

# J H ELEVATORS

Health and safety policy statement

Health and safety at work act 1974

**This is the health and safety policy statement of**

**J H ELEVATORS LIMITED**

**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 affecting 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.

Signed: \_\_\_\_\_ J Harvey

Date: 10/7/2015

Review date: 10/7/2016

## **Responsibilities**

Overall and final responsibilities for health and safety is that of **Jason Harvey**

Day to day responsibilities for ensuring this policy is put into practice is delegated to **George Trufchev**

To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas

**Safety Services UK Ltd** to ADVISE ON IMPLEMENTING SAFE SYSTEMS OF WORK TO ACHIEVE ISO 9001

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 responsible care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## **Health and safety risks arising from our work activities**

Risk assessments where required will be carried out and where a risk is identified, control measures will be implemented to reduce risks to a low level.

- Risk assessments will be undertaken by Safety Services UK Ltd
- The finding of the risk assessments will be reported to Jason Harvey
- Action required to remove/control risks will be approved by Jason Harvey
- G. Trufchev will be responsible for ensuring the action required is implemented.
- Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

## **Consultation with employees**

We will consult employees either directly or through an elected representative.

- Employee representatives are George Trufchev and Ivan Nenchev.

## **Safe plant and equipment**

We will ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before it is purchased.

- Jason Harvey will be responsible for identifying all plant/equipment needing maintenance.
- Safety Services UK Ltd will be responsible for ensuring effective maintenance procedures are drawn up.
- Jason Harvey will be responsible for ensuring all identified maintenance is implemented.

## **Safe handling and use of substances**

We will assess the risks from all substances hazardous to health under the control of substances hazardous to health regulations (COSHH). It is our intention, so far as reasonably practical to:

- Use safer substances where possible than those that are hazardous
- Assess exposure risks;
- Monitor and record control measures;
- Provide adequate PPE to those who require it;
- Give sufficient training regarding the controls to be used
- Store hazardous products in a secure area.

Jason Harvey will be responsible for identifying all substances that require a COSHH assessment.

SAFETY SERVICES UK LTD will be responsible for undertaking COSHH assessments

Jason Harvey will be responsible for ensuring all actions identified in the assessments are implemented, and ensuring all relevant employees are informed about the COSHH assessments;

Jason Harvey will check that all new substances can be used safely before they are purchased;

Assessments will be reviewed every 6 months or when the work activity changes, whichever is the soonest.

### **Information, instruction and supervision**

The health and safety law poster is displayed at:

JH Elevators Limited, Unit 16

Gemini Project Business Estate

Bermondsey

London

- Supervision of trainees/young workers will be arranged/undertaken and monitored by:

Jason Harvey and George Trufchev

- Jason Harvey is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## Competency for tasks and training

All employees will be given health and safety induction training when they start work, this will cover basics such as first aid information and fire safety.

Specific job training will be identified over an agreed period and training providers will be sourced.

- Induction training will be provided by Jason Harvey
- Specific job training will be provided by LITS (elevator training provider)
- Specific jobs requiring training are:
  - Abrasive wheels
  - Plasma scaffold towers
  - Manual handling
  - Slings and lifting
  - Lift testing NVQ 4
  - Lift installation NVQ 3
  - First aid
  - Appointed persons
  - Slinger signaler
- Training records will be kept by Jason Harvey
- Training will be identified and monitored by Jason Harvey

## **Accidents and first aid**

We will provide adequate first aiders in all work areas; first aid assessments and first aid kits will be available.

Signage will be displayed to identify the location of first aid kits and to identify trained personnel.

- The first-aid kits are kept at each site and will have provision in welfare area unless other arrangements are in place (site nurse)
- First-aid kit is kept in the 1<sup>st</sup> floor office at JH Elevators.
- The appointed persons are: Jason Harvey, George Trufchev and Mihai Bica
- All accidents are to be recorded in the accident book. The book is kept at JH Elevators.
- Jason Harvey is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority).

## **Monitoring**

We will monitor health and safety actively by doing weekly spot checks/audits and site visits and by investigating any accidents, ill health and near misses. To check our working conditions, and ensure our working practices are being followed, we will:

- Carry out weekly audits and record this information to improve health and safety conditions in all areas where we carry out activities
- We will record and investigate all dangerous occurrences;
- We will record and investigate all accidents;
- Jason Harvey is responsible for investigating accidents, work related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

## **Emergency procedures- fire and evacuation**

We will obey all emergency procedures as instructed by clients whilst on their premises; this will normally be by way of site induction. JH Elevators premises will have clear fire instructions displayed and emergency evacuation route marked. Fire extinguishers will also be clearly identified. A means of raising the alarm is provided and clearly identified. All visitors to the JHE premises will be made aware of the fire and evacuation procedures.

- Jason Harvey is responsible for ensuring that the fire risk assessment is undertaken and implemented.
- Escape routes are checked daily
- Fire extinguishers are maintained
- Alarms are tested weekly
- Emergency evacuation will be tested every 6 months