4.3.3

- Establish and maintain effective systems and plans for managing the health, safety and welfare of all employees and, in addition, for managing the environmental impact of our operations; to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- Establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- Ensure that all Company employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- Maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- Record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- Promote an increased awareness of safety and a responsibility for the environment amongst all employees
- Maintain an effective system of monitoring and reviewing health, safety and environmental performance.

4 Organisation & Responsibilities

BS OHSAS 18001 4.4.1

4.1 Organisation for Managing Health & Safety



4.2 Responsibilities of Joint Managing Directors

As Joint Managing Directors, Barry Harden and Steve Hamlin are ultimately responsible for the health, safety and welfare of employees and of everyone else who may be affected by the Company's activities, including the public. They are specifically responsible for ensuring that:

- An adequate and effective policy for health, safety and welfare is prepared and implemented
- Adequate and effective arrangements for planning, organisation, control and monitoring for health and safety are implemented in accordance with relevant legislation and this policy
- The arrangements set out in this policy and the safety performance are continually monitoring and reviewed in the Company
- Sufficient financial, labour resources and time are available to meet statutory requirements
- Competent health and safety advice and support is available
- All relevant persons are aware of their health and safety responsibilities and comply with the Policy
- Ensuring that the Company has adequate first aid provisions after assessing the requirements
- Employee training needs for health and safety are reviewed and training provided when necessary
- The Company health & safety policy objectives are maintained
- Reviewing and closing out accident & investigation reports
- Setting a good example of behaviour with regard to health, hygiene and safety

The Joint Managing Directors also have duties as employees (see below)

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4.3 Responsibilities of Directors and Senior Managers

The Directors and Regional Managers are responsible for implementing the arrangements set out in this policy, either through managers under their control or by themselves for their direct reports.

- Safe systems of work are developed, implemented and used to prevent or reduce risks to health and safety of employees or any persons who may be affected by the Company's activities
- Equipment being used is safe
- Contractors under their control have adequate health & safety arrangements and work safely
- Hazardous and non-hazardous substances, materials, articles and equipment are handled and stored safely
- Sufficient information, instruction, training and supervision is provided to ensure employees are aware of their health and safety responsibilities and comply with the policy
- Employees are consulted prior to implementing changes that may affect their health and safety
- Workplaces are safe considering access and egress as well as risks from fire and asbestos.
- The working environment is maintained without risks to health and adequate welfare facilities are provided
- Accidents & incidents are investigated and closed out in a timely manner
- They set a good example of behaviour with regard to health, hygiene and safety
- They listen to employees concerns in relation to health & safety and acting accordingly
- Safety performance is continually monitored and improved in their area of responsibility;

Directors and Senior Managers also have duties as employees (see below)

4.4 Responsibilities of Contract, Project, Service and Field Managers

The Managers are specifically responsible for implementing the arrangements set out in this policy in the areas, sites and on projects contracts under their control.

- Develop and implement safe systems of work to prevent or reduce risks to health and safety of employees or any persons who may be affected by the Company's activities. i.e. Risk Assessments, Method Statements, Construction Phase Plans and Health & Safety Plans etc.
- Organise and co-ordinate site work to minimise risk to the health and safety of employees or any who may be affected by the Company's activities
- Equipment is;
 - safe and appropriate for the task and environment
 - tested, certified and CE marked as required; including hired equipment
 - serviced and maintained in good working order to manufacturer's recommendations
 - used correctly by authorised, trained operatives
- Contractors have adequate health & safety arrangements and work safely
- Hazardous and non-hazardous materials, articles and equipment are handled and stored safely e.g. following COSHH assessments, manual handling assessments and appropriate PPE selection.
- Provide sufficient information, instruction, training, supervision and consultation to ensure employees are aware of their health and safety responsibilities and comply with the policy
 - all new staff receive induction training

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- operatives are made aware of the potential harm from using hazardous substances and that they comply with the findings of the COSHH assessments.
 - training records are maintained in the Employee Records and recorded on an employee spreadsheet.
 - Risk assess workplaces considering access and egress as well as risks from fire and asbestos. Put controls in place.
 - Ensure the working environment is maintained without risks to health and that adequate welfare facilities are provided Maintaining a tidy site with safe access and egress to places of work and the site accommodation
 - Monitor health & safety to ensure compliance with the safety policy, relevant regulations, site health & safety plan, safe working practices, risk assessments and method statements, including PPE.
 - Report all accidents and incidents to the Safety Administrator. Investigate and close out promptly
 - Meet and liaise with inspectors and visitors to the site. Appoint a competent person to take charge during temporary absences. Maintain a record of all site visitors
 - Co-operate with statutory authorities (i.e. HSE Inspector)
 - Set a good example of behaviour with regard to health, hygiene and safety
 - Listen to employees and subcontractor's concerns in relation to health & safety and act accordingly
- Field Managers also have responsibilities as an employee (see below)

4.5 Responsibilities of Company Safety Officers

The nominated Safety Officers are responsible for:

- Assisting the Joint Managing Directors and Senior managers in implementing the arrangements set out in this policy and continually monitoring and improving safety performance in the Company
- Ensuring employees are consulted prior to implementing changes that may affect their health and safety
- Ensuring that all reported health and safety issues are reviewed and remedial action applied when necessary
- Reviewing the Policy annually (with Directors and Safety Advisor) to ensure that all parts are still valid
- Undertaking the premises risk assessments (together with Regional Managers) and implementing findings.
- Reviewing and revising risk assessments
- Undertaking COSHH & PPE assessments as required
- Assisting management as required on accidents & incidents investigations (especially lost time and major incidents/dangerous occurrences)
 - Provide details of incidents, accidents, and near misses to the H&S Administrator for entering in the Accident Report Log
 - Investigate the incident, with or without the manager.
 - Send details of incident to the HSE, subject to review by director, if it is reportable under RIDDOR.
 - Advise the Insurance company of the accident details using the standard letter, subject to review by managing director.
- Maintaining training and induction records
- Chair company Safety Committee

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The Safety Officer also has duties as an employee (see below)

4.6 Responsibilities of the H&S Administrator

The nominated Health and Safety Administrator has responsibility for:

- Entering details of incidents, accidents, and near misses on the Accident Report Log from details given by the investigating manager.
- Maintaining secure records of Incidents, accidents, near misses, dangerous occurrences (e.g. failure of lifting equipment), diseases, RIDDOR reports, PPE issued, and health surveillance.
- Assisting the Company Safety Officer and Manager by;
 - Administering the incident investigation process
 - Sending details of incident to the HSE, if it is reportable under RIDDOR and subject to review by director.
 - Maintaining records for insurance claims and HSE processes.

The H&S Administrator also has duties as an employee (see below)

4.7 Responsibilities of Employees / Self Employed Subcontractors

All employees have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations. Self employed subcontractors must comply with all aspects of this policy as though they were employees. Conversely the Company will treat self employed subcontractors as though they were employees.

Responsibilities of all employees and self employed subcontractors are to:

- Comply with this Company safety policy, as well as the risk assessments, method statements and safe systems of work in the Employee Health and Safety Handbook.
- Comply with the site health & safety plan and site rules on CDM notifiable projects
- Comply with the general Site Rules in the Employee Health and Safety Handbook at all times.
- Co-operate with both employer and management and follow instructions
- Use the appropriate plant, tools and equipment as instructed and not misuse
- Ensure that guards are in position whilst plant and portable equipment are in use
- Keep tools, equipment and PPE in good condition and report defects
- Immediately report any accident, dangerous occurrence or condition to their Manager
- Take all reasonable steps to ensure the safety of themselves and others
- Avoid improvised arrangements and suggest safe ways of reducing risks
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE suitable for the work and to site rules etc.
- Raise any health & safety concerns with their Manager/Supervisor
- Report immediately any defective plant and equipment to their Manager/Supervisor and do not use until repaired
- Inform their Manager/Supervisor if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

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- Respect & comply with the safety policies & procedures of our clients when working in their premises and to particularly comply with permits to work procedures

All field related operatives must at all times comply with the following SAFETY ABSOLUTES:

Always

- Be Aware of unguarded machinery or electrical equipment that can cause harm.
- Ensure the lift is on inspection speed when working from the car top.
- Request authority to modify mechanical or electrical equipment if it is not part of the work instructions & could potentially cause harm.
- Maintain control of the lift when accessing or exiting or working in the lift shaft or car top.
- Use SOLO procedure when unable to work without power to the lift.
- Position pit & landing entrance protection when working with landing doors open.
- Be aware of fall hazards when working at height or near voids.
- Use PPE where required as per client or company site rules.
- Immediately report accidents / incidents & dangerous occurrences as soon as you become aware.
- Phone the office at the start & end of the working day or as otherwise instructed when working alone

Never

- Ask anyone to do an unsafe act of work

Any breach of these requirements could result in disciplinary action being taken.

4.8 Responsibilities of External Health & Safety Advisor

The Company will appoint an external Health & Safety Advisor to ensure that the Company has access to competent assistance as required by the Management of Health & Safety at Work Regulations 1999 Regulation 7.

The External Health & Safety Advisor will:

- Regularly meet with key staff to review/audit the Company's health & safety management system
- Ensure the Company H&S Policy reflects the Company's operations and organisation and is compliant with current legislation
- Assist the company in preparing all types of risk assessments and method statements
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health & safety advice and support as required
- Undertake site inspections and prepare inspection reports as required
- Assist in accident investigations and preparing accident reports
- Advise of and assist with changes in legislation and their impact on the company
- Act as Company Safety Officer as required

Temple Lifts - Health & Safety Policy Statement

This **Policy Statement** version of the Health & Safety Manual finishes here and contains only the:

- Policy statement
- Organisation
- Responsibilities

The **Full** version of the Health and Safety Management Manual contains additional sections on:

- Management controls
- Operational controls for specific hazards
- Register of relevant legislation and other requirements
- Objectives and targets