

Health and Safety Policy

Willmatt Lifting Ltd

- **Policy owner:** Anthony McColl, Company Director
- **Approved by:** Anthony McColl, Company Director
- **Effective date:** 18 September 2026
- **Next review due:** 18 September 2027
- **Applies to:** All employees, workers, subcontractors, visitors and work under Company control

Statement of intent

Willmatt Lifting Ltd accepts its responsibility to protect, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by its lifting, plant and construction-related activities. We will comply with applicable health and safety law, client requirements and recognised safe working practices.

- Provide and maintain safe plant, equipment, lifting accessories, systems of work and working environments.
- Identify hazards, assess risks and implement suitable controls before work starts and whenever conditions change.
- Plan lifting operations properly, supervise them appropriately and ensure they are carried out safely by competent people using suitable equipment.
- Provide appropriate information, instruction, training, supervision, consultation, welfare and personal protective equipment.
- Prevent injury and work-related ill health, including risks from fatigue, stress, noise, vibration, hazardous substances, manual handling and safety-critical work.
- Consult the workforce, encourage the reporting of hazards and near misses, and support every person's authority to stop unsafe work without fear of retaliation.
- Investigate incidents and non-conformities, complete corrective actions and monitor performance so arrangements continually improve.
- Set and review health and safety objectives and provide the people, time and resources needed to achieve this policy.

Health and safety is a shared responsibility. Everyone working for or with Willmatt Lifting Ltd must take reasonable care, cooperate with these arrangements, work within their competence and report unsafe conditions promptly.

I approve this policy and will ensure it is communicated, implemented and reviewed.

Signed by: Anthony McColl, Company Director and most senior person in the organisation



Date signed: 18 September 2026

Next review due: 18 September 2027

1 Organisation and responsibilities

Company Director

- Has overall accountability for health and safety, approves policy and objectives, provides resources and ensures responsibilities are assigned.
- Ensures competent advice is obtained when specialist knowledge is required and reviews serious incidents, enforcement matters and performance trends.
- Confirms that commercial, programme or client pressures do not override safe planning or the stop-work decision.

Managers supervisors and appointed persons

- Plan and coordinate work, assess risk, prepare or review RAMS and lift plans, verify competence and brief those affected before work starts.
- Provide appropriate supervision, monitor conditions and behaviour, stop unsafe work and ensure defects and corrective actions are controlled.
- Consult workers and coordinate with clients, principal contractors, other contractors and site management.

Employees workers and subcontractors

- Follow inductions, RAMS, lift plans, permits, manufacturer instructions and reasonable safety directions.
- Use equipment and PPE correctly, do not interfere with safeguards, work only within competence and report restrictions, fatigue, hazards, defects, incidents and near misses.
- Stop and seek guidance where the work differs from the plan or cannot be performed safely.

2 Planning risk assessment and safe systems

- Suitable and sufficient risk assessments are completed by competent persons and consider workers, the public, other contractors, vulnerable persons and foreseeable emergencies.
- Method statements, lift plans, permits and task controls define responsibilities, sequence, plant, exclusion zones, communications, environmental limits and emergency arrangements.
- Controls follow the hierarchy of elimination, substitution, engineering controls, administrative controls and PPE.
- RAMS are reviewed after change, new information, an incident, a control failure or evidence that they are no longer suitable. Changes are authorised and re-briefed.
- Dynamic assessment supports, but does not replace, planned assessment. Work stops where a significant unplanned hazard cannot be controlled immediately.

3 Competence instruction and supervision

- Role requirements are defined and evidence such as CPCS cards, qualifications, licences, experience, training and safety-critical medical fitness is verified before mobilisation.
- Induction and task briefings cover site hazards, interfaces, RAMS, emergency arrangements, reporting routes, welfare and stop-work authority. Understanding and attendance are recorded.
- Supervision is proportionate to task risk, complexity, experience, changing conditions and potential consequence of error.
- Training and refresher needs are monitored through a competency register, expiry dates, observations, incidents, legal changes and performance review.

4 Consultation and communication

- Workers are consulted on risks, controls, changes, incidents and improvement through briefings, toolbox talks, site discussions and direct access to management.
- Safety information is communicated in a form that recipients can understand. Questions and practical demonstrations are used to confirm understanding where appropriate.
- Workers may raise concerns confidentially and will not be disadvantaged for making a genuine report or stopping work they reasonably believe is unsafe.

5 Lifting operations and equipment

- Lifting operations are planned by a competent person, appropriately supervised and carried out safely in accordance with LOLER and the approved lift plan.
- The plan addresses load details, centre of gravity, lifting points, equipment configuration, ground and support conditions, access, working radius, capacity, accessories, exclusion zones, communications, weather and foreseeable emergencies.
- Cranes, lifting equipment and accessories are uniquely identifiable, suitable, marked with safe working information and subject to pre-use checks, maintenance and thorough examination at required intervals.
- Equipment with an overdue examination, defect or uncertain status is quarantined and not used until released by an authorised competent person.
- Only authorised operators, appointed persons, lift supervisors and slinger signallers perform those roles. No person stands beneath a suspended load or enters an exclusion zone without authority.

6 Work equipment vehicles and workplace transport

- Work equipment is selected, maintained, inspected and used by trained and authorised persons in accordance with PUWER and manufacturer instructions.
- Guards and safety devices remain effective. Isolation, lock-off and defect reporting are used before maintenance or intervention.
- Vehicle and pedestrian movements are planned using segregated routes, banksmen where required, reversing controls, suitable lighting and safe loading or securing arrangements.
- Driving licences, vehicle inspections, insurance and legal roadworthiness requirements are verified. Mobile phones are not used while driving except through lawful hands-free arrangements that do not create distraction.

7 Work at height falling objects and access

- Work at height is avoided where reasonably practicable. Where required, it is planned, risk assessed, supervised and carried out using suitable access and fall-prevention equipment.
- Collective protection is preferred to personal fall protection. Ladders are used only where suitable following risk assessment and are checked before use.
- Open edges, fragile surfaces, falling objects and dropped tools are controlled. Rescue arrangements are established where personal fall-arrest systems are used.

8 Personal protective equipment

- PPE is selected from risk assessment, compatible with other equipment, suitable for the wearer and provided without charge where the Company has the duty to provide it.
- Users receive instruction on fit, use, storage, inspection, cleaning, limitations and replacement. Defective or contaminated PPE is removed from use.
- PPE supplements higher-level controls and is not used as the sole control where risk can reasonably be avoided or reduced by other means.

9 Hazardous substances noise and vibration

- Hazardous substances are identified and assessed before use. Safety data, exposure routes, storage, handling, spill response, health surveillance and disposal controls are communicated.
- Exposure to noise, hand-arm vibration and whole-body vibration is eliminated or reduced through equipment selection, maintenance, work methods, exposure controls and health surveillance where indicated.
- Suitable respiratory protection is selected, face-fit tested where tight fitting, maintained and used only by trained persons.

10 Manual handling

- Hazardous manual handling is avoided where practicable. Mechanical assistance, team handling, task redesign and load reduction are used before reliance on individual technique.

- Assessments consider the task, load, working environment, individual capability and frequency. Workers report pain, restrictions or changing conditions promptly.

11 Occupational health mental health and fatigue

- Health risks are considered in risk assessment and workers performing safety-critical duties must be fit for the work and hold required medical evidence.
- Work-related stress and mental-health concerns are treated seriously and confidentially. Workers may approach management, request support or discuss temporary adjustments without stigma.
- Working hours, travel, night work, breaks, workload and consecutive shifts are planned to control fatigue. A person who is unfit through fatigue, illness, medication, alcohol or drugs must not undertake safety-critical work.
- Health surveillance or occupational-health advice is arranged where risk assessment or law indicates it, and medical information is kept secure with restricted access.

12 Welfare first aid fire and emergencies

- Suitable welfare is confirmed before work starts, including toilets, washing, drinking water, changing, rest and facilities appropriate to site and workforce needs.
- First-aid needs are assessed and suitable equipment, trained personnel and communication arrangements are provided or confirmed with the controlling contractor.
- Fire risks, alarms, escape routes, assembly points and extinguisher arrangements are communicated. Hot work or other controlled activities use permits where required.
- Emergency plans address foreseeable events including lifting failure, dropped load, overturning, collision, entrapment, work-at-height rescue, fire, spill and severe weather. Drills are conducted where appropriate.

13 Incident reporting and investigation

- All injuries, dangerous occurrences, property damage, environmental events, near misses and unsafe conditions are reported promptly to the supervisor and recorded.
- The Company secures the area, supports injured persons, preserves relevant evidence and notifies the client or site management as required.
- Incidents are investigated proportionately to identify immediate, underlying and root causes. Actions have owners, due dates and effectiveness checks.
- Statutory reports are made under RIDDOR where applicable by the responsible person. Records and lessons learned are retained and communicated appropriately.

14 Contractors visitors and coordination

- Subcontractors are vetted for competence, insurance, equipment, health and safety arrangements and relevant performance before appointment.
- Contracts and orders define health and safety expectations, required evidence, reporting, audit and stop-work rights. Subcontractor performance is monitored throughout delivery.
- Visitors receive appropriate instruction, are escorted where necessary and remain outside operational or lifting exclusion zones unless authorised.
- The Company cooperates and coordinates with clients, principal contractors, designers and other dutyholders, providing and obtaining information needed to control shared risks.

15 Monitoring review and records

- Performance is monitored through inspections, observations, equipment records, audits, worker feedback, incidents, training status, medical or competence expiry and corrective-action completion.
- The Director reviews significant findings and trends, assigns improvement actions and checks that actions have reduced risk.
- Controlled records include assessments, RAMS, lift plans, briefings, competence, inspections, examinations, maintenance, incidents, training, health surveillance and review evidence.
- This policy is reviewed at least annually and following significant legal, organisational or operational change, serious incident, enforcement action or evidence that arrangements are ineffective.

16 CDM 2015 contractor arrangements

When Willmatt Lifting Ltd carries out, manages or controls construction work, it discharges its duties as a contractor under the Construction Design and Management Regulations 2015 through the following arrangements. The controls are proportionate to the project, lifting activity, interfaces and risks.

Before appointment and mobilisation

- Confirm the scope, client, principal designer, principal contractor and other relevant dutyholders, and establish whether the project has one contractor or more than one contractor.
- Before work starts, take reasonable steps to confirm that the client understands the client's CDM duties and promptly raise any apparent omission with the client or principal contractor.
- Review relevant pre-construction information, site rules, surveys, drawings, existing services, ground conditions, structural information, asbestos information, access restrictions and known interfaces. Missing or unclear safety-critical information is requested and resolved before affected work proceeds.
- Confirm that Willmatt Lifting Ltd has the necessary skills, knowledge, experience and organisational capability, together with sufficient time, competent people, supervision, plant and other resources to carry out the work safely.
- Verify that employees, workers and subcontractors have the skills, knowledge, training and experience needed for their duties or are completing supervised development arrangements that keep the work safe.

Planning managing and monitoring the work

- Plan, manage and monitor construction work under Company control so that it is carried out without risks to health or safety, including risks to other contractors, clients, occupants and members of the public.
- Prepare suitable task risk assessments, method statements, lift plans and permits. These identify work sequence, responsible persons, interfaces, equipment, exclusion zones, temporary works or supports, services, access, environmental limits, emergency arrangements and monitoring requirements.
- Provide information, instruction and supervision appropriate to the worker, task and risk. Supervisors inspect the work, check controls remain effective and stop or re-plan work when conditions, design, sequence or resources change.
- Record inspections, briefings, changes, defects, incidents and corrective actions. Lessons and significant changes are communicated to the principal contractor and others who may be affected.

Construction phase plan

- On a project involving more than one contractor, obtain, understand and comply with the parts of the principal contractor's construction phase plan relevant to Willmatt Lifting Ltd's work.
- Where Willmatt Lifting Ltd is the only contractor, ensure that a proportionate construction phase plan is drawn up before the construction site is set up and keep it current throughout the work.
- Work does not begin until the applicable plan, RAMS, lift plan, welfare, access control, emergency and coordination arrangements are suitable for the intended activities.

Cooperation coordination and directions

- Cooperate with the client, principal designer, principal contractor, designers, other contractors and workers, and coordinate work so that one activity does not create uncontrolled risk for another.
- Attend coordination meetings and provide programme, lifting, plant, access, exclusion-zone, load, ground-bearing, temporary works and change information in sufficient time for interfaces to be managed.
- Comply with reasonable directions from the principal designer or principal contractor and report conflicts, omissions or unsafe arrangements promptly rather than proceeding on an unsafe basis.
- Provide relevant information for the construction phase plan, design risk management and health and safety file, including residual risks, significant changes, examination records and information needed for future maintenance or use where applicable.

Induction consultation welfare and site security

- Ensure every worker under Company control receives a suitable site-specific induction unless the principal contractor has already provided one. Company and task briefings supplement the site induction.
- Consult workers in good time about matters affecting their health, safety and welfare, encourage practical suggestions, confirm understanding and provide clear routes for reporting hazards and stopping unsafe work.

- Do not start work unless reasonable steps have been taken to prevent unauthorised access to the work area, lifting zone and any hazardous plant or stored equipment.
- Confirm suitable toilets, washing, drinking water, changing and rest facilities are available from the start and maintained throughout work for persons under Company control.

Subcontractors domestic clients and additional roles

- Subcontractors are selected, appointed, instructed and monitored so that they meet the same competence, planning, cooperation, induction, supervision, welfare and reporting standards.
- Where Willmatt Lifting Ltd is the sole contractor for a domestic client, it also carries the transferred client duties applicable to that arrangement. Where more than one contractor is involved, the allocation of principal contractor and transferred domestic-client duties is confirmed before work starts.
- If Willmatt Lifting Ltd is appointed to an additional CDM dutyholder role, or undertakes design decisions, it accepts the role only after confirming the necessary competence and organisational capability and then applies the specific duties for that role.

17 Relevant legal framework

The Company applies legislation relevant to its activities, including:

- Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.
- Construction Design and Management Regulations 2015, where applicable to the work and the Company's role.
- Lifting Operations and Lifting Equipment Regulations 1998 and Provision and Use of Work Equipment Regulations 1998.
- Work at Height Regulations 2005, Personal Protective Equipment at Work Regulations 1992 and Personal Protective Equipment at Work Amendment Regulations 2022.
- Control of Substances Hazardous to Health Regulations 2002, Control of Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005.
- Manual Handling Operations Regulations 1992, Workplace Health Safety and Welfare Regulations 1992, Regulatory Reform Fire Safety Order 2005, First Aid Regulations 1981 and RIDDOR 2013, as applicable.