

E and M Lifts Limited

Health and Safety Policy Statement

E and M Lifts Limited 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.

It is the intent of E and M Lifts Limited to provide 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
- 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

It is also the intent of E and M Lifts Limited 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, 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.

E and M Lifts accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, and members of the public. E and M Lifts also accepts responsibility for any affects our activities may have on the environment.

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

Signed:

Date: 06.01.2026

Review Date: January 2027

Name: Robert Evans.



Health and Safety Co-ordinator

The person responsible for H&S is Robert Evans, with many years industry experience 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, and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013.

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

It shall be the duty of every employee while at work – 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 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. For all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and 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 the Site 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 the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.



Communication/Consultation

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 his communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

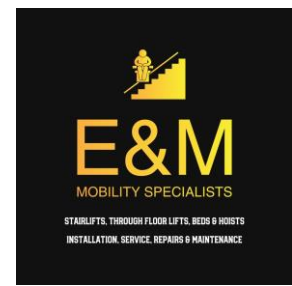
Training

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 and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.
- A programme of refresher training, normally via Toolbox talks, but more formally if required, will be undertaken to keep employees up to date with legislation and industry best practice.

Work equipment

1. That all work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.
2. All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. This will take into consideration how the equipment is constructed and the environment in which it is used. Where appropriate portable appliance testing will be carried out at an appropriate schedule.



3. An assessment will be undertaken before new equipment is introduced into the working environment in order to ascertain that the equipment is suitable for its intended use.
4. No employee will use work equipment for which they have not received specific training.
5. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
6. That all work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies.
7. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
8. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.
9. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

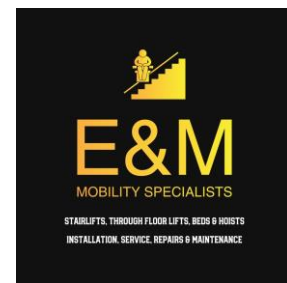
Who is responsible for workplace health and safety?

1. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

2. The Employer is responsible for:

- a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises.
- b. Identifying health and safety risks and finding ways to manage or overcome them.
- c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- d. Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
- e. Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- f. Providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety



at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions if you are unsure about how to safely carry out your work.

- g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
 - h. Providing a health and safety induction and appropriate safety training to your role, including:
 - Manual handling.
 - Control of substances hazardous to health (COSHH).
 - Asbestos awareness.
 - Electrical safety.
 - The use of personal protective equipment (PPE)
 - i. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
 - j. If an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
 - k. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
3. The board of directors of the Employer has overall responsibility for health and safety and has appointed Robert Evans as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
4. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

Co-ordinator / Representative with the following objectives;

1. WHAT caused the accident? WHO was involved?
2. WHEN did it occur? WHY did it occur?
3. HOW could it have been prevented?
4. HOW can a recurrence be prevented?

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line



with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible. Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, 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 the office.

Construction (Design and Management) Regulations 2015 (CDM 2015)

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages, or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing, and monitoring their work to ensure any risks are controlled.

Contractors on all projects must:

- Make sure the client is aware of the client duties under CDM 2015 before any work starts plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- Provide appropriate supervision, information, and instructions to workers under their control ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work
- In addition to the above responsibilities, contractors working on projects involving more than one contractor must:
 - Coordinate their work with the work of others in the project team
 - Comply with directions given by the principle designer or principal contractor
 - Comply with parts of the Construction plan phase relevant to their work
 - Where a contractor is the only contractor working on a project, they must ensure a Construction plan phase is drawn up before setting up the site.



When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation or the selection of persons to carry out manual handling
- Lifting tasks will be based on the training given, age, physique etc.

Co-operation and Coordination

Employees will always familiarise themselves with client procedures when first attending a site, general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will always be followed.

Before commencing work, the site supervisor will attend any meetings or inform other people working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

Working at Height

The Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007 lay down statutory requirements which must be adhered to. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

E and M Lifts Limited will ensure that working at height will be avoided wherever possible. Also we will use work equipment or other measures to prevent falls from height if working at height cannot



be avoided. E and M Lifts Limited will ensure that all work at height is properly planned and organised.

All employees working at height must be deemed competent to do so by E and M Lifts Limited before working at height. Robert Evans carries this responsibility.

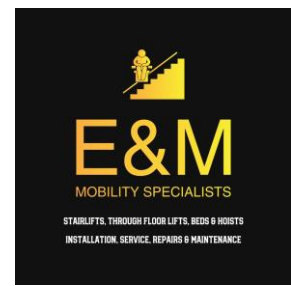
All ladders will be pre use inspected daily before use, to ensure their safety.

Asbestos

E and M Lifts Limited accepts its responsibilities under the Control of Asbestos at Regulations 2012. All work by E and M Lifts will initially assess if any asbestos is present – this will be either done in conjunction with the Client, or independently. Should any Asbestos Containing Material (ACM) be discovered or suspected in any premises where E and M Lifts, or its sub-contractors are working then this will result in the incident being reported to the Client immediately and all work suspended until the facts of the ACM's are established and appropriate control measures put in place. E and M Lifts Limited policy is not to expose employees or others to unacceptable risks of contamination by asbestos; Safe Systems of Work (in accordance with the Control of Asbestos Regulations 2012) will be implemented. Robert Evans carries the responsibility for co-ordinating this.

Responsibilities for employees

1. Taking reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
2. Co-operate with the Company to enable it to manage health and safety.
3. Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements.
4. 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.
5. Reporting any defects to work equipment immediately to the Site Supervisor.
6. Reporting to the management any incidents, which have led or might lead to injury or damage.
7. Reporting any accidents or near misses to the Site Supervisor.
8. Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
9. Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.



Responsibilities of all staff

General Staff Responsibilities

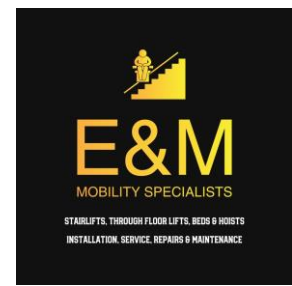
5. All staff must:

- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- b. Co-operate with the Principal Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements.
- c. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- d. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- e. Keep the workplace tidy and hazard-free.
- f. Report all health and safety concerns to the Principal Health and Safety Officer promptly,
- g. Including any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem.
- h. Co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

Staff responsibilities Relating to Equipment

6. All staff must:

- a. Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- b. Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment.
- c. Ensure that health and safety equipment is not interfered with.
- d. Not attempt to repair equipment unless suitably trained and authorised.



Staff responsibilities relating to accidents and first aid

7. All staff must:

- a. Promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation.
- b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in Main Office.
- c. If an accident occurs, dial 01634 714295 and ask for the duty first aider, giving name, location and brief details of the problem.
- d. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing, and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to national health alerts

8. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

Staff responsibilities relating to emergency evacuation and fire

9. All staff must:

- a. Familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board in Back Office.
- b. Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
- c. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
- d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months.



- e. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- f. Notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

10. On discovering a fire, all staff must:

- a. Immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire.
- b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

11. On hearing the fire alarm, all staff must:

- a. Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- b. Leave without stopping to collect personal belongings.
- c. Stay out of any lifts.
- d. Remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting.

Risk assessments, hazardous substances, display screen equipment and manual handling

12. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

Robert Evans 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, they will



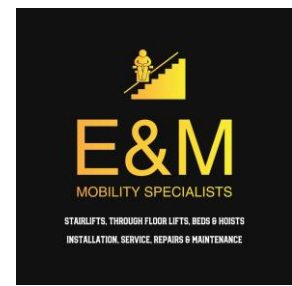
take further advice if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

13. The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
14. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
15. Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen but may request a workstation assessment and/or an eye test by an optician by contacting the Principal Health and Safety Officer. The Principal Health and Safety Officer will then provide you with more details and decide if you would like to proceed.
16. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

Electricity at Work

Electricity is used throughout business to operate plant and equipment. Numerous accidents and some fatalities involving electric shock and burns happen at work each year. Most of these accidents can be avoided by careful planning and straightforward precautions. The Electricity at Work Regulations 1989 requires precautions to be taken against risk of death and personal injury from electricity in work activities. Some relevant requirements are:

- Detailed up-to-date records of maintenance programmes carried out should be kept
- All electrical equipment must be used in such a manner that its strength and capability are not exceeded so as to give rise to danger
- All electrical equipment that is to be exposed to any hazardous environment (e.g. wet, dusty, excess temperature, etc.) must be constructed to prevent any danger
- All electrical conductors must be insulated or otherwise protected or sited so as to prevent danger
- All equipment capable of conducting electricity must be earthed so as to prevent danger should that equipment become charged with electricity due to any fault
- All connections must be mechanically and electrically safe and suitable for use



- All electrical systems must be fitted with means to protect from excess current, such as fuses or circuit breaker, to guard against overload, short circuit and earth fault current
- Proper means must be provided to enable the electricity supply to any electrical equipment to be cut off and for the electrical equipment to be isolated so that the disconnection and separation is secure
- Any person carrying out electrical work must have sufficient knowledge, experience or supervision to prevent any danger or injury. Electrical equipment is to be PAT tested if its age exceeds 3 years. No employee is to use any electrical equipment that is not fit for purpose, nor trained in its use. All drills and other tools to be battery operated unless there are no alternatives. Robert Evans is to be always consulted on these matters if appropriate.

Non-compliance with health and safety rules

17. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.