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Health and Safety at Work etc Act 1974 This is the Health and Safety Policy Statement of Herts EV Specialists Ltd.


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 - *Liam McDonald*


Date – 06/10/2022

Review Date – 06/04/2023

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Responsibilities

1. Overall and final responsibility is that of *Liam McDonald (Director)*
2. Day to day responsibility for ensuring this policy is put into practise is delegated to *Liam McDonald*
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
 - *Liam McDonald – RAMS*
 - *Liam McDonald – Deliver task briefings to all supervisors*
 - *Liam McDonald/Luke King – deliver task briefings on site*
 - *Liam McDonald/Luke King – RAMS sign offs on site*
 - *Liam McDonald – PAT testing/register of all plant*
 - *Liam McDonald – provision of PPE to all operatives where necessary*
 - *Luke King – site supervision*
 - *Liam McDonald – Scaffold tower construction and maintenance*
 - *Liam McDonald – Use of MEWPs*
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
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

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Arrangements


Health and safety risks arising from our work activities.

1. Risk assessments will be undertaken by *Liam McDonald*
2. The findings of the risk assessments will be reported to *Liam McDonald*
3. Action to remove/control risks will be approved by *Liam McDonald*
4. *Liam McDonald* will be responsible for ensuring the action required is implemented
5. *Liam McDonald* will check that the implemented actions have removed/reduced the risks.
6. Assessments will be reviewed every 3 months or when the work activity changes, whichever is soonest.

Consultation with employees

Employee representative(s) are - *Liam McDonald*

- Consultation with employees is provided by regular phone calls between *Liam McDonald* and employees. Group meetings and private meetings are held and monthly Q & As are held, so that everyone can express opinions/concerns about and improvements that could be made.

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Arrangements

Safe Plant and Equipment

1. *Liam McDonald* will be responsible for identifying all equipment/plant needing maintenance
2. *Liam McDonald* will be responsible for ensuring effective maintenance procedures are drawn up
3. *Liam McDonald* will be responsible for ensuring that all identified maintenance is implemented
4. Any problems found with plant/equipment should be reported to *Liam McDonald*
5. *Liam McDonald* will check that new plant and equipment meets health and safety standards before it is purchased

Safe Handling and Use of Substances

1. *Liam McDonald* will be responsible for identifying all substances which need a COSHH assessment
2. *Liam McDonald* will be responsible for undertaking COSHH assessments
3. *Liam McDonald* will be responsible for ensuring that all actions identified in the assessments are implemented
4. *Liam McDonald* will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
5. *Liam McDonald* will check that new substances can be used safely before they are purchased

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- Assessments will be reviewed every 3 months or when the work activity changes, whichever is soonest

Information, Instruction and Supervision

- The health and safety law poster is displayed/leaflets are issued by *Liam McDonald*
- Health and safety advice is available from *Liam McDonald* or Herts EV Specialists Ltd online CHAS portal
- Supervision of young workers/trainees will be arranged/undertaken/monitored by *Liam McDonald/Luke King*
- Liam McDonald* is responsible for ensuring that our employees working at locations under the control of other employees, are given relevant health and safety information


Competency For Tasks and Training

- Induction training for all employees will be provided by *Liam McDonald*
- Job specific training will be provided by *Liam McDonald*
- Specific jobs requiring special training are:
 - Working at height (scaffold towers, MEWPs)
 - Working with electricity (training required for multiple areas)
 - Manual handling
 - Working in confined spaces
 - Working near ACMs
 - Site supervision
 - Working on or near public highways
- Training records are kept online by *Liam McDonald*
- Training will be identified, arranged and monitored by *Liam McDonald*

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Accidents, First Aid and Work-related Ill Health

1. Health surveillance is required for employees doing the following jobs
 - Working near asbestos
 - Working near any allergens
 - Working with or near certain chemicals
 - Working near lead
 - Working areas with a lot of noise
2. Health surveillance will be arranged by *Liam McDonald*
3. Health surveillance records will be kept by *Liam McDonald*
4. First aid boxes are issued to employees to keep in the van and always have on site during working hours
5. The appointed person is *Liam McDonald*
6. All accidents and cases or work-related ill health are to be recorded in the accident book. The book is kept by *Liam McDonald*
7. *Liam McDonald* is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

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Monitoring

1. To check our working conditions, and ensure our safe working practices are being followed, we will:
 - Have regular meetings to discuss any changes that need to be implemented
 - Monitor employees' attitude towards health and safety on site
 - Provide necessary PPE to each task
 - Ensure all employees have read and signed all RAMS before starting work
 - Ensure daily task briefings are carried out on site by managers/supervisors
2. *Liam McDonald* is responsible for investigating accidents
3. *Liam McDonald* is responsible for investigating work-related causes of sickness absences
4. *Liam McDonald* is responsible for acting on investigation findings to prevent a recurrence