



Health & Safety Policy

MIDALL & STONES
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CHESTERFIELD
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1. Statement on Health and Safety



Date Signed:

Signature:

Position: Director

It is the Company's policy to comply with the terms of the Health and Safety at Work etc. Act 1974 and all subsequent legislation to provide and maintain a healthy working environment. Our ultimate objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace.

We recognise and accept our duty to protect the health and safety of all visitors to the Company, including Contractors and temporary workers, as well as any members of the public who may be affected by our operations.

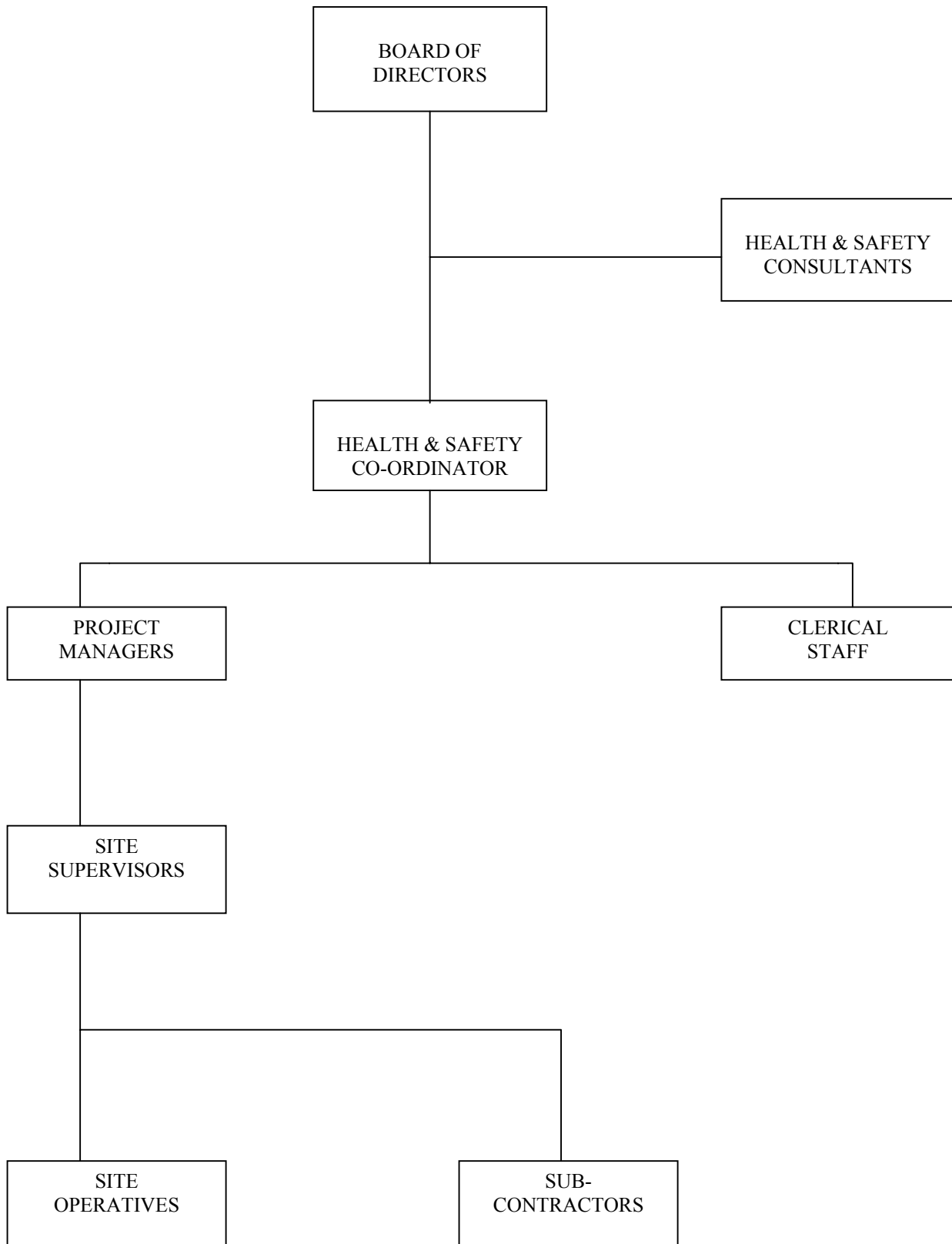
All employees on their part will take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

We undertake to discharge our statutory duties by:-

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, the abilities and competence commensurate of their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication of relevant information.
- Furnishing the resources needed to meet these objectives.
- Giving equal priority with production and profit.

Our Health & Safety Policy will be reviewed annually to monitor it's effectiveness and ensure that it reflects changing needs and circumstances.

2. ORGANISATION



All staff, in particular management, have a specific legal duty to ensure the safety of all employees, visitors and the general public. Appointed individuals listed within the policy have specific duties and responsibilities that requires the complete co-operation of all individuals to fulfil them. They are to be given every assistance to enable them to complete their duties.

3. RESPONSIBILITIES FOR INDIVIDUALS

The individuals are identified in Appendix 1 of this policy document relative to the job descriptions.

3.1 Directors

- The provision of adequate resources to secure compliance with the requirements of the Health & Safety Policy at all places of work.
- The provision of reasonable allowances in tenders for Health and Safety measures.
- Setting a personal example and acknowledging suggestions for improvement in safety organisation where and when appropriate.
- Receiving from the Health and Safety Consultants and the Health and Safety Co-ordinator accident reports for the company and ad-hoc reports of serious incidents when they occur. Responding with the health and Safety Co-ordinator to prevent the repetition of the incidents.
- When appropriate initiating disciplinary action against management and staff at all levels who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.

3.2 Health & Safety Co-Ordinator

- Liaise with the Health and Safety Consultants as required.
- Recommend measures to secure compliance with the requirements of the Health and Safety Policy at all places of work. Adequate resources to be made available by the Directors.
- The provision of reasonable allowances for health and Safety measures.
- Setting a personal example and acknowledging suggestions for improvement in safety organisation where and when appropriate.
- Receiving accident reports for the company and ad-hoc reports of serious incidents when they occur and taking action to notify the relevant authorities in the proper manner and prevent repetition of the incidents.
- Hold documentation for accidents, dangerous occurrences and notifiable diseases and conditions, as the person in charge of office-held health and safety documentation.
- When appropriate initiating disciplinary action against management and staff at all levels who have failed to comply with their duties under the Health & Safety Policy or statutory requirements.
- Reporting to the Director responsible for Health and Safety all accidents and any other matters that affect the company in respect of Health and Safety.
- Assuming the role of Training, First Aid and Fire Co-Ordinator and appointing deputies as necessary.

- The compilation of All Risks Assessments relating to Health and Safety legislation.

In the event that the Health and Safety Co-Ordinator is unavailable for any reason, the Health and Safety Consultants will assume the additional duties of the Health and Safety Co-Ordinator for the Company.

3.3 Health and Safety Consultants

- Advising on occupational health and safety matters as they affect the company operations and monitoring compliance with statutory provisions to which the company is subject and with statutory provisions to which the company is subject and with the company's safety rules and codes.
- Investigating accidents and dangerous occurrences and cases of ill-health which appear to result from working conditions and advising the Health and Safety Co-Ordinator when requested.
- Dealing with statutory and professional bodies involved in occupational health and safety when requested.
- Advising the training requirements for health and safety for all staff, specific to their needs if requested to do so.
- Monitoring both office and site conditions, providing audits and documentation and equipment as necessary.
- Supplying an annual Health and Safety Policy update to the Director responsible for Health and Safety.

3.4 Project Managers

- Knowledge of and compliance with the Company's Health and Safety Policy consistent with his responsibilities and the proper delegation of responsibilities to sub-ordinate staff.
- Determine at the project planning stage.
- The most appropriate order and method of working.
- The provision of suitable and sufficient welfare and sanitary facilities.
- Any unusual hazards which might arise from the work, and complete risk assessments and method statements as necessary.
- Allocate any additional responsibilities as necessary.
- Requirements for taking necessary fire precautions.
- Requirements for sufficient first-aid facilities.
- Ensuring that work is carried out and that current legislation and the Health and Safety Policy are observed on site.

- Setting a personal example by wearing appropriate protective clothing, equipment and observing safety precautions and practices.
- Examination at site meetings or visits as appropriate, all statutory registers held on site including accident books.
- Take reasonable steps to ensure that only competent and, where necessary, certified sub-contractors work on site.
- Ensuring, before they start work on site, that all sub-contractors site staff have adequate knowledge of the contractors are notified in writing of any breaches of statutory provisions or the Health and Safety Policy and that they take remedial action promptly.
- Ensuring that the safety performance of sub-contractors is notified to the Health and Safety Co-Ordinator and that any site audit reports are communicated to the relevant sub-contractors.
- Discussing safety on a regular basis at site meetings and bringing to the attention of the client or Client's Representative and their staff, where appropriate, the safety implications of the requirements or instructions.
- Ensuring that site staff have safety training commensurate with their responsibilities.

3.5 Site Supervisors

- An adequate knowledge of and compliance with the Health and Safety policy and regulations consistent with their responsibilities.
- Drawing to the attention of the Health and Safety Co-Ordinator to any special requirements on the contract.
- Supervising the compliance by all employees and other persons on site with the Construction Phase Health and Safety Plan (if applicable) and other statutory requirements.
- Supervising compliance of all employees and sub-contractors with Company Policy.
- Promoting safe conduct at work.
- Instructing subordinate staff in their responsibilities for ensuring safe operations and work methods.
- Planning and carrying out activities on the site as to eliminate, so far as reasonably practicable, situations liable to be hazardous to Health or Safety of all persons on site and the public. Particular attention should be paid to keeping the site tidy.
- Ensure that hazards from material stacking, positioning of plant and installation of electricity supply are eliminated.
- Ensure that the supplied fire precaution appliances (extinguishers and alarms etc) are maintained on site as necessary.

- Ensure that adequate first-aid facilities are available during all working hours.
- Informing the Project Manager of any changes in the safety training needs of site staff or other employees.
- Accompanying wherever possible or appointing a suitable person to accompany the Health and Safety Inspector, Fire Prevention officer or other authorised persons on site inspections and acting on their competent recommendations.
- Ensuring that instructions are issued to employees in their charge concerning identified needs for personal protective equipment to be worn, and that suitable equipment is provided and training given in use, maintenance and storage.
- Ensuring that regular maintenance is carried out on plant and equipment including externally hired plant and that repairs are carried out promptly by fitters authorised by the Plant Manager or by the Hire Company. Also ensuring that for all plant subject to statutory inspection a current test certificate is supplied to the site along with the plant.
- Reporting to the Health and Safety consultant, Project Manager and Health and Safety Co-Ordinator all accidents and dangerous occurrences. Additionally reporting to the Project Manager any problem that arises on site.
- Ensuring that sub-contractors work safely, are provided with a safe place of work and means of access and egress where the company is responsible and that sub-contractors do not endanger Company employees and others through their actions or omissions.
- Ensuring by visual inspection, that plant and equipment brought to site by sub-contractors is of good construction, free from latent defect and is provided with statutory documentation. In cases where plant and equipment is hired from another company, ensuring as far as is reasonably practicable, that it is safe and without risks to health and that where such plant is subject to statutory inspection copies of current test certificates are supplied to the site along with the plant.
- Commending the action of sub-contractors who by their actions or initiative they eliminate potential hazards.
- Describing safety measures to be used when issuing work orders.
- Restraining men from taking unnecessary risks and ensuring those new employees, particularly apprentices and young persons are aware of hazards and the need to take safety precautions. Requesting safety training when considered necessary.
- Banning irresponsible behaviour totally and reporting to the Project Manager for disciplinary action those who consistently fail to consider their own safety or that of others.
- Setting a personal example in the use of tools and equipment in wearing protective clothing and equipment.

3.6 Site Operatives

- Observing safe working practices as advised and instructed.
- Maintain a personal concern for Health and Safety and the consideration for others (particularly newcomers and young people) who might be affected by their acts or omissions.
- Using the correct tools and equipment for the job and ensuring that safety equipment and protective clothing are used.
- Keeping tools and equipment in good condition and reporting to the Supervisor any defects in plant, tools or any equipment that is being used.
- Avoiding any improvisation which would create unnecessary risk.
- Suggesting ways of eliminating hazards and warning other employees of any known hazards.
- Refrain from irresponsible behaviour and the abuse of welfare facilities.
- Being aware of notices posted in the workplace offering information and advice.
- Report incidents which have led or may lead to injury.
- Co-operate with all investigations of any incidents.
- Set a personal example in the use of tools and equipment in wearing protective clothing and equipment.

3.7 Sub-Contractors

- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is made available whilst work is carried out.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Scaffolding used by sub-contractors employees (even when scaffold is erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- All plant and equipment brought onto site by sub-contractors must be safe and in good condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition.

- Any injury sustained or damage caused by a sub-contractors' employees must be reported immediately to the Site Supervisor.
- Site operatives must comply with any safety instruction given by the Site Supervisor.
- Any material or substance brought on site which as health, fire or explosion risks must be used and stored in accordance with manufacturers instructions, regulations and current recommendations and that information must be provided to the Site Supervisor.
- Sub-contractors are particularly asked to note that work places must be kept tidy and all debris, waste materials etc, are cleared as works proceed.
- A detailed method statement will be required from sub-contractors involving high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, deep excavations etc. The method statement must be agreed with the Company Representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained. (Copy to be included within the Construction Phase Health and Safety Plan).

3.8 Office Staff

- Evacuating the area under their control in accordance with the written duties in event of fire or emergency.
- Checking daily that escape routes are clear of obstructions and exit doors function correctly.
- Carrying out and recording a weekly emergency light test and fire alarm test as necessary.
- Reporting all hazards to the Health and Safety Co-Ordinator.
- Returning monthly the completed record sheet to the Health and Safety Co-Ordinator.
- Being aware of staff and visitors under their control.
- Informing new staff and visitors of emergency procedures.
- Attending training courses arranged by the Health and Safety Co-Ordinator.
- Adequate knowledge of and compliance with the Health & Safety Policy.
- Knowledge of fire/emergency evacuation procedures posted on all notice boards.
- Awareness of first aid arrangements and the identities of first aiders in the working area.
- Good housekeeping in the workplace.

4. ARRANGEMENTS

4.1 Information and Advice

In order to obtain specialist advice and up to date information on Health & Safety matters, we are in membership of the Electrical Contractors Association and receive regular information and advice through the Association and it's consultants on Health and Safety matters. The ECA Manuals covering Risk Assessment, COSHH Assessment and files of general Health and Safety information are maintained in the office at Chesterfield, and are available for all employees to use.

Peak Facilities Ltd have been initially appointed to provide Health and Safety assistance in compliance with Regulation 6 of the Management of Health and Safety at Work Regulations 1992.

4.2 Products and Articles

The Health and Safety Co-Ordinator is to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer/supplier.

Any employee who is in doubt about safe working practices and procedures should contact the Health and Safety Co-Ordinator or the person in charge of the work at the site concerned for advice.

4.3 Consultation with Employees

Any arrangements negotiated with recognised independent Trade Unions regarding Safety Representatives and/or Safety Committees will be added in the form of an Appendix attached to this Safety Policy where applicable.

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 the company will consult directly with all employees on matters concerning general Health and Safety, or on potential hazards or dangerous occurrences in the workplace.

Suggestions or comments on ways in which our Health and Safety performance can be improved will always be considered, they should be made to the Line Manager in the first instance.

4.4 Safety Policy Review

The Company will monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of our safety performance and the functioning of the Policy is the task of the Health and Safety Co-Ordinator. Annually, they will review the contents of the Policy Statement, and indicate ways in which safety performance can be improved.

4.5 Policy on Training and Instruction

The Health and Safety at Work etc, act 1974 places an obligation on the Company to train, instruct and give information to employees and others who may be affected by the hazards and risks associated with their work activities to ensure their Health and Safety.

The Company recognises the importance of providing safety training for it's staff and to ensure this obligation is implemented, the company has nominated specific responsibilities and duties to all management, staff members and sub-contractors within the general policy to provide.

- Safe working methods/procedures and the training necessary for implementation.
- Information, instruction and training for all staff (and sub-contractors) who may be affected by the use, handling, storage and transport of articles and substances together with the results of the assessments and monitoring.
- Where employees are transferred to any other work activity or equipment, appropriate 'job safety' training must be given.
- Adequate Health and Safety training for all levels of management and supervisors.
- Identification of hazards of activities where risks exist and the training necessary for their control eg. Noise, Display Screen Equipment, Manual Handling, Fire etc.
- The Electrical Contractors Association (ECA) consultants will offer advice on safety training needs and requirements. Safety training will be given to all employees as necessary.
- The company shall keep a complete record of all Health and Safety training with this policy under Appendix 2.

4.6 Risk Assessment

All work will be negotiated for, or tendered for, taking risk assessments into account.

All levels of Company management (Project Managers and Site Supervisors) are to be fully conversant with these requirements and to produce risk assessments for their specific areas for submission to the Health and Safety Co-Ordinator.

A generic written assessment is available for each task wit significant risks normally carried out during work. This is to be varied as required by the Company management taking into account local risk factors where these are appropriate under the actual working conditions.

4.6.1 Risk Assessment

To assess the risks to Company employees and others who may be affected by our undertakings.

In particular management shall:-

- a) Ensure that all relevant risks or hazards are addressed:-
 - To identify the significant risks in the workplace by not obscuring those risks with an excess of information or be concentrating on trivial risks.

- To identify hazards, ie. those aspects of work (eg. Substances or equipment used, work processes or work organisation) which have the potential to cause harm.
 - Complying with specific Acts or Regulations in order to help identify hazards.
 - By assessing the risk from the identified hazards, if there are no hazards, there are no risks.
 - By systematically looking at hazards and risks eg. Machinery, transport, substances, electrical etc. and by operation eg., materials in production, dispatch, offices etc.
 - By ensuring all aspects of the work are reviewed.
- b) Address what actually happens in the workplace or during the work activity within your area of responsibility:-
- Actual practice does not differ from the works procedure as this is frequently a route whereby risks creep in unnoticed.
 - Assess the non-routine operations eg., maintenance operations, loading and unloading, etc.
 - Assess interruptions to the work activity, which are frequent causes of accident. Look at the management of such incidents and the procedures followed.
- c) Ensure that all groups of employees and others who might be affected are considered, do not forget office staff, cleaners, maintenance staff, visitor's etc.
- d) Identify groups of workers who might be particularly at risk, for example, young or inexperienced workers, those who work alone, those that work in confined spaces, disabled staff etc.
- e) Take account of existing preventative or precautionary measures:-
- They may already reduce the risk sufficiently in terms of what needs to be done to comply with relevant statutory provisions. But are they working properly? Does action need to be taken to ensure they are properly maintained?

4.6.2 Details of Assessment

The level of detail in a risk assessment should be broadly proportionate to the risk. The purpose is not to catalogue every trivial hazard, nor is management expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonably practicable to expect the Company to know about the hazards in the workplace. The format of all such risk assessments is provided within this policy.

4.6.3 Preventative and Protective Measures

These depend upon the relevant legislation – covering particular hazards or sectors of work – and the risk assessment. In deciding upon the measures, the Company shall apply the following principles:-

- a) It is always best if possible to avoid a risk altogether, eg. By not using or stocking a particular dangerous substance or article it is not crucial to the business.
- b) Combat risks at source, rather than palliative measures. Thus if the steps are slippery, treating or replacing them is better than providing a warning sign.
- c) Wherever possible, adapt work to the individual especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view in particular to alleviating monotonous work and work at a pre-determined work rate. This helps reduce possible adverse effects on Health and Safety.
- d) Take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.
- e) Risk prevention measures need to form part of a coherent policy and approach having the effect of progressively reducing those risks that cannot be prevented or avoided altogether, and which will take into account of the way work is to be organised, working conditions, the working environment and any relevant social factors.
- f) Give a priority to those measures which protect the whole workplace and all who work there, and so yield the greatest benefit overall, ie. give collective protective measures priority over individual measures.
- g) Communication - employees need to understand what they are required to do.
- h) The avoidance, prevention and reduction of risks at work needs to be an accepted part of the approach and attitudes at all levels of the organisation and to apply to all it's activities, ie. the existence of an active Health and Safety culture affecting the organisation as a whole needs to be assured.

Any necessary plant, equipment, monitoring, hygiene and welfare facilities, medical examinations, health surveillance and protective clothing and equipment specified in the risk assessment must be present at the relevant location before the task is carried out.

4.6.4 Health and Safety Arrangements (Risk Assessments)

The senior Health and Safety personnel (Directors and the Health and Safety Co-Ordinator) are responsible for:-

- a) **Planning:** Adopting a systematic approach that identifies priorities and sets objectives. Whenever possible risk are eliminated by the careful selection and design of facilities, equipment and processes or minimised by the use of physical control measures.
- b) **Organisation:** Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in Health and Safety performance.
- c) **Control:** Ensuring that the decisions for ensuring and promoting Health and Safety are being implemented as planned.
- d) **Monitoring and Review:** Progressive improvement in health and Safety can only be achieved through constant development of policies, approaches to implementation and techniques of risk control.

4.6.5 Procedures for Serious and Imminent Danger and for Dangerous Areas

The Company will establish procedures to be followed by any worker if situations presenting serious and imminent danger arise. The aim is to set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases it might mean some or all of the workforce moving to a safer part of the workplace.

The procedures will take account of responsibilities of specific employees. Some employees or groups of employees will have specific tasks to perform in the event of emergencies.

4.6.6. Information for Employees

The risk assessment will help identify information that has to be provided to employees under specific regulations, as well as any further information relevant to risks to employees health and safety. Relevant information on risks and on preventative and protective measures will be limited to what employees need to know to ensure their Health and Safety.

To be comprehensible, information must be capable of being understood by the employees to whom it is addressed. This should take account of their level of training, knowledge and experience. Special consideration should be given to any employees with language difficulties or with disabilities which may impede their receipt of information. For employees with little or no understanding of English, or who cannot read English, the Company may need to make special arrangements.

4.6.6 Co-operation and Co-ordination

The Company's obligation under the Health and Safety at Work etc. Act 1974 is towards any person that may be put at risk by our activities. Where our activities and that of other employers and self-employed people interact co-operation is required to ensure that our respective obligations are met. This will be achieved on site through communication channels in place as required under the Construction (Design and Management) Regulations 1994, and in the office by agreement with the Health and Safety Co-Ordinator. Such arrangements are required to meet compliance prior to co-habitation or works commencing on site.

4.6.7 Training

Training is an important way of achieving competence and helps convert information into safe working practices. It contributes to the Company's Health and Safety culture and is needed at all levels, including the Company's Senior Management. The risk assessment and the training co-ordinator will determine the level of training need for each type of work as part of the preventative and protective measures. This may include basic skills training, specific on-the-job training and training in health and safety or emergency procedures.

4.6.8 New and Young Employees

New employees will receive basic induction training on health and Safety, including arrangements for first aid, fire and evacuation, particular attention will be given to young employees. The risk assessment should indicate further specific training needs. In some cases, training may be required even though an employee already holds a formal qualification.

Changes in an employee's work environment may cause them to be exposed to new or increased risks requiring further training. The need for further training should be considered when:-

- a) Employees transfer or take on new responsibilities. There may be a change in the work activity or in the environment.
- b) There is a change in the work equipment or systems of work in use. A significant change is likely to need a review and re-assessment of risks, which may indicate additional training needs. If the change includes introducing completely new technology, it may bring with it new and unfamiliar risks. Competent outside advice may also be needed.

4.7 Occupational Health Support

The Company has appointed the Health and Safety Co-Ordinator to investigate, plan and co-ordinate our Occupational Health requirements.

4.7.1 The Prevention of Occupational Disease

The Health and Safety At Work etc, Act 1974, requires the Company to maintain conditions of work which are without risk to health, 'so far as is reasonably practicable'.

The Control of Substances Hazardous to Health (COSHH) Regulations 1988 require employers to prevent or, where this is not reasonably practicable, adequately control the exposure of our employees to hazardous substances. We are therefore responsible for preventing work-related ill health.

Employees' health may be put at risk by exposure to hazardous substances or agents (eg. Toxic chemicals, skin irritants, handling of excessive weights or repetitive movements of particular muscles, causing strains).

The Company via the Health and Safety Co-Ordinator will take pro-active measures to identify potential health risks within our workplace, without waiting until employees complain of ill health.

Many health risks can be eliminated or controlled by improved engineering or changed work practices. Where control measures are necessary the Health and Safety Co-Ordinator will monitor their effectiveness.

4.7.2 Fitness for Work: Placement and Rehabilitation

The Company recognises that physical status, ill health and disability can influence an individual's ability to perform safely and effectively at work and in some circumstances can put the individual, other employees or even the public at increased risk of injury or illness.

Some jobs require certain standards of fitness or health. In such cases the standards shall be set in advance and applied consistently in assessing candidates for recruitment, transfer or return to work after illness.

4.7.3 Information, Instruction and Training

Information, instruction and training come into all aspects of occupational health but they are sufficiently important to be considered in their own right. The Company recognises that proper instruction and training in working practices can go a long way towards solving some occupational health problems, and are now a legal requirement under the COSHH Regulations.

4.7.4 Health Surveillance Records

Records of any health surveillance, medical and other individual health records, which may be required, will be kept securely in personnel files, and will be kept for 40 years after the date of the last entry as required by law.

4.8 Principal Safety Rules

Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, the following safe operating practices and procedures in our policy and must be strictly adhered to by all employees regardless of the nature of their specific duties.

Wilful disregard by any employee of any of these safety rules may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements and are included as reminders.

These principal safety rules are highlighted here for quick reference.

4.8.1 Personal Protective Equipment

Personal Protective Equipment shall be worn without exception wherever necessary, as identified by risk assessments. The person in charge of the site where these rules apply will give instructions to operatives.

Safety helmets will be worn on sites or in work areas that are designated as "hard hat" sites or areas or wherever there are risks of head injury.

Safety boots or shoes must be worn at all times. No person may wear plimsolls, trainers or other soft-soled footwear.

4.8.2 Fire Precautions

Fire-fighting equipment is provided in or near all places of work. All employees must be aware of the location of fire extinguishers and of their method of operation.

Means of escape must be kept clear at all times.

Employees should be familiar with and recognise the sound of the fire warning system, sounders, hooters, whistles or the like.

4.8.3 Access Equipment

All access equipment including ladders must be kept in good repair. Mobile towers must only be erected by those trained to do so, and in accordance with the makers or suppliers instructions.

4.8.4 Accident Reporting

All injuries, no matter how slight, must be reported immediately.

4.8.5 Housekeeping

Untidy areas and methods of working create unacceptable risks and must be avoided at all times.

4.8.6 Temporary Physical Impairment

Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job or to drive vehicles while in that condition. Persons found to be displaying the symptoms of alcohol or drug abuse will be dismissed immediately.

No one shall knowingly be permitted or required to work or drive our vehicles while his or her ability of alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

4.8.7 Standards of Behaviour

Horseplay, scuffling, and other acts which tend to endanger the safety or well being of employees are prohibited.

4.8.8 Plant and Equipment

Portable tools must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately and it is the personal responsibility of each employee to ensure that this is done. Records are maintained of the electrical testing of all portable electrical appliances.

Abrasive wheels and cutting discs may only be changed by persons who have been trained and appointed in writing by their employer to do so, in accordance with the Abrasive Wheels Regulations of 1970. Where no such persons are appointed, the owners of the machines (eg. Subcontractor or Plant Hire Company) are to be asked to arrange for an appointed person to change or mount wheels or discs.

4.8.9 Smoking

No smoking is permitted on our premises, in our vehicles, or in any premises where employees are working.

4.8.10 Company Vehicles

Drivers of vehicles are to ensure that their vehicles are in good and safe condition before driving them. This will include checking each week the oil levels, tyres and brakes.

4.8.11 General Arrangements for Significant Hazards Identified

The following hazards require special consideration:-

- Work with COSHH
- Work with underground/buried services
- Work on live electrical systems
- Work in occupied premises
- Working at height

These activities require a specific risk assessment to be made prior to the commencement of work. The Project Manager (or in his absence the Health and Safety Co-Ordinator) has responsibility for making these specific risk assessments.

All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.

Any personal equipment identified by the assessment(s) as being required, and any monitoring equipment necessary, will be available and issued before any work begins.

4.9 Environmental Impact

The Company recognises that it's activities may have environmental implications, and therefore pursues a policy design to minimise environmental damage.

Our operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be taken into account in tendering.

5. POLICY PROCEDURES

5.1 Fire

In accordance with the Fire Precautions (Workplace) Regulations 1997, the company has undertaken a Fire Precautions Risk Assessment the main findings are as follows.

The Company recognises the continual risk of fire both on our premises and at sites we operate on. To reduce/control this risk all staff must remain vigilant and ensure fire exits are unlocked and not obstructed. Waste is to be removed frequently and flammable liquids are to be used with the utmost care. No smoking or sources of ignition are to be used in any risk area where notices prohibit such use or where stated by the Company. **SMOKING IS PROHIBITED ON COMPANY PREMISES, IN COMPANY VEHICLES AND ON ANY PREMISES WHERE EMPLOYEES ARE WORKING.** Fire evacuation drills are to be in accordance with the notices posted. All levels of management have particular responsibilities for fire safety within their area to.

1. Ensure that all employees are trained and instructed at prescribed intervals:-
 - a) Action to be taken upon discovering a fire
 - b) Action to take upon hearing the alarm
 - c) Location and use of Fire Equipment
 - d) Means of escape
 - e) Assembly points and roll-call procedures
 - f) Isolation of power supplies
 - g) The need for clear unobstructed egress
2. Organise fire evacuation drills at prescribed intervals and record these in the Fire Register.
3. Organise and arrange for the examination and testing of all fire fighting equipment annually by a competent person.
4. Ensure that visual inspections are undertaken of fire extinguishers.
5. Maintain all appropriate records.
6. Liaise with the fire authority on proposed changes which will affect the fire precautions of the Company or any special operation to be carried out.
7. Ensure fire doors are fitted with crash bars and fire exit signs.
8. Ensure that fire extinguishers are wall mounted with clear access to them.
9. Ensure delegated staff are trained in which type of extinguisher to use in specific types of fire and how to use them.
10. Ensure all fire exit routes, stairs, passageways and routes through the premises are kept clear.
11. Provide fire extinguishers to Company vehicles.
12. Ensure the safe use, storage, handling and transportation of flammable and highly flammable and highly flammable materials.

5.2 **Emergency Procedures**

In any emergency, the preservation of life is of the utmost importance and therefore evacuation of the premises in accordance with the fire procedure is to be undertaken without panic, but as quickly as possible.

The senior person present will have complete authority and as such take measures as are necessary to prevent loss of life. Possible hoax calls, unidentified packages etc. are to be taken seriously and dealt with in accordance with the procedures until it is established that no such threat exists.

LOOK OUT FOR SUSPICIOUS PACKAGES AND ENVELOPES

- e.g.
- unusual postmarks
 - grease marks
 - unusual smells (almond or marzipan)
 - extra weight
 - thick envelopes
 - a small envelope inside a large one (especially if tightly taped or tied with string or wire)

If you have any doubts or suspicions, report them promptly. ***AVOID HANDLING THE PACKAGE IF POSSIBLE.***

5.2.1 **What To Do if You Discover a Suspicious Package**

- 1) do not handle the package. Notify the responsible person or senior person who will instruct to tell other staff and any visitors to leave the room or area as quickly as possible.
- 2) Close all doors behind you.
- 3) Gather everyone in the nearest safe common area to await evacuation.

5.2.2 **What To Do If You Receive a Bomb Threat**

- 1) Stay calm.
- 2) Get as much information as possible from the caller:-
 - When is it set to go off?
 - What kind of bomb is it?
 - Where has the bomb been placed?
- 3) Try to remember as many details as possible and write them down, eg.:-
 - Was the caller male or female?
 - Did the caller sound intoxicated?
 - What accent did the caller have?
 - Did the message sound rehearsed or pre-planned?
 - What background noise did you hear?

- 4) Notify the person responsible or senior person who will immediately call the police.
- 5) If instructed by the police, the senior person will:-
 - a) Evacuate the building by operating the fire alarm or by shouting or other means.
 - b) Do not stop to collect belongings.
 - c) Ensure that all persons leave the building in a quiet orderly fashion.
 - d) Instruct employees not to close windows or doors.
 - e) Ensure that the assembly point is 50 metres from the premises and not in direct line with any potential blast.
 - f) Account for all persons within the building.
 - g) Warn other members of the public not to walk through the danger zone.
 - h) Warn adjacent premises.
 - i) Liaise with the police and have a prepared plan (A4 drawing) of the office area to indicate the position of the device.
 - j) No one may re-enter the building until told to by a police officer.

5.3 First Aid

The Company recognises it's duty to provide adequate first aid arrangements as set out in the health and Safety (First Aid) Regulations 1981. The Company provides equipment (in the form of suitably stocked First Aid Containers) for the administration of First Aid. First aid is administered by trained first aiders with current first aid certificates as approved by the Health and Safety Executive.

All areas of management are required to ensure that first aid arrangements within their appropriate areas are adequate and that any deficiencies are notified to the health and Safety Co-Ordinator.

5.3.1 First Aiders

The Company aims to provide adequate numbers of trained first aiders or competent persons as recommended by the Approved Code of Practice revised in march 1997. The Health and Safety Co-Ordinator is appointed to manage the first aid arrangements. First aid information is provided to all Company employees within the Health and Safety Policy.

First Aid training is valid for a period of 3 years after which a refresher course is required and provided for by the Company.

The names of those persons trained and certified in first aid will be displayed within the office premises and on each site, in addition to Appendix 4 of this policy document.

5.3.2 First Aid Containers

An assessment of the requirements has been made and the results require that the company provide a suitably stocked first aid container in the following locations:-

- In the main office at Head Office
- In every company vehicle

5.4 Accident and Incident Reporting

The Health and Safety Co-Ordinator is to:-

1. Establish the causes of accidents, injuries, ill health and dangerous occurrences so that corrective action may be taken to prevent a re-occurrence.
2. Provide information to the Health and Safety Executive concerning notifiable accidents and dangerous occurrences.
3. Provide information to the Department of Social Security on all accident injuries where industrial benefit is claimed.
4. Maintain a record of all accident injuries, ill health and dangerous occurrences.
5. Provide to management, statistical data on all accident injuries, ill health and dangerous occurrences to highlight danger areas.
6. Provide a system for the immediate investigation of major injuries and dangerous occurrences.
7. Provide a system of notifying all authorised persons of fatalities, major accident injuries, ill health and dangerous occurrences.

All Employees are to:-

1. Immediately telephone the Health and Safety Co-Ordinator (or in his absence one of the Directors) to report the incident.
2. Provide full and complete co-operation when requested by any investigating authority.

5.4.1 R.I.D.D.O.R. – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

The reporting of accidents and ill health at work is a legal requirement under the above mentioned legislation. All employees must pass information to the Health and Safety Co-Ordinator concerning accidents, ill health and dangerous occurrences that require to be notified to the Health and Safety Executive (HSE). These are as follows.

5.4.1.1 *Death or Major Injury*

An accident connected with the project and the employee or self-employed person working on the site is killed or suffers a major injury (including as a result of physical violence) OR a member of the public is killed or taken to hospital.

Reportable major injuries are:-

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

5.4.1.2 *Over-Three-Days Injury*

An accident (including an act of physical violence) as a result of which the employee suffers an over-three-days injury. An over-three-days injury is one which is not major (see above) but results in the injured person being away from work on unable to do their normal work for more than three days (including non-work days).

5.4.1.3 *Disease*

A document notifying that an employee suffers from a reportable work-related disease. The following is a summary of the reportable diseases:-

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational Asthma, Farmer's Lung, Pneumoconiosis, Asbestosis, Mesothelioma.
- Infections such as Leptospirosis, Hepatitis, Tuberculosis, Anthrax, Legionellosis and Tetanus.
- Other conditions such as: occupational Cancer, certain Musculoskeletal disorders, Decompression illness and Hand-Arm Vibration Syndrome.

5.4.1.4 *Dangerous Occurrences*

Something that happens which does not result in a reportable injury but clearly could have done. The following is a summary of the reportable dangerous occurrences.

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of materials beyond a site boundary, injury caused by explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a pipeline.
- Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of materials falls, a wall or floor in a place of work, any falsework.
- Explosion of fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas, or of 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

To comply with legal requirements the Health and Safety Co-Ordinator is to investigate the accident and dependent upon the requirement listed above telephone the Inspectorate and complete form F2508 for injuries and dangerous occurrences and F2508A for diseases within seven days of the incident.

In compliance with the Construction (Design and Management) Regulations, the Principal Contractor will also be informed.

5.5 Control of Substances Hazardous to Health

The Health and Safety Co-Ordinator will ensure that the Company is complying with the COSHH Regulations. All employees have a duty to co-operate with the Health and Safety Co-Ordinator to ensure the discharge of these regulations.

The Company will not carry out any work that may expose our employees to hazardous substances without first considering the risks and the necessary precautions. We will undertake a formal assessment of the risks to health arising from your employment.

Should the risk assessments reveal exposure greater than is reasonably practicable the Company undertakes to prevent exposure by:-

1. Change the process or activity so that the hazardous substance is not required or generated or.
2. Replace the substance with a safer alternative, or
3. Use the substance in a safer form e.g. pellets instead of powder.

If prevention is not reasonably practicable then one or more of the following control measures will be use:-

1. Total enclosure of the process.
2. Partial enclosure and extraction equipment.
3. General ventilation of the area.
4. Systems of work and handling procedures which minimise the chances of spills, leaks and other escape of hazardous materials.
5. Reduction in the number of employees exposed or the duration of their exposure.
6. Personal Protective Equipment as the last resort.

In all circumstances the substance will only be used as intended by the manufacturer, safety control sheets are to be found in the Health and Safety Policy Document and located next to the hazardous substances.

5.5.1 Purchasing Policy

Management is to ensure that no substance is brought into use without the relevant safety data sheet being available for assessment. This includes all samples obtained from salespersons. Additionally, the person responsible for purchasing is to ensure that *NO NEW* substances are purchased, unless approval has been gained from the Health and Safety Co-Ordinator.

5.5.2 Monitoring Arrangements

5.5.2.1 *Contractors and Visitors*

Ensure that all persons visiting site/company premises who are required to use hazardous substances have with them COSHH assessments for the materials brought onto company premises, wear and use appropriate safety equipment and warn our management and employees of any risks to health associated with their use. Where unsafe practices are viewed, contractors are to be reminded by Company management and supervisors of their responsibilities under the regulations. Where in the opinion of Company management unsafe practices are being used by contractors, they are to inform them to cease work until a safer alternative is agreed upon. The Company is responsible for ensuring the health of all persons, including visitors and contractors. Management is to ensure proactive measures are implemented to prevent any significant exposure to any substance that may damage their health.

5.5.2.2 *Preventing Ill Health*

The Company will, where practical and/or applicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by the tasks they will be required to undertake. This will be in accordance with current legislation. Additionally, where practicable the Company may use job rotation to limit exposure or as an interim measure where any ill health effects are detected.

5.5.2.3 *Health Problems*

Where any person suffers ill health or is involved in an accident, they must immediately report it to the Health and Safety Co-Ordinator. All such information will and must be kept in the strictest of confidence. The Health and Safety Co-Ordinator will ensure that any ill health, accidents/incidents are investigated and subsequent action implemented to prevent recurrence and all persons concerned, informed of those actions.

5.5.2.4 *Pregnancy*

Female employees are to report pregnancy as soon as possible to alert management to ensure that any continued exposure, however low, will not be hazardous to her health or that of her unborn child. Where any doubt exists management must seek expert advice immediately.

5.5.2.5 *Health Surveillance*

Where appropriate, health surveillance will be used to monitor certain individuals subject to activities where known adverse health effects can occur or have been identified.

5.5.2.6 *Substance Monitoring*

Where a substance has an exposure limit which cannot be validated, or a known sensitise or carcinogen, substance monitoring will be required to ensure persons are not over exposed and therefore do not suffer detrimental health effects.

5.5.2.7 *Substances Taken onto Other Employers Premises*

Any substance, which is required to be used on other employers' premises, must be accompanied by a COSHH assessment unless it is a small spray or tube etc. which has the safety precautions clearly marked upon it.

5.5.2.8 *Storage of all Hazardous Materials*

Certain chemical substances when store together may produce a violent reaction. **ALL SUBSTANCES ARE TO BE STORED IN ACCORDANCE WITH THE MANUFACTURERS' RECOMMENDATIONS AND LEGAL REQUIREMENTS.**

5.5.2.9 *Recording and Reviewing the Risk Assessment*

The Health and Safety Co-Ordinator will record the risk assessment as part of the Health and Safety Policy Document and review the assessment at:-

- Intervals not greater than two-yearly.
- Whenever there is reason to believe an assessment is no longer valid.
- Where there has been a significant change in the work.

5.5.3 Information, Instruction and Training for Employees

The Company undertakes to provide information, instruction and where necessary training about:-

1. The nature of the substances you work with the risks created by exposure to those substances.
2. The precautions you should take.

The Company shall also provide sufficient information and instructions on:-

1. Control measures, their purpose and how to use them.
2. How to use personal protective equipment and clothing provided.
3. Results of any exposure monitoring and health surveillance.
4. Emergency procedures.

5.5.4 General Precautions in the Control of Substances Hazardous to Health

The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.

- Contact of chemical products with the eyes, skin and mucous membranes should be avoided wherever possible. Protective clothing and equipment supplied is intended to prevent this. Good personal hygiene practices must be observed. The inhalation of chemical products and dust should be avoided. Adequate ventilation or respiratory protective equipment will be provided if appropriate.
- Materials should not be used in areas where food is being eaten.
- Facilities for washing and cleaning the skin must be made available, together with necessary and suitable cleansers and barrier creams.
- Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
- Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
- Read the data sheet, container labels and detailed health and safety information before using any chemical products.

5.6 Electrical Safety

The Health and Safety Co-Ordinator is appointed by the Company to co-ordinate and undertake the management of electrical duties required under the Electricity at Work Regulations and the latest IEE Wiring Regulations. All employees must co-operate with the Health and Safety Co-Ordinator to ensure that the duties are duly discharged. In assessing the risks, the recommendations of employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

5.6.1 Precautions for Electrical Safety

- Every level of management and supervision is directly responsible for ensuring that electrical wiring or equipment does not injure persons within their control used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, providing safe systems and permits to work to control any such hazardous tasks.
- The Company shall only allow trained, qualified operatives to work on the electrical systems in accordance with the Electricity of Work Regulations 1989 and the latest edition of the IEE Wiring Regulations.
- The Company shall secure the health and safety of all persons, so far as is reasonably practicable, by ensuring that the electrical systems are constructed and maintained at all times to prevent danger. Every work activity shall be carried out so as not to give rise to danger so far as is reasonably practicable.
- The Company shall provide suitable means for 'cutting off' the supply of energy to and the isolation of electrical equipment. These means shall not be electrical. Where switching off and isolation is impracticable precautions must be taken to prevent danger so far as is reasonably practicable.

- All authorised operatives shall ensure that adequate precautions are taken to prevent electrical equipment made dead to be worked on from becoming electrically charged ie. by adequate isolation of the equipment.
- The Company shall ensure that no person shall be engaged in any work near a live conductor unless a) it is unreasonable in all circumstances for it to be dead, b) it is reasonable in all circumstances for persons to be at work on or near it while it is live, and c) suitable precautions are taken to prevent injury.
- Buried cables should be anticipated on every site where cables are to be laid, and the person in charge of the work must obtain cable plans where available and make specific enquiries where they are unavailable. The position of buried cables must be clearly marked on site and treated as live. Power tools and machinery must not be used knowingly within 0.5 metres radius of a buried live cable, and hand-digging with spades only is permitted. If in doubt, seek the advice of the Electricity Company or relevant undertaking.

5.6.2 Arrangements for Inspection of Electrical Equipment

- All plugs and leads (including extension leads) are to have a pre-use, user examination and a formal visual inspection (checking within the plug to) at intervals between 6 months to 2 years, together with a formal inspection and testing programme at intervals between 1 and 5 years, depending on the type of equipment they are connected to, their use and environment.
- Computer equipment, calculators, photocopiers, facsimile machines and rarely move items such as desk lamps, fans etc. used in an office or other clean dry environment, require formal visual inspection at intervals between 2 to 4 years, together with a combined inspection and testing programme at intervals up to 5 years, unless they are double insulated.
- Hand held double insulated equipment (electrical tools etc) require a pre-use, user check together with a formal inspection at intervals of 6 months to 1 year.
- Earthed equipment (class 1) such as electric kettles, floor polishers etc, require a 6 month to 1 year formal visual inspection and a combined inspection and testing programme at intervals of 1 to 2 years.
- Special, frequent testing and arrangements are required for high risk equipment used in construction or in other hostile environments.
- Construction equipment should have a formal initial inspection and thereafter a check at least 1 monthly intervals together with a combined inspection and electrical test every 3 months.
- Industrial equipment should have an initial inspection and checks thereafter at 3 monthly intervals together with combined inspection and electrical tests at 6 to 12 monthly intervals.

5.7 Manual Handling

The Health and Safety Co-Ordinator will ensure that the Company is complying with the Manual Handling Regulations. All employees must and will co-operate with the Health and Safety Co-Ordinator to ensure the discharge of this duty.

It is the intention of the Company to secure the health and safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities. Wherever possible the task will be automated, redesigned to avoid the manual movement of the load or mechanised.

In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

The Company will, as far as reasonably practicable, avoid the need for employees to carry out those operations that involve a risk of injury. Where this is not possible:-

1. an up to date assessment of all such manual handling tasks will be kept and the necessary information provided to employees including the precise weight of each load, the heaviest side of any load whose centre of gravity is not centrally positioned.
2. Appropriate steps will be taken to reduce the risk of injury to employees arising from any such operation to the lowest reasonably practicable.

All manual-handling operations having a risk of injury, which employees carry out will be identified and recorded by the Health and Safety Co-Ordinator. Appropriate selection of staff as to capability will then take place, followed by necessary training and the giving of appropriate information and instruction.

All employees are encouraged to discuss potential manual handling problems not identified with the person in charge of the work, together with any work involving repetitive motion.

The Company requires all employees to make full and proper use of any system of work put in place by the employer to reduce the risk of injury during manual handling.

5.7.1 Monitoring Arrangements

5.7.1.1 *Manual Handling Assessments*

These will be undertaken by the Health & Safety Co-Ordinator as previously specified in accordance with the schedule to the Regulations.

5.7.1.2 Work Routines

Wherever possible in addition to the assessments and recommendations it is the Company's policy to review job procedures to intersperse manual handling with other tasks and use job rotation to reduce risks. Where this is not possible, rest periods will be notified to specific persons exposed to these risks.

5.7.1.3 Preventing Ill Health

The Company will where practicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by tasks beyond their capacity.

5.7.1.4 Health Problems

Where any person suffers injury, they must immediately report it to the Company. All such information will be kept in the strictest confidence. The Health and Safety Co-Ordinator will ensure that manual handling accidents/incidents are investigated and subsequent action implemented to prevent recurrence and all persons concerned, informed of those actions.

Where appropriate health surveillance will be used to monitor certain individuals subject to high-risk activities and where ill health effects have been identified.

5.8 Personal Protective Equipment

It is the Company's policy that suitable PPE should only be used as a last resort when preventative measures cannot, for whatever reason be applied. By 'suitable' the Regulations require that PPE must protect the wearer, be appropriate for the risks and work conditions, give adequate protection and fit properly, take adequate account of a worker's needs and be compatible with any other item of PPE worn. As the physical dimensions of employees will vary, more than one size or type of PPE may be required. The employees who will be users of PPE should be involved in its selection.

PPE is provided at Company expense and replaced if it becomes unserviceable. Any loss of PPE is to be reported immediately. Where an employee solely for fashion purposes etc. requires a particular type of PPE, the Company may contribute the same amount of the cost appropriate, comfortable type identified. PPE is not to be removed from the premises without management approval. PPE is to be inspected and maintained in by the user in accordance with the instruction and training given. Where appropriate personal lockers or other Company arranged facilities are to be provided for the storage of PPE and Respiratory Equipment (RPE).

All employees are required by law to co-operate with management and wear the PPE/RPE provided. Any medical or other reason for not wearing the PPE/RPE is to be immediately reported to the management. The modification or deliberate damaging of all such equipment is a disciplinary offence.

The Health and Safety Co-Ordinator is to ensure:-

1. Having assessed the risks, it is of the correct type to protect the employee against all hazards from the task and circumstances in which it is to be used.
2. It is being used and stored correctly.
3. It is inspected, maintained, cleaned and replaced accordingly.
4. Employees know how to use and look after it.
5. It carries the CE mark.

6. Statutory examinations and recording eg. For shot blasting or self contained breathing apparatus in accordance with the legislation.
7. Records are maintained for all PPE issued and training.
8. It is the right type, size and comfortable for the task.

5.9 Working at Height

All reasonable steps shall be taken by the Company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The Company shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall co-operate in the implementation of this policy. The responsibility for the implementation of this section of the policy on behalf of the company lies with the Health and Safety Co-Ordinator.

5.9.1 Arrangements for Securing the Health and Safety of Workers

The Company will, in consultation with workers and their representatives:-

- Carry out an assessment of the risks involved in work at height and take steps to eliminate or control them.
- Provide all the necessary equipment to allow safe access to and egress from the place of work.
- Provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary, at the workplace.
- When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.
- Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.
- Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

5.9.2 Procedures for Dealing with Health and Safety Issues

The Company will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height; to be followed by all involved in such work. Where it is not possible to follow the method statement:-

- a) No further work should be undertaken.
- b) A responsible person should be informed.
- c) Alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

5.9.3 Information and Training

The Company shall provide any information, instruction and training that an employee may require carrying out his or her trade or skill in a safe manner when working at height. the company shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on it's use.

5.9.4 Safe System of Work

In order to prevent falls of persons or objects from a height, the following measures should be taken.

- Plan work in advance to anticipate potential problems and implement safe procedures.
- If at all possible, arrange for work to be done at ground level or provide adequate platforms where this cannot.
- Scaffolding should be erected by trained and experienced workmen making use of all the necessary plant and equipment including lighting where required.
- Ensure that adequate edge protection is provided.
- Ensure that the surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- Erect barriers or use covers to prevent falls through openings in the floor.
- Make use of safety harnesses and belts, or safety nets, where these are required.
- Follow the method statement laid down by the company, if this is not possible, inform a responsible person immediately.
- Inspect equipment before use, a competent person should inspect scaffolding.
- Report any defects found to a responsible person immediately.

5.10 Maintenance of Plant and Machinery

5.10.1 General Statement

The Company will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The Company will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The Company will seek to inform and train personnel to implement this policy. The implementation of the policy needs the co-operation of all management and staff. The person responsible for implementing this policy is the Health and Safety Co-Ordinator.

5.10.2 Arrangements for Securing the Health and Safety of Workers

The Company will, in consultation with the maintenance staff and their representatives:-

- Carry out an assessment of how the machinery should be isolated for specific maintenance work.
- Carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely.
- Carry out an assessment of the maintenance of the machine itself including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result (eg. Climbing outside a safety barrier on a crane) and any risks of parts falling.
- Carry out an assessment of how the maintenance of the machine affects its environment.
- Carry out an assessment of all hazards that arise when guards have been removed.
- Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety.
- Provide any personal protective equipment that might be necessary to carry out the work safely ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

5.10.3 Information and Training

The Company will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

5.10.4 Safe System of Work

The Provision and Use of Work Equipment Regulations 1992 outline the following safe systems of work.

- Work equipment should be maintained in an efficient state, in efficient working order and in good repair.
- Maintenance logs should be kept up to date.
- Appropriate work equipment should be provided with suitable means to isolate it from all sources of energy. Appropriate measures should be taken to ensure that reconnection to the energy source will not expose any person using or maintaining the work equipment to any risk to his or her health or safety. Where any electrical power is involved in the machine to be maintained it should always be checked that this is dead before work is started.

- All persons who maintain machinery and all persons who supervise or manage the maintenance of machinery should have available to them adequate and readily comprehensible safety and health information and, where appropriate, written instructions pertaining to the maintenance of the machinery. This information will include the conditions in which, and the methods by which, the machinery should be maintained, any foreseeable abnormal situations and the action to be taken when they occur, as well as any conclusions to be drawn from experience in maintaining the machinery.
- All persons who maintain or who supervise or manage maintenance of work machinery should have received adequate training for the purposes of their health and safety.
- Measures should be taken to:-
 - a) prevent access to any dangerous part of machinery.
 - b) stop the movement of any dangerous part of machinery before any person enters a danger zone.
- Where necessary a permit to work system should be rigorously adhered to.
- Isolation of all equipment or machinery from all sources of energy should be possible, and should be carried out before maintenance work commences (unless running maintenance is being carried out). Reconnection and isolation procedures must avoid and risks.

5.11 Confined Spaces

5.11.1 General Statement

It is the policy of the Company to take all reasonable steps to secure the health and safety of those persons in our employ who are required to make entry into confined spaces.

The Company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the company to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication. The person responsible for implementing this policy is the Health and Safety Co-Ordinator.

5.11.2 Arrangements for Securing the Health and Safety of Workers

The Company will, in consultation with employees and their representatives:-

- Design work tasks so as to avoid the need for entry into confined spaces where practicable.
- Provide such information, instruction and training as is necessary to enable the appointment of “competent persons” capable of carrying out risk assessments when entry into confined spaces is planned.
- Maintain a documented Permit to Work system which must be used whenever entry into “confined spaces” is required.

- When entry into confined spaces is required for employees:-
 - i) maintain sufficient serviceable sets of appropriate breathing apparatus (and, if applicable, safety belts and ropes) to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there is liable to be a deficiency of oxygen.
 - ii) Provide training in the use of breathing apparatus (and safety ropes where necessary) for those employees who may be required to use such equipment when working in confined spaces.
- When entry into confined spaces by contractors and sub-contractors (including the self-employed) is required:-
 - i) Ensure that only serviceable sets of approved breathing apparatus (and safety ropes) are used so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc or where there is a deficiency of oxygen.
 - ii) Ensure that users of breathing apparatus and safety ropes have received adequate training in their use.
- Provide such equipment and resources as are necessary to safely carry out entry into confined spaces.

5.11.3 Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety associated with work in confined spaces, the Company will:-

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises associated with work in confined spaces, the employee must adopt the following procedures:-

- Inform a responsible person immediately.
- In the case of an adverse health condition, advise the Company Doctor and his or her own General Practitioner.

5.11.4 Information and Training

The Company will provide sufficient information, instruction and training as is necessary to ensure the health and safety of workers who are required to enter into confined spaces.

Managers and Site Supervisors who are responsible for workers required entering confined spaces will also be given appropriate training.

5.12 Design Safety

Those preparing electrical designs on our behalf will alert clients to the duties they may have under the Construction (Design and Management) Regulations 1994, and follow the Designer's duties as defined within the Approved Code of Practice to the Regulations.

The guiding principles for designs prepared by us will be to design to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design.

It will be our practice to co-operate fully with the Planning Supervisor where appointed, and with other designers involved in projects to make the maximum contribution to design safety.

Final responsibility for design safety matters rests with the Health and Safety Co-Ordinator.

APPENDIX 1 - CURRENT STAFF DETAILS

INITIALS	SURNAME	POSITION
P F	Jones	Health & Safety Co-Ordinator/Director
D P	Midgley	Director
J	Birchall	Contracts Manager
A	Wood	Contracts Manager
L	Wilcoxson	Contracts Manager
N	Hitchcock	Site Supervisor
R	Mee	Site Supervisor
J	Kingswood	Site Supervisor
R	Gundel	Site Supervisor
D	Kennedy	Site Supervisor
M	Hayden	Site Supervisor
W	Biggin	Site Supervisor
R	Featherstone	Site Supervisor
M	Hursthouse	Site Supervisor
K	Widdowson	Site Supervisor
G	Wilcockson	Site Supervisor
A	Clark	Site Supervisor
A	Aitchison	Site Supervisor
N	Mizon	Site Supervisor
A	Sutherland	Site Supervisor
C	Billyeald	Site Supervisor
J	Pearson	Site Supervisor
D	Brown	Site Supervisor
T	Jordan	Site Operative
A	Bullous	Site Operative
M	Cottam	Site Operative
S	Biggin	Site Operative
M P	Smith	Site Operative
K	Wheatland	Site Operative
P	Skinner	Site Operative
M	Price	Site Operative
J	Brownley	Site Operative
L	Burgess	Site Operative
M	Roberts	Site Operative
J	Smith	Apprentice
A	Robinson	Apprentice
A	Dove	Apprentice
A	Guerriero	Apprentice
A	Fletcher	Apprentice
G	Clarke	Apprentice
M	Cheeseman	Apprentice
A	Croot	Apprentice
H	Midgley	Accounts Manager
M	Mitchell	Administrator

APPENDIX 2 - TRAINING SCHEDULE

Staff Member	Position	CITB Site Safety Management	CDM Awareness Course	First Aid Course	First Aid Course	Site Awareness Course for Operatives	Scissor Lift Operations	In-house Safety Training	Risk Assessment	NEBOSH General Certificate
<i>Training is under constant review and tailored to each individuals development</i>										
No of Days	→	5	0.5	4	1	1	1	1	1	10
										/

H & S Co-ord	Health and Safety Co-ordinator	S O	Site Operative
P M	Project Manager	S S	Office Staff
S S	Site Supervisor	D	Director

O – Training Required. \ - Ongoing Training. **X** – Certificate Gained or In-house Training Complete

APPENDIX 3 - OFFICE SAFETY RULES

This Appendix, which is a supplement to the Safety rules set out in Section 5 of the main Safety Policy document, sets out the safety rules which must be observed by all employees working in our offices. These have been derived from our risk assessments.

- Furniture and equipment must be arranged so as to avoid injury from sharp corners.
- Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
- Only one drawer of a filing cabinet must be open at a time, so as to avoid a tripping hazard.
- Wall storage racks must be securely anchored to prevent their movement or tripping, and must not be overloaded.
- Access to high upper storage shelves must only be gained by using the steps or safe access provided.
- Cables from electric fires, telephones and leads to office electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed.
- Any electrical faults must be reported to the Health and Safety Co-Ordinator.
- Paper guillotines are not to be operated with their guards removed.
- Any simple adjustments to electrical equipment must be made with the power switched off.
- Electrical heaters of fires may only be used if properly guarded in accordance with British Standards.
- Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
- Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not block, and taking care when using extension cables so that they do not cause an obstruction.
- Fire exists must be kept clear at all times.
- Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All employees must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. The Health and Safety Co-Ordinator is responsible for ensuring all fire-fighting equipment is regularly serviced.
- Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, together with the precautions to be observed and the first-aid measures to be adopted.

The Health and Safety Co-Ordinator will ensure that risk assessments for Display Screen Equipment, Workplace and Fire will be carried out as necessary.

