



PLANT HANDLING AND LIFTING SPECIALISTS

M&E PLANT and MACHINERY HANDLING SOLUTIONS-LIFTING SOLUTIONS-MODULAR HANDLING and INSTALLATION-LOGISTIC MANAGEMENT

Telephone: 01323 335051

email: [office@planthandling.co.uk](mailto:office@planthandling.co.uk)

**PLANT HANDLING SOLUTIONS COMPANY PROFILE**

# PLANT HANDLING SOLUTIONS

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## **Plant Handling Solutions Introduction**



**Plant Handling Solutions** offers a complete fully insured M&E plant and machinery handling solutions, we are specialists in the moving, lifting and installation of heavy mechanical and electrical plant, M&E service modules, machinery and industrial equipment, with highly trained multi-disciplined operatives, who all hold CSCS certification as a minimum, we have the ability to overcome the most complex of lifting and moving operations.

Services that we offer include-

### **M&E Plant and Machinery Handling**

Our experienced teams with kitted vans offer a complete Lift and Shift package, from site surveys, planning, offloading and final location of your M&E plant items, backed up with full Method Statements and Risk Assessments (RAMS) and Lift Plans prepared by our A61 CPCS Appointed person, we can include and arrange all necessary lifting equipment to undertake any operation.

Typical of the equipment that we can move from transport to final location

#### **Air Handling Units**

- HRUs
- Dry Air Coolers

- Electrical Switchgear
- Generators
- Chillers

- Boilers
- Condensers
- Transformers



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## **Lifting Solutions**

Our Lifting Solutions and Management offers full contract lifts, from site survey, planning, management and supervising the lifting, movement and installation of M&E plant and machinery to LOLER and PUWER standards, working with our partners we can arrange Mobile Cranes, Hi-Abs, Forklifts and Gantries to ensure that we have the right equipment to complete any lifting operation.

We can supply

- **Full Contract Lifts**
- **A62 Crane/Lifting Operation Supervisor**
- **A40B Slinger/Signaller**
- **RAMS and Lift Plans**
- **A16 Industrial Forklift operator**
- **A17C Telescopic Handler operator**
- **Mobile Cranes, Hi-Abs, Forklifts and Gantries**

## **Modular Handling and Installation**

Working with your design teams we can plan, advise, manage, and undertake the installation of both vertical and horizontal service supply modules, including the offloading, up-righting, handling, install, fixing and levelling.

- **Mechanical and Electrical Plant Modules**
- **Horizontal service Modules**
- **Riser Modules**
- **Bathroom PODs**

## **Plant Handling Solutions Core Values**

Plant Handling Solution hold five key core values and we encourage our workforce, supply partners and clients to work to these values at all times.



### **Safety**

Plant Handling Solutions operate in a high-risk environment, an environment that demands safety first and teamwork. We ensure that we embrace responsibility for others and deliver wellbeing for all. Safe working environments are absolute must for all involved in any of our operations, and all operations will stop if anyone feels that it is unsafe.

### **Integrity**

Plant Handling Solutions hold integrity as a core belief, a belief that is easy for anyone involved with Plant Handling Solutions to adopt, we promote doing the right thing, at the right time, in the right way even in the most challenging situations, this starts with proper planning and will continue throughout the work until completion, Plant Handling Solutions do not except 'cutting corners'

### **Respect**

Plant Handling Solutions consider a respectful work environment as a core value and encourage all our staff, supply partners and clients to respect others, we as a company prohibit all form of bullying, harassment, or violence, and believe that it is everybody's right to have a safe and respectful working environment.

### **Ethical**

Plant Handling will always conduct our business in a competent, fair, impartial, efficient, and collaborative manner, we fully understand the importance of confidentiality and ensure all information is held in the upmost confidence.

### **Sustainable**

Plant Handling Solutions will always investigate ways to minimize our impact on the environment, we will encourage our partners to develop a greener supply chain, and promote the use of greener technology, Plant Handling will always develop employee awareness and training.

## **Plant Handling Solutions Vision**

After over thirty years of working within the lift and shift industry for many different companies on some of the largest projects across the UK, I decided to start my own company, in 2020 I formed Roncone Ltd with the vision to offer a professional and reliable M&E plant lifting and handling services at competitive rates, the aim then, as it still is now was to assist our clients from the planning stages until completion to ensure that all jobs go smoothly as possible and problem free. Roncone Ltd has been trading as Plant Handling Solutions since October 2021 and is continuing to work to the beliefs that planning and preparation are as key to the execution.

**Plant Handling Solutions** offers a complete fully insured M&E plant and machinery handling solutions, we are specialist in the moving, lifting and installation of heavy mechanical and electrical plant, M&E service modules, machinery and industrial equipment, with highly trained multi-disciplined operatives, who all hold CSCS certification as a minimum, we have the ability to overcome the most complex of lifting and moving operations.

Our experienced teams with kitted vans offer a complete Lift and Shift package, from site surveys, planning, offloading and final location of your M&E plant items, backed up with full Method Statements and Risk Assessments (RAMS) and Lift Plans prepared by our A61 CPCS Appointed person, we can include and arrange all necessary lifting equipment to undertake any operation.

Vic Roncone

A handwritten signature in black ink, appearing to read 'Vic Roncone', on a light blue background.

Director of Plant Handling Solutions.

August 2023

## **Health and Safety Vision**

Our vision is to provide a workplace where employees and contractors are not harmed, where everyone recognises that all incidents are preventable, and that health and safety must never be compromised.

It is an absolute must that all employees and contractors have a safe place of work and can return home safely at the end of their working shift.

Plant Handling Solutions will demonstrate visible commitment to health and safety. Health and safety must never be compromised by operational or business needs.

Plant Handling Solutions will implement a robust certified safety management system, appropriate to our activities, to manage risks and support opportunities.

Everyone at Plant Handling Solution has a role to play in achieving our health and safety vision, we all have the responsibility for our health and safety and that of those around us, we are each empowered to –

- Speak up or act when we see an issue.
- Ask for help when we need it.
- Share when we see something that might help others.

We will also be open to feedback and challenge from others. Health and Safety must be incorporated into all aspects of our Business.

**NO TASK IS SO IMPORTANT THAT IT CAN'T BE DONE SAFELY.**

Vic Roncone

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Director of Plant Handling Solutions.

August 2023



# PLANT HANDLING SOLUTIONS

PLANT HANDLING AND LIFTING SPECIALISTS

## HEALTH AND SAFETY POLICY

### Purpose of policy

1. Roncone Ltd (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

### Who is responsible for workplace health and safety?

3. 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 and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

## Employer responsibilities

### 4. 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 situation.
- 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);
  - working at height;
  - asbestos awareness;
  - the use of personal protective equipment (PPE);
  - MEWPS;
  - safe use of cranes BS7121;
- 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.
5. Vic Roncone, Director has overall responsibility for health and safety and has appointed site Supervisors as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

## **Responsibilities of all staff**

### *General staff responsibilities*

7. 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, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
  - g. 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*

8. 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; and
- d. not attempt to repair equipment unless suitably trained and authorised.

*Staff responsibilities relating to accidents and first aid*

9. 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 on site tackle vans ;
- c. if an accident occurs, dial 01323 335051 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 Coronavirus (COVID-19)*

10. Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance. Please see the section below on returning to work in light of Coronavirus (COVID-19) for further details.

*Staff responsibilities relating to emergency evacuation and fire*

11. All staff must:
  - a. familiarise themselves with the instructions about what to do if there is a fire which;
  - 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
12. 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; and
  - 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.
13. 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; and
  - 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**

14. 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.
15. 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.
16. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
17. 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 make arrangements if you would like to proceed.
18. 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.

### **Staff returning to work - Coronavirus (COVID-19)**

19. Ensure you familiarise yourself with the guidelines provided here alongside the government guidance.

### **Social distancing**

20. Where you are returning to the physical office or work location, you will be required to maintain social distancing wherever possible. To achieve

this, you should stay 2 meters away from other individuals, while at work and when travelling between sites (e.g. from different office locations).

21. Social distancing should be followed at all times, including in common areas, break rooms, canteens, meeting rooms and reception areas. If the space does not allow for social distancing, we may implement staggered breaks or other measures to maintain social distancing.
22. We may change your arrival and departure times in the office or work location to reduce crowding into and out of the workplace and will ensure that we discuss this with you first to accommodate your needs as far as possible.
23. We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.
24. We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared and may use floor tape, paint or signs to mark areas to help you keep a 2 metre distance.
25. In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

### **Travelling to and from work**

26. We recommend that staff minimise travel. If staff must travel, we urge staff to avoid using public transport where possible. We also recommend staff that the number of people travelling together in any one vehicle is restricted to only those necessary.

### **Hygiene practices at work**

27. Staff must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.

28. We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.
29. We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
30. We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
31. Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.

### **Meeting rooms**

32. Where possible, staff should stay 2M apart in meetings and to not face directly opposite each other.
33. Meetings should be restricted to only those who are strictly necessary.

### **Protective clothing and face coverings**

34. Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-19) risks, you should continue to do so.
35. We may require staff to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However a face covering is not a substitute or replacement for general hygiene practices.
36. If you choose to wear a face covering, we encourage the following steps:
  - Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.
  - Avoid touching your face or face covering to prevent contamination.
  - Change and wash your face covering daily if it is washable or dispose of it responsibly.



## **Mental health whilst working during Coronavirus (COVID-19)**

37. We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
38. If you are working remotely from home or returning to the workplace, we encourage staff to:
- Connect with their fellow colleagues for informal chats or video calls;
  - Get regular exercise and sunlight outdoors;
  - Take regular breaks away from their workstation; and
  - Ensure they are drinking sufficient water and eating properly.

## **Non-compliance with health and safety rules**

39. 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.

**NO TASK IS SO IMPORTANT THAT IT CAN'T BE DONE SAFELY.**

Vic Roncone



Director of Plant Handling Solutions.

August 2023

# PLANT HANDLING SOLUTIONS

PLANT HANDLING AND LIFTING SPECIALISTS

## **Environmental Policy**

Plant Handling Solutions vision is workplace where environmental impacts and sustainable solutions are at the heart of decision-making processes, where everyone understands that all incidents are preventable, and that the environment must never be harmed or damaged.

Plant Handling Solutions leadership are expected to demonstrate visible commitment to the environment and sustainable resources, and to lead by example, the environment must be compromised by operational or business needs, leaders must show a demonstrable commitment to setting of objectives and engage in senior leadership interaction opportunities.

We are committed to continuously improving our environmental performance through consultation with our employees and supply partners, Plant Handling Solutions senior leadership fully supporting and endorsing this approach and will make the necessary resources available to implement it.

### **Plant Handling Solutions ensure that –**

- We will implement and continually improve a robust certified environmental management system, appropriate to our activities, to manage risks and support opportunities.
- Our senior management team demonstrate leadership of the management system, its implementation and use within the business.
- We understand the issues that are material to our business and identify areas for protection or improvement and ensure we prevent pollution.
- We understand and meet our compliance obligation, including relevant industry codes of practice

- We set ambitious environmental objectives and targets using gathered through understanding our aspects and monitoring our environmental performance.
- We promote the adoption of responsible procurement principles amongst our customers, suppliers and contractors.

Vic Roncone

A handwritten signature in black ink, appearing to be 'Vic Roncone', on a light blue background.

Director of Plant Handling Solutions.

August 2023

# PLANT HANDLING SOLUTIONS

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## Anti- Bribery & Corruption Policy

### Introduction

Plant Handling Solutions strives to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, implementing and enforcing effective systems to counter bribery. Plant Handling Solutions expects the same approach from all those with whom we do business.

The following sets out Plant Handling Solution's position on Bribery and Corruption.

### What is Bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

Bribery includes:

- Payments to a company's employees or their relatives, or to those of a third party, to secure a business advantage.
- Gifts, hospitality and expenses payments made to secure a business advantage.
- Political contributions made to secure a business advantage.
- Facilitation payments or 'kickbacks' made to secure or accelerate routine or necessary business actions.

### Scope

This policy applies to all Plant Handling Solutions employees and associated persons acting on behalf of Plant Handling Solutions, and extends to our business dealings in all jurisdictions within which we operate.

## Policy

- Plant Handling Solutions does not engage in bribery or corruption. It is contrary to the Plant Handling Solutions policy for any employee or third party acting on behalf of Plant Handling Solutions to request, offer, solicit, make or receive any payments or inducements which are illegal, unethical or represent a breach of trust.
- Plant Handling Solutions respects all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate, particularly laws that are directed relevant to specific or local business practices.
- Plant Handling Solutions will not do business with any person or company which we know (or have reasonable grounds for suspecting) engages in bribery or corruption.

## Responsibilities

The directors are responsible for establishing this policy within Plant Handling Solutions which prohibits bribery and corruption involving Plant Handling Solutions employees or any third parties acting on behalf of Plant Handling Solutions.

Each Plant Handling Solutions employee receives training in respect of this policy, and it is the responsibility of each Plant Handling Solutions employee to ensure compliance with the terms of this policy. If any employee believes that the terms of this policy are not being correctly adhered to then they should seek to raise their concerns with their line manager as soon as possible.

## Compliance

Compliance with this policy will be subject to regular review and audit, to ensure it remains suitable, effective and proportionate having regard to Plant Handling Solutions operations and the jurisdictions within which we operate.

Any concerns raised by any person relating to any alleged non-compliance with the terms of this policy will be immediately investigated and, if appropriate, action will be taken.

Failure to observe the terms of this policy may constitute a disciplinary offence and may expose individuals to civil or criminal proceedings,

# PLANT HANDLING SOLUTIONS

PLANT HANDLING AND LIFTING SPECIALISTS

## DRUG AND ALCOHOL POLICY

### Company Policy

1. Plant Handling Solutions recognises that alcohol and drug abuse related problems are an area of health and social concern. The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.
2. It is therefore Plant Handling Solutions policy that staff may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing the Company. Special rules may apply in relation to alcohol, where the Company sponsors an event for staff e.g. the Christmas party. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.
3. Plant Handling Solutions recognises that a member of staff with alcohol or drug dependency problems needs help and support from his / her employer. However, the Company also understands that it has a responsibility to all its employees and other stakeholders to ensure that any risks related to this are minimised.
4. Accordingly, Plant Handling Solutions policy involves two approaches
  - Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
  - Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem is not recognised or (2) where treatment is not possible or has not succeeded.

5. The Company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to support a member of staff during such specialist help, and as far as possible, to protect his/her employment.

### **Assistance for a Member of Staff**

6. The Company will, where possible, provide the following assistance to a member of staff:
  - Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the Company.
  - The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or, where practicable, an alternative post.
7. The Company's assistance will depend upon the following conditions being met:
  - The Occupational Health Service / Company Approved Doctor (or where appropriate the individual's GP or other appropriate professional) diagnoses an alcohol or drug dependency related problem.
  - The member of staff recognises that he/she is suffering from an alcohol or drug dependency problem and is prepared to co-operate fully in referral and treatment from appropriate sources.
8. Plant Handling Solutions and its employees must recognise the following limits to the assistance the Company can provide:
  - Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
  - If the process of referral and treatment is completed but

is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.

- A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Company at that time.

### **Where Disciplinary Action Will Apply**

9. In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

- a) Attending work and/or carrying out duties under the influence of alcohol or drugs.
- b) Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

10. Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

11. Where a breach of these rules occurs, but it is established that an alcohol or drug dependency related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Company will **suspend** application of the Disciplinary Procedure and provide assistance as described above. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

### **Procedures Which Will Apply**

12. Alcohol or drug dependency related problems can come to the notice of management through:

- a) Failures in work performance or behaviour necessitating possible use of the Disciplinary Procedure e.g. a member of staff smelling of alcohol at work. In such situations the procedure described below will be followed.
- b) Other means, where a member of staff seeks or agrees to accept assistance on a voluntary basis and



informs the Company management.

13. These procedures define management responsibilities and provide guidelines on:

- c) Where assistance to a member of staff should be provided and the nature of and limits to such assistance.
- d) The application of the Company's Disciplinary Procedure.

14. Through the Occupational Health Service / Approved Company Doctor (or if appropriate through the individual's GP or other appropriate professional), the Company will provide:

- e) Confidential advice and support to the managers and supervisors of the individual on
  - i) whether an alcohol or drug related problem exists
  - ii) progress in treatment
  - iii) re-establishment or continuation at work of the member of staff or other appropriate arrangements.
- f) Any requested assistance to the member of staff concerned where this is practicable and reasonable in the circumstances.

15. This does not include directly providing treatment or specialist help which is the responsibility of GPs, hospitals and other agencies working in the field.

### **Situations where use of the Disciplinary Procedure is Appropriate**

16. Abuse of alcohol or drugs can affect performance and behaviour at work, ie, either through serious misconduct at work, (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work), or where there is a falling off of standards of work performance or behaviour, and abuse of alcohol or drugs is a possible cause.

17. The immediate supervisor / line manager will be responsible for responding to such situations, carrying out either counselling or

disciplinary investigations and interviews, supported as appropriate by a more senior Manager.

18. In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The manager is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor.

19. Any requirements of the Disciplinary Procedure regarding allowing the member of staff representation will be observed.

### **Determining the existence of an alcohol or drug abuse problem.**

20. Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the member of staff accepts referral, the manager should refer the matter to the Occupational Health / Company Approved Doctor (or where appropriate a report should be requested from the individual's GP), who will be responsible for establishing whether or not a diagnosis of alcohol or drug dependence can be made.

21. Disciplinary action should be suspended until diagnostic advice is obtained. However If appropriate, immediate suspension arrangements in the Disciplinary Procedure may be followed.

22. If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the member of staff rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justifies.

### **Confirmation that an alcohol or drug abuse problem exists and treatment arrangements.**

23. If a positive diagnosis of an alcohol or drug dependency problem is made, and the member of staff agrees to co-operate in treatment, treatment arrangements should commence.

24. Where necessary, either the Occupational Health Service / Company Approved Doctor, or the individual's own GP will advise the member of staff regarding treatment and will be responsible for monitoring progress with this treatment.

25. Plant Handling Solutions will request a regular update on the individual's progress from the medical professional concerned (the member of staff must agree to this). This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. (Disciplinary action should be discontinued unless the member of staff fails to co-operate on the treatment arranged.) Should a diagnosis of alcohol or drug dependence not be confirmed or should the member of staff refuse to co-operate in treatment, the Company will review the facts and consider whether or not there needs to be a return to the use of disciplinary action.
26. Where medical certificates are submitted, sick leave should be given. Should the employee continue to be fit for work during the period of treatment, he/she should be permitted to continue in his/her post or alternative work unless such an arrangement would have an adverse effect on Company services. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged.
27. If a member of staff has been off work during the period of treatment, before returning to duty, he/she will be seen by the Occupational Health Service / Company Approved Doctor, or a report sought from the individual's GP to advise management regarding capability for continuation in his/her own post and whether any special supervision or other arrangements are required.
28. Every effort should be made to comply with the advice provided. If it is not reasonably practicable to do so, and as a result, the member of staff is not able to resume duty, employment may be terminated on the grounds of incapacity (ill health).
29. If a member of staff is again involved in disciplinary situations resulting from alcohol or drug abuse related problems, a second referral to the Occupational Health Service / Company Approved Doctor and suspension of the disciplinary procedure may be appropriate. If they advise positively on the possibilities of further treatment or help and the willingness of the member of staff to co-operate, the disciplinary procedure may be suspended again to permit treatment and help to be undertaken. This second referral will not apply if the further disciplinary problems involve serious misconduct. Third and subsequent referrals are not permissible.

## Situations where a Disciplinary Situation does not exist

30. There may be situations where the possible existence of alcohol or drug abuse problems affecting a member of staff comes to a manager's attention, although there is, or has been, no discernible affect on work performance or behaviour. This could arise if a member of staff confides in his/her manager about an alcohol or drug abuse problem, or a manager could see a need to approach a member of staff after observing possible "indicators" of an alcohol or drug abuse problem e.g. an absence pattern, information provided by the member of staff's colleagues, etc.
31. In such situations, Plant Handling Solutions would wish staff to feel they could seek help from their employer (in complete confidence) without worry that their job security would be in jeopardy. Accordingly if managers should be faced with a situation of this type they should:
- a) seek the advice of the Occupational Health Service / Company Approved Doctor / other appropriate professional regarding how the matter should be dealt with;
  - b) discuss the situation with the member of staff and, if appropriate, arrange for the member of staff to be interviewed by the Occupational Health Service / Company Approved Doctor, or at least to attend their own GP.
  - c) as in the procedure described above, the Occupational Health Service / Company Approved Doctor / their own GP will play a facilitating role in seeking to establish whether a problem exists and advising and directing the member of staff towards appropriate forms of treatment and help.
32. These steps cannot be taken without the co-operation of the member of staff. If the member of staff does not wish to co-operate, no further action should be taken. There are however a number of external organisations which provide help and support for individuals with an alcohol or drug related problem.
33. Should a member of staff take up the opportunity of assistance on this voluntary basis there need be no further formal involvement of management in terms of action or the right to learn of progress with

treatment. It may be however that the member of staff would wish, or agree to, further involvement of management as a means of assisting progress with treatment.

34. Use of the disciplinary procedures and/or the application of the approach described above would only be appropriate if subsequently, the member of staff is involved in a breach of Company rules.

35. Should the problems of the member of staff develop to an extent that his/her continuation in post or employment became impossible, it may be necessary to identify alternative work or arrange for termination, on the same basis as the Company operates for staff with problems of incapacity due to ill health.

# PLANT ANDLING SOLUTIONS

PLANT HANDLING AND LIFTING SPECIALISTS

## **Quality Control Policy**

Plant Handling Solutions shall strive to provide excellent service to every client through the continuous development of our quality management system.

The Management of this company recognizes that the quality of our services shall not be compromised. To achieve these objectives, full support and unreserved commitment of the executive management is given to:

- The implementation of an effective documented quality control system, to gain control over all activities that can affect service quality.
- Promote awareness by all personnel that the achievement of quality depends on the contribution of each individual.
- Satisfy customer requirements, improve productivity, reduce non-conformance, and increase profit.
- Improving turn-around time.
- Improving employee development.
- Aim to achieve zero defect.

Plant Handling Solutions policy is based primarily on the continual improvement of our suppliers and our own Management System.

Vic Roncone



Director of Plant Handling Solutions.

August 2023

### **Anti-Slavery Policy**

Modern slavery is a crime and a violation of the fundamental human rights. It takes various forms, such as

- Slavery.
- Servitude.
- Forced and compulsory labour.
- Human trafficking

All of which have a common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

Roncone Ltd has a zero-tolerance approach to modern slavery, and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chain.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chain, consistent with our disclosure obligations under the Modern Slavery Act 2015.

We expect the same high standards from all of our contractors, suppliers and other business partners.

Vic Roncone

A handwritten signature in black ink, appearing to be 'Vic Roncone', on a light blue background.

Director of Plant Handling Solutions.

February 2023

## Certificate of Incorporation



### **CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY**

**Company Number 12705730**

The Registrar of Companies for England and Wales, hereby certifies that

**RONCONE LTD**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **30th June 2020**.

The above information was communicated by electronic means and authenticated by the  
Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



## VAT Certificate



**HM Revenue  
& Customs**

Roncone Ltd  
102 Longstone Road  
EASTBOURNE  
BN21 3SJ

**BT VAT**  
HM Revenue and Customs  
BX9 1WR

**Phone** 0300 200 3700  
Monday to Friday 8.00am to 6.00pm  
(excluding bank holidays)

**Web** [www.gov.uk](http://www.gov.uk)

**Date** 1 July 2022  
**Our Ref** 410669019  
**VAT number** 410 6690 19

Dear Sir or Madam

### **VAT registration approved**

We're writing to you about your application to register for VAT. We can confirm that you have been registered with effect from 5 April 2022.

Your VAT registration number is 410 6690 19.

Now that you're registered for VAT, you must:

- charge and account for VAT on all your taxable supplies of goods and services made on or after the date of registration
- show your VAT registration number on all the VAT invoices you issue
- complete your VAT Returns and pay any VAT due to us on time – if you do not, you may be charged a penalty

You can find out more about this at [www.gov.uk/vat-registration](http://www.gov.uk/vat-registration)

A Certificate of Registration showing full registration details will be available to view on your Business Tax Account shortly.

If the application included an enquiry about Economic Operator Registration and Identification (EORI) number, we'll send more information about this separately.

### **What to do next**

Now that you have registered for VAT you may find it useful to check out our VAT information. For general information about VAT, go to [www.gov.uk/topic/business-tax/vat](http://www.gov.uk/topic/business-tax/vat)

For guidance on record-keeping, go to [www.gov.uk/vat-record-keeping](http://www.gov.uk/vat-record-keeping)

By law, you must send your VAT Returns to us online or by compatible accounting software and make any payments due to us electronically. To find out about completing and submitting returns, go to [www.gov.uk/vat-returns](http://www.gov.uk/vat-returns)

For more details about payments, go to [www.gov.uk/pay-vat](http://www.gov.uk/pay-vat)

If you need extra support, for example if you have a disability, a mental health condition, or do not speak English/Welsh, go to [www.gov.uk](http://www.gov.uk) and search for 'get help from HMRC'.  
Text Relay service prefix number – 18001

VRT22(SEES)

HMRC 10 20

## Insurance Certificates



### Certificate of Employers' Liability Insurance<sup>(a)</sup>

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one of more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the Certificate). Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

**Policy Number:** SQPFB002828

**Name of Policy Holder:** Roncone Ltd

**Trading Name(s):**

**Date of commencement of insurance:** 03/05/2023

**Date of expiry of insurance:** 02/05/2024

**We hereby certify that subject to paragraph 2:-**

1) the insurance to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Jersey, the island of Guernsey and the island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies<sup>(b)</sup>; and

2a) the minimum amount of cover provided by this insurance is no less than £5,000,000 <sup>(c)</sup>

Signed on behalf of the Insurers,

S Dickinson ACII  
For Authorised Insurers

**Notes**

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the insurance covers the holding company and all its subsidiaries, or that the insurance covers the holding company and all its subsidiaries except any specifically excluded by name, or that the insurance covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in the regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant insurance.

Note: the information below this line does not form part of the statutory certificate. The Insurers on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary.

**Name and address of issuing intermediary:**

Blackfriars Insurance Brokers Ltd  
6 Congleton Road, Sandbach, Cheshire  
CW11 1HN

Issuing intermediary's reference: 61437757  
(if different from the Policy Number stated above)

This insurance is managed and provided by Square Pegs, a trading name of Castel Underwriting Agencies Ltd and underwritten by Chaucer Insurance Company DAC.

Castel is authorised and regulated by the Financial Conduct Authority. It is registered in England and Wales under company number 07774336, with its Registered Office at 33 Gracechurch Street, London EC3V 0BT.





## Certificate of Public Liability Insurance

This certificate has been issued to provide a summary of the policy holder's Public Liability (and where applicable Products Liability) insurance. For details of the cover provided (including any applicable endorsements) please refer to the insurance schedule and policy. Nothing contained hereon will amend the insurance cover provided.

<b>Policy Number:</b>	SQPF002828
<b>Name of Policy Holder:</b>	Roncone Ltd
<b>Trading Name(s):</b>	
<b>Business Description:</b>	Industrial Plant and Equipment Movement and Installation
<b>Date of commencement of insurance:</b>	03/05/2023
<b>Date of expiry of insurance:</b>	02/05/2024
<b>Public Liability limit of liability</b>	£5,000,000
<b>Products Liability limit of liability</b>	£5,000,000
<b>Professional Indemnity Injury and Damage Limit of Liability</b>	£0 - Not Insured

Signed on behalf of the Insurers,

S Dickinson  
For Authorised Insurers

**Name and address of issuing intermediary:**

Blackfriars Insurance Brokers Ltd  
6 Congleton Road , Sandbach, Cheshire  
CW11 1HN

Issuing intermediary's reference: 61437757  
(if different from the Policy Number stated above)

This insurance is managed and provided by Square Pegs, a trading name of Castel Underwriting Agencies Ltd and underwritten by Chaucer Insurance Company DAC.

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## Blackfriars Group

Blackfriars Insurance Brokers Ltd  
6 Congleton Road  
Sandbach  
Cheshire  
CW11 1HN

Telephone 0161 300 2930  
Fax  
[www.blackfriarsgroup.com](http://www.blackfriarsgroup.com)

Mr Victor Roncone  
Roncone Ltd  
215 Seaside  
First Floor  
Eastbourne  
East  
Sussex  
BN227NR

3rd May 2023

Dear Mr Roncone

<b>Policy Type</b>	<b>Liability Insurance</b>
<b>Policy Number</b>	<b>SQPFB002828</b>
<b>Please quote our reference</b>	<b>61437757</b>

As requested, please note Goods on The Hook is covered under the Property In Trust Extension.

Please note for this extension the insurers limit of liability for all claims against the insured during the period of insurance is £20,000 with an excess of £100.00.

Yours sincerely

Ashley Wilcox  
[ashley.wilcox@blackfriarsgroup.com](mailto:ashley.wilcox@blackfriarsgroup.com)  
Blackfriars Insurance Brokers Ltd

Blackfriars Insurance Brokers Ltd 03140137 Authorised and regulated by the Financial Conduct Authority..Reference Number  
308518

The Registered Offices are situated in England and Wales

## **Bank Verification Letter**



04 September 2022

To whom it may concern:

This letter is to inform you that Victor Roncone of Roncone Ltd has a registered Tide Business Account with Tide Platform Ltd., with sort code 04-06-05 and account number 13716202. This Tide account has the below-mentioned IBAN and SWIFT associated with it to receive GBP SWIFT.

IBAN (for international GBP payments): GB72CLRB04060513716202  
SWIFT Code: CLRBGB22

Your Tide Business Account is a bank account provided by ClearBank Limited, authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority under registration number 754568.

ClearBank Limited  
4th Floor  
Prologue Works  
25 Marsh Street  
Bristol  
BS1 4AX

You can read more about Tide accounts at [www.tide.co](http://www.tide.co). If you have any questions regarding this account, you can contact us at [hello@tide.co](mailto:hello@tide.co).

Best wishes,

*Cosmin Uciu*

Cosmin Uciu  
Head Member Services

### Company Bank Details

<b>Company Name</b>	Roncone Ltd.
<b>Trading Name</b>	Plant Handling Solutions
<b>Address</b>	First Floor 215 Seaside, Eastbourne, East Sussex, BN22 7NR
<b>Phone Number</b>	01323 335051
<b>E-mail</b>	office@planthandling.co.uk

<b>Company UTR</b>	5772529884
<b>Company CRN</b>	12705730
<b>VAT Number</b>	410669019

<b>Bank Name</b>	Tide
<b>Bank Address</b>	1 Appold Street, London, EC2A 2UT
<b>Sort Code</b>	04-06-05
<b>Account Number</b>	13716202

## **Directors Profile**

### **Vic Roncone**

I am an experienced Project Manager/Appointed person with over thirty years within the heavy lifting, handling and installations of mechanical and electrical plant, mechanical and electrical service modules, and industrial machinery, having started as a school leaver with a local plant handling company I have worked with most of the larger lift and shift companies.

Over the years I have worked as a project manager/appointed person for cranes on some of the largest and iconic projects in the UK, including NHS Nightingale, LD11 and CyrusOne data centers, The Shard, Wembley Stadium, Westfields White City, Harrods, The Millennium Dome, Gatwick, Heathrow, and Stansted Airports. With over twenty of the thirty plus years involved in the surveying, planning, managing and delivering lifting operations to LOLER and PUWER standards, involving Mobile Cranes, Tower Cranes, Hi-Abs, Spider Cranes, Forklifts and Gantries.

In June 2020, I formed Roncone Ltd (trading as Plant Handling Solutions) to offer a professional and reliable lift and shift services, with our vastly experienced teams that hold CPCS/CSCS cards as minimum, backed up with full RAMS/Lift Plans for every operation we aim overcome even the most complex of operations.

I have always had high standards and expect things to be done the right way, in a high risk industry safety is our number one priority, with ever changing site conditions within construction we ask anyone working for Plant Handling Solutions to have the same high standards and if anyone within our teams feel that something is unsafe, we encourage them to highlight it, so that it can be reviewed and a safe solution put into place. We have an 'open door' policy, where anyone working for Plant Handling Solutions can contact me directly. Everyone should have a safe working environment and go home to their families unharmed.

**NO TASK IS SO IMPORTANT THAT IT CAN'T BE DONE SAFELY.**



## **Industry Qualifications**

### **Vic Roncone**

#### **IOSH Managing Safety**

#### **Site Management Safety Training Scheme**

#### **Level 5 NVQ in Controlling Lifting Operations – Planning Lifts**

- Level 5 - Developing and Maintaining good occupational working relationships in the workplace.
- Level 6 - Planning the preparation of the site for the project or operation in the workplace.
- Level 6 - Evaluating and selecting work methods to meet project or operational requirements in the workplace.
- Level 5 - Identifying, allocating and planning the deployment and use of plant, equipment or machinery in the workplace.
- Level 4 - Planning activities and resources to meet work requirements in the workplace.
- Level 5 - Planning and establishing Health, Safety, Welfare and Environmental Systems for Lifting Operations in the workplace.
- Level 5 - Planning lifting activities using Cranes and/or Lifting equipment in the workplace.
- Level 3 - Supervising lifting operations using lifting equipment in the workplace.

#### **CPSC**

- A61 - Appointed Person – Lifting Operations
- A62 - Crane/Lifting Operations Supervisor.
- A40B - Slinger/Signaller – All Types – Static Duties.
- A17C - Telescopic Handler -All Sizes.
- A16 - Industrial Forklift Truck

#### **IPAF**

- 3a Mobile Vertical
- 3b Mobile Boom



This is a certificate awarded to

**Victor Roncone**

on successfully completing

**Managing Safely**

a course approved and validated by the

**Institution of Occupational Safety and Health**

in association with

**HSQE Ltd**

*Approved Centre: 980*

Signed on behalf of IOSH

*Vanessa Hamood-Williams*  
Chief Executive

*Sam*  
Course Organiser



Date: 01 Sep 2022

Cert No: 980-HSQE7-27955

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.



## Site Safety Plus

To certify that

**Victor John Roncone**

has successfully completed the following course

### Site Management Safety Training Scheme

For the Construction and Civil Engineering Industries

Course completion date: 21-02-2020

Certificate expiry date: 28-02-2025

A handwritten signature in black ink, appearing to read 'Braden Connolly'.

Braden Connolly  
Director of Products and Services

Issued Date: 13-03-2020

918661

Registration No: 836226



# Vital Skills<sup>TM</sup>

.co.uk

## Certificate of completion

This is to certify that

**Victor Roncone**

has completed the course

**Environmental Awareness for Construction Workers V4.0**



Certificate number: **QHcHUwM7bB**

Date completed: **05/09/22**

Course provider: **Vital Skills is a trading name of HSQE Ltd**

T: 0333 733 1111 | E: [info@hsqe.co.uk](mailto:info@hsqe.co.uk) | W: [www.hsqe.co.uk](http://www.hsqe.co.uk)



### Example Lift Plan

#### **Project Lifting Plan – Intermediate**

Contractor: -

Package:

1.

Specialist lifting Contractor: - [Plant Handling Solution PHS](#)Contractor Managing Lift: - [Plant Handling Solution PHS](#)

2.

Date of Operation:

From:

To:

Brief Scope of Lifting Operation: -

3. Summary CV of the Appointed / Competent Person: -

Name:

CPCS No;

Exp date;

Experience / Relevant Qualification (CPCS A61):

4. Name and training achievements of slinger/signallers (CPCS A40): -

Name:

CPCS No;

Exp date;

Name:

CPCS No;

Exp date;

Name:

CPCS No;

Exp date;

Name:

CPCS No;

Exp date;

**NB. Orange Hi Vis & Hard hat to be worn by slinger/signaller**

5. Description of Load:

a. Weight

b. Characteristics

c. Method of Lifting

d. Centre of gravity

e. Lifting points / or  
method of slinging

6. Sketch of load / slinging of if applicable:

7. Lifting Equipment to be used:	
a. Make / Model:	
b. Maximum capacity:	
c. Mast height :	
d. Jib:	
e. Number of Falls:	
f. Working radius:	
g. Rated capacity at working radius: Load: Tackle: Total load:	
h. Percentage of capacity:	

8. Lifting accessories to be used (i.e. chains, slings, shackles, etc.):
<b>All certification for all lifting equipment will be with onsite tackle van, and will be presented to -- Management prior to lifting.</b>

9. Proximity hazard considerations:		
	Y/N	Details (continue on separate sheet if necessary)
1. Over head obstructions:		
2. D. Proximity to boundaries		
3. E. U/G Services/Drains /Cellars		
4. F. Other Lifting/Plant		
5. G. Other – specify		

10. Existing ground conditions / conditions required - what measures will be taken to make safe (i.e. pads/plates etc.):			
11.			
Are any temporary works involved in the lift?	Y/N	3 <sup>rd</sup> party check complete?	Y/N
If yes, please specify:			

12. What demarcation of the lifting area will be used and how will access be controlled:
--

13. How will the suspended load be controlled (e.g. tag lines etc.):

14. Rigging requirements:

16. Access / Egress (Lifting Equipment, associated vehicles etc.):

17. What type of lift is involved?

Y/N

Open:

Y

Blind:

Y

Please describe signalling system:

18. What type of communication is required?

Y/N

Radio:

Licensed:

Visual:

19. What is document reference number for the operation?

Status

Reference number:

A

C

Risk  
Assessment:

Method  
Statement:

20.

Appointed Person  
Contact Number

Sign:

Date:

Crane Co-ordinator  
Contact Number

Sign

Date

Site Manager  
Contact Number

Sign

Date

21. Delegation of Duties

Appointed Person:

Lifting Supervisor

Name:

Name:

Signature:

Signature:

Date:

Date:

<b>Project Name:</b>		<b>Project No.</b>	
<b>SECTION 1</b>			
a) Package Title:			
b) Name of Company Carrying Out the Works Detailed In This Method Statement:			
c) Method Statement Ref:			
d) Revision No:		Date	
e) Method Statement written by:		Of Company:	
f) Review Date (3 months)	g) Review Date (6 months)	h) Review Date (9 months)	

<b>SECTION 3 – HOUSEKEEPING / LOGISTICS</b> (or refer to Logistics Plan)
a) Management / offloading of deliveries:

<b>SECTION 4 – ORGANISATION</b>
a) Numbers of Personnel doing the work: .. PHS operatives.
b) Name of Managers/Supervisors & Phone numbers: <ul style="list-style-type: none"> <li>• Vic Roncone PHS 07480 32 3718</li> </ul>

<b>SECTION 5</b>	
<b>– SUMMARY OF KEY HAZARDS</b>	<b>- CONTROL MEASURES</b>
General site access	All operatives to follow designated walkways and safe routes.
Use of Lifting Equipment	<p>All lifting equipment to have current certification.</p> <p>All lifting equipment to be marked with certification number and SWL and that these match the certificate.</p> <p>It is manufactures responsibility to supply any certification for manufactures lifting points.</p> <p>All equipment to be checked by Lift Supervisor or Slinger/Signaller prior to commencement of lifting.</p> <p>If defects are found with the lifting equipment, that item shall be removed and destroyed and replaced with equipment fit for purpose and certified.</p> <p>Only CPCS Lift Supervisors or Slinger/Signallers to attach lifting tackle to the modules.</p>



**SECTION 6 - PERMITS REQUIREMENTS****SECTION 7 - PPE REQUIREMENTS**

- Hard Hat
- Boots
- Gloves
- Hi Vis Vests
- Standard eye protection.

Face Masks to be worn in site offices

**SECTION 8 – PERSONNEL COMPETENCE / TRAINING**

- a) Task specific training:

**SECTION 9 – TEMPORARY SYSTEMS / WORKS**

- a) Traffic re-routing: [N/A](#)

- b) Fire Arrangements e.g. Isolation of smoke detectors / alarms / sprinklers: [N/A](#)

- c) Other systems e.g. Water, Electrics, Gas, Phones, Data: [N/A](#)

**SECTION 10 – METHODS OF ACCESS / EGRESS**

- a)

**SECTION 11 – PLANT / EQUIPMENT REQUIRED**

- a) List of lifting equipment:

- b) What task lighting will be required?

- c) Other equipment e.g. harnesses / barriers / warning signage

- d) List equipment that is over 80dB or have trigger times less than 8 hours

Equipment	Noise dB	Trigger Time	Additional Controls

**SECTION 12 – OCCUPATIONAL HEALTH****SECTION 13 – EMERGENCY ARRANGEMENTS**

a) Task specific rescue plans

**SECTION 14 – ENVIRONMENTAL ISSUES**a) What types of waste will be produced: [None](#)**SECTION 15 – Monitoring of the Work**

Managers and supervisors will monitor the works whilst works are being done.

**SECTION 16 – Protection of the Works:****SECTION 17 – SPECIAL CONDITIONS**

a) Are there any special conditions requiring detailed RAMS:

**ATTACHED DOCUMENTATION**

	YES	NO
Generic Risk Assessments for Equipment	<a href="#">X</a>	
Task Risk Assessments	<a href="#">X</a>	
Manual Handling Risk Assessments	<a href="#">X</a>	
Lifting Plan	<a href="#">X</a>	

Prepared By:

Signature:

Company:

Date:

## Training

Plant Handling Solutions look to have experienced operatives with a minimum of CPCS/CSCS training, we offer anyone working for Plant Handling Solutions online training in Manual Handling and Working at Heights.

Plant Handling Solutions Training Matrix											
Training	CPCS	CSCS	Person Appointed	Supervisor Lift	Signaller Slinger	SMSTS	SSSTS	Truck Forklift	Telehandler	Handling Manual	IPAF
Employee											
V Roncone	x		x	x	x	x		x	x	x	x
A Matthews	x			x	x		x	x	x	x	x
C Dell	x				x			x	x	x	
K Bray	x			x	x		x			x	
M Conner	x				x					x	
B Barnard	x				x					x	
K Roncone		x			x					x	x
J Wells	x				x		x		x	x	