



Health and Safety Policy

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SEGURO
Health & Safety Consultants

And is fully supported by them until: 3rd January 2018

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Health and Safety Policy

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1.0 Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Leading Electrical Services Limited are effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the company's health and safety arrangements and organisational structure, is provided at the company premises, along with a copy of the company's staff handbooks that must be read by all employees and any other interested person who may be affected by their work activities.

In order for Leading Electrical Services Limited to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Health and Safety Management System for Leading Electrical Services Limited is kept in the office and is available for inspection by any interested party upon any reasonable request.

Leading Electrical Services Limited agree that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of Mr John Freeland, the Managing Director to liaise with Seguro Management Ltd, our Health and Safety Consultants and to ensure that suitable revisions are made that reflect changes which have taken place within the company. The Consultants employed by Seguro Management Ltd will advise on new and relevant legislation throughout the year and review all documentation on their annual audit. In addition, the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

Leading Electrical Services Limited encourages all employees to inform their immediate superior of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

1.01

Health and Safety Policy Statement

The following is a statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Leading Electrical Services Limited to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company or other persons who may be affected by our undertakings.

Leading Electrical Services Limited acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of Leading Electrical Services Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

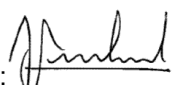
The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Name: Mr John Freeland

Signature: 

Position: Managing Director

Date: 4th January 2017

Review date: 3rd January 2018

1.02

Environmental Statement

Leading Electrical Services Limited recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.

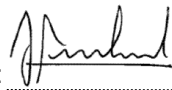
Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Name: Mr John Freeland

Signature: 

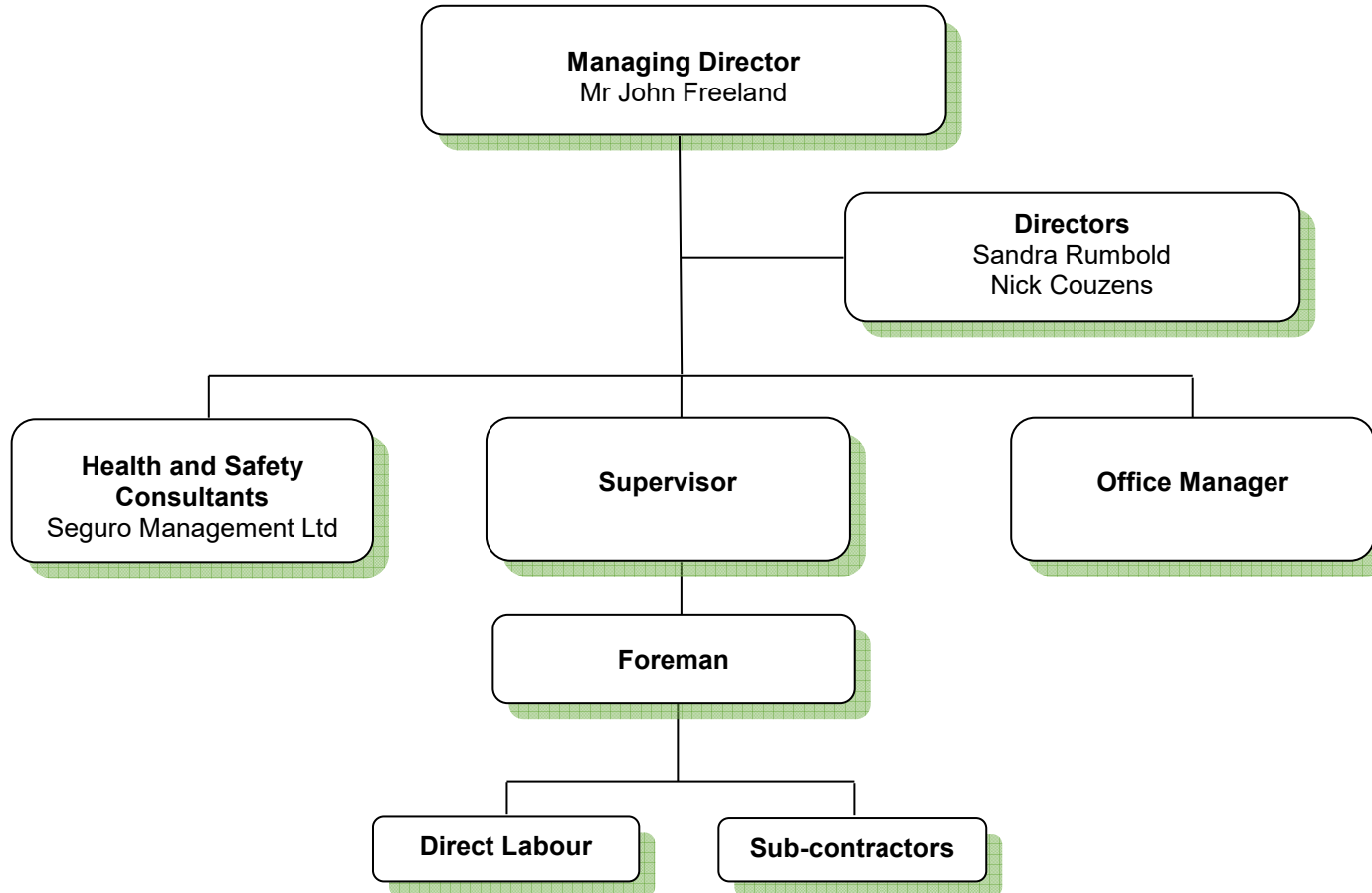
Position: Managing Director

Date: 4th January 2017

Review date: 3rd January 2018

2.0 Organisation

2.01 Safety Management Structure



2.02 Individual responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Managing Director will ensure that: -

- They will have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- All levels of management within the company fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All Managers and staff fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Liaise directly with the Health and Safety Advisors to ensure total compliance with current legislation and good practice.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work-related tasks.
- Understand and apply the Safety Policy of the Company generally and in particular to ensure the co-ordination of and co-operation between the Company and others concerned.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.
- Regular health and safety audits and inspections are carried out in accordance with company's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Joint consultations between management and employees take place as described in the policy.
- Regular health and safety meetings are held to ensure effective health and safety consultation.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Records are compiled for statutory inspections, testing or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.

- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

The Supervisor - It is the duty of the Supervisor to:

- Understand and apply the Safety Policy of the Company generally and in particular to ensure the co-ordination of and co-operation between the Company and others concerned.
- Ensure the requirements of the Health and Safety at Work Act etc 1974 and other regulations relevant to the safe operation and activities of the Company are observed by all persons under their control.
- Determine during preliminary procedures and in advance of any work proceeding, so far as is reasonably practicable, safe methods of working, access, lighting, known hazards, fire precautions, allocation of responsibilities including sub-contractors and others.
- Ensure that facilities for welfare sanitation are considered and provided for. Adequate plant and equipment will be available for operations to proceed in a safe manner; this includes all short-term sites and operations where facilities may not be easily accessible
- Ensure that working methods and safety procedures are carried out in a competent and planned manner, and operations are supervised by competent personnel. Arrange as may be required for the revision of working methods and safety procedures.
- Arrange (as required) for instruction, training, information and the provision of supervision so as to ensure that employees at all levels are competent.
- Ensure that all persons, including the general public, within the proximity of premises and operations under the control of the Company are not exposed to risks to their health and safety.
- Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all regulations applicable to their work.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

The Foreman will: -

- Ensure compliance with the Company's Health & Safety Policy and all relevant legal requirements.
- Ensure correct channels of communication when working on clients sites or in private dwellings.
- Ensure risk assessments have been carried out and the control measures implemented.
- Ensure all persons in their charge are aware of the hazards and the means of reducing them.
- Ensure safe systems of work are followed and worked too.
- Ensure cooperation between company employees and those persons likely to be affected by the company's activities.
- Ensure the correct supervision of all employees and especially of any young persons within their employ.
- Ensure high standards of housekeeping at all times.
- Ensure the promotion of, safe and healthy working practices.
- Ensure all defective equipment is removed out of service and documented.
- Report and investigate all accidents and report those findings to their allocated Line Manager.
- Ensure good standards of discipline at all times.
- Report all unsafe acts and take the necessary action to prevent a reoccurrence.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

Duties of the Health & Safety Management Consultant: -

- To assist in developing a proactive attitude to Health, Safety and Environmental matters by advising on and encouraging, a positive Health & Safety Management culture throughout the organisation.
- To inform the Managing Director of relevant new legislation, recommend working methods for compliance and assist with dissemination of this information throughout the organisation.
- To carry out, on request, site inspections, the monitoring of all active sites and report their findings, in the form of a written report to the Managing Director responsible for health, safety and welfare.
- To highlight any employee/subcontractor training requirements and, where appropriate, provide such training with regard to Health & Safety, in the form of on site modular training ("Toolbox Talks") or off site tuition relating to legal compliance or the avoidance of specific risk.
- To feedback information, suggestions, problems, concerns etc., from the workforce to the manager and assist him to measure performance and to set objectives to effect improvement.

2.03 Employers responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration will also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the company.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

2.04 Employees responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with Leading Electrical Services Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

2.05 Contract staff responsibilities

The Contract staff: -

- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation whilst working in the United Kingdom.
- Will be made aware of Leading Electrical Services Limited healthy and safety policy and safety rules.
- Will only perform work that they are qualified to undertake.
- Will ensure that they know, understand and follow Leading Electrical Services Limited and the client's procedures for reporting accidents, near misses and hazards.
- Will ensure that they know, understand and follow the client's procedures concerning fire, first aid and any other emergency situations that may be present.
- Will ensure that they have read and understand any risk assessments and follow any safe working procedures or safety instructions that cover their work.
- Will ensure that they wear any personal protective equipment provided.
- Will report immediately to management any work equipment that is faulty.

2.06 Responsibilities and duties of sub-contractors/self employed personnel

Will be made aware of the company's health and safety policy, safety rules and: -

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of the company.
- Will co-operate with the company in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.
- Will ensure that they sign into reception prior to undertaking any work at the premises.

2.07 Information for employees

Information regarding health and safety law is provided in a number of ways: -

- Employees are provided with a copy of the company's employee safety handbook.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
- Management has access to a 24-hour helpline that will connect them to a Seguro Management Ltd Health and Safety Consultant who will advise on all aspects of health and safety.
- Management and employees have access to the company Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

In line with our legal responsibilities, Leading Electrical Services Limited will confirm both the identity of each employee recruited to work on client's sites and that those personnel have the relevant experience, training and qualifications to meet the job / position requirements as stipulated by the client. Details of experience, training and qualifications, together with copies of certificates where necessary, will be held on file at Leading Electrical Services Limited head office.

2.08 Joint consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the Safety Representatives and Safety Committees Regulations.

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Managing Director to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are: -

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues.
- Introduction of new technology.
- Result of health and safety audits.
- Review of significant findings identified by any reports produced by Seguro Management Ltd.
 - Completion of corrective actions.
 - Review of training needs.

Seguro Management Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. This information will be disseminated to the Managing Director who in turn will inform the department heads and appropriate members of staff.

If any visitors/customers raise any concerns with regard to health and safety, the Managing Director will investigate the issue and either deal with it himself or with guidance from Seguro Management Ltd's advice line.

If required, senior management will request that Seguro Management Ltd, the company's external Safety Consultants will liaise with the local enforcing authority on the company's behalf.

2.09 The working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his/her activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula $\frac{(A) + (B)}{(C)}$ where: -

- (A) The total number of hours worked during the reference period,
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers should never have an average in excess of 48 hours a week. Their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement.

For young workers the rest break is 30 minutes in any work period that exceeds four-and-a-half hours and no agreement can alter this.

The break must be continuous, unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the company's and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

3.0 Arrangements

3.01 Abrasive wheels

All reasonable steps will be taken by Leading Electrical Services Limited to ensure, so far as is reasonably possible, the health and safety of employees who work with grinding machines that incorporate abrasive wheels. Leading Electrical Services Limited acknowledges that safety hazards may arise when using this type of equipment.

The company will: -

- Complete a documented risk assessment for the use of the equipment and issue copies to all employees who use the equipment.
- So far as is reasonable practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task and the environment in which it is used.

If and when an employee raises a query relating to the health and safety of abrasive wheels it is the company's policy to: -

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

Where a problem arises in the use of abrasive wheels or machinery, employees are instructed to: -

- Inform the Managing Director or other responsible person immediately.
- In the case of an accident or emergency take all necessary actions, in accordance with company accident procedures.

Information and training

The company will give sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels. Employees authorised to fit or dress abrasive wheels will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of abrasive wheels will cover aspects of health and safety legislation, in particular the Provision and Use of Work Equipment Regulations (PUWER).

The main types of injury relating to the use of abrasive wheels are those that result from flying particles that occur when the machine is being used or the abrasive wheel bursts and also those that are caused by the wheel and the operative's hand coming into contact.

It is the company's policy to adapt the following safety precautions in order to reduce the risk of the accident and injury: -

- Ensure that all persons who use abrasive wheels are adequately trained.
- Ensure that all grinding, cutting machines and abrasive wheels are maintained and in good working order.
- Ensure that the correct types of abrasive wheel for the job are selected.
- Ensure that grinding wheels are not operated at excessive speed. Both spindles and the abrasive wheels will be marked with their maximum operating speed.
- Ensure that trained and competent persons mount all abrasive wheels, as failure to mount the wheel can cause wheels to burst. All damaged wheels will be disposed of safely.
- Ensure that guards are securely attached to the body of the grinding machines and are strong enough to withstand the impact of flying fragments should a wheel burst.

3.02 Access and egress

Leading Electrical Services Limited is committed to providing a safe place of work including safe means of access and egress within all parts of the premises. Safe access and egress includes movement in and out of the company and safe access within the premises.

Leading Electrical Services Limited will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition.

The following procedures will assist Leading Electrical Services Limited in ensuring that safe access and egress is maintained at all times: -

- No objects are to be stored on the floor or in walkways. All equipment that is no longer required will be returned to its designated storage point immediately after use.
- Items of stock or equipment are not stored precariously on top of cabinets or on shelves where they could fall onto passers-by.
- Regular inspections of walkways are conducted by management on a regular basis to ensure that they are free from obstructions.
- Obsolete equipment and waste is disposed of as soon as is practicable to ensure that the workplace remains clean and tidy at all times.
- Checks are regularly conducted to ensure that the flooring is suitable for the purpose and is maintained in a safe condition free of any damage or potholes.
- All employees are advised to regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.
- Ensure that all access equipment, e.g. ladders and kick-stools, are suitable for the purpose and are maintained in a safe condition.
- All personnel are complying with safe working arrangements in areas of high risk.

3.03 Accident/injury statistics

Accident, incident and frequency rates provide a basis for calculating safety performance over a period of time and then comparing them with accident statistics recorded by outside sources such as the Health and Safety Executive.

As employers we are required by law to keep records of all accidents/injuries at work and report specific injuries to the health and safety incident centre under the (RIDDOR) regulations. The particular injuries that are required to be reported include fatalities, serious injuries to employees, self employed people and the general public, along with incidents which necessitate the need for employees or self employed people being absent from work for more than three days.

The validity of the nationwide collated accident/injury statistics rests on employers adhering to the legal requirements of reporting all relevant incidents. Some instances of under reporting, in certain industries, can lead to unfavourable injury rates in comparison with the published figures, therefore as a responsible employer Leading Electrical Services Limited will endeavour to report all relevant incidents.

In small businesses with a small number of employees, reportable accidents/injuries equate only to a minor proportion of the total number of actual injuries to employees. Records of more minor, non-reportable injuries may also be calculated and used to check trends over a period of time between contrasting departments. An evaluation of the information to establish the main causes of injury can assist in identifying certain risks that should be controlled to avoid future accidents.

The formula used for calculating the annual injury incident rate is: -

$$\frac{\text{Number of reportable injuries in financial year}}{\text{Average number employed during year}} \times 100,000$$

This gives the rate per 100,000 employees. This formula does not allow for any changes in part-time employment or overtime. These calculations are per annum and will be adjusted if they cover a shorter period. Short-term rates will only be compared with corresponding periods – not the national annual rates.

The HSE calculates accident/injury incident rates per 100,000 employees, however other industries calculate the frequency rate per million hours worked. The latter method often gives a clearer picture and avoids misrepresentation in the incident rate calculations, which can be caused by part and full time employees and overtime working.

Frequency rates can be easily calculated for any time period.

Therefore the calculation is: -

$$\frac{\text{Number of injuries in the period} \times 1,000,000}{\text{Total hours worked during the period}}$$

3.04 Accident reporting procedure

The definition of an accident is: -

An unplanned event, which causes injury to persons, damage to property or a combination of both i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The definition of a near miss is: -

An unplanned event that does not cause injury or damage, but could have done so i.e. items falling near to personnel; short-circuits on electrical equipment.

The definition of a dangerous occurrence is: -

An unplanned incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. A list of dangerous occurrences that must be reported are shown in the RIDDOR Guide below.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention any member of staff can call the emergency services.

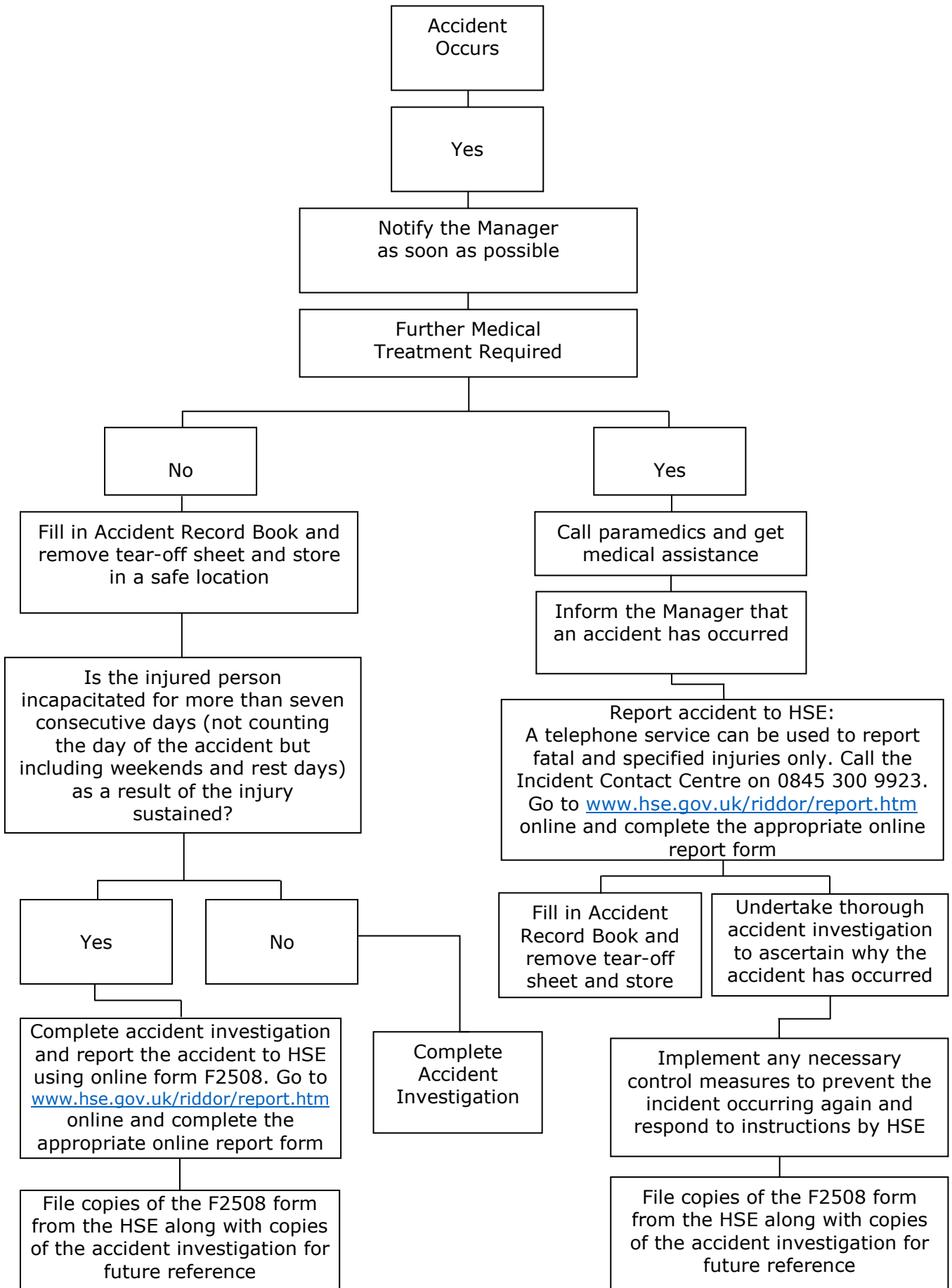
When the casualty has received suitable medical/first aid treatment, details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition, it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances are they a mechanism to apportion blame, they are merely a management tool to prevent any possible recurrence of the incident.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it is imperative that all specified injuries, reportable accidents and diseases and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Managing Director to investigate the accident/dangerous occurrence and contact the national incident centre immediately, when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Managing Director should contact Seguro Management Ltd's advice line for further guidance.

All accident information that is entered into the accident book must be kept for a minimum of three years.



RIDDOR GUIDELINES

Reportable Accidents, Incidents, Near Misses & Diseases

The following events are reportable to the Health & Safety Enforcement Body:

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

If there is an accident connected with work and your employee, or a self-employed person working on your premises suffers a "specified" injury (including as a result of physical violence); or a member of the public is killed or taken to hospital; you must notify the enforcing authority without delay (e.g. by telephone on 0845 300 9923).

They will ask for brief details about your business, the injured person and the accident; and within 10 days you must follow this up with a completed accident report form ([F2508](#)).

Reportable specified injuries are:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven day injury you must send a completed accident report form ([F2508](#)) to the enforcing authority within 15 days.

An over-seven-day injury is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease you must send a completed disease report form ([F2508A](#)) to the enforcing authority. Reportable diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent;

Further guidance on [occupational diseases](#) is available.

Specific guidance is also available for:

- [occupational cancers](#)
- [diseases associated with biological agents](#)

Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported to the enforcing authority without delay by sending a completed dangerous occurrence report form ([F2508](#)).

Reportable dangerous occurrences are:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment other than an accessory for lifting;
- the failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system;
- plant or equipment coming into contact with overhead power lines close proximity with such an electric line, such that it causes an electrical discharge;
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - results in the stoppage of the plant involved for more than 24 hours; or
 - causes a significant risk of death
- any unintentional fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration;
- any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness;
- the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography or equipment used in fixed or mobile industrial radiography or gamma irradiation;
- the malfunction of breathing apparatus where the malfunction causes a significant risk of personal injury to the user;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- the collision of a train with any other train or vehicle;
- dangerous occurrence at a well (other than a water well);

- dangerous occurrence at a pipeline;
- the unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material any floor or wall of any place of work;
- structural collapse arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground;
- the unintentional collapse or partial collapse of any falsework
- any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours;
- sudden, uncontrolled release in a building of:
 - 100 kg or more of a flammable liquid;
 - 10 kg or more of a flammable liquid above its boiling point; or
 - 10 kg or more of a flammable gas; or
 - 500 kg of these substances if the release is in the open air;
- the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases

Further guidance on these [dangerous occurrences](#) is available.

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form ([F2508G1E](#)).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas;

Unsafe gas appliances and fittings should be reported using the online form ([F2508G1E](#)).

3.05 Alcohol and drugs

Leading Electrical Services Limited realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

Leading Electrical Services Limited has a general duty under The Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of all employees, Leading Electrical Services Limited will also be breaking the law if they knowingly allowed drug-related activities on their premises and they failed to act.

The management are responsible for implementing the company's policy and to ensure that it's aims are carried out. This policy applies to all employees and they will have access to the full policy and be informed of any changes.

Senior staff will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug-related problem.

- Unexplained and increased absenteeism.
- Instances of unauthorised absence or leaving work early.
- Poor time-keeping i.e. lateness, especially on returning after lunch.
- Unusually high level of sickness/absence for colds/flu/stomach upset.
- Impaired job performance.
- Dishonesty/theft.
- Unusual irritability, aggression and mood changes.
- Tendency to be confused and fluctuations in concentration and energy.
- Accidents.

Company procedure on alcohol and drugs

- Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.
- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the management or nominated deputy will make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.
- If management feel an employee's unsatisfactory performance may be drug or alcohol related they will in the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

It should be made clear that Leading Electrical Services Limited is aware that a person suffering from these problems will be dealt with fairly.

Leading Electrical Services Limited realise that: -

- Absence for treatment and rehabilitation will be regarded as normal sickness.
- Relapses may occur.
- The policy will be monitored with consultation with employees and safety representatives.

All staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of the company procedures and information through notices, posters and leaflets will be made available.

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

3.06 Asbestos

Office

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos.

Therefore Leading Electrical Services Ltd will undertake a desktop study in order to identify any likely locations where asbestos may be found. When this has been completed, a competent person will conduct a detailed survey of the premises and will compile a comprehensive register.

The asbestos register will be kept in the office and will be made available to all contractors undertaking structural work on the building.

If asbestos is located within the building, its stability will be taken into consideration and where necessary it will be either removed or encapsulated. As there is no risk to health through asbestos that is in good condition, it will be left in situ and will be suitably marked and monitored on a regular basis to guarantee that it has not become damaged.

Where there is any doubt about the nature of the material it will be treated as asbestos.

Site

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos, therefore Leading Electrical Services Ltd does not undertake any work involving asbestos and will request that the client produces a register or informs Leading Electrical Services Ltd of any likely locations where asbestos may be found before starting work. Any employee whom maybe exposed to asbestos material during their activities on behalf of the company shall have attended an asbestos awareness course first.

If asbestos is located or is likely to be disturbed within the work area, work will be suspended until it has been removed by a specialist contractor. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work would stop until investigation has deemed is safe to continue.

Site Health and Safety Procedures

Asbestos

Emergency Asbestos Procedure

1. If asbestos is located within the building / property, work will be suspended until it has been removed by a specialist contractor.
2. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will **stop** until investigation has deemed is safe to continue.
3. If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Your site manager/supervisor must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
4. Upon notification of the discovery of suspected asbestos material, the Designated Responsible Manager/Supervisor should inform head office immediately (**01293 568404**) head office will then contact an Asbestos Consultant so that samples can be taken.
5. If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
6. If the assessment indicates no exposure is likely, the works may continue. The asbestos register (if available) should be updated. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendations as to the appropriate action required.
7. In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos, the following procedure will apply:
 - Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment.
 - Contact your site manager/supervisor for further advice.
8. Leading Electrical Services Ltd will carry out any necessary investigations in association with the Asbestos Consultant.
 - **In every case of suspected release of uncontrolled asbestos the Head Office must be contacted as soon as possible and an incident report form completed as soon as practical.**
9. If there has been an uncontrolled release of asbestos at a concentration that exceeded the appropriate control limits, a record should be made on the employee's personnel record. A copy of this record should be given to the employee with instructions that it should be retained indefinitely. A copy should also be placed on the individual's personnel/medical records. This will be kept for a minimum of 40 years.

3.07 Confined spaces

In order that Leading Electrical Services Limited comply with the Confined Space Regulations, the company will undertake suitable and sufficient assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, due to the nature of the work undertaken by the company, this may be unavoidable and a well-defined safe system of work will be implemented.

Where relevant, employees will be trained by an approved training body to enable them to undertake:-

- Safe access and egress.
- Breathing apparatus.
- Gas monitoring.
- Accident and emergency procedures.

All work that is undertaken in confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precautions are in place.

3.08 Construction (Design and Management) Regulations 2015

As potential Contractors under the Construction (Design and Management) Regulations 2015, the company is aware of its responsibilities. The CDM Regulations require all construction projects to have a construction phase plan (CPP), the company will ensure this is in place before any works commence.

The company will produce a construction phase plan describing how we will manage the various safety aspects of the works. The Managing Director in conjunction with the Supervisor shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation. The Site Supervisor shall co-ordinate the activities of all operatives to ensure they comply with the construction phase plan including contract Health and Safety requirements and legislation, plus check on the provisions of information and training of all employees, where appropriate, as well as subcontractor's health and safety, when appointed

When/if acting as Principal Contractor the following protocol will be adopted:

- Develop and maintain a Construction Phase Plan as required by The Construction (Design and Management) Regulations 2015
- Through on-site management ensure that every contractor complies with the rules set out in the health and safety plan.
- Ensure co-operation between all contractors;
- Taken steps to ensure that only authorised persons are allowed onto the construction site area.
- Ensure that the particulars of the F10 Notification are displayed in a prominent location on the site where they can be read by any person working on the project;
- Keep the up-to-date with any information required to go into the health and safety file;
- Oversee and ensure compliance with Management of Health & Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Monitor and ensure all work is carried out in accordance with approved/agreed Risk Assessments and Method Statements and ensure that staff and sub-contractors are appropriately qualified/certified to carry out the work;
- Undertake regular site inspection and feed forward to regular toolbox talks with contract staff and sub-contractors.
- Manage the interface between the construction and the site operations to ensure minimum disruption to operations.

As an employee of this Company you will be working on site to the requirements of a Construction Phase Plan and you will be informed through the management structure of the sections of the Plan that impinge on your work activities. You have a duty to comply with the requirements as well as identify to your Supervisor hazards and high-risk activities which arise during the course of your work. Wherever possible such hazards should be identified by systematic local planning of your work ensuring that appropriate control measures can be implemented before work is started.

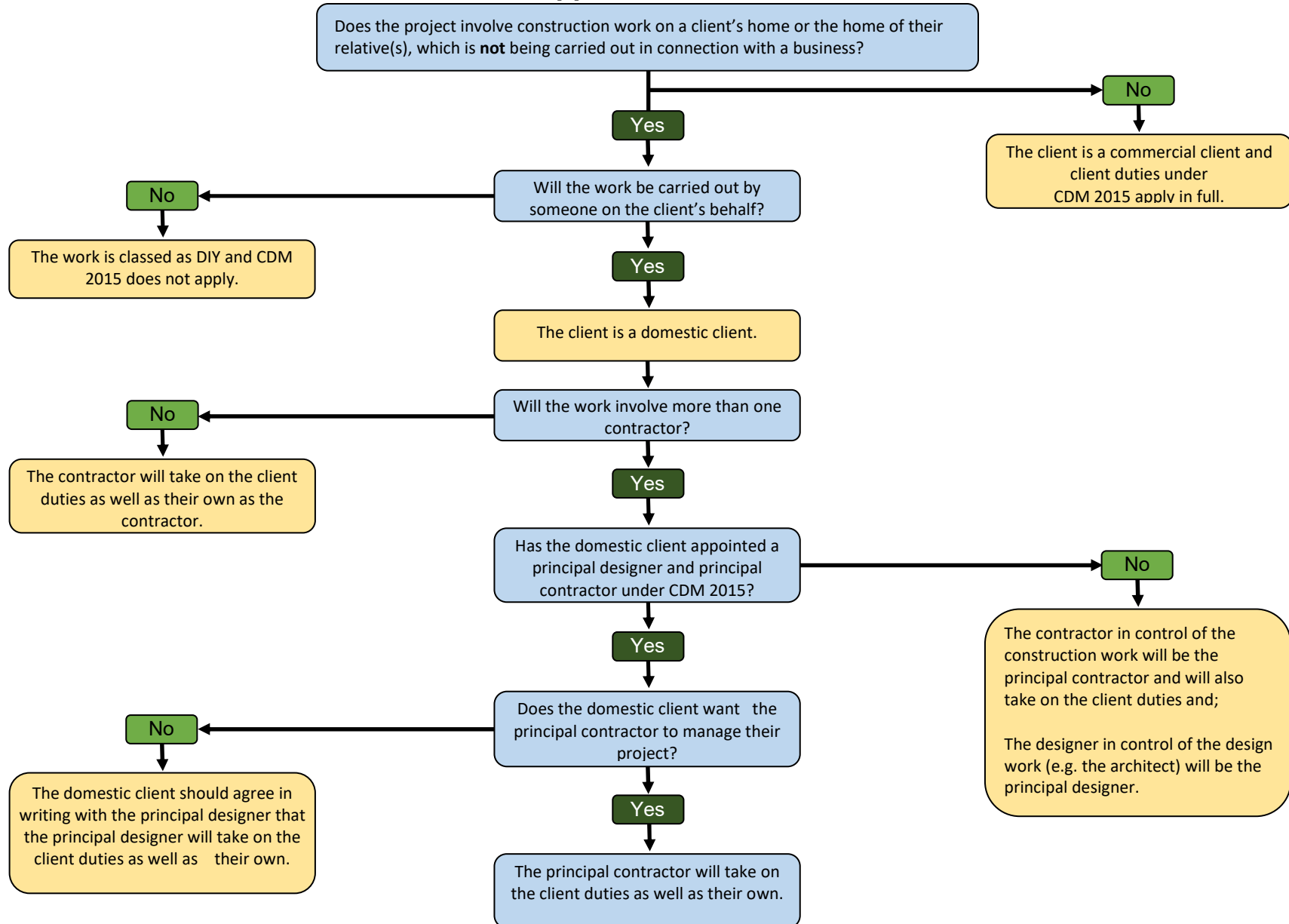
A Construction Phase Plan will be produced for all works including small works, the emphasis is that it:

- is relevant to the project;
- has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but
- is still proportionate to the scale and complexity of the project and the risks involved.

It is important that you understand the requirements of the Construction Phase Plan as it affects your work activities and that you comply with the arrangements made to protect your health and safety including your competence to undertake the work assigned safely.

Remember that the objective of the Construction (Design and Management) Regulations 2015 and other related legislation is to help prevent accidents and ill-health and everyone involved has their part to play in achieving that objective.

CDM 2015 Applies to Domestic Clients



3.09 Contractors

The Health and Safety at Work etc. Act 1974, places a duty on Leading Electrical Services Limited as well as the contractors that it employs, to protect the health, safety and welfare of staff, contractors, visitors and anyone else who may be affected when contractors are working at the company premises.

In order to ensure that competent contractors are appointed, Leading Electrical Services Limited will scrutinise all sub-contract companies who undertake minor work by issuing questionnaires, which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed the contractors will be placed on an approved list for future consideration.

All work that is undertaken by sub-contractors will be supervised on an ad-hoc basis by the Operations Director in order that health and safety standards are monitored. The overall performance of contractors will be reviewed on a regular basis by management and individual contractors whose standards do not meet those of Leading Electrical Services Limited will be removed from the approved list.

After a contractor has undertaken work, an on-site Levant representative will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment is supplied by Leading Electrical Services Limited for use by contractors the equipment will be tested at least annually by a competent person.

All contractors working for the company must comply with the following rules: -

- Suitable footwear must be worn at all times, when necessary the footwear should be fitted with toe protection.
- Ear defenders must be worn whilst using cutting tools and when undertaking noisy activities. If necessary the area should be cordoned off to prevent any access and exposure to unauthorised personnel.
- When undertaking work activities that involve working above head height, suitable hard hats must be worn.
- Safety goggles must be worn when cutting and drilling tools are being used.
- Under no circumstances are any contractors permitted to eat, drink or smoke in any areas that are not specifically designed for the purpose. All contractors are required to seek the permission of the Managing Director prior to using any welfare facilities provided by Leading Electrical Services Limited.
- Only 110-volt electrical tools are used on the company premises.
- When using 110-volt power tools the transformer is plugged directly into the power supply and 110-volt extension leads used where necessary.
- All extension leads are checked daily for breaks and cuts and where necessary damaged extension leads are shortened or discarded.
- All lifting slings and lifting equipment is to be visually checked before use.
- All accidents are to be reported to the Managing Director immediately so that he can record the incident in the accident book.
- All power tools should be in a good condition and suitably tagged to show that they have been PAT tested.

3.10 Control of substances hazardous to health (COSHH) assessments

It is the intention of Leading Electrical Services Limited to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances hazardous to health, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

Leading Electrical Services Limited acknowledge that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practises or equipment.

To enable the company to comply with the control of substances hazardous to health regulations, the company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

Leading Electrical Services Limited have appointed a competent person to complete all control of substances hazardous to health (COSHH) assessments. This person is responsible for providing reports to senior management on progress, requirements and problems associated with hazardous substances. They are also responsible for providing adequate training in the recognition of substance hazards and assessing the risks.

It is the Operations Director's responsibility to ensure that contractors visiting the premises, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site.

Where hazardous substances are used by female members of staff, it is essential that they report if they are pregnant as soon as possible to ensure any continued exposure, albeit low, will not be hazardous to their health or that of their unborn child. Where any doubt exists, management will seek guidance from Seguro Management Ltd's advice line immediately.

A copy of each relevant COSHH risk assessment will be held and a copy will be provided to all those persons considered to be at risk.

Where unsafe practises are detected, individuals are reminded by the management of their responsibilities under the regulations. Where, in the opinion of company management, contractors are using unsafe practises, they are to inform them to cease work until a safer alternative is agreed upon.

The company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the company.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the management.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

COSHH Do's and Do Not's

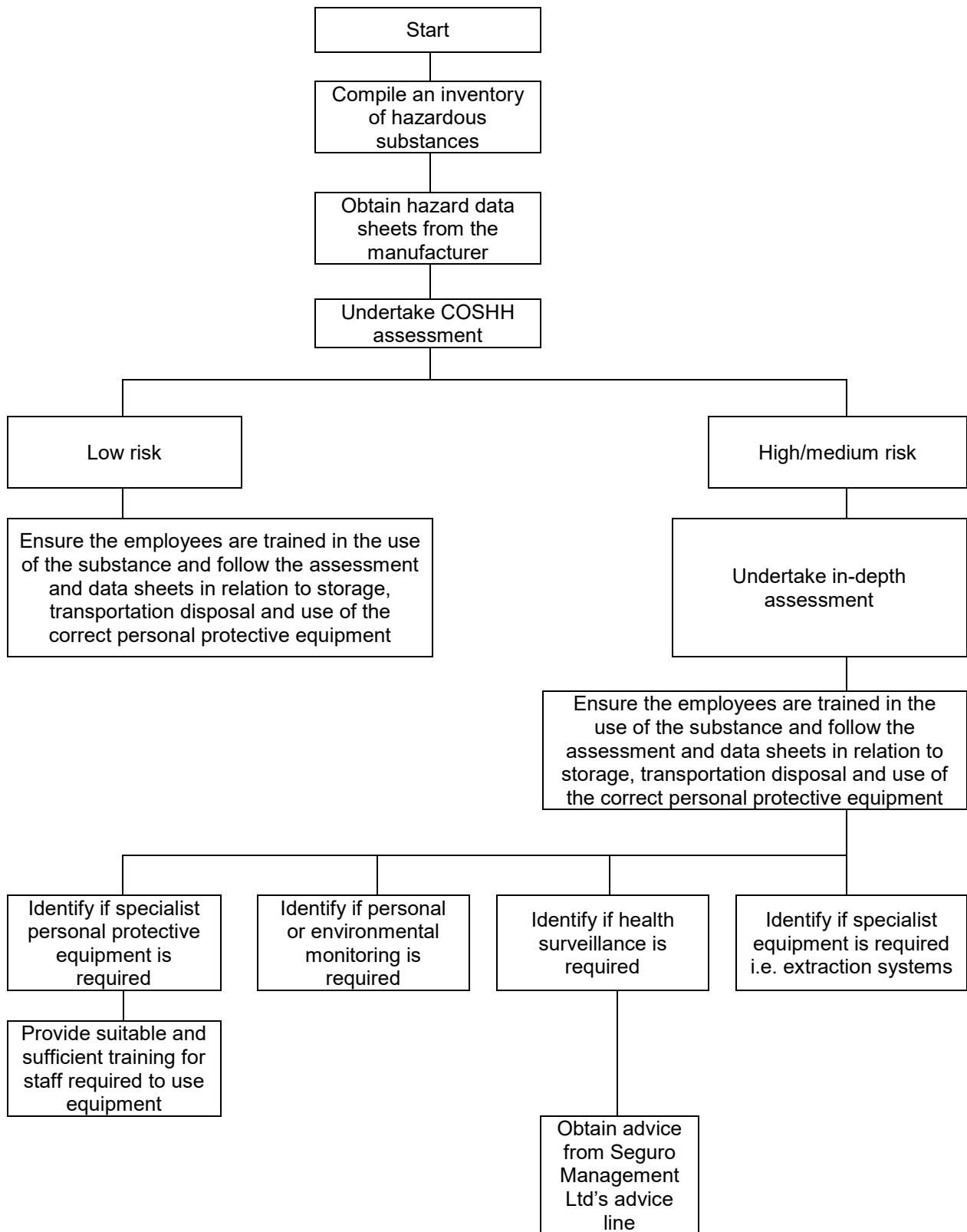
Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

Do not

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

COSHH assessment flow chart



Labelling of containers

Hazard to Environment



Explosive



Serious Health Hazard



Corrosive



Health Hazard



Flammable



Oxidising



Acute Toxicity

Compressed
GasesLabelling of chemicals

It is important to ensure that all chemical labelling on containers that are used within the company are clear and concise to ensure that risks to staff are reduced to the minimum.

Containers that are used to hold a temporary preparation need not be labelled, however it is advisable to mark the container with a suitable marker pen in order to determine what is contained within the vessel.

Any container used to store hazardous preparations will be identified with the appropriate warning symbols and phrases. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrases, therefore these may be omitted.

It is a legal requirement of the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations to ensure that all chemical substances that are supplied be correctly labelled. Therefore any chemical substances that are delivered to the company without appropriate documentation will be rejected and returned to the supplier. Guidance on what labelling is required can be obtained from the hazard data sheet supplied with the substance.

3.11 Disciplinary rules

The company believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. Employees may be dismissed for gross misconduct if after investigation the company believes that they have acted in any of the following ways: -

- Deliberately breaking any written safety rules.
- Removed or misused any piece of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.
- Used a naked flame in a no smoking area.
- Failed to follow laid down procedures for the use of: -
 - Flammable or hazardous substances.
 - Toxic materials.
 - Items of lifting equipment.
- Behaved in any manner that could lead to accidents, including horseplay, practical jokes etc.
- Undertook any action that may interfere with an accident investigation.

It is important to ensure that contact is made with Seguro Management Ltd's advice line prior to undertaking any disciplinary action.

3.12 Display screen equipment (DSE)

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment.

It is the intention of the company to ensure, so far as is reasonably practicable, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the co-operation of all members of management and staff.

Management are directly responsible for ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy.

The company will: -

- Ensure that all those at risk complete the display screen equipment (DSE) self-assessments form for each workstation operated by that employee, taking into account the type of DSE provided, the furniture provided, the working environment and the employee. The completion of this form shall be regarded as mandatory for all desktop computer workstations.
- Take all necessary measures to reduce any risks found as a result of the assessment.
- Take steps to incorporate changes of tasks within the working day, in order to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task and provide any additional training necessary.
- Arrange, on request, for the provision of initial eyesight tests and thereafter, as may be necessary.
- Arrange for the free supply of any corrective appliances (glasses) where required specifically for working with DSE.
- Advise existing employees and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where required all new-starters will complete a DSE assessment form which can be found in the health and safety stationery pack.

Where a user raises a matter related to health and safety in the use of display screen equipment, the management will: -

- Make a comprehensive investigation of the circumstances.
- Ensure corrective measures are taken as appropriate.
- Advise the user of the actions taken.

Where a health problem arises through the use of display screen equipment, the user must inform the Operations Director as soon as possible. Under no circumstances is it the intention of the company to pry or obtain any information regarding the personal medical condition or other private details of DSE users.

Each employee who uses display screen equipment will be given training in all areas necessary to enable them to work without risk to health.

All staff who are required to operate computer equipment must familiarise themselves with the contents of the relevant risk assessments. All workstations that are provided with visual display screen equipment are risk assessed and the results are recorded and retained by the Managing Director.

User

An assessment will be carried out to determine whether or not an employee who works on display screen equipment is a user. A user is someone who habitually uses the equipment as a significant part of his or her work e.g. an alternative means to do the job is not available and continuous spells at the workstation of an hour or more are encountered.

Incorrect positioning of the computer screen can lead to physical problems. When employees are sitting at a workstation, it is important that they sit correctly as failure to do so may lead to poor posture and result in muscle strain. The upper body is most comfortable when: -

- The back is supported correctly.
- The operator's head is upright.
- Operators have their upper arms hanging in a relaxed position at their sides as shown in the diagram below.



3.13 Dust and fumes

If any employees are required to work in any environment where there are fumes or dust present, suitable personal protective equipment and respiratory protective equipment will be provided where the hazard cannot be eliminated at source.

The type of respiratory protection issued will depend on the type of fumes or dust present.

If required operatives will be given suitable information, instruction and training with regard to the type of RPE supplied.

All PPE and RPE issued by the company will be CE marked and will be maintained and if required replaced as and when it becomes necessary.

3.14 Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the intention of the company to reduce the risks so far as possible.

The implementation of this policy requires the co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees must inform management immediately and the company will then take the necessary measures to investigate and remedy the situation.

Management are directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

The company will, in consultation with its employees: -

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations as amended.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Ensure that the main electrical installations within the premises are checked on a regular basis to ensure compliance with the regulations and where required, repaired or modified accordingly.
- All main circuit breakers/isolators will be marked and identified to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working i.e. they are EN/BS approved.

Employee's duties

All employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto company premises without prior authorisation from management. Where permission is granted it will be on condition that all such equipment may be tested in conjunction with the company's electrical safety policy.

Portable appliance testing

Definition

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and a plug and socket.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Operations Director is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. The results of the inspections completed are to be recorded in the portable appliance register.

The Health and Safety Executive have issued the following guidance for offices and low risk environments: -

Suggested initial intervals

Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts).	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology e.g. desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: not hand-held. Rarely moved	No	Yes, 2-4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment, not hand-held. Moved occasionally e.g. fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: hand-held e.g. some floor cleaners	Yes	Yes, 6 months – 1 year	No
Earthed equipment (class 1) e.g. electric kettles, some floor cleaners	Yes	Yes, 6 months- 1 year	Yes, 1-2 years
Cable (leads) and plugs connected to the above	Yes	Yes 6 months- 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

Working on or near live conductors

The Electricity at Work Regulations prohibits work on live conductors except in exceptional circumstances.

Definition

Work on live conductors means: -

- Work on or near conductors and associated electrical equipment, whether these are internal distribution systems or process or production lines, regardless of working voltages e.g. whether 415 volt 3 phase or low voltage control circuits.

Planning of work

Wherever practicable the company will ensure that all work is undertaken with the electrical system isolated.

This means either: -

- Work on equipment that has been moved to a safe location where it will be isolated from all electrical supplies.
- Work in situ with all electrical supplies isolated and locked off.

Live working

Where dead working is not possible and work has to be undertaken live, either on equipment taken to a safe location and powered using a temporary supply or at the normal location with the standard supply source.

THEN THE FOLLOWING THREE CONDITIONS MUST BE SATISFIED BEFORE ANY LIVE WORKING IS CONSIDERED: -

- It must be unreasonable in all circumstances for the work to be done dead, e.g. fault finding in a complex control cabinet.
- It must be reasonable for the work to be done on or near a conductor whilst it is live.
- Suitable precautions are taken to prevent injury, including the provision of protective equipment (e.g. insulated testing apparatus).

The circumstances where it may be necessary to work live include: -

- When it is impracticable to carry out the work with the conductors dead,
- When other hazards may result from the conductor or equipment being made dead, i.e. a dedicated continuous supply of electricity is required to avoid a hazard which would be created by a lack of supply source, and
- When there is an important economic need to perform the work and the risk of injury can be reduced to an acceptable level.

The live work will be limited to that which is absolutely necessary. For example fault finding (diagnostic testing) or circuit tracing, using purpose designed test probes, leads and proprietary instruments. Repairs WILL NOT be carried out while equipment is still live, following the identification of the problem.

When proving that a circuit is "dead" it is essential to know that test equipment is functioning correctly therefore it will be tested prior to it being used and upon completion.

Risk assessments and safe systems of work

The company will ensure that risk assessments are undertaken for all electrical work and that suitable and sufficient safe systems of work are prepared for all work involving electricity.

Persons undertaking the work will be competent and experienced and will be provided with appropriate information e.g. up-to-date circuit diagrams.

People working on equipment energised at mains voltages will be accompanied by an additional person who is competent to act in an emergency. (e.g. switch off power, summon assistance and render correct first-aid).

Control circuit voltage working may not always merit the use of an additional person on the grounds of electrical safety, however the wider consequences of working alone will be assessed when making these decision.

Prevention of accidental live working

After ANY equipment has been isolated, prior to electrical work being carried out it will be tested before any such work commences.

To indicate that a circuit is live a simple, visual indicator will be fitted to panels to provide a permanent reminder of danger.

3.15 Electric shock and CPR

What is the first aid treatment for electric shock?

Do not touch a person who is still in contact with the electricity supply, this may cause your death as well as theirs. The person should be removed from the electric contact as quickly as possible. This may be accomplished by cutting off the current that is going through the patient or by disconnecting the patient from the source by pushing them away with a non-conductive device such as a wooden broom or wooden chair.

What treatment should be carried out for electric shock after the patient has been disconnected from electric contact?

- If there is no sign of a pulse (Cardiopulmonary Resuscitation) CPR should be instigated as soon as possible, ensure appropriate help is on its way (see over page).
- The patient should be kept quiet and warm.
- The burn areas, which are often present at the contact and exit points where the body has been earthed, must be treated in the same manner as any burn.

What are the symptoms of shock due to injury?

- There may or may not be loss of consciousness.
- The skin becomes a pale colour and is cold and clammy to the touch.
- The patient's body can be covered with a fine perspiration especially on the forehead.
- The pulse is weak and rapid.
- The pupils of the eyes may be dilated.
- Breathing is rapid and shallow.
- The patient may be apprehensive and complain of weakness, dizziness and thirst.

What is the first aid treatment for shock?

- If there is any major bleeding, it should be stopped immediately by applying direct pressure on or around the wound (at this stage you should wear impervious protective gloves) that will prevent any cross contamination.
- If there is severe pain that can be relieved by the First Aider (fractures, dislocations etc). This should be done immediately.
- Place the patient on their back with the feet higher than the head (if there are no underlying injuries to prevent this).
- The patient should be kept warm. Supply him/her with adequate covering.
- Pain is one of the strongest contributors towards the development of shock. If a fracture or dislocation is present, it should be supported until medical help arrives.
- The patient should be transported to the hospital as soon as possible.

Nothing should be given by mouth! The patient may complain of thirst and it is fine to moisten the lips **but not drink**

ONLY CARRY OUT THE FOLLOWING PROCEDURE IF YOU ARE TRAINED TO DO SO

1. CALL

Check the casualty for responsiveness. If there is no response, inform the senior person present immediately and return to the casualty. If there is no one available call 999 and return to the casualty. In most situations the emergency operator can assist you with CPR instructions.



2. PUMP

Open the airway by tilting the casualty's head back. If the casualty is not breathing normally, coughing or moving, begin chest compressions. Push down on the centre of the chest 30 times. Pump at the rate of 100/minute (a little less than 2 per second).



3. BLOW

Listen for breathing. If the casualty is still not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths, each breath should take 1 second.



CONTINUE WITH RATIO OF 30 PUMPS AND 2 BREATHS UNTIL HELP ARRIVES

NOTE: - This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

3.16 Fire precautions (on site, vehicles and fixed premises)

On site fire precautions

The company recognises that any outbreak of fire threatens the health and safety of those on site and will be costly in terms of damage and delay. It is therefore company policy to ensure the careful planning and control of the work activities to avoid fires.

The Operations Director will ensure that:

- All employees receive comprehensive site induction before commencing work, to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure on the site
- All fire fighting equipment is tested on a regular basis as per manufacturer's guidelines and records kept
- A fire risk assessment is undertaken on the site
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for the information/inspection by the Main/Principle Contractor.
- Fire extinguishers are not to be moved except in cases of emergency
- Fire signs are not to be removed or obstructed
- Designated fire doors are not obstructed, removed, locked or propped open
- Flammable liquids are kept and carried in suitable closed containers
- Having an extinguisher to hand when doing hot work such as welding, brazing or using a disc cutter that produces sparks
- The work area is kept tidy and rubbish is not allowed to accumulate
- The lighting of fires for rubbish disposal is STRICTLY FORBIDDEN

Fire precautions at the offices

The Operations Director will ensure that: -

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

A regular check should be made to ensure that fire escape routes do not become obstructed or altered in any way as a result of the progress of works on site. If this does become the case, then a new route must be chosen, with new signs posted and all operatives advised of the changes. Relevant fire plans must also be altered to reflect any changes made.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

The company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire safety to management, so that the company can investigate and take any remedial actions that may be necessary. The hazard detection form can be used for this function.

Record keeping

The following records will be kept: -

- Details of maintenance checks of fire fighting apparatus and warning and detection equipment
- Records of fire alarm tests and practice evacuations
- A copy of the safety evacuation plan
- Records of all information, instruction and training provided

Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

Fire action (on site)

Employees must raise the alarm on site immediately if: -

- Fire is discovered
- Flammable / toxic gas build up is suspected
- Major accident/ incident occurs
- If the fire representative for the site is not present, telephone the emergency services by dialling 999.
- Ask for the fire brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and distinctively: -

This is Leading Electrical Services Limited we are presently working at and a fire has broken out.

- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the fire brigade.

On hearing the alarm

- All employees are to evacuate the site immediately and congregate at the designated fire assembly point.
- Under no circumstances are rescue attempts to be made.
- Do not re-enter the site area until senior Fire Officer has given the all clear.

A nominated employee is to take the roll call and ensure that everyone is accounted for.

Fire action – vehicles

Upon discovery of a fire on board your vehicle: -

- Halt your vehicle in the safest possible place. If possible, away from the main highway.
- Telephone the emergency services on your mobile phone or by the nearest available phone.
- When the operator answers, ask for the fire brigade and give the telephone number of your mobile or public phone.
- When connected, state slowly and distinctively: -

“This is Leading Electrical Services Limited I have a fire on my vehicle.”

State the location of the vehicle.

- Do not replace the receiver until this information has been correctly acknowledged.
- Stand in a safe location clear of the vehicle and await the fire brigade.
- Do not touch any area or item of the vehicle that may have been burnt.

Fire action (offices)

If you discover a fire: -

Immediately notify the senior person present.

Attack the fire (if trained to do so) with appliances provided but without taking personal risks.

The senior person present will contact the fire brigade immediately by telephone by: -

- Lifting the receiver, select a line and dial 999.
- Give the operator the company's telephone number and ask for the fire brigade.
- When the fire brigade replies give the response distinctly:

"We have a fire at Leading Electrical Services Limited" and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

On hearing the alarm for a fire or notification of a fire: -

- Evacuate the building by the nearest available **SAFE** exit and proceed to the assembly point by the yard gate.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.

Use the nearest available **SAFE** exit

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the senior Fire Officer

3.17 First aid procedures

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas giving the names of the first aid trained staff and the location of the first aid equipment.

After all accidents, details must be recorded in the accident book, which is located in the office and is completed by the First Aider. To ensure compliance with data protection legislation, the completed accident book forms will be removed and filed in the office.

If employees or their representatives wish to inspect individual records, they can contact the Operations Director who will make them available for inspection.

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The Operations Director is responsible for determining the level of first aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is adhered to: -

Seek medical attention from the company's First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the company.

The following arrangements should be carried out in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace:-

- First aid personnel must inform management when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the Managing Director as soon as possible.

3.18 Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation, require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore Leading Electrical Services Limited will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the company will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

3.19 Hazard detection procedures

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the company in consulting with employees.

If a hazard is detected, individuals will: -

- Complete part one of the hazard report forms.
- Liaise with management who will carry out the necessary remedial action.

Near miss

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These need to be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately.

To record a near miss, contact the Operations Director and explain the incident, location and type of problem. He will ensure that the correct remedial action is undertaken.

3.20 Head protection

Where there is a foreseeable risk of head injury the company will issue those operatives exposed to the risk with suitable and adequate head protection, which will conform to BS EN 397.

If stipulated by the site rules or where an operative employed by the company is exposed to risk of head injury, those operatives exposed must wear the required head protection.

All employees must take reasonable care of any head protection issued to them by the company and also report any loss or defects immediately.

All operatives should regularly inspect their head protection for any damage or defects.

The company will issue new helmets as and when required.

3.21 Health surveillance

Leading Electrical Services Limited takes health and welfare seriously. It is the company's aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff.

The company aim to achieve this with the help, involvement, contribution and commitment of all members of staff.

If staff are aware of any practises, procedures or systems that the company can improve or which are adversely affecting their health, they are advised to contact the Operations Director.

It is company policy to compile a basic health screening questionnaire with all members of staff to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of Leading Electrical Services Limited.

If any employee has any concerns about their health or if any answered questions show that further medical surveillance is required, then the company will send the employee to a designated company Doctor for the appropriate medical examination.

3.22 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can often create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practises, lack of direct supervision and/or organisational deficiencies within the workplace.

The company believes that there is a need for a high standard of housekeeping within all its premises and to achieve this:

- All workplaces will be inspected on a regular basis by a senior member of staff and any areas failing to comply will be documented and the remedial action taken.
- All floors will be cleaned on a regular basis and waste bins emptied at least daily. Under no circumstances will any waste receptacle be permitted to overflow at any time.

The management recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times. To ensure that a satisfactory standard of housekeeping is achieved they will: -

- Check that the workplace is free of hazards at the beginning of the working day.
- Ensure that articles are put away as soon as possible after use.
- Ensure that spillages are cleaned up immediately.
- Ensure that no objects, files etc are permitted to protrude into walkways.
- Ensure that waste materials are properly stored and are removed on a regular basis.
- Ensure that unusual or extra-large items or objects are cleared away as soon as possible.
- Ensure that no items are stored beneath workstations or any other location that is not a recognised storage location.
- Check that the workplace is tidy at the end of the working day and all equipment etc is returned to the designated storage area.

3.23 HSE powers of inspectors

The company is aware and appreciates the powers, duties and responsibilities of Enforcing Officers and we will at all times co-operate with them in all aspects of their duties.

An Inspector may visit any construction site, dept, workshop or office (offices covered by EHO officers) at any reasonable time for the purpose of ensuring that the provisions of any Acts or Regulations are being complied with. Alternatively, an Inspector may visit to specifically investigate the circumstances of an accident or dangerous occurrence or to give advice on a matter.

If an Inspector discovers a contravention of a specific piece of legislation during their inspection, they can either: -

- Issue a Prohibition Notice.
- Issue an Improvement Notice.
- Advise that they intend to prosecute.
- Give instructions and confirm them in writing.

When visiting the company's sites a member of the company should accompany all Inspectors during their inspection and they should make a note of any irregularities mentioned by the Inspector during the inspection.

It is the company's policy that any visiting Inspectors should be treated with courtesy and given every co-operation during the course of their inspections.

It must be stressed that any visiting Inspectors have the right to free access to the whole of the operation, to inspect any records or documents which are legally required to be kept, to interview any persons and to take a statement of fact, take samples, photographs and make recordings.

Every Inspector is appointed in writing and carries a warrant card, which they must produce upon request. This right should be exercised by any member of the company if they feel they have reason to doubt that the person is not an Inspector.

3.24 Information, instruction and training

The Health and Safety at Work etc. Act 1974 places a duty on employers, so far as is reasonably practicable, to provide information, instruction and training to all employees to ensure their health, safety and welfare whilst at their place of work.

Senior management are required to have sufficient knowledge about health and safety matters in order to determine priorities and assess the performance of subordinate members of staff. It is therefore important that there is consultation with management and staff, because without it there will be little genuine commitment to safety. Management should examine the health and safety training needs of individuals on regular intervals and where necessary send them on the appropriate course to ensure that they are competent to undertake their job role in a safe manner.

Senior management need to make sure that a responsible and professional attitude is exhibited at all times to all other employees. It should be made clear that failure by employees at any level to obey safety rules will be taken very seriously. This commitment to health and safety, together with a commitment to training, is given in the company policy statement.

Health and safety training for management is essential as they have a key responsibility for maintaining a safe working environment. It is important that they appreciate their accountability for the safety of those under their control. Management have the task of spotting hazards and investigating accidents and near misses, therefore they will be trained to identify unsafe systems of work and to put them right.

Safety training is an important issue and if approached correctly it will be cost effective and reduce accidents at work.

The Management of Health and Safety at Work Regulations requires employers to provide training to employees at all levels:

- On recruitment.
- When moved to another task or promoted.
- When the process, equipment or system of work is changed.

The regulations also require employers to review all training requirements on a regular basis to take into account any new or changed risks. All training must be undertaken during normal working hours.

All new-starters to the company will receive basic induction training in the following aspects of health, safety and welfare:

- Location of toilets, washing facilities and canteen.
- Fire drill procedures.
- Action in the event of a fire.
- Types of and uses of fire extinguishers.
- Location of the accident books and the reporting procedure.
- Major chemical hazards, symbols of exposure and the precautions needed.
- Location of the first aid facilities and the names of the First Aiders.
- Signing IN and Out procedure.
- Importance of tidiness and good housekeeping.
- Safety rules.

The induction training will commence on the first working day for the new employee, so that they are familiar with the company's basic health, safety and welfare procedures. When this is not practical, induction training must be completed before the new employee is exposed to any hazards or associated risks within their place of work.

The management are responsible for ensuring all personnel are given adequate training specific to their job roles to enable them to carry out their work safely and with the minimum of risk. This includes ensuring that information is given about specific hazards, precautionary measures and risks relating to activities within their departments.

All training will be recorded and retained on each individual employees personnel file for future reference.

It is the company's policy to ensure all employees are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

3.25 Latex gloves

Latex is a natural product that is processed with a number of additional substances to provide a durable, flexible product that gives a high degree of protection from many micro-organisms.

Over recent years there has been an increase in the number of reported cases of asthma and skin complaints associated with latex. There are numerous reasons for this, such as heightened awareness of the problems, increased use of latex gloves and more equipment containing latex.

Latex exposure can lead to a number of health problems including skin irritation. The symptoms can be soreness, dryness or cracking of the skin due to contact with the product, on some occasions the symptoms will disappear when contact ceases and will not recur. In other cases, the symptoms will cause an allergic response and the effects will occur almost immediately and possibly cause a severe reaction known as an anaphylactic shock.

The amount of latex exposure required to produce sensitisation is unknown and a product that is capable of causing sensitisation is also capable of causing an allergic reaction in certain people. Once sensitisation has taken place, even the slightest trace will cause the symptoms to recur. In order to comply with the control of substances hazardous to health regulations (COSHH), the company will assess all circumstances in which the employees will be exposed to latex products and implement the necessary control measures.

It is the company's policy to: -

- Limit exposure by not wearing gloves when it is not necessary.
- Ensure that where gloves are required to be worn as personal protective equipment non-latex gloves are available.
- Ensure that powdered gloves are not used when powder free gloves can be worn.
- Inform all staff of good hygiene practises such as washing hands after removing the gloves and that barrier creams should not be worn in conjunction with the latex gloves.
- Undertake a health surveillance questionnaire for all employees using latex products. This questionnaire will be issued on employment to all new employees.

3.26 Lighting

Leading Electrical Services Limited regards the provision of a safe and well-lit working environment as fundamental to the health, safety and wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criteria, which makes a safe and effective working environment for the workforce.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

- Report failures of lighting or any defects observed to management.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect.

3.27 Lone working

Employers are responsible for the health, safety and welfare at work of their employees and for the health and safety of those affected by that work. These responsibilities cannot be transferred to employees who work alone or without close supervision. It is therefore Leading Electrical Services Limited's duty to assess risks to lone workers and take steps to avoid or control the risk where necessary.

There is no general prohibition on working alone, however, the general duties under the Health and Safety at Work etc. Act 1974 apply. There will be some cases where at least two people must be involved in the work and which specify that a safe system of work must be followed due to the risks involved.

The work to be carried out by the lone worker will always be assessed to identify hazards, the risks involved and to ensure that appropriate control measures are implemented to eliminate or adequately control the risks. A risk assessment will be conducted for all work that is carried out by employees who are considered lone workers and the results recorded. Where the risk assessment determines that arrangements would not be adequate to ensure that the work can be done safely by one person, then alternative arrangements providing help or back-up must be devised.

The establishment of safe working arrangements for solitary workers is no different from organising the safety of other employees, however, solitary workers face particular problems that must be taken into account when developing these arrangements.

The following are factors that are taken into account when assessing the risks to the person whilst working alone: -

- Is the person medically fit and able to work alone. Ensure that the person has no medical condition that makes them unsuitable for working alone.
- Does the workplace or the work, present a specific risk to the lone worker, e.g. lifting heavy weights or handling hazardous chemicals.
- Would women or young workers be especially at risk if they worked alone.
- Can all equipment or substances involved in the work be handled safely by one person.
- What training is required to ensure that the employee has sufficient knowledge to ensure that work can be carried out safely.
- Is there specific legislation that prevents the work being carried out by a single person.
- Is there a risk of violence to the lone worker.
- Is there safe access and egress which can be used by one person.

Finally, employers should set limits on what can or cannot be done safely when working alone. Training should ensure that the employees know these limits and are competent to deal with emergencies. The employees are to be informed of the results of any assessment on the work to be carried out and of their responsibilities under health and safety regulations.

3.28 Maintenance

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc. Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work.

In order to comply with the regulations the company will: -

- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up-to-date.
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.
- Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the Maintenance Engineer to risk to his/her health or safety.
- All persons who maintain, supervise or manage maintenance work are competent to do so.
- Provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is the company's aim so far as is reasonably practicable, to take all steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

Leading Electrical Services Limited, after consultation with all relevant members of staff will: -

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work.
- Undertake suitable and sufficient risk assessments, identifying how heavy parts of machinery are required to be moved or when anyone is required to travel into any dangerous areas to undertake the task (e.g. working on the roof of the premises etc).
- Undertake suitable and sufficient risk assessments of all hazards presented if and when guards are removed from any machinery.
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety.
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken.
- Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action.

Leading Electrical Services Limited will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the health and safety of the Maintenance Engineers and any other members of staff who are required to undertake maintenance activities.

It is the responsibility of the Operations Director to ensure that all maintenance activities are undertaken by suitably qualified persons and the tasks are adequately supervised.

3.29 Manual handling

It is the intention of Leading Electrical Services Limited to secure the health and safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. When assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practises or equipment.

Manual handling injuries account for over a quarter of all reported injuries to the HSE each year and statistics show that they are one of the most common causes of absence through work-related injuries. The company will avoid the need for employees to undertake manual handling operations wherever possible, however, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

An assessment of all manual handling activities will be carried out by suitably competent persons. Where risks are identified, these will be reduced to the lowest level and then effectively managed so as to avoid injury so far as is reasonably practicable. When the assessment has been completed, details will be recorded and updated when changes take place or if a reportable injury is sustained.

The assessment of manual handling tasks includes lifting and putting down, pulling and pushing, transporting a load and supporting a load in a static position. The load may be moved or supported by hands or any other part of the body, for example the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a receptacle or from person to person. The application of human effort for a purpose other than as stated does not constitute manual handling.

Employee's duties

In addition to the duties placed on employees under Section 7 of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This regulation states that employees should follow any system developed by an employer for safe manual handling operations.

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

Manual handling should not be attempted if the individual believes that they should not be carrying out lifting due to reduced physical capacity because of ill health or pregnancy etc.

Wherever possible the Operations Director should co-ordinate all deliveries with suppliers to ensure that they are correctly packaged and labelled with the weight where appropriate. Where possible the delivery person should deliver the consignment to the area where it is to be used or stored to eliminate any unnecessary handling by staff.

Where it is not possible to eliminate or control the risks to employees by mechanical means (as required by the Manual Handling Regulations), it will be essential that employees adopt safe lifting techniques at all times by: -

- Planning the lift.
- Thinking about where the load is to be placed.
- Using equipment available to assist you (trolleys etc).
- Ensuring the pathway is clear of obstructions.
- Seeking assistance if you feel it is necessary.
- Adopting a good posture.
- Standing with feet apart to ensure a well-balanced solid base.
- Bending the knees and keeping your back straight.
- Ensuring a firm grip.
- Changing grip smoothly if required.
- Not jerking! Carry out the lift smoothly.
- Moving the feet, not twisting the trunk when turning.
- Keeping the load close to your body.
- Putting down the load and then sliding it into its desired position.

Employee's must: -

- Report any personal conditions that may be detrimentally affected by the manual handling activity.
- Comply with all instruction and training that is provided for undertaking manual handling activities.
- Ensure that their own health and safety is not put at risk when undertaking any lifting and handling operations.
- That they use all equipment that has been provided in order to reduce manual handling activities.
- Report all injuries or incidents to management as soon as possible to ensure that the correct details of any injuries suffered are entered into the accident book.
- Request additional help when undertaking manual handling activities when there is a risk that an injury may occur if the task is undertaken by one person.

3.30 Method statements

The company will provide method statements for all high-risk activities.

The method statements produced will include the methods that are to be adopted to complete the operations, identify any hazardous materials or equipment, the location of the works and any special training requirements.

All method statements produced by the company will be brought to the attention of the principal contractor and the operatives involved in the operations by the way of method statement briefings. Completed method statement briefing forms must be returned to the company head office for filing.

3.31 Mobile elevated work platforms (MEWPS)

The company recognises that in recent years several fatal accidents have been reported to the HSE involving MEWPS.

These incidents were caused by MEWPs collapsing, MEWPs overturning, people being thrown from the carrier or parts of the MEWP being trapped against fixed structures. (i.e. the carrier is commonly referred to as the basket or cage).

Common causes of these accidents were equipment failure, ground conditions, outriggers (not used or faulty), MEWP being struck by vehicle, load/unload of MEWP under power, carrier being overloaded or struck by a load.

The company accepts that in the course of business activities a MEWP may be used.

In the event of such equipment being used the company will ensure that the correct type of mobile elevating work platform [All types of boom (articulated and telescopic) mobile elevating work platforms (MEWPs), commonly known as 'cherry pickers'] is selected for any work task that is to be undertaken. This equipment may be vehicle-mounted, self-propelled or trailer-mounted.

Sudden movements caused by an impact, ground movement, failure of a stability critical part, or overreaching, increase the risk of falling from a MEWP. The wearing of appropriate fall protection equipment can provide protection against the residual risk of falling, or being thrown out of the carrier.

Under no circumstances will any member of staff be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used.

It is company policy to issue safety harnesses and will ensure that they are worn at all times by employees using the working platform.

Prior to using any equipment the operator will undertake daily inspections of the equipment before commencing work to ensure that the equipment is in working order.

The company has divided its safe operating procedures relating to MEWP's into the following three categories.

Safe plant

The correct type of MEWP will be selected for the intended task. Ground conditions, working height, the task itself and the anticipated load will all be taken into account in this decision making process.

The company acknowledges that a MEWP should not be used as a crane. MEWP'S are complex pieces of work equipment that will need to be maintained in particular:

- Inadequate lubrication and electrical repairs have caused problems (e.g. a fault from an electrical repair has caused outriggers to raise while in use).
- After a hydraulic levelling system hose failure, the company will establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.

Safe site

To ensure the safe use of the Site Supervisors will: -

- Segregate other site traffic (delivery vehicles, dumpers, etc) from the work area.
- Ensure parts of a MEWP cannot protrude into roads or other transport routes. If this is not possible, systems of work (e.g. temporary road closure at quiet times) will be required.
- Ensure parts of the MEWP cannot come into contact with overhead power lines, which in the worst-case scenario, could be fatal. Specific risk assessments must be addressed in this situation, and safe working procedures produced accordingly.
- Check the work area for localised features, e.g. manholes, service ducts, potholes, etc (e.g. a hole 75 mm deep caused an overturn).
- Check temporary covers are strong enough to withstand the applied pressure.
- Check temporary and permanent covers are secured and monitor them.
- Establish the load bearing capacity (general and point loading, e.g. outriggers) when working inside in a building or on a structure (e.g. a jetty).
- The company supervision will ensure safe systems of work are appropriate and being used.
- Agreed systems of communication will be used (e.g. between MEWP operators and banksman during steel erection work).
- Check weather conditions have not altered ground conditions (e.g. heavy or prolonged rain).
- Establish limits for safe operation (e.g. maximum wind speed).
- A rescue plan will be agreed and in place for a fall. The company will ensure trained people and rescue equipment are on-site?

Safe operator

All company operator's will: -

- Ensure procedures are in place for loading/unloading during delivery/removal from site.
- Ensure operators are trained and familiar with the performance and controls of the MEWP they going to use (e.g. they know the types of ground/slope it can operate on or when outriggers will require packing).
- Ensure operators have any task-specific training (e.g. use of a chainsaw).
- Ensure daily checks are done (in accordance with the manufacturer's instructions).
- Ensure operators know when further operation would be unsafe.
- Ensure there is a system for recording faults, repairs and maintenance.
- Check if a different make or model of MEWP is delivered to the site.

Check that it is suitable for the task.

3.32 Mobile telephones

Regulation 104 of the Road Vehicles (Construction and Use) Regulations makes it an offence for a person to drive a motor vehicle if he/she cannot have proper control of the vehicle. Since 2003 it has been a specific offence to operate a hand-held mobile phone while driving – the penalty for doing so is 3 points on your licence and a minimum fine of £100. If your case goes to court, you may face disqualification from driving and a fine of up to £1,000. Drivers of buses or goods vehicles can be fined up to £2,500.

In order to ensure the safety of all members of staff hands-free kits will be provided for all members of staff who are required to use mobile telephones whilst working away from the company premises.

Under no circumstances are members of staff permitted to use hand-held telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot whilst driving. The prohibition also applies when stopping at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

To comply with the legislation, it is important that the phone is sat in a cradle (not resting on a seat or in a pocket) fitted in a position that would not distract you from the road during use.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits: -

- Only use the phone when it is safe to do so.
- Understand how your phone operates and utilise the one-touch speed-dial facility.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button.
- Only use short responses and indicate that you will return the call when it is safe to do so.

Where possible, delay making outgoing calls whilst travelling.

General use of mobile phones

Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.

Do not press the telephone to your ear or the side of your head, try to leave a gap between your ear and the handset if possible.

When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

3.33 Monitoring, audit and review

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include weekly safety inspection reports completed by the Site Foreman/Supervisors with Senior Managers carrying out their own formal, independent inspection on a regular basis.

Independent monitoring and auditing by the Safety Consultants supplement these arrangements. The Managing Director will review these reports and all subsequent corrective actions. As part of a continuous improvement programme, review meetings will be held by Senior Management to assess performance and set objectives.

The company are committed to good Health and Safety Management and with the assistance of the Safety Consultants will review the health and safety policy annually and/or when new legislation or directives, Approved Codes of Practice and guidance are introduced or when changes in company activities are introduced as industry best practice.

3.34 New and expectant mothers at work

The Management of Health and Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed, the assessment must also cover risks specific to new and expectant mothers.

When an employee notifies Leading Electrical Services Limited in writing that she is pregnant, has given birth within the last six months or is breast-feeding and after taking normal precautions, a significant risk to her health remains then the company will: -

- Temporarily adjust her working conditions and/or hours of work, if this is not reasonable or will not reduce the risk the company will;
- Offer her suitable alternative work, or if this is not feasible;
- Suspend her from work (with paid leave) for as long as necessary to protect her and the child's health and safety.

All female employees are instructed within their contracts of employment that they must inform the company management as soon as they are aware that they are pregnant to enable the appropriate control measures to be implemented.

When any work involves dealing with members of the public there is a risk of contracting the rubella virus (german measles), it is advisable for all staff that are planning a pregnancy to check their immunisation prior to trying to conceive, screening for the immunity is routinely checked in antenatal clinics.

3.35 Noise at work

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels. Permanent hearing damage can be caused instantly by sudden very loud explosive noises, e.g. from cartridge operated machines or can be gradual due to prolonged exposure to noise. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing or humming noise in the ears).

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment. However the Control of Noise at Work Regulations impose additional duties on employers and require certain steps to be undertaken based on personal daily, or in some circumstances weekly, noise exposure levels.

The regulations require that the risk of damage to hearing is reduced, therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

This will be achieved by undertaking a noise assessment and determining the noise levels. As a result of the assessment, management will aim to reduce the noise levels to the lowest possible, using effective control measures, and where necessary provide adequate training and instruction to all employees who may be exposed to high noise levels.

Hearing protection must be made available where exposure to noise reaches or exceeds the Lower Exposure Action Values of 80 dB(A) and 112 Pa.

It is company policy to ensure that all employees, and contractors, wear hearing protection where noise exposure reaches the Upper Exposure Action Values of 85 dB(A) and 140 Pa.

Due to the nature of the business Leading Electrical Services Limited will not normally be required to undertake regular noise exposure assessments, however when any activity is likely to pose a significant noise hazard, the necessary precautions and monitoring procedures will be implemented.

3.36 Occupational asthma

Workers breathing in substances known as respiratory sensitisers can develop occupational asthma.

A respiratory sensitiser is defined by the HSE as “a substance which, when breathed in can trigger an irreversible allergic reaction in the respiratory system”. Once this sensitisation has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms.

Sensitisation is substance specific and an employee becoming allergic to a particular substance will initially show the symptoms only when he or she breathes that substance. Once exposure to the trigger substance has stopped, the symptoms will cease but the individual remains sensitised.

The process of sensitisation causes a change in the body’s immune system, particularly the system designed to protect the body against airborne contaminants. The resulting symptoms are typically asthma (periodic attacks of wheezing, tightness in the chest and breathlessness), rhinitis and conjunctivitis (runny nose, watery or prickly eyes).

Sensitisers are unpredictable, it is estimated that only 5-25% of individuals will actually become sensitised. Sensitisation may occur after times of exposure varying from months to years. The sensitisation effect is irreversible, so although symptoms may disappear, a small exposure may trigger them again, even after several years of non-exposure.

Leading Electrical Services Limited will control the risks of exposure to such substances by the application of the guidance contained in the HSE approved code of practice on the control of substances that cause occupational asthma.

This guidance recommends that in accordance with regulation 6 of COSHH a risk assessment should be carried out. This assessment should:-

Identify the hazards - which substances with the potential to cause asthma are likely to be found in the company. This can be achieved by means of obtaining material safety data sheets from suppliers or scrutinising product labels for the risk phrase R42 “may cause sensitisation by inhalation”.

Decide who may be harmed – which activities are likely to involve exposure to these substances and to whom.

Evaluate the risks – do existing measures adequately control the risk of exposure, if not the potential risk for each activity should be considered. Special attention should be paid to the potential of the substance being released into the air.

Record the findings – significant findings such as hazards and conclusions will be recorded on the appropriate form.

Review the assessment – the assessment will be reviewed periodically or in the event of a significant change in procedure. The assessment will be revised as necessary.

The approved code of practice recommends that the employer should set out procedures for responding to a confirmed new case of asthma, which may be occupationally related.

To conform to this requirement Leading Electrical Services Limited will: -

- Protect the person while the cause is investigated – the relevant person will be withdrawn from any procedures involving the use of an identified respiratory sensitiser.
- Review the assessment and control measures.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the case will be reported to the enforcing authority if a doctor has notified the employer of it in writing.

In accordance with regulation 7 of COSHH Leading Electrical Services Limited will prevent the exposure of employees (and others who may be exposed) to substances with the potential to cause occupational asthma so far as reasonably practicable.

If this level of prevention is not practicable Leading Electrical Services Limited will introduce measures to prevent such employees developing occupational asthma. This may involve the consideration of short-term peaks of exposure as well as longer-term time, weighted averages.

In accordance with the approved code of practice (appendix 3) all employees exposed or liable to be exposed to respiratory sensitisers should be subjected to suitable health surveillance. The constitution of this surveillance will be based on the level of risk identified by the appropriate risk assessment and on advice sought from a suitably qualified occupational health specialist. Records of any such surveillance will be maintained within the company.

Regulation 12 of the COSHH regulations requires that appropriate information, instruction and training should be supplied for persons who may be exposed to substances hazardous to health.

In order to comply with this requirement Leading Electrical Services Limited will provide all relevant employees with the following information: -

- The typical symptoms of asthma.
- The nature of any substance used by the company likely to cause occupational asthma.
- Information on the nature of sensitisation i.e. once sensitisation occurs it may be permanent and the likely effects of further exposures.
- The importance of reporting asthmatic symptoms and details of the actual reporting procedure.
- Leading Electrical Services Limited will also provide suitable training to employees (before the commencement of work) in the correct use of control measures, safe working practises and any relevant emergency procedures.

3.37 Permit to work

Safe systems of work

Leading Electrical Services Limited will provide written safe systems of work for all operations and tasks where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains.

Employees will be instructed in the safe system of work and an acknowledgement of the training will be kept.

Management must: -

- Identify all such processes and ensure that suitable written systems are produced, employees trained and records kept.
- Familiarise themselves with safe system of work and ensure that employees comply fully when carrying out the identified processes.

Employees must: -

- Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. Employees are encouraged to make suggestions during the formulation of written systems or suggest any improvements.

Permits to work: -

Certain procedures that can not be adequately controlled by a written system of work due to the one off or its high risk. Where appropriate the company will operate a permit to work system, which will be implemented prior to any work being commenced.

3.38 Personal hygiene

It is company policy to ensure that there is a good standard of personal hygiene within the company. Adequate washing facilities are provided which include hot and cold running water, soap and towels where employees are in contact with hazardous chemicals. All members of staff are instructed to follow the subsequent personal hygiene practises: -

- Cover all cuts and abrasions with a waterproof dressing. Fresh cuts need to be washed and dressed immediately.
- Use protective clothing as required and wash hands after removing it.
- Wash hands prior to eating, drinking, on completion of work and before and after using the toilet facilities.
- Eat only in designated areas and do not wear contaminated clothing in these areas.
- Keep all areas clean at all times.
- Always to wash their hands after handling chemicals or after undertaking cleaning activities etc.
- Never to take any food or drink into any room where hazardous chemicals are stored.

3.39 Personal protective equipment (PPE)

Leading Electrical Services Limited will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff e.g. gloves, aprons, eye protection etc. It is company policy to only use PPE as a last resort when preventative or other control measures cannot be applied.

The company will provide all appropriate PPE at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment, along with the procedures for having any damaged or defective equipment replaced.

Leading Electrical Services Limited will compile detailed records for all equipment that is issued along with details of any training that has been given.

All employees should: -

- Use all PPE that is supplied to them correctly.
- Inspect PPE before use to ensure that it is suitable, clean and undamaged.
- Report defective PPE to their immediate superior.
- Report any discomfort or ill health when wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE correctly at all times.

3.40 Personal safety

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all companies. There are no hard and fast rules as everyone will approach and deal with a situation differently. Paying attention to your surroundings and maintaining a vigilant approach at all times, are part of a positive approach which you can adopt to help ensure your own safety.

Everyone will occasionally feel worried about becoming a victim of crime when they are in a public place. It is a fact that there will always be some risk no matter how small. Always be prepared. Remember that you may encounter unsociable behaviour or even aggression. Here are some practical steps that you can take to reduce risk without restricting your freedom too much: -

- Ensure a record of intended movements is left with somebody when at all possible.
- Dress appropriately for the area that you plan to visit, avoid wearing jewellery.
- Think ahead and plan your journey. Avoid going to deserted areas, particularly late at night.
- Consider whether you should be taking somebody else with you.
- Walk confidently - hold your head up and look as if you know where you are going.
- Whenever possible, keep to well-lit and busy main roads when walking alone at night.
- Walk down the middle of the pavement, facing on-coming traffic to avoid kerb crawlers.
- Avoid short cuts like alleyways, waste ground and wooded, bushy areas.
- Stay alert; be aware of what's going on around you.
- Carry a personal attack alarm in your hand or pocket.
- Keep a phone card or change handy for an emergency phone call.
- If you think that you are being followed: -
 - Walk quickly across the road.
 - Cross it again if necessary.
 - Walk immediately to a busier area where you know there will be other people such as a shop, garage, a well-lit house, pub, cab office, police station or hospital.
 - Call the police as soon as you get somewhere safe.
- Avoid carrying a briefcase in an area where you think you may be mugged.
- Do not risk personal injury if someone tries to steal your personal or office property. It is more important that you remain safe at all times.

Staying safe in your car

A car can give you a greater sense of security. You will undoubtedly feel safer in your car than walking in the dark or waiting for public transport. Driving however can be risky, especially if your car lets you down miles from anywhere or if you drive in urban areas with unlocked doors. Here is some practical advice that can help you to stay safe in your car: -

- Plan your journey in advance.
- Keep your car doors locked when driving, especially in urban areas.
- Equip yourself with a mobile phone, a phone card or keep some change handy for emergency phone calls.
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked.
- Always keep a map to hand so you won't need to stop and ask directions and check it before you set out.
- If you think you are being followed, flash your lights and sound your horn to summon help. Drive towards a busy place.
- Think before you stop to help, either at an accident or for someone flagging you down - it may not be genuine. You may be able to help just as much by reporting it by phone.
- Keep your car regularly and properly maintained. Try to learn basic car maintenance, it may help you to prevent a breakdown.

Parking

By adopting a few simple safety measures you can reduce possible risks at a time when you could be vulnerable - while parking and getting out of your car. Remember that a parking place in daylight can seem a lot safer than it would after dark: -

- Park in a well-lit and if possible, busy place.
- Always reverse into a parking space. This will allow you to leave quickly should the need arise. For the same reason park facing out of a cul-de-sac.
- Avoid parking too close to walls and high hedges behind which criminals can hide.
- Lock all your car doors and close your windows and sunroof even when purchasing a parking ticket.
- Before you leave your car, retract the aerial and engage the steering lock.
- Put into your boot any loose items, especially if you are a female e.g. bags or items of clothing.
- When returning to your car, have your keys ready in your hand so that you can drive away quickly. Before you get into your car, check for signs of tampering and check the back seat. If necessary, use a torch.
- Do not leave bags on the roof or bonnet while you lock or unlock your car.
- If you use a multi-storey car park, try to use a lower floor, near a staircase or ramp where there is likely to be a steady stream of people and park in a well-lit position. Although leaving your car during daylight you may return when it is dark.
- If there is an attendant, park close to the booth if possible.
- Do not park illegally. Your vehicle may be clamped or removed by the police. Regaining the use of your vehicle is likely to be a lengthy and expensive procedure during which time you may be at greater risk.

NOTE: - It is an offence to carry any item for the sole purpose of self-defence.

Breakdowns

Everybody dreads the thought of their car breaking down and especially miles from anywhere. Help yourself to stay safe by following these steps: -

- Make sure that your car is always in good running order. Have it serviced regularly and carry out basic visual checks.
- If you carry extra fuel only do so in a safety approved portable fuel tank.
- Consider joining one of the breakdown organisations.
- If you have enough warning that a breakdown is imminent, or get a puncture, try to pull up in a well-lit public place.
- If you have broken down, stay in your car if it is safe to do so. Keep the windows closed and the doors locked.
- If someone approaches your car - even the other driver in an accident - you do not have to get out; wind down the window just far enough to speak to them.
- Never hitch a lift - or pick up a hitchhiker.
- When working in rural areas you need to be more prepared in case of a breakdown. Carry appropriate clothes and equipment for poor weather and light conditions e.g. waterproof coat and torch.
- Police advice for people travelling in rural areas is to carry a prepared card saying "HELP - CALL POLICE" and in the case of a breakdown to lock all doors and display.
- Carry the number for licensed taxis or a minicab service you know well, in case you break down and are in a hurry. Never hail a minicab.
- Ask the cab company for the name and call sign of the driver who will be collecting you. Always sit in the back and avoid giving away any personal information about yourself.

Visiting properties

The way in which you approach a property can cause an occupant to become upset before they open their door and can lead to confrontation.

The following is a list of things people find particularly annoying and which you should avoid: -

- Rapid or loud banging of the doorknocker.
- Ringing the doorbell for an unnecessary length of time.
- Knocking or tapping on a window or glass door.
- Peering through a window or a glass door.
- Looking through a letterbox.
- Standing inside a porch.
- Standing too close to the threshold of the door.
- Shouting through a letterbox or outside a door.
- Putting a foot on the threshold once the door is open.
- Not closing a gate behind you.
- Not wiping feet when entering a property.
- Wearing sunglasses.

When you have knocked or rung a doorbell it is advisable to take at least two steps back. Move slightly to one side but remain in view of the door at all times. By doing this you will give the occupant space when they open the door and they are less likely to feel that you are being intrusive. If an occupant is hostile, or has an over-excited dog, it will also give you a head start should you need to move out of the way quickly.

If, when a resident opens the door, they begin to verbally abuse or threaten you, leave immediately. Do not turn your back on the individual. Always try to back off whilst still facing the person or keep them in your vision, as this will help guard against a surprise attack from behind.

Entering a property

If you are going into a property please remember the following: -

- Do not enter the property if a person under 16 years of age invites you inside unless they are the owner/occupier in their own right.
- Always ask if there is an adult at home. If a responsible adult is not present you should leave and explain that you will call again.
- When invited inside try to keep the occupier in front of you if you have cause to be wary.
- Once inside the property, the occupier might wish to lock their door. This might be for genuine reasons as in the case of an elderly person who is scared of crime. In certain circumstances however, you might feel threatened. Do not enter any further into the property if this is the case.
- It may also not be apparent until you have actually entered a property that you are dealing with someone who is under the influence of drink or drugs, or is mentally unstable. In these situations you must judge whether you have the experience and training to continue or need to bring matters to a quick conclusion.
- You must judge each situation as you see fit. If you feel threatened make an appropriate excuse and leave.
- If you need to make an excuse to leave, you should consider the effect this might have on the other person. Obviously in an extreme situation your priority must be to exit the building. **YOUR SAFETY IS PARAMOUNT.**

3.41 Petrol (storage of)

When petrol is required to be stored, it will be stored in either of one of the following manners: -

Up to 3 gallons of petrol may be stored without a licence in separate metal containers, each containing not more than 1 pint. Each container must have a secure stopper.

Storage of petrol may take place without a licence, in plastic containers each having nominal capacity of 5 litres or less. Containers must be marked or labelled with the following information: -

- Manufacturer's name.
- Month and year of manufacture.
- Capacity of the container.
- Wording "petrol highly flammable".
- Hazard warning sign.
- Precautions to be taken.

Not more than 2 plastic containers of petrol will be kept in any of the company vehicles.

3.42 Protection of the public

The Health and Safety at Work etc Act 1974 requires all employers to conduct his / her undertakings in a way that other persons, including the general public are not exposed to risks to their health or safety.

The company accepts that many hazardous situations may be encountered on an uncontrolled construction site. Injuries can occur from collision with moving vehicles, falls into unprotected excavations, falling materials and equipment from fixed scaffolding and many more.

Precautions should be taken to ensure the safety of visitors to the construction site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The company will carry out the following precautions: -

- All visitors to a construction site will be required to sign an attendance register indicating the time of arrival and departure.
- Site hoarding or fencing 2m high with appropriate warning and information signs prominently displayed at reasonable intervals will be put into place to effectively enclose the construction site work and will have additional supports to prevent it overturning where necessary.
- All highways and footpaths will be kept clean and will be checked at the end of every working day.
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised and energy source positively locked off.
- Petroleum spirit, compressed gas, explosives and chemicals will be locked away when not in use.
- Materials should not be stacked too high and should be stable.
- Barriers with appropriate warning signs prominently displayed will be maintained around all excavations.
- Where it is deemed necessary letters will be posted to all residents in the close proximity, warning them of the dangers of the construction site.
- Lighting will be used where required to ensure the safety of security officers or other visitors during darkness.

3.43 Risk assessments

Leading Electrical Services Limited accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the company.

The aim of the risk assessment process is to: -

- Identify hazards associated with the company's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

- Identify all hazards associated with the company's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the health and safety training which is provided, along with details of any additional training that is required to be undertaken.

Procedures Management Follow when Completing Risk Assessments

Step 1

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.
- List any hazards in column 1 of the assessment form.

Step 2

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.
- List the people who may be harmed in column 2 of the assessment form.

Step 3

- Decide whether the existing precautions are adequate or whether further precautions are required to be implemented.
- Ask the question, "Can I eliminate the hazard?" If not, "How can I control it?"
- List all the controls that are in place in column 3.

Step 4

- In column 4, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the factor by multiplying the probability and the severity to decide whether the risks are determined to be low, medium or high.

Step 5

- List the further action needed to adequately control the risk.

Step 6

- Review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

Risk assessment guidance sheet.

Column 1.	Significant Hazards.	(Examples)
	Slipping – Tripping Hazards Fire Chemicals Moving Parts of Machinery Ejection of Materials Noise Electricity Storage of Goods and Materials	Dust Fumes Manual Handling Pressure Systems Poor Lighting High/Low Temperatures Violence to staff (Robbery etc)
Column 2.	Who Might be Harmed.	(Examples)
	Office staff Maintenance staff Contractors Visitors	Machine operators Cleaners Members of the public (customers) Security staff
Column 3.	How is The Risk Controlled?	(Examples of Control measures)
	Information, Instruction, Training Safe Working Procedures Supervision Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)	Guarding Provision of Personal Protective Equipment Routine Inspections & Checks
Column 4.	Risk Factor.	
	<i>See Chart in the Seguro Management Ltd Stationery Pack.</i>	

What Further Action is Necessary to Control the Risk?

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

All actions noted in this column should be given a realistic timescale based on the following criteria: -

Magnitude of the Risk. (Life Threatening etc)	Availability of Parts and Equipment
Down Time	Financial Constraints

Completion and Review Date

6 or 12 months hence or if there is any significant change within the working process.

3.44 Safe systems of work

Introduction

It has been estimated that at least a quarter of all fatal accidents at work involve failures in systems of work – the way things are done. A safe system of work is a formal procedure which results from a systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.

Many hazards are clearly recognisable and can be overcome by separating people from them physically e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. **Where the risk assessment indicates this is the case, a safe system of work will be required.**

Some examples where safe systems will be required as part of the controls are:

- Cleaning and maintenance operations
- Changes to normal procedures, including layout, materials and methods
- Working alone or away from the workplace and its facilities
- Breakdowns and emergencies
- Control of the activities of contractors in the workplace
- Vehicle loading, unloading and movements

Developing safe systems

Some safe systems can be verbal only – where instructions are given on the hazards and the means of overcoming them, for short duration tasks.

These instructions must be given by the Managing Director – leaving workers to devise their own method of work is not a safe system of work.

The law requires a suitable and sufficient risk assessment to be made of all the risks to which employees and others who may be affected by them are exposed. Although some of the assessments can be carried out using a relatively unstructured approach, a more formal analysis can be used to develop a safe system of work. Sometimes these may be carried out as a matter of policy, with the task broken down into stages and the precautions associated with each written into the final document. This can be used for training new workers in the required method of work. The technique is known as **job safety analysis**.

For all safe systems, there are five basic steps necessary in producing them:

- Assessment of the task
- Hazard identification and risk assessment
- Identification of safe methods
- Implementing the system
- Monitoring the system

Task assessment

All aspects of the task must be examined, and should be put in writing to ensure nothing is overlooked. This should be done by supervision in conjunction with workers involved, to ensure that assumptions of supervisors about methods of work are not confounded by reality.

Account must be taken of **what is used** – the plant and substances, potential failures of machinery, substances used, electrical needs of the task; **source of errors** – possible human failures, short cuts, emergency work; **where the task is carried out** – the working environment and its demands for protection; and **how the task is carried out** – procedures, potential failures in work methods, frequency of the task, training needs.

Hazard identification and risk assessment

Against a list of the elements of the task, associated hazards can be clearly identified, and a risk assessment can be made.

Where hazards cannot be eliminated and risks reduced, procedures to ensure a safe method of work should be devised.

Definition of safe methods

The chosen method can be explained orally as already mentioned.

Simple method statements can be established, or a more formal method known as permit-to-work system.

All of these involve setting up the task and any authorisation necessary; planning of job sequences; specification of the approved safe working methods including the means of getting to and from the task area if appropriate; conditions which must be verified before work starts – atmospheric tests, machinery lockout; and dismantling/disposal of equipment or waste at the end of the task.

Implementing the system

There must be adequate communication if the safe system of work is to be successful. The details should be fully understood by **everyone** who has to work with it, and it must be carried out on each occasion.

It is important that everyone appreciates the need for the system and its place in the accident prevention programme.

Supervisors must know that their duties include devising and maintaining safe systems of work, and making sure they are put into operation, and revised where necessary to take account of changed conditions or accident experience.

Training is required for all concerned, to include the necessary skills, awareness of the system and hazards which it is aimed to eliminate by the use of safe procedures.

Part of every safe system should be the requirement to stop work when a problem appears which is not covered by the system, and not to resume until a safe solution has been found.

Monitoring the system

- Effective monitoring requires that regular checks are made to make sure that the system is still appropriate for the needs of the task, and that it is being fully complied with.
- Checking only after accidents is not an acceptable form of monitoring.
- Simple questions are required – do workers continue to find the system workable?
- Are procedures laid down being carried out?
- Are the procedures still effective?
- Have there been any changes which require a revision of the system?
- A system devised as above which is not followed is **not** a safe system of work – the reasons must be found and rectified.
- Safe systems of work are associated with, not substitutes for, the stronger protection techniques of design, guarding and other methods which aim to eliminate the possibility of human failure.

Permit to work systems

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

Permit to work systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems and the fitting of locking devices to controls. Most permits are only designed to cover work lasting up to 24 hours, and require an authorisation signature for any time extension.

An experienced, trained and authorised person will pre-assess the hazards and risks involved in the work to be done, and will then complete and sign a certificate giving authority for the work to proceed under controlled conditions specified on the permit.

No one should be in a position to authorise a permit for themselves to do work.

A permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will usually require written acknowledgement by the person who will do the work, or is in charge, and will also allow for signed confirmation that the workplace or the equipment has been restored to safety, for any time extension which may be permitted, and for the cancellation of the permit. There will also usually be some system for keeping a record that a permit has been issued.

There are many different types of permit. Some common examples are:

- Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
- Hot work permits
- Permits to enter premises or confined spaces
- Permits to work on pressurised systems
- Permits to excavate – in contaminated ground, or where there are congested or buried services

Method statements

The key feature of method statements is that they provide a sequence for carrying out an identified task; some work activities must be done in sequence to ensure safety. In such cases, it is necessary not only to know what the control measures are, but also to carry out the work in a particular order.

Examples of activities where Health and Safety Executive expect method statements to be provided include demolition work, asbestos removal and structural steel erection.

Method statements usually contain more detail than risk assessments, and normally include the following information:

- Originator and date.
- Identification of individual(s) who will be responsible for the whole operation and for compliance with the method statement. Key personnel responsible for particular operations may also be named.
- Training Requirements for personnel carrying out the tasks, which have a competency requirement. (Examples are crane and forklift drivers, testing and commissioning staff.)
- Details of access equipment, which will be used, safe access routes and maintenance of emergency routes.
- Equipment required to carry out the work, including its size, weight, power rating, and necessary certification.
- Locations and means of fixing the stability of any lifting equipment to be used.
- Material storage, transportation, handling and security details.
- Detailed work sequence including hazard identification and risk control measures, including co-operation between trades which may be required, limitations for part-completion of works and any temporary supports or supplies required.
- Details of all personal protective equipment and other measures such as barriers, signs, local exhaust ventilation, rescue equipment, fire extinguishers, and gas detection equipment.
- Any environmental limitations, which may be applicable, such as, wind speed, rain, and temperature.
- Details of measures to protect third parties who may be affected.
- The means by which any variations to the method statement will be authorised.

Legal requirements

Section 2(2)(A) of the Health and Safety at Work etc. Act 1974 requires the provision and maintenance of safe systems of work that are, so far as is reasonably practicable, safe and without risks to health.

Under the employer's general duty of care at common law, a failure to do so gives rise to a claim based on the allegation of the employer's negligence.

Specific legislation may require the use of formal permits-to-work, either directly or by implication as a means of compliance.

Further requirements for safe systems of work following upon risk assessments are contained in the Management of Health and Safety at Work Regulations 1999, which also place duties on employees to follow the systems and procedures set up for their protection following risk assessments.

3.45 Safety of persons with disabilities

Leading Electrical Services Limited have a responsibility to ensure that all persons who visit the company are safe at all times. In order that this is done effectively the management will ensure that disabled patrons are protected from everyday hazards within the company as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the company prior to their visit in order that any special arrangements can be made.

It is the company's policy to make all premises as accessible as possible, however the Managing Director is responsible for ensuring that disabled people are safely evacuated in the event of an emergency. Where this is not possible due to the disabled person being located above ground floor level, a member of staff should ensure that they are taken to the nearest refuge point and remain with them as long as possible or until relieved by a Fire Officer.

Leading Electrical Services Limited will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made based upon the company's disability policy.

The Managing Director will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

3.46 Safety signs

It is important that all staff take notice of all warning signs at work, as they are in place to safeguard people's health and safety. Therefore it is the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** for example, no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and should contain a black pictogram.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

The company acknowledge that signs must comply with the regulations, however where necessary the company will design the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means, signs will be displayed. It is company policy to ensure that any signs that are provided for safety reasons are: -

- Maintained in a good condition.
- Positioned in the correct location.
- Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

3.47 Safe use of ladders and stepladders

Every year many people are injured, some fatally, whilst using ladders. More than half the accidents occur because ladders are not securely placed and fixed and of these many happen when the work is of 30 minutes duration or less.

The use of ladders will only be considered as a last resort. For example where the use of scaffolding or mobile access equipment is not reasonably practicable.

A ladder is a simple and versatile tool, irrespective of its type. Planning work before it is commenced can substantially reduce the risk of accidents. Therefore, it is the company's intention to ensure all possible control measures are introduced.

The term "ladder" covers all portable ladders, extension ladders and stepladders that are used to gain access and egress from a place of work. However it is important to ensure that it is maintained on a regular basis to ensure its condition does not deteriorate.

Ladders should be of good condition and sound material and of adequate strength for the purpose for which they are used, therefore: -

- All ladders will be inspected once every three months and the inspection recorded in the ladders register.
- After ladders have been inspected, they will be labelled to signify that they are safe for use until the next inspection.
- All ladders which are defective at the time of inspection will be withdrawn from service.

All ladders will be stored in suitable locations and shall be the responsibility of the management to ensure that all ladders issued are in a safe condition.

Do not erect

- On sloping ground.
- On top of moving objects.
- In high wind.
- In front of a door which may be opened.
- Against a slippery or unstable surface.
- At a shallow angle or used horizontally as a plank or bridge.
- Leaning to one side.
- At too steep an angle.

Do not

- Use tools or do jobs requiring two hands while standing on a ladder, always keep one hand on a rung.
- Drop things from a ladder.
- Straddle from the ladder to a nearby foothold.
- Allow more than one person up a ladder at a time.
- Rest tools or implements against the base of a ladder.
- Use a ladder which is too short.
- Use a defective ladder.
- Use a makeshift or homemade ladder.
- Splice or lash ladders together.
- Leave tools or objects on rungs unless properly hooked-on.
- Over reach (generally always keep hips within the stiles).
- Overload a ladder or support it with a plank bearing on a rung.
- Slide down a ladder.
- Carry sheets of material, especially if it is windy.

Always

- Ensure the base of the ladder is set 1m out for every 4m of vertical height or at an angle of 75°.
- Only use authorised equipment.
- Make an effort to tie the ladder in position, preferably at the top and bottom.
- If a suitable hand hold is not provided make sure the ladder projects well above the level at which workmen stand or climb off and in any case not less than 1m.
- Ensure sufficient overlap between stages of extension ladders.
- Check support hooks are properly engaged.
- Use a bracing board for windows and similar openings.
- Use a bag on a rope or a belt to carry things - so leaving hands free for climbing.
- Secure all doors likely to foul a ladder.
- Use two hands in climbing a ladder.
- Use one hand to hold on while working on a ladder.
- Have a mate to guard the base, where appropriate.
- Make sure footwear is in good condition and soles are clean.
- Make sure rungs are clean.
- Carry ladders with end high enough to clear people's heads.
- If the ladder rises 9 metres or more ensure there are suitable and sufficient rest platforms.

Ladder check list

<u>General</u>	
Are there any loose or missing steps or rungs?	YES/NO
Are there any cracked, split, worn or broken stiles, braces, steps or rungs?	YES/NO
Are stiles twisted or distorted?	YES/NO
Is each ladder clearly identifiable?	YES/NO
<u>Stepladders</u>	
Are there any loose or bent hinge spreaders?	YES/NO
Are stops on hinge spreaders broken?	YES/NO
Are there any broken, split, or worn steps?	YES/NO
Are there any loose hinges?	YES/NO
<u>Extension ladders</u>	
Are there any loose, broken or missing extension locks?	YES/NO
Are there any defective locks that do not seat properly when the ladder is extended?	YES/NO
<u>Positioning and use of ladders</u>	
Are ladders positioned on a firm level surface?	YES/NO
Are ladders firmly secured at the top or if not possible, at the bottom? If neither is possible, is the ladder 'footed'?	YES/NO
Are ladders set at the correct angle?	YES/NO
Are ladders inspected for defects before and after use?	YES/NO
Are defects reported immediately and then taken out of service until repaired or replaced with records kept?	YES/NO

3.48 Scaffolding (including mobile and free standing tower scaffolding)

The company recognises that scaffolding equipment (mobile or fixed) can be a contributing factor for many accidents within the construction industry.

Many injuries are caused by falls of persons or equipment from scaffold and mobile tower platforms.

Accidents involving scaffolding, particularly cases of scaffolding collapsing, are primarily due to poor anchoring systems that fail to take into account the anchoring substrate.

The company employees will not use scaffold erected by scaffolding contractors unless a safety certificate has been issued or a safety tagging system is in operation.

In an external situation a competent person will inspect the scaffolding after any adverse weather conditions that may affect the construction. This situation would not affect the need to carry out weekly inspections to comply with The Construction, Design & Management (CDM) Regulations.

The erection of a scaffold structure should ideally be undertaken by an NASC member, with only trained certificated and competent scaffolders being employed.

The scaffolding company will prepare a full risk assessment of the site and submit this with a fully integrated method statement prior to any work commencing on site.

If any person using the scaffolding feels that it is unsafe or he is not sure, he should contact the Site Manager or the principal contractors on-site agent who will arrange for the unit to be inspected.

Mobile & free standing tower scaffolding

The company accepts that during the course of its business activities mobile or freestanding tower scaffold may be used. Where this is the case company employees will adhere to the following requirements: -

- The height of the working platform on the above scaffolds will not be more than three times the minimum base width when used outside and three and a half times when used inside (including outriggers if fitted).
- The working platform will be correctly boarded.
- Guardrails and toe boards are necessary on all four sides with possibly a small break at one side by the stepping-off point from the ladder access.
- Mobile scaffolds will only be used on ground that is firm and level. Moving the scaffold must be by pulling or pushing at the base only. The working platform will always be clear of men and materials when the scaffold is moved and the path unobstructed. The wheels will be turned outward to provide maximum base dimensions and wheel brakes will be on and locked when the scaffolding is being used.
- A competent person will inspect all scaffolding before being put into use.

3.49 Site safety

In line with our legal responsibilities, Leading Electrical Services Limited will obtain information on any known health and safety risks present or likely to arise on client's sites and will work in accordance with The Construction (Design and Management) Regulations 2007. Leading Electrical Services Limited will also seek information as to the steps taken to prevent or control those risks and in all instances all such information will be passed to all employees recruited to work on the site or sites concerned.

3.50 Stacking and storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by Leading Electrical Services Limited.

All storage facilities will be designed so as to reduce the amount of manual lifting and carrying as low as reasonably practicable.

Appropriate racking will be provided by Leading Electrical Services Limited who will arrange for its erection to be undertaken by competent Engineers. All employees are advised not to dismantle, alter or otherwise interfere with any racking and under no circumstances are they permitted to erect or use any temporary or makeshift racking.

All members of staff are advised that they must not overload the racking at any time and it is the responsibility of the Managing Director to ensure that items of stock are stored safely at all times.

Staff are informed that they must report any defects to management if any are observed or suspected so that the appropriate action can be undertaken.

The management will ensure that any employee who is required to access areas of the racking which is above floor level, does so with the correct equipment i.e. steps, stairs, ladders or (where appropriate) scaffolding.

3.51 Smoking in the workplace

Smoking is the main cause of preventable disease and premature death. It is now recognised that smoking not only affects the smoker but also affects non-smokers through passive smoking i.e. where non-smokers inhale smoke from other people's cigarettes.

Under Section 2 of the Health and Safety at Work Regulations, all employers must protect the health of employees and provide a healthy and safe working environment. Therefore it is the aim of Leading Electrical Services Limited to implement a suitable policy to control smoking within areas under their control.

Leading Electrical Services Limited have implemented a strict no smoking policy which is enforced through disciplinary action.

Breaches of the above will be dealt with through education and counselling. As a last resort if counselling and negotiation fail, staff who refuse to observe the policies will be subject to normal disciplinary procedures.

All visitors and contractors are expected to abide by the policy and it is the responsibility of all members of staff to instruct them of the company requirements as necessary.

3.52 Stress in the workplace

It is the company policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. The company recognises that personnel are the company's most valuable assets and that any problem associated with work-related stress is a management duty to control as far as is reasonably practicable.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, the company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors

- Noise.
- Temperature.
- Overcrowding.
- Humidity.

Possible work related stressors

- Deadlines.
- Overworked.
- Under challenged, leading to possible boredom.
- Change.
- Promotion prospects.
- Racial or sexist remarks.
- Personal relationships with superiors and other members of staff.
- Travelling.
- Job satisfaction.
- Harassment.
- Confrontation.
- Likes and dislikes.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true.

It may be difficult to talk to the direct line Manager about the problem face to face, as it might be that this relationship is the cause, the company have a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and a Manager will try and assist individuals suffering from stress to deal with the problem.

3.53 Training

The company is aware of the duties placed on employers with regard to the training of employees and are fully committed to training employees to the highest levels within the construction industry.

It is the responsibility of management within the company to identify any training needs and to ensure that these needs are fulfilled.

All aspects of health and safety training within the company will be reviewed on an annual basis.

Current training records are held in the company head office.

Training covered includes but is not limited to: -

- Asbestos Awareness
- Work at Height
- Manual Handling
- Safety awareness

3.54 Vibrating tools and white finger

Vibration White Finger (VWF) is the most common symptom of Hand- Arm Vibration Syndrome (HAVS), and is frequently associated with road drills, compactors, power hammers, and chain saws. HAVS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing permanent damage. The symptoms are usually set off by the cold, and the first sign is frequently an occasional attack when the fingertips become white, or numb.

The company are committed to reducing this aspect of risk exposure, and will conduct a suitable tool risk/health analysis, as to identify possible health trends, and to all take reasonable precautions to reduce exposure to HAVS.

Typical risk reduction measures will include: -

- The provision of suitable warm clothing, i.e. gloves and coats for prolonged exposure within a cold climate.
- Assessing the suitability of the tool at the purchase stage, as to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job, which should condense the vibration magnitude, and avoid the need to grip tools more tightly.
- Encouraging breaks for prolonged work using plant and equipment that produces high vibration.
- Ensuring that all tools are maintained through a planned maintenance scheduling system, and any patent defects should be reported to the Forman.
- Promoting active health and safety awareness training, and vibration hazard consciousness for staff.
- Removing defective tools from service, until they have either been repaired or replaced.
- Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.
- Taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges, wherever possible mount vibration jackets for road tools, and the provision of, ant- vibration gloves for use by all staff potentially exposed.

People who regularly use hand held power tools are most at risk.

The signs to look out for with regard to VWF include: -

- Tingling and numbness in the fingers.
- In the cold and wet, fingers go white, then blue, then red and are very painful.
- Loss of manual dexterity.
- Loss of strength in the affected parts.

Control techniques include: -

- Use of low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.

Reduce the amount of time spent using vibrating equipment.

3.55 Violence at work

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence. Most at risk are those engaged in: -

- Giving a service
- Caring
- Education
- Cash transactions
- Delivery/collection
- Controlling
- Representing authority

It is possible that violence could occur in one or other of these categories within your organisation.

Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employees, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism, higher insurance premiums and compensation payments. For employees, violence can cause pain (both physical and mental), distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

There are five main pieces of health and safety law that are relevant to violence at work.

These are: -

- **The Health and Safety at Work etc. Act 1974 (HSW Act)** – Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.
- **The Management of Health and Safety at Work Regulations 1999** – Employers must assess the risks to employees and make arrangements for their health and safety by effective planning, organisation, control, and monitoring and review. The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. – Employers must notify the enforcing authority in the event of any act of non-consensual physical violence done to a person at work.
- **Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996** – Employers must inform, and consult with, employees in good time on matters relating to their health and safety, which includes violent behaviour instances.

Effective Management of Violence: -

Stage 1 – Finding out if there is a problem.

Stage 2 – Deciding what action to take.

Stage 3 – Take action.

Stage 4 – Check what has been done.

Stage 1: You may think violence is not a problem at your workplace or that incidents are rare. However, your employees' may be somewhat different.

Ask your staff: do this informally through Managers, Supervisors and safety representatives or use a short questionnaire to find out whether your employees ever feel threatened. Tell them the results of your survey so they realise that you recognise the problem.

Keep detailed records: it is a good idea to record incidents, including verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole, and details of the location of the incident.

Some employees may be reluctant to report incidents of aggressive behaviour that make them feel threatened or worried.

3.56 Visits from enforcement officers

The Health and Safety at Work etc. Act 1974 conveys certain powers on inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

The company recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include this health and safety policy, relevant risk assessments and emergency plans etc.

Where necessary Seguro Management Ltd can help liaise with the enforcing authority on behalf of the company, to ensure that health and safety issues and concerns are dealt with promptly and correctly.

3.57 Waste disposal

To ensure that Leading Electrical Services Limited comply with environmental legislation, it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

All waste such as paper and cardboard items should be placed in bin liners and disposed of in the general waste bins or skips that are provided. Where possible all cardboard should be flattened to enable ease of movement.

All chemical substances that are required to be disposed of will be stored in their original containers until an authorised waste disposal company can remove them from the company premises. Copies of the waste transfer notes will be held on site for a minimum of two years for future reference.

3.58 Welfare at fixed premises and on-site

The company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

Leading Electrical Services Limited will aim to comply with these regulations by: -

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

3.59 Work equipment

It is the company's policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations (PUWER).

Wherever there is any significant risk to health and safety due to the work equipment the company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

3.60 Working at height

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the Company shall conduct a Risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The Company will do all that is reasonably practicable to prevent anyone falling. The hierarchy below will be used for managing and selecting suitable ways for work at height: -

- a. Use work equipment or other measures to PREVENT falls where we cannot avoid the task.
- b. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

Leading Electrical Services Limited have a duty as an employer to ensure that the risk of injury is removed or minimized. The essential part of this is to plan and organize the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

- Competence of people, including those involved in the planning of the task
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

As an ongoing factor of compliance a schedule of inspection will be in place. Specifically, the requirement to carry out weekly-recorded scaffold inspections and checking surfaces, rails etc. before every shift. There is a duty on our employees to report defects that may be identified. Checks relating to ladder inspections are referred to within the monitoring section of the company's health and safety policy.

The Management of Health & Safety at Work Regulations (1999) and the Work at Height Regulations 2005 state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

Reducing the risks

If a harness has been shown by the risk assessment to be the most appropriate method of fall protection, then a full safety method statement will be compiled for the work.

We will: -

- Ensure all personnel chosen for the work have been fully trained in the safe use of harnesses.
- Ensure a regime is in place for the thorough safety checking of all harnesses before and after every use.
- Provide proper storage facilities in clean and dry conditions.
- Assign appropriate manning levels for the work being carried out.

Considerations for a rescue plan: -

- Awareness of the emergency procedures.
- Decide at which point to contact the emergency services if it is felt that a speedy rescue cannot be effected.
- If identified within the assessment, have a trained First Aider present, preferably one with specialist trauma training for immediate medical checks.
- Establish accessibility of a suspended harnessed person.
- Knowledge of the ground conditions immediately beneath the suspended area and the affect it may have on rescue vehicles or equipment to gain access.
- Establishing the need for specialist access equipment to be available in an emergency (other than with the emergency services).
- Whether the public may be affected in any way, for example, is the suspended area over a public thoroughfare; will there be the need to isolate the area for rescue?

If an incident occurs involving a harnessed person, which requires intervention by the emergency services, there will be an urgent need to manage the situation in the interim period. The procedures within the safety method statement must be followed, ensuring that no other persons are exposed to any further risk.

Following a fall incident: -

- Carry out a full incident investigation.
- Revise risk assessments involving harness usage.
- Revise safety method statements using any information derived from any investigation carried out.
- Re-train operatives.
- Subject any harness involved in an incident to rigorous testing before any further use is allowed.

This information is not exhaustive, and should always be subject to continuous improvement.

3.61 Young persons at work

The Health and Safety Executive classify all people under the age of 18 years of age as a young person, including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the company's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment, however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the company offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees Leading Electrical Services Limited will complete specific risk assessments, these will include: -

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the company will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the company will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. Leading Electrical Services Limited view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons: -

- Specific risk assessment records for the tasks that young people within the company are required to undertake.
- Details of training and information that has been given to the young person, along with records to show that the individuals have accomplished an acceptable standard of competence.

Where the young person has not reached minimum school leaving age, a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.