

AMA Scaffolding Ltd - Health & Safety Policy

Statement of Intent

The Health and Safety at Work Act of 1974 and the Management of Health and Safety at Work Regulations 1999, impose statutory duties on employers and employees alike. AMA Scaffolding Ltd will comply with these regulations to ensure responsibilities for health and safety are properly assigned, accepted and fulfilled at each level within our organisation. Procedures will be implemented and all practical steps taken to safeguard the health, safety and welfare of all employees and visitors at all times.

AMA Scaffolding Ltd will, so far as is reasonably practicable, ensure that:-

The provision and maintenance of plant and systems of work (at the company's premises and any locations at which we are working) are safe and without risk to employees and any other party who may be affected.

Arrangements for handling, storage and transportation of materials for use at work are complete and compliant with current regulations.

Adequate information is available regarding any substances or materials that may be encountered during a working day to ensure the safe handling and protection of employees and others.

The provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of all employees.

The working environment of all employees and subcontractors is safe and that all necessary precautions have been undertaken.

The company will ensure that all employees and sub-contractors:

Undertake all reasonable health and safety precautions to protect his or her welfare and that of all others who may be affected by his or her actions.

Report to the relevant manager or supervisor responsible, any hazard or risk (potential or otherwise) immediately that the risk has become evident.

The Health and Safety Policy is subject to continuous improvement by the management of AMA Ltd who may reasonably alter this document in whole or in part at any time. All amendments will supersede and replace any previous versions and the improved document made available for inspection on all sites by employees, clients subcontractors and any other interested parties.

For and on behalf of AMA Scaffolding Ltd.

Martin Unstead
Managing Director
February 2025

Registered address: Unit 15 Yard Esgors Farm, High Road, Thornwood, Epping, Essex, England, CM16 6LY

RESPONSIBILITIES

Managing Director

- The M.D. shall take the ultimate responsibility for all aspects of health and safety and ensure that AMA Scaffolding Limited meets or surpasses its legal responsibilities for the health and safety of all its employees.
- The M.D. will have responsibility for implementing the Health and Safety policy, procedures and arrangements and shall monitor the action of all employees involved in work undertaken.
- The M.D. shall have sufficient experience and training to understand the general requirements of Health and Safety regulations and all other relevant HSE guidelines, A.C.O.P's and from this understanding ensure that all other employees are aware of their responsibilities within these regulations.
- The M.D. shall ensure the production and or approval for all plans of work, risk assessments and method statements produced to ensure that the control measures are in place to reduce the risk to health and safety is as low as reasonably practicable and that appropriate P.P.E. has been noted to reduce the risk still further.
- The M.D. shall at least once in 12 months review the Health and Safety Policy, Procedures and Statistics and from this review make such recommendation to ensure the continuous improvement of the Health and Safety of all AMA Scaffolding personnel and persons associated with their work.

Safety, Health, Environment & Quality Advisor

- The SHEQ Advisor shall advise the M.D. in all aspects of implementing the Health and Safety policy and ensure compliance with all relevant regulations, HSE guidelines, A.C.O.P's. If considered in the best interest of company, shall take immediate action to ensure the Health and safety of all persons and advise the M.D. of the actions necessary and the reasons for urgency.
- Ensure compliance with both internal and external policy, procedure, plans of work, risk assessment, PPE and training requirements. Monitoring shall be via inspection and audit the results and recommendations of which shall be reported to the M.D.
- The SHEQ Advisor shall investigate and report any significant accidents, incidents, or near misses and forward recommendations to the management. Regularly review of any actions to comply with the company's commitment to continuous improvement.

Manager / Supervisor

- To ensure all agreed plans of work and risk assessment are understood and followed by operative.
- Confirm all operative have the required training, information to complete the task with no risk to their or others health and safety.
- To ensure all materials, equipment including PPE and plant is safe and suitable for the task.
- To supervise the actions of the operatives to ensure control measures are used and therefore reduce the risk.
- Report all accidents, incidents and near misses to the manager and assist with any investigation.
- To keep the management team fully informed of any training, additional information changes to method/plan or work required for work under his control.

Operative

- To carry out work activities as stated in the method statement, instruction document or as instructed by their manager / supervisor.

- To have indicated understanding of the method statement and have read and understood the risk assessment for the task.
- Follow the supervisor's instructions should there be any changes necessary to any of the documents.
- To maintain, inspect, and correctly use all equipment, plant and PPE as stated on the method statement, and risk assessment and report any defects to their supervisor.
- To carry out all work in a safe and controlled manner and develop a personal concern for safety for themselves and others.
- To maintain housekeeping to the highest level possible at all times.

Arrangements

Issue of PPE

All employees will be issued with the necessary PPE to complete all tasks given to them. This PPE will be specified by the Health and Safety Manager or member of the management team. Any new employee wishing to use their own PPE must first submit the equipment for inspection by a competent person to ensure it is fit for purpose and meets all regulated criteria. If acceptable the equipment will be identified and a record added to the employees personnel file.

Site Inductions

Site inductions shall be carried out by the client or principle contractor, where there is no site induction the manager / supervisor in charge shall use the company induction and make it specific to the site with the information taken from the risk assessment and method statement, the induction talk will include as a minimum:

- Site rules
- Risk Assessment and Method Statements
- Welfare facilities
- First aid arrangements
- Emergency Procedures

Employees will be encouraged to continually liaise with the manager / supervisor to bring to their attention to any health and safety hazards or concerns.

Reporting of Incidents / Accidents and Dangerous Occurrences

All accidents will be recorded in the Company's accident book. This is held at the Company's office together with a leaflet from HSE giving further guidance on the reporting of accidents and incidents. The manager / supervisor must notify the M.D and SHEQ Advisor as soon as possible. The SHEQ Advisor shall organise and carry out an investigation into the incident, the level of investigation shall be dependent on the nature and severity of the incident. Accidents must also be reported to the client / principle contractor and entered in the site's accident book.

Incidents involving members of the public, visitors and unauthorised visitors

If any member of the public or any visitor is involved in an incident or is injured, details must be entered in the company accident book. The manager / supervisor must notify the M.D and SHEQ Advisor as soon as possible. The SHEQ Advisor shall organise and carry out an investigation into the incident, the level of investigation shall be dependent on the nature and severity of the incident.

Major accidents and fatal accidents to employees (RIDDOR)

A major injury is defined as:

- Fracture other than to fingers, thumbs or toes
- Amputations
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agents
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

Accidents resulting in absence from work for more than seven days

Any accident resulting in necessary absence from work for more than seven days requires an entry in the accident book. Senior Manager or Safety Manager will complete the accident report form (F2508a) and forward this to the appropriate office of the HSE. He will also ensure that the client / principal contractor is notified.

Dangerous occurrences

There are a number of specified major incidents which must be reported to the HSE by the quickest practicable means. If an incident occurs which the site supervisor feels may be reportable, they should contact the SHEQ Advisor who will make the necessary enquiries and take action accordingly.

Risk Assessment

No work will be undertaken until a risk assessment has been completed by a competent person and the operatives undertaking the work made aware of the risks and appropriate control measures. The risk assessment will be signed and dated by the assessor and by the operatives and will be signed again should any re-assessment be required due to change of conditions. Only persons who have sufficient training and experience will be considered competent to assess the risks involved in work undertaken. Competence for Risk Assessment will be agreed by the SHEQ Advisor, should training be considered necessary it will be organised by the SHEQ Advisor. All operatives will receive as a minimum basic Risk Assessment training to ensure its importance is understood.

Personal Protective Equipment (PPE)

It is company policy that all site operatives will have available a safety helmet, safety footwear, high viz vest and eye protection at all times whilst on site and will wear them as required by the site rules. Other PPE may be required if indicated by the risk assessment or if it is part of the mandatory site rules. Where necessary operatives will be trained in the correct fitting, maintenance and use of their PPE.

Manual Handling

In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992. Wherever practicable, loads will be moved by mechanical means. Operatives shall receive manual handling training to enable them to understand their capabilities and when to ask for assistance.

Information instruction and training

The manager / supervisor will ensure that persons working under his control have a sufficient level of training to complete the tasks safely. If in his opinion training is required he will contact the SHEQ Advisor to arrange the required training. Records of all training internal or external will be kept at the company office with copies in the site documentation pack.

A review of health and safety training needs will be conducted on a regular basis.

Consultation & Tool Box Talks

The manager / supervisor will carry out Toolbox Talks as required; these may be internal to inform operatives of any safety alerts or concerns or can be as specified by the client. Toolbox Talks shall also be used as an opportunity for employees to raise concerns or pass their thoughts and ideas for improvement etc to the manager / supervisor.

First aid – Site operations

All company vehicles and employees who are required to work alone will be provided with a first aid kit. It is the responsibility of the individual employees to keep these boxes in a clean condition and properly stocked by requesting additional items as required.

Provision of welfare facilities

These will normally be provided by the client or principal contractor. The manager / supervisor will inform employees of the welfare arrangements at the start of the contract.

Fire Precaution

If the work involves a fire risk then a fire extinguisher and fire blanket will be provided for use at the actual task site.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002 imposes a duty on every employer to identify all substances in use and to assess the risk to their employees and others from the substance, taking into account the manner in which it is being used and the quantities involved.

'Substances Hazardous to Health' is any substance which is:

- Carrying a hazard warning symbol
- A biological agent, i.e. Leptospirosis
- Dust of any kind, when present in a substantial concentration.

The list of substances regularly used by the Company will be regularly reviewed by both the M.D. and the SHEQ Advisor

COSHH Assessments

The risk associated with the use of the substance must be assessed by making a systematic review and asking:

- What quantities of the substance are involved?
- What form is the substance in i.e., liquid, dust, solid, and vapour?
- How can it harm someone, i.e., by inhalation, by skin contact, by absorption through the skin, by ingestion?
- Who could be exposed to the substance and for how long?
- Does the substance have to be used or can a non-hazardous or less hazardous substance be substituted?

Asbestos

Asbestos is a Hazardous Substance, prior to starting any work which requires drilling or the disturbance of structures or surfaces the manager / supervisor must get assurances from the client / principle contractor that there is no asbestos present.

Site House Keeping and Clearance

The cleanliness of any area before during and after work will be the responsibility of the company. To assist with this and comply with any relevant Health and Safety and Environmental regulation reference will be made on all method statements to leaving the operation site clear, clean and safe and the client will be offered a Hand Over Certificate as agreement the work is complete including clearance. All excess material will be removed from site and debris removed to the designated waste skips.

Martin Unstead
Managing Director

February 2025

Corruption and Bribery Policy

Application of the Policy

It is the policy of AMA Scaffolding Ltd to maintain the highest level of ethical standards in the conduct of its business affairs. The actions and conduct of AMA Scaffolding Ltd Directors and Employees as well as others acting on AMA Scaffolding Ltd behalf, are essential to maintaining these standards.

Compliance with Anti Bribery Laws

To ensure that all financial transactions and other activities undertaken on behalf of AMA Scaffolding Ltd do not violate these anti-bribery laws, AMA Scaffolding Ltd employees must read and understand this Policy.

AMA Scaffolding Ltd employees must conduct company business in compliance with the highest and professional and ethical standards and with the laws of all countries in which the company does business.

The use of company funds for any unlawful, improper or unethical purpose is strictly prohibited. AMA Scaffolding Ltd employees may not authorise, promise or give an advantage, tolerate, encourage or make any prohibited payments (as described below), regardless of amount, for the purpose of obtaining or maintaining company business. This prohibition also applies to indirect contributions and payments as gifts made in any manner. For purposes of this Policy.

- “Prohibited Payments” includes any offer, gift or payment, or authorisation of an offer, gift or payment, of any money or thing of value to or for the benefit of any Director or Employee or any other persons.

AMA Scaffolding Ltd may not, directly or indirectly, give or agree to give, offer or receive, any money, gift, or thing of value to or from any Director or Employee, or to or from any Director or Manager or party as an inducement or reward for favourable actions or forbearance from action or the exercise of influence.

Other than in exceptional circumstances, no payments to any party or its representative must be made.

All AMA Scaffolding Ltd Directors and Employees must report any suspected and actual instances of non –compliance with this Policy and must provide all relevant information to assist in any internal investigation of the circumstances.

Under No circumstances will the reporting of a possible impropriety serve as a basis for retaliatory actions against any Employee.

Client Entertainment

This Policy does not exclude reasonable business entertainment or hospitality if:

- The host is present
- The purpose is to hold a bona fide business discussion or to develop better business relations,
- The entertainment is openly offered and not solicited

- Such entertainment is neither too frequent nor extensive to raise questions of impropriety.

No Client Entertainment should be planned or actioned unless authorisation is given by a Main Director. The relevant Director will note the planned entertainment and will be required to authorise subsequent expense claims and to validate that no change to the requested entertainment occurred.

Martin Unstead
Managing Director
February 2025