



UK ELECTRICAL

# HEALTH & SAFETY POLICY

## GENERAL STATEMENT OF INTENT

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed: 

Position: Managing Director

## ► Organisation

**Overall and final responsibility for health and safety is that of:**

Steve Fellows - Managing Director

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Debbie Fellows – Company secretary

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

| NAME   | RESPONSIBILITY   |
|--|--|
| Debbie Fellows   | Co-ordination with Citation, administration, procedures, legislative changes, accident logging, dealing with HSE |
| Contracts Managers Dave Rose, Daniel Blythe  | Control and monitor site H&S   |
| Site Supervisors (Oliver Pugh, Chris O'Connor, James Pearson, Martin Bird, Stephen Grey) | Responsible for site H&S activities  |

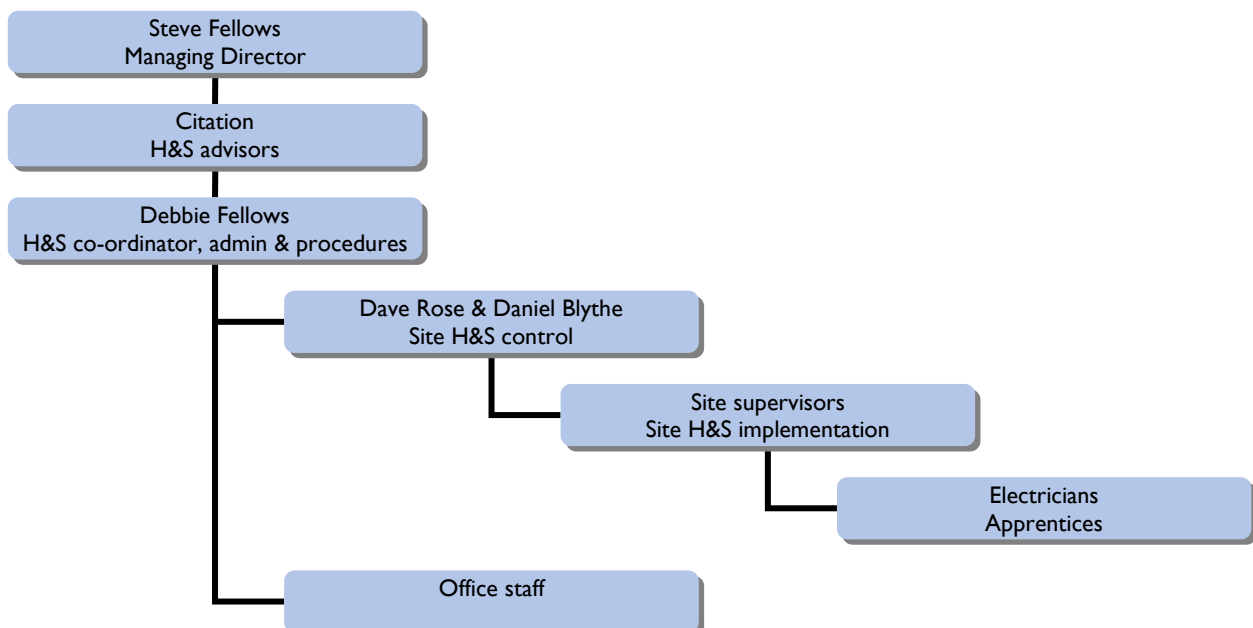
## ⇒ Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

## ⇒ Organisation chart



## ▶ Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

### ➔ Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

#### ***Risk assessments will be undertaken by:***

Contracts managers and site supervisors

#### ***Approval for the required action to remove or control risks will be given by:***

Steve Fellows

### ➔ Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, Citation. The system consists of actions for the company to complete and implement, and can be viewed on request.

#### ***The health and safety management system is the responsibility of:***

Debbie Fellows

### ➔ Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

#### ***Consultation with employees will be provided by:***

Written communication, tool box talks on site, communication of method statements and risk assessments to site staff.

## ➔ Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

***Responsibility for identifying all plant and equipment needing maintenance is that of:***

Site supervisor.

***Responsibility for ensuring that effective maintenance procedures are drawn up is that of:***

Dave Rose & Daniel Blythe

***Responsibility for ensuring that all identified maintenance is implemented is that of:***

Dave Rose & Daniel Blythe

***Any problems with plant or equipment should be reported to:***

Dave Rose & Daniel Blythe

***Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:***

Dave Rose & Daniel Blythe

## ➔ Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

***Responsibility for identifying all substances that need a COSHH assessment is that of:***

Debbie Fellows

***COSHH assessments will be carried out by:***

Debbie Fellows

***Approval for the required action to remove or control risks will be given by:***

Steve Fellows

## ➔ Information, Instruction and Supervision

***The Health and Safety Law poster is displayed:***

Main Warehouse & UKE kitchen

The company employs Citation to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact Debbie Fellows, who is authorised to contact Citation if necessary.

***Supervision of young workers/trainees will be arranged/undertaken/monitored by:***

Site supervisors

***Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of:***

Steve Fellows, Dave Rose , Daniel Blythe & site supervisors

## ➔ Training and Competency

***Induction training for all new employees is the responsibility of:***

Debbie Fellows

***Job specific training will be provided by:***

Site supervisor

***Specific tasks requiring special training are:***

MEWPS, erection of scaffolding, Manual Handling, Working at Height

***Training records are kept at/by:***

UK Electrical Head Office, Debbie Fellows

***Training will be identified, arranged and monitored by:***

Debbie Fellows

## ➔ Accidents, First Aid and Work-Related Ill-Health

***Health Surveillance is required for employees doing the following jobs:***

Drilling concrete, using glue, working in noisy environments

***Health Surveillance will be arranged by:***

Debbie Fellows

***Health Surveillance records will be kept at/by:***

Head office, Debbie Fellows

***First aid box(es) is/are kept at/by:***

One in each company van and one at head office, responsibility of each van driver & Debbie Fellows

***The appointed person(s)/ first aider(s) is/are:***

Site supervisor

***All accidents and work-related ill-health are recorded in the accident book, which is kept at/by:***

Head Office, reported to Debbie Fellows, recorded on site - accident form by UKE supervisor and reported to Debbie fellows at the head office

***Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:***

Debbie Fellows

## ➔ Monitoring

*To check our working conditions, and ensure our safe working practices are being followed, we will:*

Undertake routine site inspections

*Responsibility for investigating accidents is that of:*

Debbie Fellows & Citation

*Responsibility for investigating work-related causes of sickness absence is that of:*

Dave Rose & Daniel Blythe

*Responsibility for acting on investigation findings to prevent a recurrence is that of:*

Steve Fellows and all employees

## ➔ Emergency Procedures – Fire and Evacuation

*Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:*

Debbie Fellows

*Escape routes are checked by/every:*

Sheri Sumners daily

*Fire extinguishers are maintained and checked by/every:*

Outside contractor every 12 months

*Emergency evacuation will be tested every:*

12 months

## ➔ Abrasive Wheels

The Company will take all reasonable steps to ensure the health and safety of all employees who work with grinding machines that incorporate abrasive wheels. When properly used, abrasive wheels serve an important purpose. However, it is acknowledged that health and safety hazards may arise from the use of this equipment.

It is the policy of the Company to ensure that any risks are reduced to a minimum. **Site supervisor** will carry out an assessment of the work activity and take measures to reduce the risks found as a result of the assessment to ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task. **Site supervisor** will advise all employees, including new employees, who work or will work with abrasive wheels, of the risks to their health and safety and of the results of any assessments carried out.

## ➔ Control of Asbestos Containing Materials

The Company understands that materials containing asbestos when incorrectly handled can present a risk to the health and safety of employees and others visiting the site.

In particular it is the responsibility of Site supervisor to ensure that:

- A survey is carried out in order to identify asbestos containing or other potentially hazardous materials on site.
- Where appropriate, dispose of any such materials in a safe manner using licensed and accredited contractors.
- Where risk assessment indicates the risk of removal to be greater than the risk of leaving in situ, to keep a register of and to conspicuously mark such materials so as to ensure safe working processes are employed in the case of subsequent damage, maintenance or removal.

## ➔ Control of Contractors

As site occupiers the Company will plan, co-ordinate, control and monitor the activities of Contract Companies to effectively minimise the risks presented to our employees, other persons on our site and the public. Only approved Contractors will be permitted to carry out work on behalf of the Company. Sanctions will be applied to Contractors as a result of poor health and safety performance.

In particular it is the responsibility of **Debbie Fellows** to ensure that:

1. All Contractors comply with Company health and safety rules and are given a site induction.
2. All contractors sign in at reception whenever onsite.
3. All Contractors provide suitable Risk assessments and Method statements before commencing work on site

Contractors work activities are suitably monitored to ensure work is carried out safely in accordance with agreed safe systems of work.

## ➔ Display Screen Equipment

Display screen equipment is used at **UK Electrical** however, not all employees who use this equipment will be classified as a "user" under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore, the full extent of these Regulations may not apply in all cases. Where an employee falls into this category a Workstation Assessment Checklist will be completed by **Debbie Fellows**. The departmental head will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.

All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organisation's expense. The results of all such tests will be collated by **Debbie Fellows**. Tests should be carried out at regular intervals (as advised by the optician). Where the results of the test shows that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the organisation's expense, (as required by the Regulations).

## ➔ Electricity at Work

The Company will take all reasonable steps to secure the health and safety of employees who use, operate or maintain electrical equipment. We acknowledge that work on electrical equipment can be hazardous and it is therefore our intention to reduce the risks as far as is possible.

In particular it is the responsibility of **site supervisor** to ensure that:

- Only competent people operating safe working systems are permitted to maintain electrical equipment.
- Wherever practicable, electrical equipment will be Isolated whenever any maintenance work is required to be carried out. Wherever live working is unavoidable it will be subject to a strict Permit to work system with adequate controls in place to prevent injury.
- Fixed and portable electrical equipment will be periodically inspected by competent people, any equipment found to be defective will be withdrawn from use for repair or disposal.

A register of portable electrical equipment is maintained and such equipment is checked by a competent person on a regular basis to ensure its continued safety.

## ➔ Machinery Safety

The Company will take all reasonable steps to protect the health and safety of employees who work on or near machinery

In particular it is the responsibility of **Site supervisor** to ensure that:

- A Risk Assessment is carried out on all existing machinery to ensure that all machines are adequately guarded and are safe for use.
- Any new machinery which we may from time to time purchase, is specified, designed and supplied to the company in accordance with appropriate standards.
- Before any new machinery is brought into use a Risk Assessment is carried out and that the machine is in a safe condition.
- Appropriate training is given to all machinery operators.
- New and existing machinery is maintained so far as is necessary, to prevent danger to employees and others.
- Machinery is not operated unless guards and other safety devices are fitted and operating correctly.

Safe systems of Work are in place for Machinery maintenance operations including suitable isolation procedures.

## ➔ Manual Handling

Statistics show that poor manual handling is one of 'the most common causes of injury at the workplace, these injuries often have long-term effects. Company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide guidance to employees on the measures that should be taken to ensure safe lifting and carrying.

In particular it is the responsibility of **Site Supervisor** to ensure that:

- A Risk Assessment of manual handling and lifting tasks is carried out.
- Operations which involve manual handling are eliminated, so far as is reasonably practicable, and where this is not reasonably practicable, that appropriate lifting aids are provided.
- The design and layout of the workplace is considered and changes are made where practicable.



## ⇒ Hand-arm Vibration Syndrome & Whole-body Vibration Syndrome

The company will carry out a written assessment of the risks arising from Hand-arm Vibration Syndrome & Whole-body Vibration Syndrome. Where possible the Company will purchase tools and equipment that have Vibration Control built in and will seek to modify existing equipment to reduce vibration levels

Employees will receive training in the correct use of tools and equipment and how to recognise the early symptoms of injury.

Where necessary job rotation will be employed to give breaks from the vibration

Suitable Personal Protective Equipment will be provided to ensure fingers, hands and, in the case of whole-body vibration, whole body, are sufficiently protected from cold whilst using vibrating equipment

Employees using high vibration tools and equipment will be subject to regular Health surveillance.

## ⇒ New and Expectant Mothers

The Company has strong obligations towards its staff who become pregnant and on into the period after they have given birth. The Management of Health and Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed, the assessment must also cover risks specific to new and expectant mothers.

When a member of staff informs the Company that she is pregnant, it is the responsibility of **Debbie Fellows** to ensure that an assessment of the safety implications of that person's work is carried out in full consultation with her, as soon as possible. The results are to be recorded, copied to the individual and filed in the personal file. As the pregnancy progresses, and also at return to work, the assessment should be reviewed with the person.

If **UK Electrical Installations Ltd** becomes aware of an outbreak of Rubella (German Measles) in the staff, the expectant mother will be informed promptly.

## ⇒ Noise Control

The Company will take all reasonable steps to ensure that the risk of hearing damage to employees working with noisy equipment or in a noisy environment is reduced to the lowest practicable level.

In accordance with the Control of Noise at Work Regulations 2005 it is the responsibility of **Site Supervisor** to ensure that:

- A suitable and sufficient Noise Assessment is carried out by a competent person.
- Noise is reduced by engineering means as far as reasonably practicable, where this is not reasonably practicable, employees will be given suitable and appropriate hearing protection.
- Where appropriate, hearing protection areas are designated.
- Where appropriate Information instruction and training is provided and hearing protection available.

Where appropriate suitable signs are displayed to remind those at risk to wear the appropriate protection and to identify mandatory hearing protection areas.

## ➔ Permits to Work and Safe Systems of Work

### Safe Systems of Work

**UK Electrical Installations Ltd** will provide written Safe Systems of Work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe/correct way of doing the work and where, in spite of all reasonable control measures being implemented, substantial risk still remains. Employees will be instructed in the safe system of work and an acknowledgement of the training will be kept.

### Specific Responsibilities:

- Managers must: Identify all such processes and ensure that suitable written systems are produced, employees trained and records kept. The advice of Citation will be sought where necessary.
- Supervisors must: Familiarise themselves with the Safe System of Work, and ensure that employees comply fully at all times whilst carrying out the identified processes.
- Employees must: Observe and understand the rules and report any circumstances to their line manager which prevents compliance with the system or undermines its effectiveness. Employees are encouraged to make suggestions during the formulation of the written systems or suggest improvements.

### Permits To Work

Certain procedures cannot be adequately controlled by a written system of work due to the one-off or high-risk nature of the work and the Company therefore must operate a Permit to Work system which is to be implemented before the activity can be undertaken.

A Permit to Work must be obtained for the following activities:

Authorised persons only, will issue and control permits to work. The following persons can only authorise the specific permit to work.

| TYPE OF PERMIT             | AUTHORISED PERSONS                  |
|----------------------------|-------------------------------------|
| Hot Work                   | <b>Main contractor site manager</b> |
| Overhead Work              | <b>NA</b>                           |
| Work on live switch boards | <b>UK Electrical supervisor</b>     |

### Specific Responsibilities:

**Site supervisor** must monitor the issue of permits, adequacy of controls and overall effectiveness of the system.

All Employees must:  
Ensure that no one undertakes these activities without being in possession of a current valid permit and must comply with all of the controls and hand over procedures thereon.

External contractors working on site must also be issued with appropriate permits to work.

## ➔ Personal Protective Equipment

The Company will provide Personal Protective Equipment when the risk presented by a work activity cannot be adequately controlled by other means, in doing so we acknowledge that health and safety hazards will have already been identified. It is our policy to ensure - through the proper use of PPE - that the hazards are reduced to the lowest level practicable.

In particular it is the responsibility of **site supervisor** to ensure that:

- Any PPE supplied provides the maximum protection for the particular hazard.
- Employees are given such information and instruction as is necessary to enable them to understand the importance of wearing PPE where required.
- Training is given to employees to enable them to wear and maintain items of PPE correctly.

Company policy determines that where its employees are provided with PPE to protect their health and safety, they must use it at all times.

## ➔ Slip, Trips and falls

Inadequate provision of workspace can lead to increased risks of slip, trip and falling injury. To minimise the possibility the following precautions will be followed.

- When planning new workplaces or when making alterations to existing ones, adequate pre-planning must take place.
- In offices, ensure that when estimating the space per employee, the space taken up by the office furniture is taken into account.
- As well as the simple space per employee, the layout of the workspace must be considered to ensure that no risks are created by the provision of inadequate access.
- Ensuring that all potential slip and trip hazards in the workplace are identified.
- The layout of the work area should be arranged to minimise the risks of trips and falls caused by obstructions.
- Cabling and wiring should be arranged in such a way as to eliminate, as far as possible, any potential trip hazards.
- Adequate provision should be made for storage within the work area to prevent the accumulation of obstructions.
- Regular workplace inspections should be carried out to ensure that good housekeeping standards are maintained.

Where necessary the appropriate risk assessments and risk reduction methods will be in place, this will be completed by **site supervisor & contracts manager**

## ➔ Visitors

The company acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its work activities - this includes visitors to Company premises. All visitors are requested to agree and comply with health and safety instruction given before signing in at reception.

In particular it is the responsibility of the person meeting the visitor to ensure that visitors are informed of any particular hazards, which they might expect to encounter during their time on-site, and to inform them of any precautions that they should take.

## ➔ Working Alone

The Company will assess the hazards and risks associated with lone-workers and take steps to minimise them so far as is reasonably practicable.

In particular it is the responsibility of **Site supervisor** to ensure that:

- Equipment used by lone workers is properly maintained.
- Special training is provided for lone workers where required.
- Communication is established with any lone worker, which is appropriate to the circumstances.

All Staff are reminded of their responsibility to notify a supervisor or manager if they are or intend to work in a department alone, either during or outside normal working hours.

## ➔ Working at Height

Falls from heights are a regular cause of fatal and serious injuries. There are three main hazards associated with work at heights:

- Falls.
- Falling objects.
- Falls from collapsing structures.

The Company will ensure that precautions are taken to avoid all three hazards;

Wherever reasonably practicable Work at Height will be avoided.

In particular it is the responsibility of **Site supervisor** to ensure that a risk assessment is carried out for all activities that involve work at height and that safe working procedures are identified and communicated to employees before authorization to carry out the work is given.

All staff are responsible for reporting the need for any such activity to management prior to commencement.

## ➔ Welfare

The following are always provided by UK Electrical Installations Ltd:

- Toilets, with hand washing facilities.
- All toilets are equipped with a hygienic means of drying hands.
- Seating, sufficient for the maximum number of staff likely to be using the staff room at any one time.
- A properly maintained drink-dispensing machine.
- A supply of wholesome drinking water that is readily accessible and appropriately marked.
- A refrigerator with sufficient capacity for staff to keep their own food cool.
- A microwave oven, which must be kept clean and used in accordance with the manufacturer's instructions.
- A sink with hot and cold running water and reasonable facilities for washing. NB the toilet facilities should be used for routine hand washing.
- Utensils, knives, forks, plates, spoons.
- Supplies of washing up liquid, cloths or alternatives.
- A Waste bin, with disposable liner and large enough to hold the volume of rubbish thrown away each day. Also, a supply of bin liners.
- A reasonable temperature that will be at least 16 degrees Celsius unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Suitable and sufficient lighting that is, so far as is reasonably practicable natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- A clean working environment. The premises will be kept clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily. Toilets are cleaned and disinfected daily.
- Windows and doors that are made from safety material or protected against breakage. They are also be appropriately marked to make them apparent.
- A place where employees can store outdoor and personal clothing whilst at work. This facility will be clean and well ventilated to enable wet clothes to dry.

## ➔ Transport

**UK Electrical Installations Ltd** use transport as part of their daily work activities. Any employees using transport will have a full driving licence and a copy will be kept in the personnel files. Any endorsements received will be reported to **UK Electrical Installations Ltd**.

Only authorised persons will drive company vehicles and a list of these persons is maintained by **Dave Rose**.

All company vehicles are serviced regularly and are maintained to a standard that complies with all legal requirements.

Any employees using their own vehicles for company business must be:

- a. Authorised to drive their vehicle on company business.
- b. Their vehicle must comply with all current legal requirements
- c. A copy of their MOT is kept in their personnel file.
- d. A copy of their car insurance is kept in the personnel file.
- e. All dates of usage are recorded.

**UK Electrical Installations Ltd** will issue a copy of its Driving Policy to all affected employees.

All vehicles will be checked daily by the authorised person; however, these will be audited by **Dave Rose & Daniel Blythe**.

List of associated Transport H&S Docs

|       |                                     |
|-------|-------------------------------------|
| DAR1  | Drivers Assessment Report           |
| DAW1  | Driving at Work                     |
| DLOC1 | Driving Licence Offence Codes       |
| DPR1  | Driving Policy Acknowledgement      |
| RTA1  | Road Traffic Accident Form          |
| VDP1  | Driving Policy                      |
| VEH1  | Vehicle Maintenance Checklist       |
| VEH2  | Vehicle Pre use Checklist           |
| VEH3  | Vehicle Management Review Checklist |
| VEH4  | Vehicle Drivers Defect Report       |