

health & safety policy

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Health & Safety at Work Act 1974

1.0 general policy statement

1. The Board of Directors of Apex Lift & Escalator Engineers Ltd regard the promotion, maintenance and improvement of Health and Safety (ISO 45001) and Environmental (ISO 14001) standards as one of its declared objectives.
2. The company set objectives directly linked with Health & Safety and review these as part of the management review process. Objectives link with the strategic direction of the organisation as well as our policy commitments.
3. Section 2 (3) of the health and safety at work Act 1974, imposes a duty on every company employing five or more persons to prepare, and as appropriate revise a written statement of his general policy with respect of the Health and Safety at Work of his employees. The statement and any revision of it will be brought to the notice of all company employees.
4. It is therefore this Company's policy to do all that is reasonable practicable to prevent personal injury and ill health and damage to property and to protect everyone from foreseeable work hazards including the Sub-Contractors and the public in so far as they come into contact with the Company or its products. The Company will ensure a healthy environment and will comply with any and all applicable legal and other requirements.
5. In particular the Company will:-
 - a) Provide and maintain safe equipment and safe systems of work with healthy working conditions taking account of any legal requirements.
 - b) Provide instructions, training, supervision and necessary information to enable employees to perform their work safely and efficiently.
 - c) Provide adequate funds and resources to meet administrative, investigative, progressive and practical requirements of the policy.
 - d) Safe handling, storage, maintenance and transport of articles and substances.
 - e) Make available all necessary safety devices and protective equipment and supervise their use.
 - f) As far as reasonably practicable, to maintain a safe place of work with safe access.
 - g) Provide a safe working environment with adequate Welfare Facilities in accordance with the construction (design and management) regulations.
 - h) Maintain a constant and continuing interest and improvement in Health and Safety and Environmental matters applicable to the Company's activities, in particular, by consulting and involving employees and their representatives, ensuring that the Company comply with all applicable legislation.
6. It is realised the statutory requirements cover all the Company's Health and Safety Risks, therefore it is necessary to monitor the risks and endeavour to calculate and eliminate or reduce potential accidents or health hazards. The Health and Safety Policy will be audited and updated following internal and external auditing with the Safety Officer. Substantial changes made to the Safety Policy will be notified to all employees.

7. Employees have the responsibility :-
 - To take steps for Health and Safety of himself and of other persons who may be affected by his acts or omissions at work.
 - To co-operate with the company so far as is necessary to enable any duty or requirement to be complied with.
8. All employees are issued with a copy of the Apex Lift and Escalators Ltd, Health and Safety Policy, Environmental Policy with updates, which all employees sign for as proof of receipt.
9. The policy is reviewed annually or as new legislation is brought in.
10. Directors, Managers, Supervisors and all employees are made aware of the legal penalties and duties on a regular basis.
11. The Apex Lift Health and Safety Officer is supported by the Lift and Escalator Industry Association and Statius Management Services.

Signature of Managing Director



..... R. Shepherd
Dated: 25th April 2023

2.0 organisation

The organisation of the Company is formed for works in the field of vertical transport and is headed by Managing Director and the Directors.

The Managing Director has overall responsibility and is accountable to the Board of Directors for the safety performance of the Company.

The Company Environmental, Health, Safety, Quality Manager, is accountable to the Managing Director for implementing, monitoring and recommending improvement or changes to the Health and Safety Policy. His/Her responsibility includes ensuring that resources are made available, risk assessments are carried out and safety systems of work are developed and affected. He/She shall monitor all safety inspections at the office/works and on sites.

Directors are accountable to the Managing Director for implementing the Company's General Health and safety Policy. Directors will, through supervision, enforce the safety policies of the company and carry out the following duties:-

- Recommend to the Board, improvements or changes in Health and Safety practices and to recommend priorities.
- Interpret the policies of the Board to managers and supervisors and ensure that they are understood and implemented effectively.
- Work with technical staff and Health and Safety advisors in reviewing, inspecting and improving work systems and the object of improving Health and Safety performance.
- Monitor the work of managers and supervisors and stimulate their interest and involvement in safety.
- Review reports and statistics and investigate any negative performance prior to taking corrective action.
- Take part in particular investigations of hazards and accidents as required.
- Ensure adequate Health and Safety training and consultation is given for their staff.

They will carry out safety inspections at the office/works and on site.

Each Director is responsible for their departments and personnel's Health and Safety as detailed in the current organisation structure. Each Manager is responsible to ensure their department personnel carry out works in compliance with the current Health and Safety legislation.

A training record is kept for each Director to monitor their competence with training given as required.

All Directors will be made aware of all emergency procedures and ensure their department is made familiar with them.

Managers and Supervisors are accountable to their Director for the day to day operation of the Company's General Health and Safety Policy. The Manager or Supervisor will be responsible for the discipline and enforcement of safety procedures and safe working practices. Other duties include:-

- Monitoring the work of those whom they are responsible for.
- The development of risk assessments and safe systems of work for areas under their control.
- The elimination or reduction of risks as far as is reasonably practicable.
- To inform employees of any Health and Safety information relevant to their place of work.
- To check each company vehicle and where appropriate each site has first aid facilities.
- To train and supervise employees on safe systems of work.
- To investigate accidents and dangerous occurrences and report findings and recommendations to their manager.
- To consult with employees on matters of Health and Safety.
- The completion of the company accident report form and pass to the company Safety Officer for any further action as necessary.
- They shall carry out safety inspections and tool box talks at the office/works and on site.

Each Manager or Supervisor is responsible for their departments and personnel's Health and Safety as detailed in the current organisation structure. Each supervisor is responsible to ensure the works are carried out in compliance with the current Health and Safety legislation.

Each Manager or Supervisor shall ensure all staff and employees are made aware of all the emergency procedures within the buildings and sites.

A training record is kept for each Manager/Supervisor to monitor their competence with training given as required.

All Managers and Supervisors will be made aware of all emergency procedures and ensure their department is made familiar with them.

The Company Environmental, Health, Safety, Quality Manager is accountable to the Managing Director. They are responsible for advising company managers on statutory Health and Safety Legislation, Health and Safety approved codes of practice and guidance and technical standards applicable to the safety performance of the company. Further responsibilities include:-

- Taking follow-up action on receiving notification of any accident or dangerous occurrence.
- Completion of statutory accident reporting requirements to the proper authorities following an accident or dangerous occurrence.
- Statutory notification to authorities for work meeting CDM requirements.
- Liaison with external bodies such as the Health and Safety Executive and Environmental Agency etc.
- To consult with employees on matters of Health and Safety.
- Organising Health and Safety training and induction programmes for new starters and the ongoing updating of safety information to all employees.
- To carry out safety inspections at sites and the review of site welfare facilities.

The Company Environmental, Health, Safety, Quality Manager shall monitor all safety inspections on sites and the office/works.

The Company Environmental, Health, Safety, Quality Manager is responsible for all departments and personnel's Health and Safety as detailed in the current organisation structure. The Safety Officer will consult with the Health and Safety Advisor when reviewing the policy. The Company Environmental, Health, Safety and Quality Manager is to monitor the company's performance under the current Health and Safety legislation.

A training record is kept for the Safety Officer to monitor his/her competence with training given as required.

All employees have a duty under the Health and Safety at Work Act.

- To take reasonable care for the Health and Safety of himself and of other persons who may be effected by his acts or omissions at work; and
- As regard any duty or requirement imposed on his employer or any other persons by or under any relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Each employee is responsible to ensure the works are carried out in compliance with current Health and Safety legislation.

Apex Lifts plans where possible to get each employee trained in basic first aid and appointed persons where required.

A training record is kept for each employee to monitor their competence with training given as required.

All employees will be made aware of all emergency procedures.

Breach of the company's safety rules will be dealt with using the Company's disciplinary procedure with a reprimand, which may result in dismissal.

resolution of safety problems

Any employees with a Health and Safety problem must inform their supervisor/manager. If, after investigation, the problem is not corrected within a reasonable time limit, or the supervisor/manager decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to their Safety Officer who may make representations to the supervisor/manager concerned. This may be in writing.

sub-contractors

Any Sub-Contractor will be required to complete a Health and Safety Questionnaire, submit their Health and Safety Policy and ensure they comply with our Sub-Contractor Terms and Conditions ensuring their competence as an approved Sub-Contractor.

company health and safety arrangements

contact

The Company Environmental Health, Safety, Quality Manager	-	Jim Johnson
Managing Director	-	Reyaan Shepherd
External Advice and Information	-	LEIA, Staius Management Services

24 hours per day Health and Safety contact in the event of an accident or dangerous occurrence;

Head office 24 hours Tel: **020 8300 2929**
 Fax: 020 8300 6868
 Web: www.apexlifts.com

3.0 arrangements

In carrying out its responsibility to provide and maintain a safe and healthy working environment, the company will, after consultation with Trade Unions, Employers Federations and Lift Associations, provide and distribute appropriate codes of practice, guidance notes and bulletins, detailing safe systems of work. The company will also analyse all reports of accidents and take necessary remedial action in order to ensure that future, similar occurrences are avoided.

3.1 procedures, precautions and safe systems of work

The Company, as a member of the Lift and Escalator Industry Association, recognise the booklet issued by the Lift and Escalator Industry Association under the heading of "Lift & Escalator Site Safety Handbook" In addition, British Standard Code of Practice "Safe Working on Lifts" (BS7255) booklet is available to employees at Head Office. All employees are instructed to read and abide by the details given therein, signing the document as proof of same on commencement of employment.

- 3.1.1 The Sales Manager and Sales Department will ensure, at the tendering and planning stages of a contract all Health and Safety requirements are acknowledged and allowed for.
- 3.1.2 The Directors/ Senior Management shall monitor the effectiveness of the policy with reviews annually.

3.2 first aid, accidents and occurrences

3.2.1 first aid procedures

Adequate first aid provision shall be made at all place of work occupied by the company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Wherever possible, arrangements are made with clients to use their first aid facilities. Where this is not possible a member of the field staff will be nominated as the appointed person for first aid and a first aid box supplied which will contain adequate supplies for the total number of employee's onsite. All engineers are issued with a first aid kit

3.2.2 reporting procedures

All accidents, dangerous occurrences and near misses, at work must be reported to Head Office as soon as is practicable. Details of the accident will be registered in the Accident Book; in proxy if necessary; as follows:-

- a) Name address and occupation of injured person.
- b) Signature of injured person or signature and address of other person making entry.
- c) Date when accident was entered in book.
- d) Date and time of accident.
- e) Location of accident.
- f) Cause and nature of injury.

In accordance with Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) fatal accidents, major injuries and dangerous occurrences must be reported by the quickest possible means, normally the telephone, to the Health and Safety Executive Office. In other cases, an injury where the injured person is incapacitated from work for a period of more than seven days a Form 2508 must be forwarded to the Health and Safety Executive Office within fifteen days. However, no immediate telephone call is necessary.

3.2.3 investigating procedures

- a) In the case of a notifiable accident or dangerous occurrence the Senior Fitter/Supervisor is to ensure work in the vicinity is suspended, pending investigation.
- b) Inform Head Office of injury detail and action taken. Damage to plant, tooling, materials or structure, and remedial action, if any taken.
- c) In the case of a notifiable accident, the Supervisor/Manager will investigate the cause of accident.
- d) Once the cause of accident is established, the Company is to take the appropriate remedial action to prevent any further reoccurrences and record the hazard and action taken.

3.3 personal and protective equipment (PPE)

The provision of PPE is as detailed below. Where necessary, safety footwear provided at the Company's expense must be worn to reduce the risk of accidents. Other types of PPE are also provided by the Company where this has been identified by Risk Assessment.

Head protection is supplied to all site personnel to be worn during work at construction sites and work of Engineering Construction, or as detailed by Risk Assessment. Each employee will sign for receipt of PPE. It is important for all PPE to fit correctly and comfortably, and that manufacturer's guidance on use is followed.

P.P.E. – Lost, damaged or out of date P.P.E. will be replaced by the company on request.

Where a Risk Assessment has identified that ear and eye protection is required, this will be supplied at the Company's expense. If an employee is working on a site as a sub-contractor, he/she must ensure that he/she abides by those enforcements and recommendations laid down by the Main Contractors Health and Safety Policy, and must make contact with the site foreperson or Safety Officer before commencement of works.

The PPE listed above is not an exhaustive list of Personal Protective Equipment utilised or supplied by Apex Lifts.

3.4 welfare facilities

In accordance with CDM Regulations, Apex Lifts recognises its position as duty holder making arrangements for suitable welfare facilities to be provided from the start and throughout the Construction Phase. Apex Lifts will ensure that the Construction Phase does not start until the principal contractor has prepared a suitable Construction Phase Plan.

In recognition of the need for satisfactory employee welfare, the Apex Lifts will institute safe working practices as follows:-

- a) Ensure adequate lighting and ample ventilation.
- b) Provide comfortable heating in indoor workplaces.

Apex Lifts will further make sure employees have adequate working space and walkway areas, which are kept clean and free from obstruction. Wholesome drinking water, sufficient washing facilities, first aid facilities and provide sanitary conveniences.

Where these facilities do not exist on site, Apex Lifts would provide portable welfare facilities in accordance with the CDM Regulations.

Construction Site – Prior arrangements will be made with the Main Contractor to ensure adequate resources for shelter and storage of working clothes.

Employees must make contact with the Site Safety Officer or his representative to ensure full compliance with safety requirements as detailed in the paragraph above, including First Aid facilities and fire evacuation procedures. Any difficulties or problems must be reported to the Company Manager in charge of works.

alcohol and drugs

It is Apex Lifts Policy that random drug and alcohol tests will be carried out on employees and sub contractors to ensure the Health and Safety of staff undertaking activities on behalf of Apex Lifts. Alcohol and drugs shall not be abused before or during the working day.

smoking

It is the policy of Apex Lifts that all of our workplaces are smoke free and that all employees have a right to work in a smoke free environment. The policy came into effect on Friday 1st June 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles and work sites. This policy applies to all employees, consultants, contractors, customers or members of the public and visitors.

housekeeping/site tidiness

An area will be designated for the disposal of redundant materials/waste at offices, works and all sites. The cleaning away will be done on a weekly basis within our own vehicles and disposed off in accordance with registration under current environmental legislation.

site accommodation

A secure area if required will be made available for storing of materials either within the clients building or using a site container. Toilet and washing facilities will be made available in site using facilities with the building or within a steel security container.

control of road transport

The recorded designated driver of each vehicle is responsible to ensure the day to day routine checks are carried out at the beginning of every working day. All drivers are responsible for adhering to road laws and reporting any road accidents. All drivers are responsible for the safe loading and securing of the loads carried by their vehicles. Drivers and staff accessing the load bed of the delivery truck should always use the safety harnesses if there is a risk of falls. The transport manager is responsible for the regular maintenance as detailed in the manufacturer's requirements. The transport manager will also be responsible for ensuring that vehicles are correctly inspected and hold valid certificates as required by law as well as the correct use of vehicles.

3.5 machinery and substances

3.5.1 **Machinery PUWER** – All new or hired plant/equipment will be inspected before use and checks made to ensure all guards are secure and safety features operational as per the Provision and Use of Work Equipment Regulations 1998. Instructional training will be given and recommended safety equipment must be available for use by site personnel. All Company plant/equipment will be tested and certificated for electrical/mechanical integrity in accordance with PUWER and either HSE Planned Maintenance guidance notes or manufacturer's instructions. A documentary record will be held for each such piece of equipment. Any item of equipment without such a test record shall not be authorised for use.

All lifting equipment will be inspected in compliance with the Lifting Operations and Lifting Equipment Regulations.

All plant/equipment will be maintained at regular intervals as manufacturer's recommendations.

3.5.2 **Substances** – Substances currently in use will have been assessed according to the current COSHH regulations. For all new substances a material safety data sheet will be requested from the supplier. An assessment will be carried out against HSE publication EH40, and a data sheet issued detailing use and storage considerations.

Managerial and Supervisory staff will receive ongoing assessment training and maintain a library of such assessments.

3.6 special risks

3.6.1 Any works which can be identified as involving a “Special Risk” e.g.

- | | |
|--------------------------------|-------------------------------------|
| a) Working in confined spaces. | h) Hoists |
| b) Asbestos | i) Lifting Equipment and Operations |
| c) Dust | j) Cranes |
| d) Welding | k) Machines |
| e) Abrasive wheels | l) Fork Lift Truck |
| f) Working at Heights | m) Scaffolding |
| g) Noise | |

will require compliance with specific legislation as well as any specialist training or equipment. This will be assessed prior to commencement of work with a method statement and in line with Apex Lifts Risk Assessment Procedure.

If in the event of a special risk arising during work, such work will cease forthwith. Professional advice will be sought prior to commencement or continuation of work, and any specialist equipment obtained and procedures followed.

3.6.2 Any works by sub-contractors or other trades within/on the premises of Apex Lifts or at various sites will be monitored.

3.6.3 All electrical works shall be carried out by persons in possession of correct competence and if required method statements and permit to work system.

3.6.4 Cleaners, since they work alone in the building, operate a ‘Buddy System’ whereby they contact the facilities manager when their works are complete to ensure their safety. Contractors and visitors are accompanied at all times whilst on company premises.

3.7 emergency procedures

3.7.1 All staff/employees will make themselves familiar with the fire evacuation procedures and first aid facilities at all locations where they are working, and will advise the client or owner of their presence.

3.7.2 All subcontractors shall be informed and made aware of all emergency procedures before any works commence.

All subcontractors will be required to submit risk assessments and a safe system of work before they are allowed on site.

Danger notices and work notices will be posted to inform of particular works being carried out within occupied buildings. All employees will ensure the work activities that they are carrying out shall cause the minimum inconvenience and nuisance to the occupants, with obtaining any necessary permits from the client or owner of the premises.

3.7.3 All staff/employees will ensure that all visitors to the offices, works or various work sites receive adequate Health and Safety training and are escorted by an authorised member of Apex staff as required.

3.7.4 At Apex House, fire exit notices are displayed in office and workshop areas. Fully equipped first aid kits are situated around the building. First aid kits are also carried within each vehicle.

Smoking prohibition notices must be observed at all times.

In the event of an emergency, the Company and its employees will seek guidance from a senior member of staff in each work area for guidance in such matters e.g. isolation of services, evacuation of personnel, operation of emergency equipment etc.

Whilst in transit on Company Business, an employee will abide by legislation according to the Road Traffic Act and the guidelines within the Highway Code. In the case of an incident, direction will be sought from members of the appropriate emergency service.

3.8 communication

The company is committed to updating all relevant procedures with current information from Lift Associations and the Health and Safety Executive. Such amendments will be communicated to the employees by staff notice board postings, leaflets, practical instruction or any other means the company considers appropriate.

All employees are to familiarise themselves with the “Health and Safety Law Poster” and “Treatment of Persons Suffering with Electric Shock” Notice and other notices distributed around Head Office premises. Refer to HSE Leaflets. Know the Company current telephone numbers for assistance or information.

3.9 safety consultation

The company identifies that the co-operation and collaborative approach to Health and Safety in the workplace is of great benefit. Therefore, the company has a commitment to an ongoing consultation with its employees under the Health and Safety (Consultation with Employees) Regulations.

Every Director, Manager and Supervisor has a specific responsibility towards Health and Safety; with consultation being one. Information should be exchanged via the management team who liaise with employees at all levels. This allows for information to flow via the company management to and from management meetings to employees where detailed health and safety matters are discussed. Employees are also to be advised that they can contact the Health and Safety Manager at any time to discuss any concerns or queries which will be dealt with in a timely fashion. If an employee wishes to make an anonymous suggestion or comment, they are advised to leave a note in the Health and Safety Managers' post tray.

The procedure for dealing with safety problems is dealt with separately and must be followed.

3.10 training

The company will provide the financial resources to ensure the training of its employees in the furthering of Health and Safety awareness. On recruitment, all new employees will receive the following information and induction training:

- a) A copy of the Company health and Safety Policy together with relevant documents.
- b) Ensure employee know the procedures to follow for first aid treatment.
- c) Explain procedures in the case of an accident and the system of accident reporting. The name of Supervisor/Manager to whom they should report if an accident, health hazard or dangerous occurrence should occur.
- d) Advice on Safety at Work and Company Procedures in relation to potentially hazardous areas and tasks.
- e) Use of plant, machinery and equipment. Safe use and care of personal protective equipment.

Ongoing training will be given to all levels of employees, following for instance new legislation, change of work activities, and exposure to new or increased risks or when the Company believes retraining is required. I.e. the Risk Assessment would identify the need for additional training.

Training: Training and refresher courses will be given in regard to Fork Lift Operators and Abrasive wheel users etc.

The Company will permit reasonable time off with pay during working hours for employees to undertake basic and subsequent training, which will be given by qualified persons.

3.11 management of health and safety at work

The Company aim to recognise all probable hazards, and therefore take preventative and protective measures by:-

Making a suitable and sufficient assessment of the health and safety risks to employees and those not in his employment; in the office or on site, and any significant findings are to be recorded.

Employees will be informed of any risks to their health and safety and the controls to be put in place as preventative and protective measures. A review will be carried out to maintain the effectiveness of the measures. Employees must in their own interest report any dangerous situations or Health and Safety Risks.

Sub-Contractors and the Public must be informed of risks, which affect them and report to the Company any dangerous situations or Health and Safety Risks. Contractors must advise the Company of any risk on their behalf, believed to be dangerous or a risk to Health and Safety. Periodical inspections will be carried out to assess the effectiveness of this Policy and ensure compliance by employees. These inspections will be made in conjunction with the Risk Assessments, Accident Records, COSHH and any future requirements of new legislation.

Spot checks will be carried out from time to time. As an ongoing commitment to Health and Safety, information reinforcing previous training and instruction will be circulated to employees and sub-contractors as and when the Company deems it necessary, i.e. if an employee has an accident.

We will continually monitor the Company Health and Safety at Work Policy. An Employee having a request or suggestion in regard to Health and Safety at Work should make it, in writing to a Supervisor/Manager.

3.12 common hazards

Reference should be made to the LEIA "Lift Safety Site Handbook" and BS7255 (Safe Working on Lifts), for guidance about common hazards found in the Lift and Escalator Industry. All employees will be issued a copy of the LEIA booklet in accordance with Section 3.1 of this policy. A copy of BS7255 is available at the Company Head Office. In the event of loss of the LEIA booklet a replacement copy should be requested from the Company Head Office.

3.13 display screen equipment (DSE)

As a result of the eye test if the employee requires VDU "corrective glasses" the Company will provide them. Training towards reducing risks associated with DSE usage will be carried out by the company.

The Company will carry out a suitable and sufficient assessment of all workstations. Any risks identified by the assessment will be reduced to the lowest extent practicable.

Records of each assessment will be recorded unless:-

- a) It is easily and quickly repeatable.
- b) There is no significant risk.

To reduce eye fatigue, muscular strain and stress the Company will require DSE operators to arrange their daily work routine in such a way as to incorporate periodic breaks from the screen or change of activity.

Employees using DSE are entitled, but not obliged, to undergo an eyesight test.

3.14 manual handling

In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW), the Company is required to assess risks arising from work activity. (See Section 3.11 of this policy).

The Company will carry out a thorough assessment in accordance with Manual Handling Operation cannot be avoided, reducing the risk of injury to the lowest reasonable level.

The Company will, whenever practicable, avoid the need for any hazardous manual handling.

3.15 the construction (design and management) regulations

The Company will ensure that a framework is introduced to cover the design of equipment where applicable, commissioning of work, its planning and implementation, which applies to construction work where significant risks are faced by employees.

HSE must be notified of projects where construction work is expected to:

- Last for more than 30 working days and there are more than 20 persons simultaneously onsite, or
- Will involve more than 500 person days

Apex Lifts will ensure that the client(s) are aware of their duties that a principal designer and Principal Contractor has been appointed and HSE has been notified before we start work.

We will ensure that we have a competent Health & Safety person to address any issues likely to be involved in the management of the construction phase.

Apex lifts will ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.

Apex Lifts will ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.

We will ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health.

Apex Lifts will ensure that a suitable construction phase plan is prepared before construction work begins, developed in discussion with and communicated to, contractors affected by it. We will also implement the plan and keep it up to date as the project progresses.

Where the principle contractor is appointed by the client or principal designer of the construction phase and is not an employee of the company, the company will ensure full co-operation, including applying any reasonable rules and/or directions. The principle contractor will be notified of any information reportable under RIDDOR Regulations Relating to Accidents and Dangerous Occurrences. The Company will also inform the principle contractor of any other information it thinks should be passed on.

No employee will commence construction work until he has been informed of the names of the client, principal designer, designer, principle contractor and the Construction Phase Plan or relevant parts of it.

3.16 asbestos

The Company fully understands its duties with regard to The Asbestos Regulations. As we are not a licensed asbestos removal company we cannot take on asbestos removal/encapsulation works. If any of our operatives suspect a material or **do not know what a material is**, they must inform their supervisor or H&S officer. The supervisor will then inform the building owner/client. It is the responsibility of the building owner/client to have the works carried out by an accredited asbestos removal company. Only after a Clean Air Certificate is provided will lift works be completed. This has particular relevance with regard to older installations that may have asbestos brake shoe linings and/or flash guards between main electrical contacts.

3.17 regulatory reform (fire safety order)

The Company fully understands the requirements of the regulatory reform (fire safety) order and in accordance with this shall apply its principles both at Apex House and any site which affects any employee of the Company. This includes but is not limited to the general principles of prevention, risk assessment, training, and provision of information and emergency procedures.