Health and Safety Arrangements / Policy - Lowther Hire Services Ltd

The workshop is open from 7am – 4pm Monday to Friday and 8am – 12 Saturday

The office is open from 8.30am – 4pm Monday to Friday Closed Saturday and Sunday

With only 4 staff Lowther Hire Services has created their own H&S arrangements and these are all discussed with and reviewed with all staff employed.

Lowther Hire intends to comply with CDM 2015 – health and safety procedure written following the CDM2015 guidelines at the forefront by: sensibly planning work so the risks involved are managed from start to finish, having the right people for the right job at the right time, cooperating and coordinating your work with others, having the right information about the risks and how they are being managed, communicating information effectively to those who need to know and finally, consulting and engaging with workers about the risks and how they are being managed.

1. Index of arrangements/procedures.

All hires, sales and work shop procedures are over seen by John Lowther and Wayne Watson.

Karl Wilson is first aid trained. Both are trained in all aspects of plant operations and safety. As a small company of only four workers only John and Wayne repair and run up plant machinery. Each member of staff has a set role within the company and is offered the correct tools, time and training in order for them to succeed safely in their given role.

2. Contractor arrangements/procedures for eight bullet points listed.

* How you: Plan, manage and monitor your work

Office manager takes all orders and relays them to the yard supervisor or MD direct.

They check and ensure all plant for hire is operating safely.

Plant is then tagged to confirm it has been repaired.

All floors are swept daily and any mess/spillages cleaned up immediately.

All plant is stored safely and no wires or cables are left out.

Plant returned from hire and is stored until checked and ensured fit for purpose for next hire – it is then labelled with safety instructions.

The MD ensures all equipment is suitable for their chosen purpose and ensures the right member of staff is offered the correct role in the hire process.

Spoken communication is encouraged within the company to relay all information. However written advice notes are provided for all hires with contact details of the customer so every member of staff has access to all required information direct from the customer to ensure the fastest and safest procedures.

* Communicate health and safety information to the workforce.

All staff are supervised directly by the managing director who oversees all operations. Staff are given training and feedback constantly to ensure the safest of working practices – a training plan is supplied and designed with the CITB. PPE is supplied to all staff FOC. We operate an open door policy with working relations and communication between all staff at the forefront of our working practice to ensure immediate feedback and improvements of our H&S practices. All our risk assessments are reviewed with input from all staff members to ensure they communicate any concerns, and any concerns are investigated and if necessary repaired/improved so as to ensure the safest working environment for all staff members.

* Ensure all your employees are inducted before working on site (just stating that the Principal Contractor does this is insufficient).

As a small company, only 4 staff, we rarely employ new staff. Karl Wilson was the latest recruit over 5 years ago. He was immediately first aid trained and shown how the H&S procedures and working practices of the company operate. He was advised on his right to PPE, provided FOC by Lowther Hire Services Ltd. He was given full driver training and completed and passed his towing licence – funded by our company. He also completed a basic plant inspection course.

* Prevent access by unauthorized persons to site – we have one access in and one access out – which is overseen by the yard supervisor who greets all persons on their arrival. The main workshop area is blocked off from access by those unauthorised.
* Provide adequate welfare facilities – we provide clean welfare facilities on site for all staff with easy access.
* Manage asbestos – Not applicable
* Manage fire risks

All fire procedure posters are put up with detailed fire procedures. All rooms have a fire extinguisher. John Lowther conducts a fire procedure practice meeting every 6 months to remind all staff of the correct practice. None of our staff smoke so there is no risk there. All electrical equipment is PAT tested correctly and all electrical sockets and such checked annually. Training is given to all staff and any faults are reported and repaired immediately. All fuses have clear access.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ John Lowther (MD)

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