

Date of Issue: 23/06/2023

Review Required: 23/06/2024 (Max 12 months)



Health and Safety Policy

1.1-Policy Statement

UK System Scaffold Hire Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment, as far as is reasonably practicable, for all its workers and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

UK System Scaffold Hire Ltd is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by our activities. We will take all reasonably practicable steps to achieve this commitment, to comply with our statutory obligations and to promote a positive health and safety culture throughout our organisation.

The senior management team of UK System Scaffold Hire Ltd aims to promote a positive health & safety culture within the organisation, based on a positive and proactive rather than simply reactive approach to health, safety and welfare.

1.2-Statutory Duty of UK System Scaffold Hire Ltd

UK System Scaffold Hire Ltd will provide and maintain a healthy and safe working environment with the objective of minimising the risk of injury or ill-health. It will endeavour to implement this commitment to a safe and healthy working environment by:

- Taking all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- Providing and maintaining adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety. This includes safe access, providing adequate facilities and arrangements for welfare at work, including lighting, heating, ventilation and toilet facilities and through ensuring that there is adequate First Aid cover in the event of an accident or sudden illness.
- Encouraging persons on the premises to co-operate with the organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensuring the provision and maintenance of plant, equipment and systems of work.
- Undertaking risk assessments in order to review the health and safety of our activities and premises.
- Making arrangements for implementing the health and safety measures identified as necessary by the risk assessments.
- Record the significant findings of the risk assessments and the arrangements for health and safety measures.
- Drawing up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its workers.
- Appointing someone competent to assist with health and safety responsibilities.
- Setting up emergency procedures.
- Providing adequate First Aid facilities.
- Providing suitable vehicles and equipment which are properly maintained with suitable safety devices installed, where applicable.
- Ensuring all work equipment, tools and mobile plant supplied are fit for purpose, inspected and maintained as part of any regulatory inspection regimes (with necessary documentation supplied) and that training, competency and authorisations are in place prior to use.
- Ensuring safety and health in connection with the use, handling, storage and transport of articles.
- Providing information, instructions, training and supervision as is necessary to ensure the health and safety at work of our employees and other persons.
- Maintaining arrangements for emergency response including fire and medical emergencies.

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- Investigating all incidences of injury and work-related ill-health.
- Reporting certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- Minimising the use of hazardous and dangerous substances and where their use cannot be eliminated, implementing suitable controls.
- Ensuring that appropriate safety signs are provided and maintained.
- Ensuring that the company has access to health and safety advice.
- Complying with all statutory requirements and other requirements placed upon it regarding safety, health and the environment, including relevant regulations and codes of practice.
- Complying with all industry guidance and best practice as appropriate.
- Complying with all customer and site-specific instructions and guidance regarding health & safety matters.

UK System Scaffold Hire Ltd recognises its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by the company's work operations. We will take steps to check the competence of any contractor before their services are engaged and will ensure that all third parties are provided with appropriate information on entering our premises and in relation to our work activities.

1.3-Statutory Duty of UK System Scaffold Hire Ltd employees

It is the duty of personnel:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To familiarise themselves with and implement company procedures on health and safety.
- To use work equipment and items correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public.

1.4-Policy for Visitors and Contractors

On arrival, all visitors, including contractors and/or their workers, must sign the visitors book recording the date and time of their arrival and, before leaving.

Visitors should be directed to the person(s) they are here to see. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

2.1-Health and Safety Rules

All personnel must exercise ordinary care in their activities at work to avoid accidents and comply with the general health and safety rules and with any further rules which UK System Scaffold Hire Ltd may publish from time to time.

2.2-Accident Forms and Book

Completed forms must be kept in the first aid folder in the locked health & safety cupboard.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the company's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the company.

2.3-Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the company in relation to fire.

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2.4-Equipment and Appliances

No equipment or appliance may be used other than as provided by the company and any directions for the use of, must be followed precisely.

2.5-Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

2.6-Maintenance

Defective equipment, furniture and structures must be reported as soon as possible.

2.7-Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

2.8-Display Screen Equipment (DSE)

UK System Scaffold Hire Ltd recognises its responsibility to ensure the well-being of workers who regularly use display screen equipment (DSE) for a significant part of their normal work. Employees are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of DSE equipment, they have the right to an eye-test at the company's expense.

2.9-Alcohol, Drugs and Tobacco

UK System Scaffold Hire Ltd has provided a designated smoking area to use only at break times. The use of Drugs (except under medical supervision) on the premises is always prohibited. The use of alcohol is prohibited during working hours, and no employee may undertake their duties if under the influence of alcohol or drugs (except under medical supervision.)

This health and safety policy and the organisations documents which support it, will be reviewed annually and more frequently where there have been changes in the organisation or the activities undertaken.