

Health and Safety Policy Operating Procedures



This document contains the Policy Statement and Operating Procedures of GF Electrical Ltd, Electrical Contractors, of Poole, Dorset

GF Electrical Ltd

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Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

1. **General Statement:**

- 1.1. It is our policy to perform work in the safest practicable manner, consistent with good practice. The health, safety and welfare of our employees and all those likely to be affected by our operations is the responsibility of management, and is always the number one priority. To ensure the success of this policy, it is to be reviewed and revised as necessary at regular intervals.
- 1.2. It is the duty of management to provide safe systems of work and do everything practicable to prevent injury and ill health by controlling the risks arising out of our work activities. Equally it is the duty of each employee to exercise personal responsibility for his or her own safety and that of others and co-operate with his or her employer in matters of health, safety and welfare.
- 1.3. The company will provide and maintain safe plant and equipment and ensure the safe handling and use of hazardous substances. Management will provide the necessary information, instruction and training and will ensure the competence of all employees and contractors, to prevent accidents and cases of work related ill health.
- 1.4. All employees are to be aware that, in the event of any conflict between the demands of business and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.
- 1.5. It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974; the Electricity at Work Regulations 1989, the Management of Health and Safety at Work Regulations 1999; the CDM Regulations 2015 and all other Acts, Regulations and Codes of Practice, which affect our operations.
- 1.6. The attention of all employees is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary, and these will also be brought to the attention of all personnel.

Mr Gary Fisher
Contracts Director

Date: 08/10/12

Review: 10/10/13	07/03/14	21/10/14
25/04/15	21/10/15	31/10/16
22/11/17	21/03/18	11/03/19
01/04/20	05/10/20	11/06/21
06/06/22	09/05/23	



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2. Introduction

The Company safety rules are designed to provide basic guidance for safe operating practices and procedures that form the Company Policy, and must be strictly adhered to by all employees. Wilful disregard by any employee of any Company safety rules may be considered sufficient cause for immediate dismissal.

3. General

First-Aid Facilities - located on the back wall of the corridor area outside the ladies toilet and all company vehicles (cab area)

Eye-wash Area - located on the back wall of the corridor area outside the ladies toilet.

'Accident', 'Close-Call' and 'Complaints' books- located in the office in central wall shelving unit.

'Health & Safety Policy' and **'Operating Procedures'** including risk assessments to remain located in the office in central wall shelving unit. A copy is accessible on the company website and Breathehr.

Health and Safety Law poster is displayed on the back wall of the corridor area outside the ladies toilet.

Emergency Numbers – located within this safety policy and in all first- aid boxes

Fire –Get out, stay out and call 999. Do not attempt to fight the fire.

4. Health and Safety

4.1. Responsibilities

- 4.1.1. **Michelle Fisher**, the HR & QC Manager, is responsible for health and safety matters in the Company. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to **Michelle Fisher**, who then has responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.
- 4.1.2. **Michelle Fisher** as the Company's Health and Safety Co-ordinator is nominated as a competent person for the purpose of assisting the Company to undertake necessary measures to ensure compliance with statutory provisions.
- 4.1.3. As Company Health and Safety Co-ordinator she will:
 - have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a general knowledge of the Electricity at Work Regulations 1989.
 - be aware of changes in legislation which affect the Company.
 - co-ordinate health and safety information and disseminate such information throughout the Company, in his position as appointed competent person under the Management of Health and Safety at Work Regulations 1999.
 - respond to suggestions or comments on ways in which Company health and safety performance can be improved.

- ensure employees, contractors and sub-contractors are competent and carry out formal vetting where necessary.
- ensure that all work equipment hired or purchased is suitable for the purpose intended.
- carry out induction training for young persons and ensure adequate levels of supervision and training.
- ensure that all staff, receive comprehensive induction training prior to access into GF Electrical Ltd offices or onto site.
- carry out site induction training for new employees and apprentices, and those transferring from job to job or site to site, covering specific hazards and rules relating to the work to be done.
- together with the relevant Site Staff investigate serious accidents and dangerous occurrences.
- identify and record assessments of manual handling operations in the office that have a risk of injury to company employees.
- ensure that the company's fixed electrical installations and wiring are inspected in accordance with the requirements of the Institution of Engineering and Technology Wiring Regulations, 18th Edition
- 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 or supplier.
- take steps to ensure the competence in health and safety of all employees and other persons or contractors to whom work is subcontracted.
- together with **Gary Fisher**, review the Company safety policy and all generic risk assessments including COSHH assessments at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.
- be responsible for making risk assessments of work in the Office, including those for display screen equipment in the Office.
- carry out COSHH risk assessments as required by Regulations for products used by or generated as a result of Company work.
- carry out fire risk assessments and ensure adequate fire and emergency precautions are in place at the company offices.
- set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

4.1.4. In the event that **Michelle Fisher** is indisposed, day to day running may be overseen by a nominated supervisor.

4.1.5. **Gary Fisher** as Managing Director and **Danny Squibb** as General manager will:

- initiate, administer and interpret the effective implementation of the Company Health and Safety Policy.
- have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a general knowledge of the Electricity at Work Regulations 1989.
- be aware of changes in legislation which affect the Company.

- promote the safe conduct of work generally, and review the performance of the Company in relation to its health and safety objectives and safety policy arrangements annually.
- ensure that the Company safety policy and all generic risk assessments including COSHH assessments are reviewed at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.
- carry out generic risk assessments as required by Regulations for general and specific risks and for manual handling operations to which Regulations apply, also being available to give advice on precautions and control measures necessary in particular circumstances such as work at heights, work with asbestos-containing materials, and work in noisy areas.
- review training needs at all levels within the Company at regular intervals and ensure records of health and safety training are maintained.
- ensure employees, contractors and sub-contractors are competent and carry out formal vetting where necessary.
- ensure that new employees and apprentices are provided with suitable induction training covering the company's health and safety policy and procedures.
- attend site meetings where health and safety matters are discussed.
- be responsible for making direct telephone and written notifications of accidents, dangerous occurrences and notifiable diseases and conditions.
- reprimand any employee failing to exercise their safety responsibilities.
- ensure that the Office, vehicles and when necessary sites are supplied with necessary first-aid equipment and facilities

4.1.6. It is the responsibility of **all our Employees** to:

- inform **Michelle Fisher** and **Danny Squibb** of any dangerous situations or shortcomings in the Company's health and safety arrangements so that any necessary remedial action may be taken
- use machinery, equipment, transport, hazardous substances and safety equipment in accordance with the training and instructions given.
- use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary.
- keep tools in good condition.
- plan and maintain tidy work areas.
- report to the person in charge of the work any defects in plant or equipment of which they become aware.
- develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- not interfere with anything provided to safeguard their health and safety
- avoid improvisation which entails unnecessary risks.
- refrain from horseplay and the abuse of welfare facilities.

- report incidents which have led or may lead to injury.
- suggest ways of eliminating hazards.
- co-operate in the investigation of any accidents.
- comply with any health and safety rules imposed by the Client or Principal Contractor.
- set a personal example.

4.2. H&S Advice

Any employee who is in doubt about safe working practices and procedures should contact **Michelle Fisher, Gary Fisher or Danny Squibb** for advice.

4.3. Consultation

4.3.1. In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is company policy to consult with all employees on matters which may have an effect upon their health and safety. In particular this includes:

- any measure which is introduced which may have a substantial effect on employees' health and safety
- information on the risks of any particular work activity and the steps to be taken to eliminate these risks or reduce them to an acceptable level
- arrangements for health and safety training
- any health and safety consequences of introducing new technology

4.3.2. In order to facilitate this process there are staff meetings held as often as is deemed necessary.

4.3.3. Management will always consider suggestions or comments on ways in which our health and safety performance can be improved. Any such suggestions should be made to the Health and Safety Co-ordinator, **Michelle Fisher**.

4.4. Safety Policy Monitoring & Review

4.4.1. The Health and Safety at Work etc. Act 1974 requires the Company to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of the safety performance of the Company and the functioning of the Policy is the task of **Michelle Fisher** as in conjunction with **Gary Fisher**. Annually, they will review the contents of the Policy Statement in liaison with others as necessary, and indicate ways in which our safety performance can be improved.

4.4.2. **Gary Fisher, Danny Squibb** or the appropriate Site Supervisor may attend site meetings with clients' or other contractors' representatives where health, safety and welfare may be considered. Discussions could include their safety policies, risk assessments, working practices, safety performance or any other related matters covered by legislation.

4.4.3. The Site Supervisor will monitor health and safety standards on our sites to ensure compliance with this policy, current legislation and guidance. The frequency of site monitoring will depend on the size of the contract and the foreseen hazards. Where

appropriate written reports will be completed and forwarded to **Gary Fisher** for inclusion in the annual policy review.

4.5. Training and information

- 4.5.1. It is the responsibility of **Gary Fisher & Morgan Andrews** to review the training needs at all levels within the Company at regular intervals. Suitable information, instruction and training will always be provided upon the introduction of new technology or working methods.
- 4.5.2. **Gary Fisher** and **Danny Squibb** will ensure employees, contractors and sub-contractors have the necessary competency to carry out work for which they are engaged. They will also carry out formal vetting of contracting firms to establish competency in health and safety.
- 4.5.3. **Michelle Fisher** will ensure that all new employees and apprentices are provided with suitable induction training to ensure that they have sufficient information and instruction to comply with the Company's health and safety policy and procedures.
- 4.5.4. **Danny Squibb** will also provide new employees and those transferring from job to job with suitable site induction training, which will include any hazards and specific health and safety rules applicable to the work to be carried out before putting the person to work.
- 4.5.5. **Michelle Fisher** and **Danny Squibb** will carry out induction training required for young persons. They will ensure that the person in charge of the work is made aware of the necessary training and level of supervision required for young persons.

4.6. First Aid Facilities and Welfare

- 4.6.1. To comply with the Health and Safety (First-Aid) Regulations 1981, adequate first-aid equipment is available at the office, located above the kitchen sink and in all company vehicles.
- 4.6.2. **Morgan Andrews** is to take charge of the first-aid equipment and facilities, to replace missing or defective items and to summon assistance if required.
- 4.6.3. It is the responsibility of the **employee** in charge of each company vehicle to check and report used items in the first-aid kits.
- 4.6.4. It is the responsibility of the **Morgan Andrews** to check and replenish the office first aid facilities.
- 4.6.5. The names of those persons trained and certified in first-aid will be displayed within the Internal Company contacts.
- 4.6.6. The arrangements for nominated 'appointed persons' for the purposes of the regulations are as follows: -
 - The Health and Safety Co-ordinator is the 'appointed person' for the Office facilities, in their absence it will be the Office Manager or other personnel with training and certificate present.
 - The operative in charge is the 'appointed person' on sites where first-aid facilities are not shared with either the client or principal contractor.
 - The driver will carry out this function in any of the company vans.

- 4.6.7. Welfare and sanitary facilities provided at the company's premises are to the standards required under the Workplace (Health, Safety and Welfare) Regulations 1992. On sites the Site Supervisor will ensure that adequate facilities are available and, where necessary, will make arrangements for our employees to use the client's or principal contractors facilities.

4.7. Stress.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". The company recognises that workplace stress can affect the health and safety of all employees and also recognises the need to identify and reduce the potential for workplace stressors occurring as a result of workplace and other influences. All employees are encouraged to raise issues of concern about stress with Gary Fisher or Michelle Fisher, who will take all such matters seriously and arrange for the appropriate support as circumstances dictate.

4.8. Information for employees and others

- 4.8.1. Other contractors and clients will be given a copy of this Policy Statement on request but it is available for everyone via the company website in 'Downloads'.
<https://gfelectrical.co.uk/downloads/>
- 4.8.2. Employees will be asked to read this Policy Statement on joining the Company as part of their induction training. Their attention will also be drawn to the generic risk assessment system.
- 4.8.3. Employees will be advised by the Site Supervisor responsible for the work of risks drawn to the Company's attention by other employers sharing a particular workplace.

4.9. CDM Construction (Design and Management) Regulations 2015 (CDM 2015)

GF Electrical Ltd recognises the requirements of these regulations and makes every endeavour to comply.

- 4.9.1. Make sure the client is aware of the client duties under CDM 2015 before any work starts
- 4.9.2. A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task. No person may arrange for a person to carry out works unless they are either,
- Competent
 - Under supervision of a competent person
- 4.9.3. The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.
- 4.9.4. Co-operation of employees, contractors and others:
Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely. Similarly, they must co-operate to ensure others may continue with their works safely. All persons involved must report anything which is likely to endanger the health or safety of themselves or others. Supervisors have been

appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

4.9.5. Co-ordination of activities:

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times. It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

4.9.6. Prevention of accidents:

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project. This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

4.9.7. All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply. The regulations spell out these requirements for both Contractors and Principal Contractors. The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through suitable site-specific induction, unless this has already been provided by the principal contractor.

4.9.8. The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for Commercial and Domestic Project.

4.9.9. In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations. The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

4.9.10. On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

4.9.11. HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified online before construction work starts using form F10.

4.10. COVID-19

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for GF Electrical Ltd, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, GF Electrical Ltd will provide updated advice, resources and guidance in line with current Government guidance to support our employees.

5. First Aid and Accident Procedures

5.1. Accidents

- 5.1.1. Accident details, however trivial they may appear to be, must always be entered in the Accident Book, which is located at the company offices.
- 5.1.2. The operative must report all injury accidents or dangerous occurrences to the Office and Health and Safety Co-ordinator, Michelle Fisher by telephone.
- 5.1.3. Michelle Fisher will hold documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of the Company will be kept for record purposes.
- 5.1.4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), require specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the Health and Safety Executive (HSE). The Health and Safety Co-ordinator is nominated as the "responsible person" in accordance with the Regulations to make these reports.
- 5.1.5. The Health and Safety Co-ordinator and the relevant Site Supervisor, and, if necessary, our insurers, will carry out investigations of serious accidents and dangerous occurrences. Where appropriate the services of health and safety consultants will be engaged to carry out an independent investigation.
- 5.1.6. Close calls *i.e. when damage/injury was avoided at the last minute*. Close calls will be entered into the 'Close Call' log, located at the office. These will be reviewed and action taken to prevent re-occurrence.
- 5.1.7. In the event of a serious accident, the next of kin will be contacted.

5.2. Procedure in the event of an accident/injury:

In the event of an accident the following procedure will be observed:

- Minor injuries that can be dealt with by you or to another must still be reported in the accident log book a.s.a.p.
- If the injury is more serious, the casualty will be assessed and a decision made whether an ambulance/assistance should be called or the casualty taken to hospital.
- If 'working alone' call the nominated health and safety co-ordinator to assess the situation and organise instant assistance.
- Due to current waiting times at A&E, it is recommended that a call to NHS 111 for advice and best location to attend.
- All casualties receiving a blow to the head should be taken to hospital for check-up.
- The local casualty department is the first port of call, casualties under the age of 18, disabled persons or casualties with serious injuries taken to hospital must be accompanied by a responsible adult.
- The next of kin shall be contacted immediately if the injured is receiving hospital treatment.

5.3. Procedure in the event of a fatality or serious accident:

- Sustain the life of the injured party. First Aid.
- Insure the safety of yourself and others in the group. Reassurance.
- Inform someone present.
- Communication: For an emergency which is a life or death situation, use the mobile telephone to call the emergency services Dial 999 request Ambulance and any other services needed.
- Inform them of the exact location of the incident, type of casualty, note time of call.
- Send someone to receive ambulance at nearest port of call.
- Brief the rest of the group be aware of trauma/shock.
- Report as soon as is practical to Health and Safety Co-ordinator, Gary Fisher by telephone.
- Make yourself available to speak to Emergency services
- Inform next of kin.
- Fill out accident report form a.s.a.p. (The purpose of the form is for any further investigations and to help improve safety in the future).
- No contact with the press or media will be made.

6. Fire procedures and precautions

- 6.1. Gary Fisher is responsible for ensuring the fire risk assessment is undertaken, implemented and that all reasonable steps have been taken to comply with current legislation. He will liaise with the client or Principal Contractor to ensure that adequate fire and emergency procedures are in place before the start of the contract.
- 6.2. Provide suitable information and instruction to staff.
- 6.3. Review the assessment annually or when conditions change and revise as necessary
- 6.4. In the event of a fire:
 - Verbally inform other staff or people present on site
 - Get out
 - Stay out
 - Call Emergency services **Dial 999** request **Fire Brigade**
 - Do not attempt to fight fire
 - Follow fire precautions or exits on the site and make your way to the designated assembly point.



7. Emergency Contact Numbers

Emergency Services	999 or 112
Dorset Police	01202 222222 101 to contact the police, but it's not an emergency – <i>"if the crime is <u>not</u> currently in progress"</i> or to give information about a crime committed, or to contact the police with a general enquiry.
NHS Direct	111
Poole Hospital Longfleet Road, Poole, BH15 2JB	01202 665511
Royal Bournemouth Hospital Castle Lane East	01202 303626
Eye Unit Located at Royal Bournemouth Hospital, along the West Wing.	0300 0194740
Power Cut enquirey	105
SEB Emergency Number	0845 7708090
National Gas Emergency	0800 111999

8. Office Safety rules

8.1. Company address is:

Unit 22, Glenmore Business Park, Blackhill Road, Holton Heath, Poole, Dorset, BH16 6NL

8.2. Visitors to the office are by appointment only. If in doubt do not let any unexpected callers enter the Unit.

8.3. Should a visitor become unruly or threatening, notify a manager and if necessary contact the police, 999.

8.4. Operatives visiting the office must:

- be considerate to the local area and surrounding businesses
- switch off engines when stationary and remove keys, even if stopping for a short period of time.
- do not shout or use offensive language in the area surrounding the Unit.

8.4.1. Michelle Fisher will ensure that an annual health and safety audit of the company's office premises is carried out by a competent person.

8.4.2. Informal, short, frequent breaks or changes of activity should be included in working time, spent not viewing display screen equipment.

8.4.3. Move around furniture and equipment with care so as to avoid injury from any corners.

8.4.4. Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.

8.4.5. Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.

8.4.6. Access to high/upper storage shelves must only be gained by using the steps or safe access provided.

8.4.7. Cables from telephones and leads to office electrical equipment are not to be laid across the floors so as to cause a tripping hazard.

8.4.8. At the end of each working day or shift, non-essential electrical appliances are to be switched off.

8.4.9. Any electrical faults must be reported to the Health and Safety Co-ordinator.

8.4.10. Any simple adjustments to electrical equipment must be made with the power switched off.

8.4.11. Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.

8.4.12. Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.

8.4.13. Fire exits must be kept clear at all times.

8.4.14. 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.

8.5. There is a staff kitchen, where drinks can be prepared and food heated for the convenience of the staff. PAT test are carried out annually on the kettle and microwave. Please use with caution when handling these items, especially when hot. Be aware that steam can cause burns therefore maintain a staff distance from areas that the heat can disperse from.

9. Company Safety and Employee Operating Procedures

9.1. Working objectives

9.1.1. *Safety is always the number one priority.* Under no circumstances will work activities take priority over safety considerations.

9.2. All employees

9.2.1. Will work as a member of one team and are expected to assist the team wherever possible, co-operate in making the working areas a safe and tidy environment.

9.2.2. All employees will be readily available for any staff meetings.

9.3. Equal opportunities / Participant eligibility

No person is discriminated against on the grounds of race, sex, age or disability.

9.4. Medical

Employees and sub-contractors will all sign a medical declaration by entering detail on Breathehr.com under More/Medical Facts before they commence working with the company.

9.5. Valuables

Responsibility will **not** be taken for employee's valuables. You bring them to work at your risk.

9.6. Smoking and/or vaping (including the use of e-cigarettes)

9.6.1. In accordance with The Health Act 2006, it is the policy of this company that all our employees have a right to work in a smoke/vape-free environment.

9.6.2. Smoking and vaping is prohibited in all enclosed and substantially enclosed premises in the workplace and in company vehicles.

9.6.3. It is expected that other employers or persons controlling premises where company employees may be working will comply with their duty in enforcing this legal requirement. The site supervisor or operative should contact Michelle Fisher in a situation where the prohibition is not being observed.

9.7. Alcohol/Drug Consumption

9.7.1. The Government's guidance on sensible drinking, lists the following as examples of specific situations when the best advice is not to drink at all:

- Before or during driving;
- Before using machinery, electrical equipment or ladders;

- 9.7.2. Employees are required to take reasonable care of themselves and others who could be affected by what they do.
- 9.7.3. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition.
- 9.7.4. Persons found to be displaying symptoms of alcohol or drug abuse will be dismissed immediately for gross misconduct
- 9.7.5. You are placing yourself and others at risk and your actions could be seen as criminal and you could be prosecuted.

9.8. Working Time

The Company will comply with the requirements of the Working Time Regulations 1998. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

9.9. Personal standards

Employees representing the company must:

- If provided with any items of uniform, must wear them and be responsible for keeping the clothing clean and presentable.
- Be aware of your personal hygiene.
- Safety boots must be worn at all times. No person may wear plimsolls, trainers or other soft-soled footwear, this includes within domestic premises.
- Wear appropriate trousers with knee pads.
- Wear the appropriate personal protection equipment (PPE) provided when at risk.
- Have long hair tied back not to present a hazard with tools and other equipment.
- Do not drink alcohol in excess in uniforms provided out of work hours.

9.10. Complaints

- 9.10.1. From customers at the end of a job sometimes can be too late to do anything about. Common sense and an amount of sensitivity towards how the client perceives the work should reveal most problems early enough for them to be dealt with.
- 9.10.2. All complaints will be told to Danny Squibb and the office and noted in the complaints book. This will be reviewed and discussed with Gary and Michelle Fisher to agree and outcome.

9.11. Security / Unruly person/violent incident

- 9.11.1. Avoid direct confrontation and conflict.



- 9.11.2. Alert Gary Fisher, if a person becomes unruly or violent towards you. If needed leave the location.
- 9.11.3. Any violent incident must be reported and any injury occurring from violent behavior must be logged in the accident book.
- 9.11.4. Contact the Police on 999, without hesitation, if the situation is necessary.

9.12. Communications

- 9.12.1. Mobile phones are issued at the company's discretion and are not to be used socially. They are for the purpose of the jobs at hand and for your safety. Phones remain the property of GF Electrical Ltd.
- 9.12.2. Both mains charger and car charger have been supplied. It is the responsibility of the holder to make sure the handset is charged and switched on.
- 9.12.3. All the above mentioned items are the responsibility of the holder and must be reported if stolen or damaged immediately to Danny Squibb

9.13. Work Equipment

- 9.13.1. Employee's tools are their own responsibility and are responsible for identifying all maintenance needs of them.
- 9.13.2. 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.
- 9.13.3. It is the responsibility of Gary Fisher and Danny Squibb to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used and for ensuring that all identified maintenance is implemented.
- 9.13.4. Any problems found with equipment or damages should be reported to Danny Squibb.
- 9.13.5. The Health and Safety Co-ordinator will ensure that all users of products and articles supplied or hired for use at work are provided with relevant information which may be provided by a manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974
- 9.13.6. Gary Fisher will ensure the users of new plant and equipment provided by the company will be given sufficient instruction, information and training, in order that any such plant or equipment may be used safely.
- 9.13.7. Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported to Gary Fisher.
- 9.13.8. Gary Fisher and Danny Squibb will ensure that all portable and transportable electrical equipment is maintained, tested and inspected in accordance with HSE guidance HSG 107 "*Maintaining portable and transportable electrical equipment*". He will also ensure that adequate records of formal inspection and testing are kept.

- 9.13.9. In the case of mobile scaffold towers they must not be used unless they have been inspected after first erection or re-erection and on site within the previous seven days. The responsibility for ensuring that these inspections are carried out and recorded rests with the relevant Trained Supervisor on site.
- 9.13.10. All access equipment including ladders and stepladders must be kept in good repair. Mobile towers must only be erected by those trained to do so, and in accordance with the maker or supplier's instructions.
- 9.13.11. Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
- 9.13.12. During breaks make certain that equipment is stored safely out of the way of other trades and clients and not left in a dangerous place, so not to cause a hazard or injury to others.

9.14. Personal Protective Equipment (PPE)

- 9.14.1. It is important that the user wears these items at all times when they are exposed to risks. There are no exemptions not even for jobs which take 'just a few seconds'.
- 9.14.2. Personal protective equipment shall not be misused.
- 9.14.3. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites.
- 9.14.4. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.
- 9.14.5. PPE must be maintained and stored properly. If for any reason these items are damaged or have gone missing it must be reported immediately to Michelle Fisher:
 - Goggles
 - Safety specs
 - Hard hats
 - Hi-Vis Jackets
 - Respirators and filters
 - Ear defenders
 - Gloves

9.15. End of day

- Ensure all uncompleted work is left to a safe standard.
- Make sure all tools are packed away properly.
- Report any damage, breakages to team leader or Danny Squibb.
- Debriefing – Report any issues or concerns to Danny Squibb or Gary Fisher

9.16. Good practice guide

Some common sense guides for employees from false allegations for abuse of children can be reduced;

- Do not spend excessive amount of time alone with children away from others
- Do not take children alone in vehicles on journeys, however short.

- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge or the parents.

You should never:

- Engage in rough play, physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded, always act
- Do things of a personal nature that children can do for themselves.

10. General Hazards

10.1. Manual Handling Operations

- 10.1.1. All manual handling operations having a risk of injury which are carried out by Company employees will be identified and recorded
- 10.1.2. Where these operations cannot be avoided, specific assessments will be made and procedures developed to minimise the risks. Selection of appropriately capable staff will then take place, followed by any necessary training, information and instruction.
- 10.1.3. All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.
- 10.1.4. All employees will be issued with HSE leaflet INDG 143 "*Manual Handling - a short guide for employers*" on induction which gives basic guidance on manual handling techniques.

10.2. Control of substances hazardous to health (COSHH)

- 10.2.1. It is the policy of the company to adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the Control of Substances Hazardous to Health Regulations 2002 (as amended). Namely:
 - design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
 - take into account all relevant routes of exposure (inhalation, skin absorption and ingestion) when developing control measure
 - control exposure by measures that are proportionate to the health risk
 - choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health
 - where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment
 - check and review regularly all elements of control measures for their continuing effectiveness
 - inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks

- ensure that the introduction of control measures does not increase the overall risk to health and safety
- 10.2.2. Information on materials used in the Company's work will be obtained from the manufacturer or supplier, or from the client, as appropriate. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment. The Health and Safety Co-ordinator will ensure that COSHH assessments are produced.
- 10.2.3. The implementation of control measures for hazardous substances used at work will be considered in the following order of precedence:
- Hazard elimination using alternative working methods
 - Substitution replace substance with a non or less hazardous substance
 - Segregation automation or enclosure of process/operator
 - Use of procedures use of engineering controls and other safe systems of work e.g. mechanical ventilation
 - Use of warning systems warning notices, proper labelling of containers and instructions
 - Use of Personal Protective Equipment must be adequate and used as last resort if other controls are impractical or cannot be implemented
- 10.2.4. Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.
- 10.2.5. 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.
- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
 - Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, gases or vapours.
 - Hazardous substances should not be used in areas where food is being eaten.
 - Good personal hygiene practices must be observed.
 - Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers.
 - 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.

11. Arrangements for Special Hazards

There are a number of special hazards, which have potentially serious consequences, and which have been identified as 'high risk' in the Company's risk assessments. This section of the policy identifies these hazards and is in addition to normal risk assessment procedures in Section 10. They include:

- Work with asbestos-containing products
- Work in noisy areas
- Vibration and the use of power tools
- Use of mobile scaffolding towers
- Use of ladders and steps
- Work on live electrical systems
- Use of mobile elevating working platforms
- Lone working
- Working in confined spaces
- Working at height or on fragile/flat roofing
- Work in hospitals
- Work on school premises
- Working airside at airport sites

These activities will require a specific risk assessment to be made prior to the commencement of work. The Site Supervisor will have the responsibility for making these specific risk assessments. Further information on standard precautions is given below.

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.

11.1. Asbestos

At the pre-tender stage of the contract the relevant Site Supervisor will make specific enquiries to the client as to the presence of asbestos. When asbestos is suspected or known to be in any material to be handled by our employees, work is not to be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand. Any employee discovering material that is suspected of containing asbestos is to stop work immediately and inform the Site Supervisor in charge of the job and Danny Squibb. All employees involved in site work will be issued with a copy of 'Asbestos Awareness' at induction.

11.2. Noise at work

Is subject to the Control of Noise at Work Regulations 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached. As electrical contractors noise is not normally an issue when carrying out normal type of work. It is not considered that noise levels will exceed the first action level during a normal working day. When excessive noise levels are encountered they are usually either of short duration or client generated. We have never undertaken work that has necessitated detailed noise assessment however our employees are issued with suitable hearing protection to BS EN 352-1 and noise is considered when carrying out any risk assessment for work being undertaken. Instructions for safeguarding hearing will be given to employees as appropriate by the Supervisor responsible for the site.

11.3. Hand arm vibration (HAV)

Is not normally a significant hazard in work undertaken by this company. Hand held power tools are used for short duration during installation and maintenance work and only for a small proportion of working hours. Hammer action drills are used, but for less than 30 minutes in any one-day. It is considered that the action level is not likely to be approached during normal work activity. A specific risk assessment will be carried out by the relevant Site Supervisor should the occasion arise where there is a known or suspected hazard arising from using power tools.

11.4. Mobile Scaffold Towers

Are only to be erected, altered, or dismantled by competent persons and in accordance with the manufacturer's instructions. The Director or Supervisor responsible for the job must inspect all towers after they have been erected or adapted and before first use to ensure that they are suitable for the work to be carried out. No mobile tower may be used unless it has been inspected on site after being erected and within the previous seven days. A record is to be made by the Site Supervisor in accordance with the Work at Height Regulations. Mobile towers are not to be used in the vicinity of overhead electric lines.

11.5. Ladders and Step Ladders

Will only be used as working platforms for work of short duration and low risk, or where there are existing site features that cannot be altered to permit the use of other means of access. Steps and ladders will be used in accordance with the guidance found in HSE Guidance HSG 150 – Health and Safety in Construction, and only after the risks and suitability for the operation have been assessed.

- 11.5.1. A register for ladders/stepladders used by employees is available on the company Dropbox and to be updated with new or removed equipment.
- 11.5.2. Logged inspections on the ladders and step ladders will be conducted every 3 months
- 11.5.3. All engineers are deemed as competent, having all done 'working at heights' to inspect, pre-check and complete the 'ladder tags' that are on all units.
- 11.5.4. Pre-use checks should be carried out before starting a task and repeated every time something changes – like the ladder being dropped or exposure to different weather conditions or storage.
- 11.5.5. Equipment which fails inspections or pre-checks must be taken out of use immediately and prominently labelled until disposed of.

11.6. Live electrical work

Is only to be carried out in exceptional circumstances under the authorisation of Gary Fisher. The circumstances for live work will be assessed using HSE Guidance - *HS(G) 85 - Electricity at work- safe working practices*. A written safe system of work will be produced before the work starts. All electrical systems must be proved dead before work starts. NO assumptions about the state of any system are to be made without positive verification - all circuits must therefore be assumed to be live unless it is established they are dead.

11.7. Mobile Elevating Working Platforms (MEWP's)

May only be operated by suitably trained and competent persons. Manufacturer's instructions must always be followed. MEWP's must have been subject to a thorough examination during the previous six months, and must be inspected at least every seven days while in use. Before use the ground upon which a MEWP is to operate must be checked for suitability. MEWP's are not to be used in the vicinity of overhead electric lines.

11.8. Confined spaces

Such as ducts, manholes, sewers and deep excavations, are not to be entered until a risk assessment has been carried out and a safe system of work has been drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.

11.9. Work at height

And work on flat roofs will only be carried out where it is not reasonably practicable to carry out the work otherwise than at height. Specific risk assessments will be carried out for all such work and will only be undertaken by competent people. The work must be properly planned and supervised to ensure that it is carried out in a safe manner. Work equipment enabling work at height to be carried out will always be selected on the basis that collective protection measures will be given priority over personal protection measures and account will be taken of any other relevant factors that may affect safety such as the location of the work, ease of access, consequences of a potential fall, the duration and frequency of use, emergency rescue/evacuation and any additional risks posed by the selection of a particular item of work equipment. Edge protection will always be provided where practicable when there is a risk of personal injury as a result of falling. Where it is not reasonably practicable to provide edge protection, other collective protective measures such as soft landing systems will be used. Finally, where these are not practicable personal fall arrest and or restraint equipment must be used. The advice of the Health and Safety Co-ordinator or the relevant Site Supervisor should be obtained before work starts if there is any doubt about the precautions required in particular circumstances. Roof work will be carried out in accordance with the guidance contained in HSG 33 – *Health and Safety in Roof work*.

11.10. Work in schools

Is to be carried out in strict accordance with risk assessments, safety plans and school rules. No work is to commence until the liaison officer for the school has been contacted and the content and sequence of work has been agreed. Where work is other than of short duration, regular liaison meetings are to be programmed with the school liaison officer to co-ordinate the work. All work is to be carried out bearing in mind the additional risks, which exist by virtue of pupils' immaturity and lack of understanding. In particular all work is to be carried out in a tidy and workmanlike manner and no incomplete work or any equipment is to be left unattended at any time.

12. Company Vehicles & Driving at Work policy

12.1. Driving License

- 12.1.1. It is the policy of GF Electrical Ltd to only employ drivers who are competent.
- 12.1.2. A person may only operate company vehicles if he or she;
 - Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
 - Holds the correct license for the type of vehicle being operated
- 12.1.3. Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.
- 12.1.4. Drivers must inform the office & Gary Fisher immediately they become aware of any pending prosecution for any driving offence.
- 12.1.5. All drivers will be asked to present their licenses to the office, for annual checks of disqualifications. An email will be sent for permission via dvla. Licences will be photocopied and retained on file.
- 12.1.6. Disciplinary action may be taken as these points affect insurance and costs the company.

12.2. Checks

12.2.1. It is the driver's responsibility to see that the van is carrying the following items and report to Morgan Andrews if missing or tampered with:

- First aid box
- Accident packs
- Spare tyre jack and wheel brace
- Mobile phone, charger.
- PPE

12.2.2. The Company will maintain company vehicles at intervals recommended by the manufacturers.

12.2.3. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle unroadworthy.

12.2.4. Always walk around the van for a full visual check taking into account:

- Fuel and oil
- Water
- Tyre air pressure / tread depth
- Windscreen wipers and washer fluid

12.2.5. It is the driver's responsibility to ensure that loads are properly secured and the vehicle is not overloaded.

12.3. Breakdown and damage

12.3.1. Never attempt any mechanical work on the vehicle. Contact company's choice of breakdown assistance for assistance and report all damage and any other unusual symptoms as soon as they occur to the office.

12.3.2. If breakdown occurs on the motorway remain out of the van in a safe location away from the slipway.

12.3.3. Accident packs in van include information of windscreen cover and breakdown.

12.4. In the event of an accident.

12.4.1. Accident pack stored in glove box.

12.4.2. However minor you think a car accident is, you must stop. Failing to do so is an offence under the Road Traffic Act.

12.4.3. You should make sure your car's engine is switched off, and then turn your hazard lights on to alert other road users to your presence.

- 12.4.4. Take a look around and if anyone has been injured in the car accident, you should call the police (and an ambulance, if necessary) as soon as possible. The police should also be called if the car accident is blocking the road.
- 12.4.5. Fill in fully all relevant information in your accident pack; give insurance information from pack to other party. Take details of witnesses, if present and photos/videos if possible.
- 12.4.6. Do not admit, negotiate or promise to pay or refuse to claim.
- 12.4.7. Report immediately to the office and Gary Fisher.
- 12.4.8. Complete accident log book in office, even if no injury.

12.5. Driving Safely

- 12.5.1. Drivers of company vehicles are expected to drive in a safe and considerate manner. Drivers who fail to comply with the provisions of the Road Traffic Act will be subject to disciplinary action.
- 12.5.2. Under no circumstances must hand-held mobile telephones be used whilst driving a company vehicle. All drivers must pull over to the side of the road and switch off the engine before either answering or making calls.
- 12.5.3. You can still be prosecuted for using a hands free or similar device if you are distracted and not in proper control of the vehicle.
- 12.5.4. Wear your seat belt, vans and goods vehicle are only exempt from wearing seatbelts when making deliveries less than 50 meters apart.
- 12.5.5. Do not drive under the influence of alcohol or drugs, according to the UK laws.
- 12.5.6. Driving while unfit due to drugs is against the law. This applies to prescribed medication or over counter products as well as illegal substances and the penalties are the same as for drink driving.
- 12.5.7. Smoking and vaping is prohibited in company vehicles.
- 12.5.8. Never carry unsecured heavy or bulk items in the cab of the vans.
- 12.5.9. Do not consume food or liquids whilst driving as this can cause a lack in concentration on the road.
- 12.5.10. Always switch off engine and remove keys if leaving the vehicle no matter how short the period of time.
- 12.5.11. Keep a safe distance between the vehicle in front, applying the two second rule, and in wet weather double the distance.

12.6. Speeding

- 12.6.1. Know your limits, look for signs and remember, speed limits are a maximum.

- 12.6.2. Speed limits for Goods Vehicle (not exceeding 7.5 tonnes maximum laden weight) are different from cars & motorcycles. Be aware of your surroundings and assume the following speed limits until signs say otherwise:
- Street lighted areas – 30mph but remember it could be a 20mph zone especially around areas where kids are about.
 - Single carriageway – 50mph
 - Dual carriageway – 60mph
 - Motorways – 70mph (unless towing a trailer 60mph)
- 12.6.3. Drive in no higher than 3rd gear in a 30mph limit to give you more control over your vehicle and it will help to keep you in the speed limit.

12.7. Tiredness

- 12.7.1. Avoid starting a trip tired by considering passing up a late evening if you have an unusually early start to a long journey.
- 12.7.2. Plan your journey to include a 15 minute break every two hours of continuous driving.
- 12.7.3. Notice early signs of fatigue
- 12.7.4. If driving with another, share the journey.
- 12.7.5. If you start to feel sleepy, find a safe place to stop and rest for 10-15 minutes. Drink a high caffeine drink.

12.8. Parking

- 12.8.1. Keep vehicle locked when unattended.
- 12.8.2. Park in a well lit and busy area when possible.
- 12.8.3. Do not leave valuables on show.
- 12.8.4. Items (personal or companies) are the responsibility of the employee and GF Electrical Ltd will not replace items lost or stolen, due to negligence.
- 12.8.5. Keep parking ticket receipt for expenses and abide by the parking regulations of the area. Employees must take responsibility for the above and therefore fines will not be paid by GF Electrical Ltd.
- 12.8.6. If given a parking ticket/fine do not assume you can continue parking in the spot unpaid, purchase another ticket or you will be fined twice or towed.

13. Environmental

13.1. Impact.

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

13.2. Environmental Protection

GF Electrical Ltd has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is available to interested parties on request

13.3. Environmental Waste Management & Pollution Control

GF Electrical Ltd recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

GF Electrical Ltd management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations 1992.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998). Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

GF Electrical Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.