

TCA Lifting Ltd

Health, Safety, Welfare & Environment



## Health & Safety Policy 2022



TCA Lifting Ltd  
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# TCA Lifting Ltd

## Health, Safety, Welfare & Environment



### Part 1 - General

#### Statement of Policy

**1.1** TCA Lifting Ltd acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

**1.2** TCA Lifting provides safe and healthy working conditions for all our employees by:-

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

**1.3:** It is also the intent of TCA Lifting to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

**1.4:** TCA Lifting accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

**1.5:** The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

**1.6:** This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually or earlier if necessary.

**Date:** 1<sup>st</sup> January 2022

**Review date:** 31<sup>st</sup> December 2022

**Name:** Phil Lomax

**Signed:**

A handwritten signature in blue ink, appearing to read "Phil Lomax", is written over the "Signed:" label.



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### Part 2 – Organisation and Responsibilities

#### 2.1 Head of Company

The directors of TCA Lifting have overall responsibility for health & safety, and will:

Ensure suitable financial provision is made for health & safety obligations

Provide appropriate information and instruction to employees

Ensure work is planned to take into account health & safety issues

Ensure that staff at all levels receives appropriate training

Monitor and assess risk to health and safety

Understand the company policy for health & safety and ensure it is readily available for employees

Set a personal example by wearing appropriate protective equipment

Actively promote at all levels the company's commitment to effective health & safety management

#### 2.2 Health and Safety Representative

Named person responsible for H&S: Phil Lomax

Experience /qualifications of above person: SMSTS, CPCS Site Manager, IPAF Senior Instructor.

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.
- Investigating accidents and implementing corrective action.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- COVID-19 policy and toolbox talks communicated with all employees. Our clients' policies also communicated with workforce to ensure full understanding and awareness of procedures. Public Health England, UK Government and WHO advice monitored and procedures and advice given to workforce updated as necessary (see attached COVID-19 policy document).



### 2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

- (A) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (B) As regards any duty or requirement imposed on his employer or any other person by or under any of the 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.

In order for employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health & safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- Reporting any defects to work equipment immediately to their supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to their supervisor
- Using the correct tools & equipment for the job in hand in accordance with training & instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of incidents.

### 2.4. Employment of Young Persons/Apprentice

Management of Health and Safety at Work Regulations 1999

Young Persons - Definition

- a) A young person means a person who has passed the school leaving date but is under 18 years old.
- b) Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risk, due to their immaturity and lack of experience.

Employers are required to:

- a) Assess risks to young people and apprentices of up to 18 years of age before they start work; also take into consideration other young persons who are older than 18 but lack the necessary experience or maturity
- b) Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;



- c) Address specific factors within the Risk Assessment;
- d) Provide information to parents/guardians of school age children about the risks and the control measures to be adopted;
- e) Take account of the Risk Assessments and determine whether the young person should be prohibited from certain work activities except where it is necessary for their training;
- f) Proper supervisor is to be provided by a competent person.

TCA Lifting will ensure that all relevant risk assessments and other safety documents are reviewed and if necessary amended to account for young persons. In respect of Sub-Contractors employing young persons or and apprentices, proof of Risk Assessments, information, instruction and training is to be provided prior to commencement on site.

### Part 3 – Arrangements

#### 3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues: The content of this policy, any rules specific to a site or job, changes in legislation or working best practice, the planning of Health and Safety training, the introduction or alteration of new work equipment or technology, this communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, e-mails.

#### 3.2 Foreign Employees (English not their first language)

English is not the first language for increasing numbers of our customers and our own employees. TCA Lifting has produced several documents in various languages to assist the understanding. Additional supervision is necessary to ensure full understanding of safety critical issues before machines are operated without supervision.

#### 3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility



- Training is also specifically provided for work with hazardous substances, use of PPE & manual handling.
- Any training provided by the company will be formally recorded and a copy kept on file.
- A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### 3.3 Risk Assessments

The Health and Safety Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work.

Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

### 3.4 Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site-specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### 3.5 Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times. Before commencing work, the TCA Lifting representative will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

### 3.6 Welfare Facilities

TCA Lifting guarantee to provide, as a minimum, welfare facilities in accordance with The Health and Safety Executive's Construction (Health, Safety and Welfare) Regulations (1996) and as detailed in the HSE 'Construction Information Sheet No 18 (rev.1).'



When on site working wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### 3.7 Work Equipment

All work equipment (including Electrical equipment) used at work will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by: Phil Lomax in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk. All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your supervisor.

### 3.8 Personal Protective Equipment (P.P.E.)

Appropriate PPE will be issued to employees as and when necessary for work activities. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements. Any defects or malfunction of PPE must be reported to: Phil Lomax

### 3.9 Hazardous Substances

Company carries out assessments of any substances used, in accordance with the Control of Substances Hazardous to Health Regulations, the information being recorded and held on file. Assessments consider storage, handling, and aspects of use, exposure, workers health, and emergency actions.



Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department. An inventory of all substances and materials hazardous to health is held at head office.

### 3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by TCA Lifting Ltd. All first aid kits, owned by the company, will have as a minimum the HSE recommended contents. A kit suitable for up to 12-persons will be available our training depot and all company vehicles will carry a personal first aid kit. In addition, an emergency eye wash station is available at the depot. First aid box location (Alton Depot): kitchen. Appointed Person: Phil Lomax

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents **MUST** be reported to your supervisor and the details recorded in the accident book (held in office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR): <https://www.hse.gov.uk/pubns/indg453.pdf>. Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety representative must be notified as soon as practicable after incidents causing the following injuries:

#### The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

#### Specified injuries to workers

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations





- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### When do I need to report an incident?

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by [reporting online](#). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923.

**NB: A report must be received within 10 days of the incident.**

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form. Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form. All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded. Any accident that occurs during IPAF training will be reported in accordance with the IPAF accident reporting procedure and RIDDOR 2013.



### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### **Non-fatal accidents to non-workers (eg members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.



### **Covid-19**

Social distancing should be maintained at all times. A more rigorous cleaning regime has been introduced to reduce the potential transmission of the disease. PPE to be worn when working in close proximity to other workers and if working inside. When working in our workshops the roller shutter doors should be opened whenever possible to increase ventilation. Refer to separate policy documents relating to this specific disease. Our policy regarding COVID will be subject to change in response to updated advice from the WHO and NHS.

### **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

### **IPAF**

Any accident or near miss involving a MEWP, even if it affects a customer, should be recorded. This information is then sent to IPAF to help them build a database of accidents to help prevent future occurrences. <https://www.ipafaccidentreporting.org>

### **3.11 Asbestos**

Before any work commences on a client's site, all employees are to make a request to view the site specific asbestos register. The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health & Safety representative for further instruction. Due to the nature of works on older buildings, there could be a risk of exposure to asbestos if, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc.
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises, so that the necessary sampling can be arranged don't return to the area until informed that it is safe to do so.

**Remember, if you are uncertain as to the content of the material, stop work and seek advice.**



### 3.12 Manual Handling

Injuries caused through manual handling can cause serious problems for individuals and the Company. TCA Lifting as a company that specialises in access & lifting equipment will ensure that safe arrangements are in place for all manual handling operations. All staff will receive training on correct manual handling and MAC assessments will be carried out for regular and known lifting tasks. Where possible lifting aids will be used, where these are not available or suitable, manual handling shall only take place in accordance with HSE guidance.

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads that they feel incapable of moving safely.

### 3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

A fire watch should remain on continuous active duty during the hot work and for 30 minutes following the completion of the hot work in order to detect and extinguish any smouldering fires. A final check should be no less than 1-hour after completion of hot works. All employees are responsible for keeping their operating areas safe from fire, ensuring that all staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is: Tony Gettins. In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point (rear yard or front car park depending on the location of the fire).

### 3.14 Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.



# TCA Lifting Ltd

## Health, Safety, Welfare & Environment



Sub-contractors health & safety arrangements are assessed by requesting the following documents: CPCS health & safety, CPCS A66, IPAF training, CAP card. We manage / supervise / monitor sub-contractors activities by the following means: Annual audits & client assessments.

### 3.15 Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

### 3.16 Other Important Health & Safety information

TCA Lifting Ltd is an IPAF training provider and as such is regularly audited and monitored for consistent high quality training. The training centre is also audited to ensure that it meets the specific requirements of the IPAF scheme. TCA Lifting is an active member of the CPA (Construction Plant Hire Association) and supports their efforts to improve safety in our main areas of interest – access & lifting equipment. TCA Lifting is a member of the British Safety Council and accredited by the SafeContractor Scheme.



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