

# Health and Safety Policy



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## COMPANY HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the Company to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees or sub-contractors, and to provide such information, training and supervision as they need for this purpose.

The Company recognises the importance of safety, health and welfare in the successful operation of its activities, and believes in the active participation and co-operation of its employees and subcontractors in order to achieve and maintain the highest possible standards.

The activities of the Company will be conducted in accordance with relevant statutory requirements by implementing appropriate safeguards to prevent exposing employees and the general public to risks to their health and safety. This policy will be actively pursued by the Director.

The requirements of the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2007 shall be regarded as the minimum standard of safety, health and welfare to be accepted.

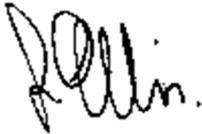
The Director recognises the need to consult with the workforce on health and safety matters in order to achieve policies which are both safe and acceptable when put into practice. Suggestions from employees or sub-contractors which serve to improve and promote these aims are welcome. Such suggestions may at any time be brought to the attention of the Director.

Whilst overall responsibility for health and safety matters must rest at the highest level within the Company, employees and sub-contractors should recognise that they too have duties under the Health and Safety at Work etc. Act 1974. These duties include the taking of reasonable care of their own safety and the safety of others who may be affected by their acts or omissions, and also to co-operate with the Company in its arrangements to comply with statutory safety obligations.



This policy will be kept up to date. To ensure this, the policy and the way in which it is implemented, will be reviewed on an annual basis. Any revision will be brought to the attention of those affected by the changes.

Signed:



Grant Ellis  
Director

Date: April 2016                      Review Date: April 2017

#### **RESPONSIBILITIES FOR HEALTH AND SAFETY**

In order that the Company Health and Safety Policy can operate effectively, it is essential that all levels are aware of, understand and accept their responsibilities to conform to the policy and legislation affecting both Health and Safety.

To give further assistance the individual and collective responsibilities for Health and Safety have been defined and are set out as follows:-

*The Director and Health and Safety Officer – Grant Ellis*

Grant Ellis shall support the health and safety and control the overall Health and Safety Policy of the Company by:-

1. Ensuring that there is at all times an effective policy for health and safety within the Company and that responsibility under the policy is assigned and accepted at all levels.
2. Ensuring that adequate channels of communication are maintained within the Company so that information concerning Health and Safety matters which may affect any or all employees, is effectively communicated.
3. Ensuring that adequate resources are made available in order to meet health and safety requirements and that all staff receive suitable and sufficient training for their level of responsibility.
4. Taking all health and safety factors into account when tendering for contracts and ensuring that risks are evaluated and are adequately controlled.
5. Carefully appraise the experience and competency of contractors where elements of a project are to be sub-contracted, and to ensure that such contractors are adequately resourced to comply with health and safety requirements.

6. Ensure that safe systems of work and means of avoiding dangerous or potentially hazardous conditions are adopted in the work place, together with the provision of safe plant and equipment.
7. By his own conduct discourage horseplay and reprimand those who fail to consider their own health and safety and that of others.
8. That new employees, particularly the young or inexperienced, are adequately supervised and trained for the task allocated and that they are made aware of known hazards in the workplace.
9. Demonstrate close personal involvement and support for the Company Health and Safety Policy and set a personal example by the wearing of appropriate protective clothing and equipment.
10. Monitoring the effectiveness of the policy and ensuring that any necessary changes are made in order to maintain and improve the Company Health and Safety Policy periodically, or as legislation dictates.

## **EMPLOYEES**

All employees including self-employed persons working under the direction and control of the Company shall:-

1. Co-operate with the Director and Health and Safety Officer as far as is necessary on safety matters to promote health and safety at work.
2. Read and familiarise themselves with the Company Health and Safety Policy and in particular the duties contained in this section.
3. Realise that they have a legal duty whilst at work to take reasonable care for the health and safety of themselves, that of their fellow employees and others who may be affected by their activities.
4. Observe all safety rules and only use the correct and recognised methods and systems of working.
5. Use the correct tools and equipment for the job, keep their tools in good and safe condition, and report any defects in plant, tools or equipment to the Director without delay.
6. Use and take care of all other safety equipment such as goggles, ear defenders, hard hats etc.
7. Report any loss or defect in any safety equipment to the Director. This is a specific legal requirement placed upon individuals under legislation relating to the use of personal protective equipment.
8. Refrain from horseplay and acts which could cause hazards to themselves and others.
9. Develop a personal concern for the safety of themselves and others whilst at work.
10. Avoid improvisation which entails unnecessary risks.
11. Report all accidents and damage to the Director, whether persons are injured or not.

12. Keep their working place in a safe and tidy condition.
13. Suggest to the Director ways of eliminating hazards or improving standards of health and safety.

#### **GENERAL**

1. The Director recognises the existence of the Management of Health and Safety at Work Regulations 1999 and will implement these regulations in full. Prior to any employee under 18 years old executing any works, a full risk assessment will be undertaken by the Director in order to ascertain the suitability of the employee for the proposed task.
2. All employees and sub-contractors will be selected on the basis that they are competent and suitable to carry out the works. Only operatives who co-operate with the Company with regards to implementing our health and safety policy will be employed.
3. Ellis Electrical Engineering use the services of Eurosafe UK as their Health and Safety Consultants. Eurosafe UK will keep the Director informed of all new legislation and regulations relating to health and safety and will update this policy on a regular basis.

#### **COMPANY DUTIES UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

Under the Construction (Design and Management) Regulations 2007, Ellis Electrical Engineering may be required to act as Principal Contractor or Contractor.

#### **PRINCIPAL CONTRACTOR**

The Company's key duties as the Principal Contractor will be to:-

- Develop the health and safety plan into a Construction Phase Plan and implement the plan at site level.
- Plan, manage and monitor the works with competent site management.
- Arrange for competent and adequately resourced contractors and designers to carry out the work where it is sub-contracted.
- Ensure the co-ordination and co-operation of contractors.
- Provide contractors with details of the time period for planning and preparation.
- Obtain from contractors the main findings of their risk assessments and details of how they intend to carry out high risk operations.
- Ensure that contractors have information about risks on site.
- Ensure that workers on site have been given adequate training.

- Ensure that contractors and workers comply with any site rules which may have been set out in the health and safety plan.
- Ensure adequate welfare facilities are provided on site from the start of the construction phase.
- Monitor health and safety performance.
- Liaise with the CDM Co-ordinator regarding ongoing design during the works.
- Ensure that all workers are properly informed and consulted.
- Make sure only authorised people are allowed onto the site.
- Display the notification of the project to the Health and Safety Executive.
- Pass information to the CDM Co-ordinator for the health and safety file.

## CONTRACTORS

The Company's key duties as a contractor appointed on a project will be to:-

- Provide information for the health and safety plan about risks to health and safety arising from our work and the steps we will take to control and manage the risks.
- Plan, manage and monitor our work so that we comply with legislation, the rules in the health and safety plan and directions from the Principal Contractor.
- Arrange for competent and adequately resourced contractors and designers to carry out the work where it is sub-contracted.
- Provide information about injuries, dangerous occurrences and ill health to the Principal Contractor and/or the HSE.
- Provide information for the health and safety file.
- Provide information to our employees.
- Co-operate and co-ordinate with others.

## FIRST AID



The Company will ensure that adequate provisions are available within the work place for first aid. First aid will be assessed on a site by site basis and the grade of first aider (i.e. appointed or approved) and the numbers of first aiders will be decided after such an assessment.

### **ACCIDENT PROCEDURES**

1. Employees/sub-contractors will notify the Director immediately of all accidents, except those of a very minor nature.
2. All fatal and major injury accidents and all specified Dangerous Occurrences must be reported to the Health and Safety Executive by telephone immediately. A written report on the Form F2508 must follow within 10 days of the incident.
3. All injuries resulting in incapacity from work for more than 3 days must be reported on the Form F2508. The form should be sent as soon as it is apparent that the injury has resulted in a 3 day period of incapacity and should be sent no later than 10 days after the date of injury.
4. All injuries however minor should be reported in the DSS Accident Book BI 510, kept on all sites.

### **SAFE WORKING PROCEDURES**

#### **SAFE ACCESS**

1. Safe access should be provided to all places of work. Gangways, passageways and staircases should be free of obstruction. Ladders and scaffold should be provided as necessary.
2. All walkways should be kept level and free from obstructions.
3. Holes and openings should be securely fenced off or provided with fixed clearly marked covers.
4. The working area should be maintained in a tidy condition. Materials should be stored safely.
5. Arrangements should be made for the safe collection and disposal of waste using registered waste carriers.
6. Adequate artificial lighting should be provided when work is carried out after dark or inside buildings.

#### **WORK AT HEIGHT**

1. The requirements of the Work at Height Regulations 2005 should be adhered to when considering work at height.
2. The hierarchy of controls detailed in Regulation 6 of the Work at Height Regulations 2005 should be followed when planning work at height and selecting equipment as detailed below:-
  - Avoid working at height
  - Prevent any person from falling by use of an existing place of work or work equipment.
  - Mitigate falls by using work equipment to minimise the distance and consequences and consequences of a fall.

- Mitigate falls by using work equipment to minimise the consequences of a fall.
- Where none of the above can be achieved provide additional training and instruction or other measures.

### **GENERAL ACCESS SCAFFOLDS**

1. Scaffolds should be provided where work cannot be done safely on or from the ground or from part of a building or other permanent structure. The scaffold should be suitable and sufficient for the purpose and be properly maintained.
2. Scaffolds should be erected, altered and dismantled by a certified scaffolder. All materials should be inspected before use.
3. All scaffolds and materials should be of good construction, of suitable and sound material and of adequate strength. There should be sufficient materials available to complete the scaffold. All timber used in scaffolds should be of suitable quality, in good condition and should not be painted or treated so that defects cannot be easily seen.
4. No defective materials should be used in a scaffold. All scaffold materials should be stored under good conditions.
5. All scaffolds should be properly maintained and all parts should be fixed, secured or placed so as to prevent accidental displacement.
6. Incomplete scaffolds should be adequately signed at each access point to indicate that it is incomplete, or access to it should be effectively blocked.
7. All scaffolds should be inspected by a competent person prior to use and each week thereafter, and also if it has been exposed to weather conditions likely to have affected its strength and stability, or if it has been altered. A report of each inspection should be recorded on a formal inspection form.
8. Where scaffolds provided for one employer, or his workmen are to be used by a second employer or his workmen, steps should be taken by the second employer or his agent to check that the scaffold is safe for use.
9. A scaffold should not be overloaded. All loads should be evenly distributed.
10. All scaffolds should be erected to conform to the standards laid down within The Work at Height Regulations 2005.
11. Where scaffolds are erected and used in public areas persons should be excluded from the working area during erection. Suitable signs should be used where necessary to warn that work is in progress overhead. Sheeting, boarding, fans and brick guards should be provided where necessary to prevent materials etc. from falling from scaffolds into public places. To prevent intruders from gaining access to the scaffold, ladders should be removed at the end of the working day. Alternatively a scaffold board may be securely lashed to the ladder to render it inaccessible.

12. Adequate guard-rails and toe boards should be provided at every side from which a person can fall a distance liable to cause personal injury.
13. Proper access should be provided to all scaffold platforms.
14. All working platforms should be fully boarded.

#### **MOBILE TOWER SCAFFOLDS**

##### **Before erecting the tower:**

1. Make sure that the supplier's instruction manual is on site and has been read and understood.
2. Take precautions to prevent collision with tower by persons or vehicles.
3. Check that all components are of the same make, correct type, and that the correct number is on site and are undamaged.
4. Check that the floor is level, firm and not obstructed and that floor openings are covered or filled in.
5. Check that the scaffold can be tied to adjacent structures if necessary.
6. Check that the area is free of overhead electric cables.

##### **WHEN ERECTING THE TOWER:**

1. Keep to the recommended height/base ratios (3:1 outside, 3½:1 inside). Fit outriggers or stabilisers as required.
2. Check that the scaffold is vertical and that adjustable legs are secure and that castor brakes are on. Secure interlocking pins on all spigot and socket joint and fits bracing as the erection proceeds.
3. Fit guard-rails and toeboards to all working platforms from which a person could fall a distance liable to cause personal injury.
4. Towers that are required to a height in excess of their free-standing height and cannot be stabilised by increasing base dimensions should be tied at the maximum free standing height and thereafter in accordance with the manufacturer's instructions.
5. Towers should be erected by formally trained operatives.

##### **DURING USE OF THE TOWER:**

1. Inspect before each use to see that the height/base ratio is within limits and that no parts have been removed or altered from the correct configuration.

2. Ensure outriggers or stabilisers are correctly positioned and secured, checked that ties, ballast weights or guys are in good order if fitted.
3. Limit horizontal forces on the platform as much as possible. On no account should a ladder be placed on top of the tower to gain extra height.
4. Towers must only be moved by pulling or pushing at the base and no person should remain on the tower whilst it is being moved. Any material left on the tower whilst it is being moved must be stored in such a way that the movement will not cause it to fall.
5. Avoid using the tower in windy or severe weather conditions.
6. In industrial areas, housing estates, public place etc. take all reasonable precautions e.g. fencing the base of the tower to prevent intruders from gaining access.

### **LADDERS**

1. All ladders should be of good construction, sound material, and adequate strength and properly maintained. Ladders which have badly worn or broken rungs or split stiles should never be used. Rungs should not be repaired by a piece of timber nailed to the stiles or by the insertion of a short length of steel tube or reinforcing rod.
2. Ladders should be placed at a suitable angle to minimise risk of slipping and ideally at about 75 degrees to the horizontal i.e. about 1 metre out from the building for every 4 metres in height.
3. Ladders should extend to a height of at least 1.05 metres above the landing place or above the highest rung on which the user has to stand unless there is an equivalent handhold.
4. Wherever practicable the top of the ladder should be securely fixed to the structure so that it cannot slip.
5. The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on other equipment to gain extra height.
6. Care should be exercised to ensure persons do not over-reach whilst working from a ladder.

### **MOBILE ELEVATING WORK PLATFORMS**

1. Mobile elevating work platforms (MEWP's) must only be used by competent persons who have been trained to use the particular type of MEWP.
2. All MEWP's must be used in accordance with the manufacturer's instructions and the safe working load not exceeded at any time.
3. MEWP's must be maintained in accordance with the manufacturer's instructions, should be thoroughly examined at least every six months by a competent person and should be inspected prior to each use and on a weekly basis by the operator.

4. Care should be taken when operating MEWPS's in windy conditions, on unsuitable or uneven ground and near overhead power cables.

### **ROOF WORK**

1. Effective barriers or guard rails are required to prevent persons and materials falling from the edge of any roof where a person could fall a distance liable to cause personal injury unless the work is of a very short duration, of a minor nature and can safely be performed from a roof ladder.
2. Crawling boards or staging must be used for work on all fragile materials such as asbestos cement sheets or glass. Warning notices should be posted.
3. All roof lights should be properly covered or provided with barriers.
4. All works on fragile roofs should only be executed once a safe system of work has been formulated by a competent person.

### **PLATFORM HOISTS**

1. All hoists should be thoroughly examined every six months by a competent person. A test certificate should be inspected before the hoist is used.
2. The hoist should be protected by a substantial enclosure to prevent persons from being struck by any moving part of the hoist or falling down the hoist way. The enclosure should be at least 2m high at ground level.
3. Gates should be provided at all landings. They should be kept shut unless the platform is at the landing.
4. The hoist should be clearly marked with its safe working load.
5. The hoist should be capable of being controlled from only one position.
6. Only trained competent persons over the age of 18 may operate the hoist.
7. Warning notices should be displayed on hoists used for materials only.
8. The hoist and enclosure should be inspected weekly by a competent person and a record of such an inspection should be kept.
9. All passenger carrying hoists must be thoroughly examined and tested before use or following alteration in height of travel.

### **HARNESSES**

1. Harnesses (fall arrest protection) should only be used to prevent falls when alternative measures such as scaffolds and MEWP's are inappropriate.
2. Harnesses must only be used by competent persons who have received the appropriate training.

3. All harnesses should include an integral shock absorber (inertia type) and be provided to operatives together with evidence of current testing.
4. Harnesses should be visually inspected by the user prior to each use and should be thoroughly examined by a competent person at least once every six months.
5. All harnesses should be attached to an anchorage capable of withstanding the load imposed by a fall. The anchor point must be tested to provide evidence of its suitability.
6. Should a harness be subject to a shock loading it should be returned to the manufacturer for inspection and overhaul.

#### **ELECTRICAL SAFETY: TOOLS AND EQUIPMENT**

1. Portable, hand held tools and lighting should operate on 110 volts.
2. Cables feeding portable equipment should be routed to prevent damage. They should be adequately supported if run overhead.
3. Equipment should be regularly inspected and repairs should only be carried out by competent persons.
4. Electrical cables should not be allowed to trail along floors or stairways but should be properly supported above head height.
5. If any electrical appliance is found to be faulty it must be immediately reported to the Director.

#### **ELECTRICAL SAFETY: OVERHEAD LINES**

1. Contact with overhead electric lines can be lethal even if they are carrying a voltage as low as 240 volts.
2. Contact or near contact should be avoided particularly if the object is metal e.g. aluminium ladder, scaffold pole, tower scaffold. An electric discharge carries the risk of fatal or severe shock and burns to any person in the immediate vicinity. There is also the danger of a person receiving a non-fatal shock which may then cause a severe fall from a ladder or working platform.
3. In all situations where work is necessary near overhead lines assume that all lines are live.
4. The local Electricity Board should be consulted prior to any work near overhead lines.

#### **DANGER FROM BURIED SERVICES**

1. All work below ground will be planned to avoid the dangers of underground services.
2. The Company will ensure consideration is given to the following items and that a safe system of work is fully established:

- Ensure only competent contractors are used.
  - Always undertake a buried services detection survey.
  - Establish safe digging practices until services are located.
  - Always retain cable detection equipment on site during excavation works.
  - Establish site emergency procedures if services are damaged.
  - Treat all cables and pipes as live.
3. All work below ground will be undertaken in accordance with and reference to: HSG 47 'Avoiding danger from underground services'.

#### **GLAZING WORK**

1. All glazing work will be undertaken by a competent and experienced operative.
2. No operative should attempt any glazing work unless using the appropriate level of PPE including suitable gloves and goggles if working in areas of broken glass.
3. Under no circumstances must any operative attempt to lift sections of glass in an uncontrolled manner. If the operation cannot be executed correctly or in accordance with this health and safety policy the main office must be contacted for further advice and additional manpower will be provided on site.

#### **FALSEWORK (TEMPORARY SUPPORT)**

1. The use of all types of falsework will be fully planned and undertaken in strict accordance with all structural report information obtained from the client's structural engineer.
2. Falsework (propping and scaffold systems) will be installed by competent and trained operatives and the following considerations fully addressed:
  - Safe access and egress.
  - Selected system.
  - Anticipated loading.
  - Programme of loading as required.
  - Prevention of partial collapse.
  - Prevention of damage to the structure.
  - Prevention of falls from height.
  - Prevention of falling tools and materials.
  - The provision of adequate information and supervision to all operatives on site.

#### **ABRASIVE WHEELS**

1. Only adequately trained operatives will be permitted to use abrasive wheels, including all hand held site grinders and cutting disks.
2. Operatives must be fully trained in the changing and safe use of abrasive wheels in accordance with the Provision and Use of Work Equipment Regulations 1998 and Safety in the Use of Abrasive Wheels, HSG 17.

## **LONE WORKING**

1. Employees may be required from time to time to work alone. There is no reason why this cannot be achieved safely if the procedures recommended in the HSE publication, 'Working Alone in Safety' are followed. Consideration should be given to the following points:
  - Periodic visits by a supervisor.
  - Regular contact between the lone worker and supervision using either a telephone or radio.
  - Possible use of automatic warning device.
  - Possible use of other devices designed to raise an alarm in the event of emergency.
  - Checks that a lone worker has returned to his base or home after completion of the task.

## **MANUAL HANDLING**

1. Lifting and moving loads by manual effort is the largest single cause of injury in the industry.
2. The Manual Handling Operations Regulations 1992 (as amended) require that hazardous manual handling operations are avoided wherever possible e.g. by the use of a mechanical lifting aid such as a fork lift truck.
3. The H.S.E have produced guideline weights for lifting and lowering, often referred to as threshold values, above which there is an increasing risk of injury and the need for careful assessment.
4. Where it is not reasonably practicable to avoid hazardous manual handling operations than the Regulations require that the risk of injury be assessed. Dependent upon the level of risk arising, precautions should then be taken to reduce the risk to an acceptably low level.
5. This may involve the need to reconsider whether mechanical means should be provided such as in the form of a hoist, pallet truck, sack truck, block & tackle etc. Alternatively the risk may be appropriately reduced by splitting the load into smaller units, utilising two or more operatives to perform the task, rotating the task amongst a number of operatives, providing improved hand holds, additional training, selection of individuals with above average lifting capability etc.
6. Where the manual lifting of an object is unavoidable the following procedure will reduce the risk of strained muscles and back injury:-
  - Keep back straight, not necessarily vertical, but straight.
  - Tuck the chin in, raise the head, this helps to straighten the back.
  - Position your feet correctly, one foot alongside and one foot behind the object to be lifted.
  - Bend the knees and crouch to the object, do not bend over the object.
  - Get a firm grip with the whole hand, not just the fingertips.
  - In one smooth movement push off with the near foot, straighten the legs to raise the object and move forward in the required direction.
  - Do not change your grip whilst carrying loads.
  - If working as a lifting gang designate one person to give instructions.
  -

## HOT WORKS

1. Only competent, trained and experienced operatives should undertake welding operations.
2. A permit to work must be obtained for all hot works and the precautions and procedures detailed within the permit adhered to at all times.
3. Cylinder handling procedures should be followed i.e.
  - Operative's hands should be free of grit, grease, oil etc.
  - Nozzles should not be used for handling purposes.
  - Cylinders in use should be kept and moved in purpose-made trolleys.
  - Cylinders must not be dropped or thrown.
4. Use of gas cylinders should always be accompanied by a dry powder or CO<sup>2</sup> fire extinguisher.
5. Hoses should have non-return valves fitted.
6. Flashback arrestors should be fitted together with outlet pressure and cylinder contents gauges, as well as pressure regulating screws.
7. Hoses should only be used in accordance with the colour code i.e. blue-oxygen, redacetylene and orange LPG. All hoses should be examined daily for damage.

## NOISE

1. The requirements of the Control of Noise at Work Regulations 2005 will be observed at all times.
2. Exposure of persons to high noise levels will be reduced as far as is reasonably practicable.
3. Where noise levels are considered to be a problem the noise levels will be assessed by a competent person and control measures implemented accordingly. Assessments will be regularly reviewed and noise levels regularly monitored.
4. Where noise levels are found to be in excess of the lower exposure action value (first action level) 80db (A) employees will be provided with ear protection and instructed on its use.
5. Where noise levels are found to be in excess of the upper exposure action value (second action level) 85db (A) exposure will be reduced as far as is reasonably practicable by means other than ear protection, ear protection zones will be established and the wearing of ear protection made compulsory.
6. Ear protection and other equipment used to reduce exposure to noise will be regularly maintained and inspected.

7. Plant and equipment will be selected to reduce the potential for exposure to noise, will be fitted with silencers, mufflers etc. as necessary and information on noise levels likely to be generated obtained from the manufacturer/supplier.
8. The Director recognises that he has a responsibility under the Regulations to ensure that he has provided information, training and health surveillance for his employees.

## **VIBRATION**

1. The requirements of the Control of Vibration at Work Regulations 2005 will be observed at all times.
2. The Company have given consideration to the risk of vibration and associated injuries. These control measures are set out as a hierarchy:
  - Avoid operations which cause vibration.
  - Change the process to reduce vibration.
  - Exchange or modify tools and equipment to reduce vibration.
  - Modify the work method to reduce exposure.
  - Provide training to those at risk.
  - Consider health surveillance if daily exposure regularly exceeds limits set by HSE. Exposure action value of  $2.5\text{m/s}^2$  (A) at which level employers should introduce technical and organisational measures to reduce exposure. Exposure limit value of  $5.0\text{m/s}^2$  (A) which should not be exceeded.
3. The Director recognises that he has a responsibility under the Regulations to ensure that he has provided information, training and health surveillance for his employees.

## **ASBESTOS**

1. All work with asbestos must be undertaken by competent persons in accordance with the Control of Asbestos Regulations 2006. Under the Asbestos Regulations, anyone carrying out work on asbestos insulation, asbestos coating or asbestos insulating board (AIB) needs a licence issued by HSE.
2. All asbestos waste will be disposed of by a licensed carrier to the appropriate waste disposal site in accordance with the Special Waste Regulations 1996 and the Hazardous Waste Regulations 2005.
3. The Company will ensure that the requirements of the Control of Asbestos Regulations 2006 are complied with. Enquiries will be made with the relevant parties to establish the presence of asbestos within properties prior to the commencement of work.
4. If suspect materials are found then work is to be stopped and the area sealed off and further advice sought.

## **CONTROL OF HAZARDOUS SUBSTANCES**

1. Health and safety data sheets should be obtained for all hazardous substances prior to use to enable an assessment to be made of the risk to health as required by the Control of Substances Hazardous to Health Regulations 2002 (as amended).
2. Appropriate precautions should be taken and required safety equipment provided and used. If in doubt request further assistance from the manufacturer and supplier of the substance. The local H.S.E office will also be able to offer help and advice.
3. Do not disturb any materials suspected of containing asbestos - seek further advice.
4. Do not carry out flame cutting of lead or steelwork coated with lead based paints.

## **WASTE DISPOSAL**

1. All waste awaiting disposal must be stored safely and securely. Loose material loaded in a vehicle or skip should be covered.
2. If the waste is classed as "Controlled Waste" (e.g. fluorescent light tubes) then these materials may only be carried by an authorised person i.e. a registered waste carrier or a person holding a waste management license.
3. Second carriers of waste must be checked for authorisation before transportation.
4. A written description to the carrier must be provided, giving details of the waste to be transferred.

## **DRUGS AND ALCOHOL**

1. The use of non-prescription drugs is forbidden on Company premises and our sites.
2. Alcohol may not be consumed during working hours by employees who are required to drive or operate machinery.
3. Personnel who have been prescribed drugs that may affect their ability to work safely must inform the Director responsible for safety immediately.
4. Any person found to be under the influence of non-prescription drugs or alcohol during working hours shall be removed from the premises and will face disciplinary action.

## **PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 – PUWER 98**

The Company shall adhere to the above Regulations and in accordance with Regulation 7 ensure that the use of work equipment is restricted to those persons given the task of using it. All repairs, maintenance or servicing of such equipment is restricted to those specifically designated to perform such operations. All persons designated for the above purposes will have received adequate training relating to the operations they have been designated.

Risks associated with the use of work equipment will be eliminated and if it is not possible to eliminate risks, measures will be put in place to control the risks.

The Company will ensure that all equipment issued for the first time will meet with relevant legal requirements and carry the 'CE Marking'. Adequate operating instructions will be available along with appropriate test certificates, etc.

Work equipment will be maintained in good repair and in an efficient state. The Company will also ensure that an inspection is undertaken on equipment where there is significant risk from incorrect installation, deterioration or exceptional circumstances.

The results of these inspections will be recorded and kept until the next inspection has been recorded. Any equipment which is moved from one workplace to another site will be accompanied by physical evidence that the last inspection was carried out.

All work equipment obtained from the undertaking of another person e.g. hired equipment, will not be used unless there is physical evidence that the last inspection has been carried out.

The Company will ensure that the requirements for mobile work equipment, both mechanically driven and non-powered are met. No mobile work equipment will be used to carry persons unless it incorporates features to reduce risks to operatives.

The risks from rolling over and being crushed will be minimised as laid down in the Regulations. The Company will ensure that all hired equipment complies with the above.

**The Company will also ensure that self propelled mobile working equipment has facilities to prevent it being started by an unauthorised person; a device for braking and stopping; devices for improving the drivers direct field of vision; lighting for use at night and in dark places; fire fighting equipment and an emergency braking system.**

### **LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS** **1998 – LOLER 98**

The Company recognises its responsibilities in respect of the LOLER Regulations to over and above the general requirements of PUWER 98, in dealing with specific hazards/risks associated with lifting equipment and lifting operations.

The Company will ensure that the equipment to be utilised for lifting is of adequate strength and stability; that injury of persons using equipment for lifting persons is prevented; that the positioning and installation of equipment is assessed prior to use to prevent operatives or persons being struck or a load drifting or falling; that all equipment is marked with its safe working load and other characteristics necessary for its safe use; that lifting operations are properly planned and supervised and carried out safely.

The Company will ensure that a thorough examination is undertaken of equipment after installation and before being put into service for the first time. Equipment which is used for lifting people will be examined at least every six months, with other lifting equipment examined at least every twelve months.

Any defects found by the examination that could be a danger involving a potential risk of serious personal injury will be reported to the enforcing authority.

**All thorough examinations will be supplemented by a written report containing all relevant information as specified in the Regulations.**

## **SUB-CONTRACTORS**

### **General Requirements**

All sub-contractors visiting or working on work areas in which Ellis Electrical Engineering hereafter referred to as the Company, is working or in control of shall:-

1. Provide written confirmation that they have received a copy of the Company's Safety Policy relating to sub-contractors and confirm that they understand and accept their responsibilities and obligations.
2. At all times comply with the provisions of the Health and Safety at Work etc. Act 1974 and all associated legislation and any such additional measures which may be deemed necessary by the Company.
3. Take all necessary precautions to ensure the safety of their own and other employees, the general public and any other person who may be affected by their activities.
4. When working on Third Party Premises comply with any special health and safety requirements issued by the Company.
5. Have suitable and sufficient indemnity insurance to cover their liabilities to the Company and any other person, plant, equipment and property who may be affected by their activities.
6. Provide a written risk assessment and method statement on request if engaged in high risk activities.
7. Ensure that all their employees and any other persons working under their direction or control are instructed as to any hazards which exist at their place of work and are given such training and information as is necessary.
8. Ensure by regular monitoring that Statutory Requirements and safe systems of work are being observed.
9. Not use without prior authority any equipment owned or hired to the Company.
10. Report any defect in equipment or any other potential hazard to the Company without delay.
11. Supply to their employees such protective clothing and equipment as is necessary to comply with Statutory Requirements or any requirements made by the Company.
12. Familiarise themselves with all relevant fire precautions and procedures as are applicable to the premises and observe them at all times.

13. In the event of any of their employees sustaining a reportable accident to report it to the Health and Safety Executive and to submit a copy of the report form F2508 to the Company. In the event of a specified major injury or dangerous occurrence, such as contact with power lines etc. then the Company must be informed immediately.
14. Carry out all necessary risk assessments required under the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, Manual Handling Regulations 1992, Personal Protective Equipment Regulations 1992 and the Work at Height Regulations 2005.
15. In order to comply with the requirements of the Construction (Design and Management) Regulations 2007 the Company may require contractors to provide information as to their experience and competency. They may also be required to provide information relating to staff training, allocation of resources, accident statistics and past involvement with the Enforcing Authorities.

### **SPECIFIC REQUIREMENTS**

1. All scaffolds including tower scaffold must be erected by competent persons and should be stable, sound and provided with guard-rails and toe boards. No alteration or adaption should be carried out to any scaffold which affects its safe use.
2. No work shall commence under or adjacent to any overhead lines until the Company have been informed and agreed a safe system of work.
3. All portable electrical tools and equipment should be supplied from 110v transformers.
4. All plant and equipment must be maintained in a good and safe condition.
5. When working close to the edge of any roof where a person is liable to fall, suitable edge protection and/or safety harnesses must be used. When working on roofs of a fragile nature, suitable and sufficient crawling boards must be used.
6. The required statutory inspections of scaffolds must be carried out by a competent person and appropriate documentation kept available.

### **ARRANGEMENTS**

#### **Provision and Use of Protective Equipment**

Prior to the commencement of a project the need for Personal Protective Equipment/Clothing will be assessed by the Company management. All assessments will be made in accordance with the Personal Protective Equipment at Work Regulations 1992 and the Construction (Head Protection) Regulations 1989. The issue of PPE (e.g. boots, hard hats, reflective clothing, gloves etc.) by the Company will be free of charge to the employee, who will be expected to take care of all issued PPE and to report any loss or damage to the Company management.

#### **Emergency Procedures**

The exact requirements for dealing with emergencies on a project will be assessed on a site by site basis. The assessment will be carried out with consideration given to any existing arrangements in place where the premises are already occupied (e.g. offices, factories etc). Prior to any works commencing a site fire plan will be produced in accordance with the Joint

Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. The fire plan will address issues such as fire exit routes, extinguishers, muster points, storage, alarms, hot works, temporary accommodation etc.

## **COMMUNICATION/CONSULTATION**

All consultation with employees will be in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. The employees have not elected a safety representative however, the Company carries out its duties under the Regulations by consulting with individual employees on safety issues. Grant Ellis can be approached at any time by employees with a concern or query on safety issues. In addition all new starters are given a copy of our policy. All employees are notified of any changes to legislation which are relevant via a memo in their wage packet. Should additional training or discussion be deemed necessary following the introduction of new legislation then this will be instigated by the company.

## **TRAINING**

The Company only employ competent and experienced operatives. Should it be necessary to execute specialist work (e.g. core drilling, asbestos removal etc.) then specialist subcontractors will be employed. No operatives will execute work for which they are not trained. Grant Ellis will identify training needs on an individual basis and will instigate training on issues such as first aid, use of mobile scaffolds and other common issues.

## **MONITORING**

Grant Ellis will monitor the effectiveness of the policy on a continual basis and instigate changes where deemed necessary. The policy is updated annually if legislation dictates. Eurosafe UK will advise the Company on the introduction of new legislation and how it may affect our activities.

## **RISK ASSESSMENTS**

It is the Company's policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.

Risk assessments, once completed by a competent person, will be brought to the attention of any persons who may be affected by the work to which the risk assessment relates.

Risk assessments will be reviewed at least annually or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all personnel who may be affected by the change.

## **METHOD STATEMENTS**

It is the Company's policy that a specific method statement will be produced whenever a risk assessment has been undertaken for an activity and the findings of the risk assessment identify a substantial residual risk after the implementation of the control measures outlined within the risk assessment.

The contents of the method statement will be brought to the attention of any persons who may be affected by the work to which the method statement relates.

## **PERMITS TO WORK**

The company has classified the following activities as high risk and as such are subject to a permit to work:-

- i. Hot works
- ii. Confined space work
- iii. Working on roofs
- iv. Use of harnesses

Permits for such operations must be obtained from the company's site foreman prior to commencement of the activity and the precautions detailed within the permits adhered to at all times.

## **OFFICE SAFETY**

The administrative office will be managed with appropriate consideration given to the health, safety and well-being of the operatives and visitors. The following safety considerations will be addressed in our office safety inspections:

- Maintain safe and unobstructed access to the office at all times.
- All office walkways to be kept clear.
- Fire escape routes.
- Avoid trip hazards from stored materials, paper bins and telecommunications leads.
- Comfortable workstations provided.
- Adequate ventilation provided.
- Adequate heating provided.
- Ensure that all electrical equipment is properly earthed, fused, and that the power supply or individual sockets are not overloaded.
- Ensure that all fire escape routes are maintained and unobstructed.
- Ensure that adequate fire extinguishers are maintained and include CO<sup>2</sup> and dry powder.
- Adequate first-aid facilities maintained.
- Adequate welfare facilities are available: toilets, water supply (hot and cold), food preparation facilities and changing rooms.

## **NEW OR EXPECTANT MOTHERS**

The Company have given consideration for new and expectant mothers. Pregnancy is not regarded as ill health and will be treated as part of everyday life and its health and safety implications addressed by health and safety management procedures.

All female members of staff are to inform The Director as soon as they become aware that they are pregnant. This notice should be given in writing and may be accompanied by a doctor's note. Members of staff must also advise a Director if they are categorised as a new mother (that is a woman who has given birth within the last six months or who is breastfeeding).

An assessment will be made if the employee can continue their usual role without putting the health and safety of themselves or their newborn baby at risk. If the risk is considered significant, the expectant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

### **DISPLAY SCREEN EQUIPMENT (DSE)**

The use of Visual Display Units (VDU's) in the company is limited to a few employees, and whilst VDU's are used less infrequent than the Display Screen Equipment Regulations 2002 define a 'user' to be, the company fully appreciates that much attention has been focused on the use of display screen equipment (DSE) in recent years. In some cases, the misuse of DSE can cause crippling illnesses, although correct management of their use will drastically reduce the risks.

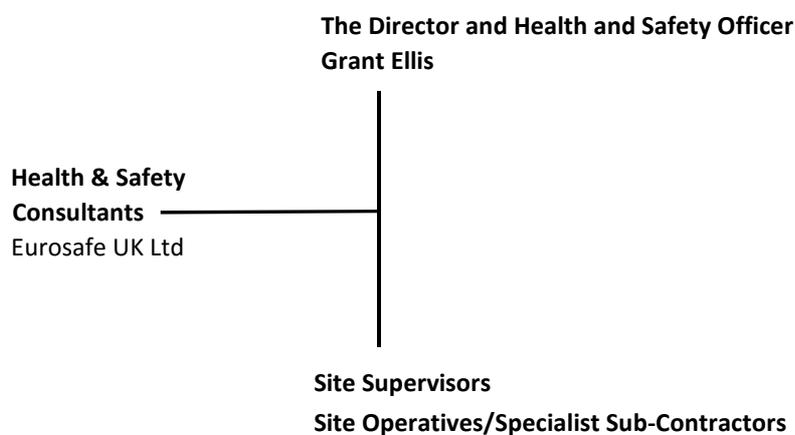
Display screen assessments need to take into account the following points:

- The display screen (monitor).
- The keyboard.
- The work desk/surface.
- Environmental requirements (noise, space, lighting, workload, heat, etc.)
- Interface between operator and computer.

Remedial action should be taken following any assessment and this may include the provision of free eyesight tests and subsequent provision of free eyewear for use with the display screen equipment.

ELLIS ELECTRICAL ENGINEERING Ltd

### **COMPANY STRUCTURE FOR HEALTH AND SAFETY**



Document end