

Health and Safety Policy
for
1A INSTALEC LTD

Prepared by
WESTMINSTER COMPLIANCE LLP

This is the current Health and Safety Policy of 1A Instalec Ltd

Signed:  _____ **(Director)**

Name: Mr P D Jones

Date: 13/06/2013

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HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy sets out our arrangements for ensuring good health and safety practice in the workplace in line with the Health and Safety at Work etc Act 1974 and all other relevant legislation.

This is the Health and Safety Policy Statement of

1A Instalec Ltd

Our company policy is to ensure the health, safety and welfare of all employees and others who may be affected by our operations.

It is the company's firm belief that, by having a sound attitude to health and safety requirements, not only will the well-being of the employees be assured, but also the company will be ultimately more efficient and thus more profitable.

Our statement of general policy is:

- **To provide adequate control of the health and safety risks arising from our activities**
- **To consult with employees on matters affecting their health and safety**
- **To provide and maintain safe plant and equipment**
- **To ensure safe handling and use of substances**
- **To provide information, instruction and supervision for employees**
- **To ensure all employees are competent to undertake their work**
- **To provide employees with adequate training**
- **To prevent accidents and causes of work-related ill health as far as is reasonably practicable**
- **To maintain safe and healthy working conditions**
- **To review and revise this Policy at regular intervals and when there is a major change in circumstances e.g. expansion of 1A Instalec Ltd's operations, purchase of new machinery etc**

Signed:



Name:

Position:

Date:

Revision number:

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DUTIES AND RESPONSIBILITIES

Overall and final responsibility for Health and Safety at **1A Instalec Ltd** is that of:

Paul Jones, Managing Director and **nominated Competent Person** who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation. **Paul Jones** is responsible for the implementation and carrying out of this policy with the guidance of **1A Instalec Ltd's** Health and Safety advisors.

If **Paul Jones, Managing Director** is absent, **Jamie Swan, Director** will deputise.

The majority of **1A Instalec Ltd's** work is undertaken on site by teams of operatives. On site health and safety is therefore the responsibility of the Senior Engineer as appointed by **Paul Jones, Managing Director** or **Jamie Swan, Director**.

* * * * *

All employees must:

- co-operate with the **Managing Director** and/or **Director** on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of his or her own health and safety
- report all health and safety concerns to an appropriate person i.e. any of those named above.

* * * * *

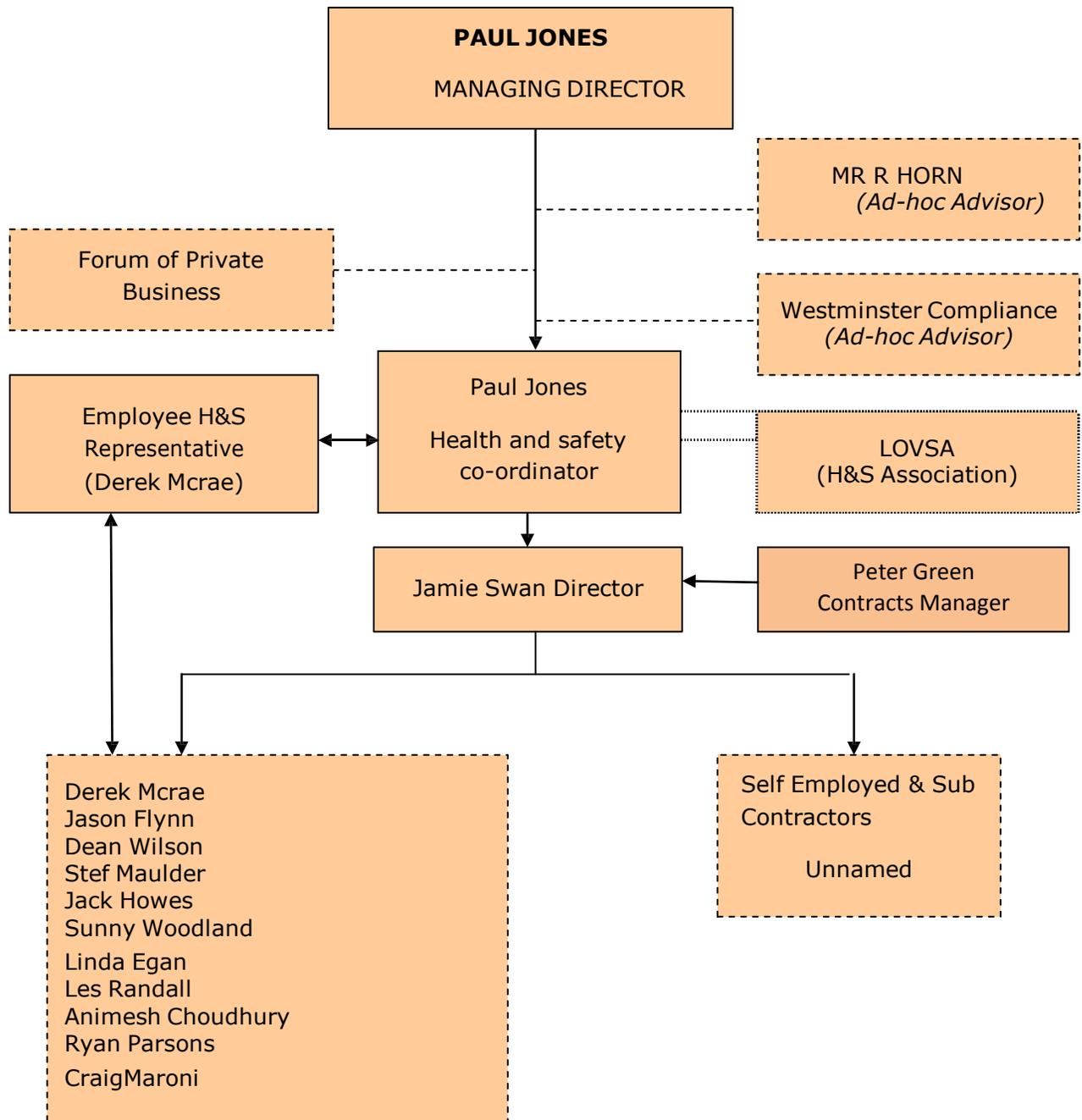
Please note that all employees must comply with requests to perform health and safety duties and obligations. Where these are not undertaken, it may become a disciplinary offence.

The list of Duty Holders and their full responsibilities are kept in the office Health and Safety file and are available to all employees at all times.

ORGANISATIONAL RESPONSIBILITIES HIERARCHY

This organisation chart shows:

- The chain of responsibility/command to show the duties allocated within the company for health and safety.
- Who is responsible for health and safety.



RISK ASSESSMENTS

All work activities undertaken by **1A Instalec Ltd** are subject to a Risk Assessment. These are undertaken by **Paul Jones, Managing Director** and **nominated Competent Person** and the findings are reported to all employees. Where Risk Assessments are undertaken on site and on operations, a Safe Method of Work statement is produced as a result and passed to the operatives concerned.

Actions required to remove and/or control risks will be approved by **Paul Jones** and he will ensure that these actions are implemented. At present, due to the relatively small number of employees, communicating the findings of Risk Assessments and implementation of the resultant actions is straightforward: **Paul Jones** and employees meet on a regular basis and are updated on Health and Safety matters. This method of communicating will be reviewed if the Company increases in size, or if another layer of supervision is introduced.

All employees have responsibility to report any concerns about the effectiveness of Risk Assessment findings and are encouraged to inform **Paul Jones** or **Jamie Swan, Director** of any improvements or corrections they think could be made.

STRESS IN THE WORKPLACE

1A Instalec Ltd recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on operatives which might cause them to suffer stress. This does not include normal and reasonable pressures associated with a job which an employee should be able to manage appropriately.

Paul Jones will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.

Paul Jones will regularly review Company risk assessments. This will include monitoring workloads, monitoring working hours and overtime and ensuring that bullying and harassment are not tolerated within the workplace.

Risk Assessments will be reviewed every twelve months or when work activities change in any way. The Register of Risk Assessments is kept in the Health and Safety file in the office and is available to all operatives at all times.

CONSULTATION WITH EMPLOYEES

1A Instalec Ltd consults with all its employees on matters of Health and Safety.

Consultation is provided by **Paul Jones, Managing Director** and **nominated Competent Person** who ensures all employees receive full and relevant information. He listens to and takes into account what employees have to say before taking any Health and Safety decisions.

Health and Safety is a standing agenda item at quarterly meetings; all employees receive "toolbox talks" at the start of each new job from either **Paul Jones, Jamie Swan, Director** or the **Senior Engineer**. Employees are encouraged to raise any issues concerning Health and Safety at either of these meetings.

At present, due to the relatively small number of operatives, consulting on Health and Safety matters is straightforward and there is no need for employees to nominate representatives. However, this position will be reviewed if the company increases in size or another layer of supervision is introduced.

SAFE PLANT AND EQUIPMENT

Overall responsibility for the provision of safe plant and equipment lies with **Paul Jones, Managing Director** and **nominated Competent Person**. All employees have responsibility for reporting any faults, breakages or other concerns with the plant and equipment they use.

The procedure for selection, usage, inspection and maintenance of plant and equipment is as follows:

1. Each contract is assessed separately and the safest method of working selected prior to commencement of the work. Items of plant and equipment are compared and selection of which to use is made on the basis of suitability and safety.
2. All **1A Instalec Ltd** plant and equipment is inspected regularly. In addition, employees undertake checks of all items immediately before and after usage and any faults are reported straightaway. Faulty plant and equipment is removed and sent for repair. This ensures that all plant and equipment is safe to use.
3. All plant and equipment is regularly maintained. Items with particular technical requirements are maintained by a suitably qualified person. Should any faults occur, the item will be immediately taken out of commission until repaired and checked.
4. Some items of plant and equipment are operated only by employees with relevant experience. This rule is strictly observed at all times.
5. All employees are trained in the safe use of plant and equipment and **1A Instalec Ltd** always follows the manufacturer's instructions for each individual item.
6. All plant and equipment is stored safely when not in use, either in locked vehicles or at **1A Instalec Ltd's** own secure premises.
7. All portable electrical equipment in the office e.g. computers, printers, kettle etc is subject to regular Portable Appliance Testing by a suitably qualified electrician. Records of these tests are kept in the office. **Paul Jones, Managing Director** and **nominated Competent Person** has responsibility for arranging these tests, acting on their findings and for keeping the records

WORKING AT HEIGHT: SAFE USE OF LADDERS/SCAFFOLD TOWERS/USE OF MEWP'S

1A Instalec Ltd occasionally undertakes work at height. All such work is undertaken in line with The Work at Height Regulations 2005. All work at height is subject to full and regular Risk Assessments.

Employees do not work above 7m.

Use of ladders

Ladders are only used for low-risk work up to 3.6m and never for more than 30 minutes at a time. Employees who use ladders are trained in the correct and safe usage of ladders. **1A Instalec Ltd** uses ladders on site which are all either Class I Industrial or conform to EN131 standard.

All ladders are inspected prior to use. They are only used on flat, even ground. If necessary, ladders are secured to the building at the top and bottom of the ladder.

All employees are trained in the safe use of ladders and stepladders as part of their health and safety induction and annual refresher training.

Use of Scaffold Towers

1A Instalec Ltd use scaffold towers for working at height up to 7m. Scaffold towers are only erected by employees who have been trained in the safe assembly, erection and use of each tower and in line with the manufacturer's instructions.

Towers are always inspected by a trained employee when in place. If the tower is to be used for a long period, inspections are undertaken on a daily basis.

Use of Boom type Mobile Elevating Work Platforms (MEWP)

1A Instalec Ltd also use MEWP's for working at height all of which are hired from a supplier on the approved supplier list or approved list of sub-contractors. All MEWPs are inspected prior to use and daily thereafter. All operations requiring the use of a MEWP are risk assessed and the most suitable MEWP selected. Employees who work from MEWPs have been trained in their use.

Training

All employees who undertake work at height receive specific and appropriate training in working safely and correct use of ladders and scaffold towers.

MANUAL HANDLING

1A Instalec Ltd employees undertake work both in the office and on site. This work occasionally involves lifting, carrying and moving heavy items. All employees receive training in correct manual handling techniques as part of their induction and ongoing Health and Safety training.

1A Instalec Ltd is extremely careful to ensure that employees do not carry out manual handling if the task can be carried out by mechanical or other means, however there are occasions where this is unavoidable.

All work in the office and on site areas are subject to full and regular Risk Assessments.

SAFE HANDLING AND USE OF SUBSTANCES

'Substances' refers to any chemicals used by **1A Instalec Ltd**. This page also refers to any dust, fumes, spray or bacteria which may be produced as a result of work activities.

Paul Jones, Managing Director and **nominated Competent Person**, is responsible for identifying all substances which require a COSHH Assessment (i.e. substances which have the potential to be hazardous to health of either **1A Instalec Ltd's** employees, suppliers, customers or members of the public).

Paul Jones, Managing Director and **nominated Competent Person** is also responsible for undertaking COSHH Assessments and ensuring that all actions identified in the Assessments are implemented.

Paul Jones, Managing Director and **nominated Competent Person** is also responsible for ensuring that all employees are informed about the COSHH Assessments, the findings and resultant actions.

Paul Jones, Managing Director and **nominated Competent Person** checks that all substances can be used safely before they are purchased.

The suppliers provide Health and Safety Datasheets for every substance purchased. **Paul Jones, Managing Director** and **nominated Competent Person** ensures that the Company always has the most up-to-date version of all Datasheets. Copies of these are kept in the office Health and Safety file and are available to all operatives at all times.

COSHH Assessments are reviewed every twelve months or when work activities change in any way. A Register of CoSHH Assessments is kept in the Health and Safety file in the office and is available to all employees at all times.

All employees are either trained in the safe usage of any substances with which they work or provide **Paul Jones** with proof that they have been trained in their safe usage. Personal Protective Equipment (PPE) is issued where necessary. All PPE is regularly inspected for faults or damage and withdrawn from use if it is found to be below standard in any way. All PPE is properly stored and maintained. All **employees** have responsibility for their own PPE and must report any faults or damage immediately.

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at **1A Instalec Ltd's** premises.

Health and Safety advice is available from **Paul Jones, Managing Director** and **nominated Competent Person** and from the **1A Instalec Ltd's** Health and Safety Advisors.

1A Instalec Ltd occasionally employs apprentices under the age of 18. **1A Instalec Ltd** will ensure all young people fully understand the tasks given to them and are closely monitored.

1A Instalec Ltd employees, trainees or apprentices under the age of 18 only undertake work after a separate risk assessment has been carried out which examines any additional risks caused by their age or lack of experience. The young person (i.e. aged between 16 and 18 years) receives full and appropriate training, does not undertake work which may be of harm to them:

- is beyond his/her physical or mental ability e.g. heavy lifting
- involves harmful exposure to toxic, carcinogenic agents etc
- involves health risks from extremes of temperature, radiation, noise or vibration

Should **1A Instalec Ltd** employ a young person under the age of 16 (as part of a work experience program) **Paul Jones, Managing Director** and **nominated Competent Person** will undertake a further risk assessment to ensure the young person fully understands the tasks given to them .

This Health and Safety Policy is available to all employees at any time. In addition, the Registers of Risk and CoSHH Assessments are available to all employees at any time.

All employees receive Health and Safety Induction training before taking up work at **1A Instalec Ltd** and annual refresher training.

New employees are closely monitored on site by either the **Senior Engineer** or by **Paul Jones** until they have completed their initial trial work period (the length of which depends upon experience and references) AND the **Senior Engineer** or **Paul Jones** is satisfied that they are competent to undertake the tasks assigned to them.

See also page **14** which has **1A Instalec Ltd** policy for operative training.

COMPETENCY FOR TASKS AND TRAINING

All employees who work for **1A Instalec Ltd** receive annual Health and Safety refresher training and additional Health and Safety training if circumstances change, e.g.

- new equipment is purchased
- the Company expands its operations
- the Company changes its organisational structure

This list is not exhaustive.

Job-specific training is provided by **Paul Jones, Managing Director** and **nominated Competent Person** or is delegated to a **Senior Engineer**.

Specific jobs requiring specific training include:

- manual handling of heavy, bulky and awkward loads
- working at height

(This list is not exhaustive) and only suitably trained employees undertake any such work.

Employees are encouraged to request additional Health and Safety training if they feel it is necessary for them to undertake their work safely.

Training records for all operatives are kept by **Paul Jones, Managing Director** and **nominated Competent Person**. He also has responsibility for identifying, arranging and monitoring all training.

ACCIDENTS, FIRST AID AND WORK-RELATED HEALTH

Health Surveillance

Health surveillance for employees is not generally required as none of the work undertaken by **1A Instalec Ltd** is especially hazardous according to our Risk and COSHH Assessments.

Should any of the work activities change, or the company undertakes any one-off jobs which could potentially cause harm to employees **Paul Jones, Managing Director** and **nominated Competent Person** will inform the employees of the need for instituting appropriate health surveillance. He will also keep copies of the health surveillance records at **1A Instalec Ltd's** office.

Accidents and First Aid

All employees are competent in basic first aid relevant to their work activities.

A fully-stocked First Aid box is kept at the Company premises. The location of the box is clearly signed. The box is kept fully stocked and is replenished when necessary.

All vehicles also carry a first aid box which is kept fully stocked and is replenished when necessary.

All accidents, dangerous occurrences and cases of work-related ill health are recorded in the Accident Book which is maintained by **Paul Jones, Managing Director** and **nominated Competent Person**. The Accident Book records details of the incident, the remedial measures taken at the time and the implementation of any training which may be required as a result of changes in work methods because of the incident.

RIDDOR

Serious accidents, cases of work-related ill-health and serious 'near misses' must be reported to the HSE in line with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). Such incidents must be reported online: go to <http://www.hse.gov.uk/riddor/report.htm>.

Fatal and major injuries ONLY can be reported by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate) on Monday to Friday 8:30am to 5:00pm.

Out of hours reporting is only required for the following:

- following a work-related death
- following a serious incident where there have been multiple casualties

- following an incident which has caused major disruption such as the evacuation of people, closure of roads, large numbers of people going to hospital etc.

If your incident fits these descriptions ring the duty officer on **0151 922 9235**.

MONITORING

To check **1A Instalec Ltd's** working conditions and ensure that safe working practices are being followed, the following monitoring procedures are undertaken:

- unannounced spot checks
- analysis of accident reports to determine whether there are any trends, patterns or failures in training, instructions etc
- employees informed of any failure in health and safety procedures and steps put in place to prevent a recurrence e.g. re-training, amending the Health and Safety policy or any other appropriate action.
- a full annual Health and Safety audit

Paul Jones, Managing Director and **nominated Competent Person** is responsible for investigating, or arranging the investigation of, accidents, dangerous occurrences and work-related causes of absence.

Paul Jones, Managing Director and **nominated Competent Person** is responsible for acting upon the findings of any investigations in order to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Paul Jones, Managing Director and **nominated Competent Person** has responsibility for ensuring that a fire risk assessment is undertaken for all **1A Instalec Ltd's** work activities and for every site where the Company undertakes work.

Smoking is not permitted at any time on any site.

All vehicles are equipped with correctly maintained fire extinguishers and employees are trained in their use.

1A Instalec Ltd's premises are used on a daily basis and visited by employees throughout each working day. Properly maintained fire extinguishers are available at all times. All materials are stored correctly and the premises are secured at all times whenever staff are not present.

Paul Jones, Managing Director is responsible for ensuring that the premises are kept tidy to avoid the build up of combustible materials.

Paul Jones, Managing Director is also responsible for arranging the testing of all fire alarms, fire extinguishers, fire escapes, fire doors and smoke detectors on a regular basis.

Paul Jones, Managing Director Person undertakes fire drills every six months. He records the results of the drill, identifies any problems and takes steps to rectify these problems.

Records of all tests, emergency drills etc are kept in the company Fire Safety Log Book by **Paul Jones, Managing Director**.

WORKING ALONE

1A Instalec Ltd's employees occasionally work alone. "Working Alone" is subject to a company risk assessment and all employees who work by themselves are instructed in how to ensure their own personal safety.

All employees carry a mobile phone. The location of all employees is always known to the **Managing Director** and/or **Director**. In certain cases, e.g. where the client is not present, or when the employee has to work late, steps will be taken to ensure the safety of the employee as far as possible.

Such steps would include:

- agreeing a time for the completion of work and checking that the employee has finished work at such a time
- regular contact (e.g. by mobile phone) at agreed intervals to check on the safety of the employee

Lone working that is undertaken by **1A Instalec Ltd's** employees is carried out during normal working hours and usually in full view of the public so the risk level is low.

WELFARE

1A Instalec Ltd ensures the welfare of its staff who undertake work at clients premises as far as is reasonably practicable.

The following procedures are in place for the following welfare facilities;

- Toilet/washing facilities
- Eating/rest facilities

Staff are encouraged to stop at service stations, restaurants/cafes etc where they are able to use the public facilities.

However, as part of **1A Instalec Ltd's** work agreement staff are entitled to ask the permission of the occupant/owner of the property to use their facilities.

SUB-CONTRACTORS

1A Instalec Ltd occasionally use sub-contractors.

When sub-contractors are used, it is the policy of **1A Instalec Ltd** to inspect the Health and Safety Policy of any sub-contractor it engages. In addition, any sub-contractor working for **1A Instalec Ltd** will be provided with a copy of the Company Health and Safety Policy and instructed to abide by the rules therein. Sub-contractors will be expected to sign **1A Instalec Ltd's** sub-contractor agreement document to this effect.

Paul Jones, Managing Director and **nominated Competent Person** has responsibility for ensuring that all sub-contractors adhere to safe working practices and will monitor their performance. If the circumstances are such that he cannot be present himself he will delegate responsibility for this.

Any sub-contractor who does not meet the required Health and Safety standard, or who refuses to comply with **1A Instalec Ltd's** requirements can be dismissed if appropriate and will not be used again or until such time as they can prove that they have amended their working practices.