Health and Safety Policy

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Health and Safety Policy
Amendment Record

Section number Appendix name	Date of Amendment
Issue of new policy and arrangements	11th September 2017
Annual review	10th September 2018
3.11 – Electricity updated – Isolation Procedure added	
3.44 – Violence at work amended	
Changed company name	11th January 2019
2.01 Update to Organisation Chart	1st October 2020
Reviewed no updates	10th January 2021
Amendment made to RIDDOR guidelines	4th January 2022
3.05 - Behavioural Based Safety Program added	25th May 2023
Reviewed no updates	6th March 2024
Reviewed no updates	11th March 2025

Amendments Approved By:
Name: Nick Morton. Job Title: Managing Director Signature: Nick Morton Date: 11th March 2025

1.0 Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work Act 1974, Gas Elec Safety (UK) Ltd trading as Gas-Elec Group 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 Gas-Elec Group to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health 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 Gas-Elec Group is kept in the office and is available for inspection by any interested party upon any reasonable request.

Gas Elec Safety (UK) Ltd trading as Gas-Elec Group 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 Nicholas Morton, the Managing Director to liaise to ensure that suitable revisions are made that reflect changes which have taken place within the company. The Health and Safety Manager will advise all the directors of any changes in legislation or HSE guidance. In addition, the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

Gas-Elec Group 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.

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 Act 1974.

It is the policy of Gas Elec Safety (UK) Ltd trading as Gas-Elec Group to ensure so far as is reasonably practicable the health, safety and welfare of all the employees working for the company or other persons who may be affected by our undertakings. We will monitor the outcome of our arrangements using a Behavioural Based Safety (BBS) approach. Refer to Section in the main Policy.

Gas-Elec Group 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 change 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 Gas-Elec Group 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 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 is reasonably practicable, safe place 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 managerial targets without compromising health and safety.

Name: Nicholas Morton Signature: Nick Morton Position: Managing Director

Date: 11th March 2025 Review date: 11th March 2026

(**Signed Statement available separately**)

Environmental Statement

Gas Elec Safety (UK) Ltd trading as Gas-Elec Group recognises the need for sustainable development and continually aims to improve the environmental effect on 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 supplier 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 of 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 trusted neighbour.

Name: Nicholas Morton Signature: Nick Morton Position: Managing Director

Date: 11th March 2025 Review date: 11th March 2026

(**Signed statement available separately**)

2.0 Organisation

2.01 Safety Management Structure

2.02 Individual responsibilities

Section 2 of the Health and Safety at Work 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: -

- He has a good understanding of the main requirements of the Health and Safety at Work 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 regulatory bodies to ensure total compliance with the 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-operation 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 the first aid personnel, facilities and the importance of monitoring 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 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 Health and Safety Manager- It is the duty of the Manager 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 adequately 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 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 observing safety procedures, encourage employees and other persons to do the same.

The Senior Engineers / Auditors will: -

- Ensure compliance with the company's Health & Safety Policy and all legal requirements.

- Ensure correct channels of communication when working on clients sits 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 to.

- Ensure co-operation 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 the 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 necessary action to prevent reoccurrence.

- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

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 must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to workers' 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 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 Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

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, lifesaving equipment, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers 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 practice 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 Manager and/or First Aider 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 Responsibilities and duties of Sub-contractors/Self-employed personnel

- Will be made aware of the company's health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work 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 standard 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 all activities are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.

2.06 Information for employees

Information regarding health and safety law is provided by a number of methods as follows:

- The approved poster 'Health and Safety Law – "What You Should Know" will be 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 and employees have access to the company health and safety general policy that contains all the relevant information with regard to recording and monitoring.

2.07 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 a monthly Health and Safety Team Meeting.

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 purposes of such consultation.

If any visitors/clients raise any concerns with regard to health and safety, the Managing Director will investigate the issue and either deal with it himself or take instruction from the Health and Safety Manager.

2.08 The working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activities 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 exempt workers, employees with not be required to work more that 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 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 employment, workers should not 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 the48-hour week and it in 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 (16 to 18 year olds) 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 by24 hours weekly rest) if this can be justified for OTO reasons.

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

3.0 Arrangements

3.01 Access and egress

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of premises and on-site areas where work is being undertaken.

To achieve this the company will ensure, so far 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 confined spaces and other 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 sage 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.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

The company recognises that the maintenance of safe access and egress is especially important whilst carrying out work on site away from the company's premises.

To ensure that safe access and egress are maintained in such areas the Managing Director will ensure that regular inspections are undertaken.

3.02 Accident reporting procedures

The company defines an accident as: -

An unplanned or unforeseen 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 company defines a near miss as: -
An unplanned or unforeseen 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, it the incident is serious enough to warrant medical intervention the main contractor will dial 999 call and request an ambulance/paramedic.

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 will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

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 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.

All accident information that is entered into the accident book will be kept for a minimum of three years. The accident book is maintained on MyHRToolKit

Accidents that occur on site must be reported to Head Office.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or accident.

Relevant risk assessments and method statements may require revision following a near miss incident.

RIDDOR GUIDELINES

Reportable Accidents, Incidents, Near Misses & Diseases
The following events are reportable to the Health and 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 including scalding (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalping's (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 hyperthermia, 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 self-employed person working on the 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;
- Sever 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 pf 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 as causes an electric 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 substances which could cause personal injury to any person other than through 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 ore 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).
https://notifications.hse.gov.uk/riddorforms/FlammableGasIncident

3.03 Alcohol and Drugs

The company realise that the consumption of alcohol and 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.

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

Responsibility

The Managing Director is responsible for carrying out the company's policy; however, it is the responsibility of all staff to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

Signs of misuse

Senior staff will be aware that the misuse of drugs and 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 of concentration & energy
- Accidents

Company procedure on drugs and alcohol

- 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 this 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 Managing Director or nominated deputy should make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.

- A manager who feels an employee's unsatisfactory performance may be drug or alcohol related will at 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.

Safeguards when dealing with drug and alcohol problems

It should be made clear that the company is aware that a person suffering from these problems will be dealt with fairly.

The company realises 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

Drug misuse awareness

All Managers and 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 detail this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

3.04 Asbestos

Office

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

Therefore Gas-Elec Group 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 either be 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 Gas-Elec Group does not undertake any work involving asbestos and will request that the client produces a register or informs Gas-Elec Group 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 the suspected asbestos material. The Designated Responsible Manager/Supervisor should inform head office immediately. H.O. 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, the following procedure will apply:

- Leave the room, or if not a defined room, the immediate area, closing the door and switching off all ventilation equipment.
- Contact your site manager/supervisor for further advice.

8. Gas-Elec Group will carry out any necessary investigations in association with the Asbestos Consultant.
    - **In every case of suspected release of controlled asbestos, Head office must be contacted as soon as possible, and an incident report 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 the 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.

3.05 Behavioural Based (BBS) Safety Programme

Purpose

Behaviour Based Safety (BBS) initiative is an education and observation process used to improve safety and reduce risk in the workplace. This process uses a proactive approach and is intended to communicate to employees the elements and the procedures of Behaviour Based Safety that will assist in reducing at risk behaviours which in turn reduces injuries in our workplaces.

Scope

The BBS applies to all employees. Employees are requested to participate in Behaviour Based Safety process and follow the process guidelines.

Requirements

Safety awareness principles are the foundation of the Behaviour Based Safety process. The key concepts teach employees to recognize when they may be in one of the following states…

- Rushing (working too fast)
- Frustration
- Fatigue
- Complacency
- Being in the "Line of Fire"

A Job Safety Analysis (JSA) [risk assessment] will be conducted prior to each job. The purpose of which is to eliminate or control all hazards that may be encountered to complete the job. This process is included in the Behaviour Based Safety process to establish the correct habits and work procedures in order to reduce at-risk behaviours.

The observation process is designed to raise safety awareness and provide a feedback mechanism for management to make changes in process or procedure in order to reduce at-risk behaviours. The key to this process is raising awareness of behaviour through observation and feedback. This process has three key elements and they are.

- Conducting observations of employees work behaviour
- Collection of data and performing Trend Analysis
- Action Plan follow up and feedback

Responsibilities

Managers and Supervisors will observe and develop action plans to ensure continuous improvement and ensure all employees are trained on the Behaviour Based Safety.

Elements

An Observers responsibility will include:

- Learn the BBS process and the benefits of reducing at risk behaviours
- Promote the BBS Process
- Assist workers by offering suggestions to safely perform a task or help them with a task if necessary
- Give constructive feedback after observations
- Record a comment for every “at risk” to include what and why. Make quality observations for quality comments
- Offer and work toward solutions of problems found **(Ref Appendix 1 - Behaviour Based Safety Observation Form)**

The Observed Employee will

- Be open and cooperative
- Be familiar with the BBS process
- Participate in problem solving meetings

Training

Training on the observation process will include how to conduct the observation, how to complete the observation form, what do the behaviours mean, feedback training and role play (mentoring and coaching) and employees should be aware they may be observed at any time.

Training objectives will include

- How to conduct the observation
- How to complete the observation form
- What behaviours to look for
- Employees should be aware they may be observed at any time

3.06 Confined spaces

All though not applicable to our day to day activities, in order that Gas-Elec Group complies with the Confined Space Regulation, 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.

3.07 Control of substances hazardous to health (COSHH) assessments

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

The company acknowledges that no substance can be considered 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 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 these tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the company to comply with the control of substances hazardous to health regulations (COSHH) 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 as source.

The Managing Director is responsible for ensuring that their COSHH lists are kept up-to-date and that any changes are notified to the appointed person as soon as possible by submitting an amended listing.

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

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

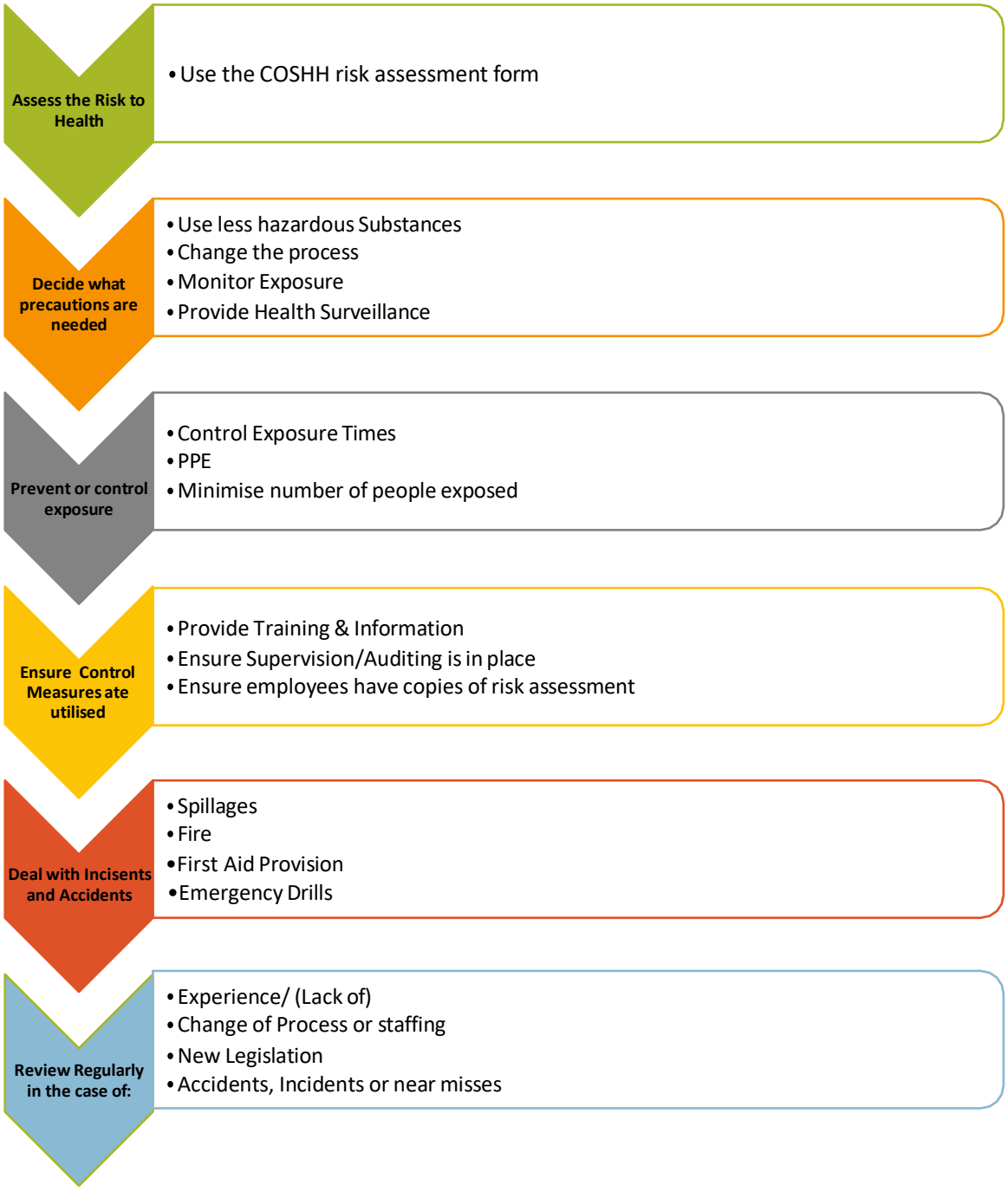
The company's approach to the regulations is to: -

- 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.
- Practice safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

COSHH RISK ASSESSMENT FLOW CHART



Hazards Labels

Description	Pictogram	Hazard class and hazard category:
Exploding Bomb		Explosive (Symbol: exploding bomb)
Flame		Flammable (Symbol: flame)
Flame Over Circle		Oxidising (Symbol: flame over circle)
Gas Cylinder		Gas under pressure (Symbol: Gas cylinder)
Corrosion		Corrosive (Symbol: Corrosion)
Skull and Crossbones		Acute toxicity (Symbol: Skull and crossbones)
Exclamation Mark		Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)
Health Hazard		Serious health hazard (Symbol: health hazard)
Environment		Hazardous to the environment (Symbol: Dead tree and fish)

The company recognises the need to ensure that all chemical labelling on containers that

are used by the company are clear and concise to ensure that risks to staff are reduced to the minimum.

It is the policy of the company to mark containers used to hold a temporary preparation with a suitable marker pen advising of the contents.

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

It is the 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 will be obtained from the hazard data sheet supplied with the substance.

3.08 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 and have been issued to members of staff.

Failure to comply with these rules may result in employees being subject to disciplinary action. Employees may be disciplined 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.
- Removal or misuse any piece of equipment, label or warning device that has been provided by the company (or its agents) for the protection and safety of its employees.
- Use of a naked flame in a no smoking area.
- Failing to follow laid down procedures for the use of flammable or hazardous substances, toxic materials, items of lifting equipment
- Behaving in any manner that could lead to accidents, including horseplay, practical jokes etc.
- Undertaking any action that may interfere with an accident investigation.

3.09 Display screen equipment (DSE)

The company recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders.

The organisation will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the company for display screen equipment.

The display screen assessments will be made available to all employees and will be readily available for inspection. Employees who are required to use display screen equipment will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be reviewed and updated annually or when significant changes take place.

If the DSE user requests an eye test the company will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the company will meet the cost for the basic corrective lenses required.

Display screen assessments will be carried out by the Managing Director.

The results of the display screen assessments will be communicated to relevant employees by the Managing Director.

The Managing Director will ensure that employees are following the systems laid down for their safety.

Office based employees will report any display screen equipment issues to their respective Manager.

3.10 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 necessary.

3.11 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 contactors 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 all 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.

<u>Employee's duties</u>

All employees must co-operate with management; use 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 teste 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 Managing 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 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 the 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 electric 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 the 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 decisions.

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.

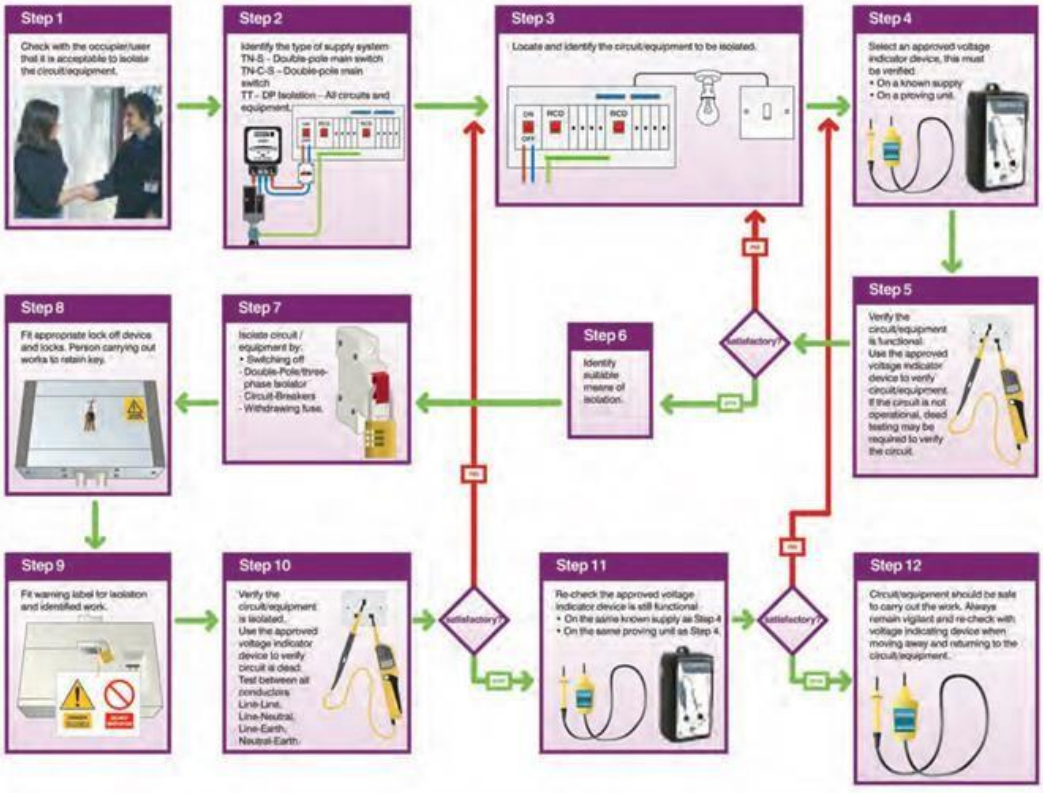
To indicate that a circuit is live a simple, visual indicator will be fitted to panels to provide a permanent reminder of danger.

FLOW CHART FOR THE ISOLATION OF EQUIPMENT / MACHINERY

Highlighted here in a simple flow chart are twelve steps for the safe isolation of electrical circuits and equipment. The chart illustrates frequently used methods. It should be remembered that the most effective way of isolating circuits and equipment is to turn off the isolating switch in the consumer unit, or three-phase distribution board, locking it off and attaching a label.

This method of isolation – although very effective – presents other problems and may introduce other hazards to the working environment. One of them could be the lack of effective lighting to work safely.

Therefore it can be seen that careful thought and a risk assessment is essential to determine the most suitable method of isolation to use.



Process for re-energising the circuit/equipment

Step 1	Step 2	Step 3	Step 4
After completing the work inspect and test in accordance with Part 6 BS 7671 (dead tests).	Remove locking off devices, locks and labels and restore electrical supply.	Complete testing (live tests). Commission circuit equipment.	Complete and issue appropriate test certificates/reports.

Safe Isolation Practice

A fundamental principle of safe isolation practice is that the point of isolation should be under the control of the person who is carrying out the work on the isolated conductors. This may be achieved by using one of the methods described below.

For work on LV electrical equipment or circuits, it is important to ensure that the correct point of isolation is identified, an appropriate means of isolation is used, and the supply cannot inadvertently be reinstated while the work is in progress.

Warning/caution notices should also be applied at the point(s) of isolation, and the conductors must be proved to be dead at the point of work before they are touched. The means of isolation can be an adjacent local isolation device such as a plug and socket, switch disconnector, circuit-breaker, fuse etc., as appropriate, that is under the direct control of the competent person carrying out the work. This requires the person carrying out the work to be able to see the means of isolation at all times in order to be able to prevent anyone interfering with it. In such circumstances, a local isolation device can be used without further precautions provided there is no foreseeable risk that the supply could be reinstated by others.

When there is no such local means of isolation or where there is a risk of reinstatement of the supply, the circuit or equipment to be worked on should be securely isolated by one of the methods described below.

Isolation using a main switch or distribution board (DB) switch-disconnector

Isolation of equipment or circuits using the main switch or DB switch-disconnector is the preferred method. The point of isolation should be locked off using a unique key or combination retained by the person carrying out the work. In the case of multiple isolations on a DB, a multi-lock hasp can be used to prevent access to a main isolator until such time that all persons working on a system have completed their work and removed their padlocks from the hasp.

If locking-off facilities are not provided on the relevant switch then a locked DB door or locked switch-room door is acceptable provided the key or combination is unique, and is retained by the person doing the work.

Multi-lock hasps can be used to control multiple isolations, although a key box or similar system may be needed to retain and control access to the main door key. Where it is intended that more than one person will be working on circuits supplied from a DB, (i.e. multiple isolations) and a multi-lock hasp cannot be used to secure the main point of isolation, individual isolation of each circuit by one or more of the methods shown is recommended, to prevent inadvertent reinstatement of the supply.

The principle is that each person carrying out such work should have control of their own point(s) of isolation and not rely on others to prevent deliberate or inadvertent energization.

Isolation of individual circuits

Where it is not practicable to isolate a distribution board, individual circuits supplied from it can be isolated by one of the methods described below, depending on the type of proactive device used. However, the overriding advice is to avoid energizing any outgoing electrical distribution services, preferably until the distribution switchgear and all connected circuits are complete and have been inspected, and the relevant tests carried out.

If any items required to carry out the procedures recommended below are not manufactured for the DB in question or cannot be obtained through retail/trade outlets, it is acceptable to disconnect the circuit from the DB as long as the disconnected conductors are made safe so as to prevent inadvertent contact with live parts (such as by being insulated or coiled). Suitable labelling of the disconnected conductors is important to prevent the supply being reinstated, particularly if other electricians are present.

It should be remembered that work carried out inside a live DB, such as disconnecting a circuit for isolation, is classed as live working when there is access to exposed live conductors. In this case, the appropriate precautions should be taken as described in HSG85 with respect to the Electricity at Work Regulations.

Isolation of individual circuits protected by circuit-breakers

Where circuit-breakers are used, the relevant device should be locked-off using an appropriate locking-off device with a padlock which can only be opened by a unique key or combination. The key or combination should be retained by the person carrying out the work.

The practice of placing insulating tape over a circuit-breaker to prevent inadvertent switch-on is not a safe means of isolation. Note: Some DBs are manufactured with ‘slider switches’ to disconnect the circuit from the live side of the circuit-breaker. These devices should not be used as a means of isolation for circuits, as they do not meet the requirements for isolation and the wrong switch could easily be operated on completion of the work.

Isolation of individual circuits protected by fuses

Where fuses are used, the simple removal of the fuse is an acceptable means of isolation. Where removal of the fuse exposes live terminals that can be touched, the incoming supply to the fuse will need to be isolated.

To prevent the fuse being replaced by others, the fuse should be retained by the person carrying out the work, and a lockable fuse insert with a padlock should be fitted as above.

A warning/caution notice should also be used to deter inadvertent replacement of a spare fuse. In addition, it is recommended that the enclosure is locked to prevent access as stated under 'Isolation using a main switch or distribution board (DB) switch connector.

Note: In TT systems, the incoming neutral conductor cannot reliably be regarded as being at earth potential. This means that for TT supplies, a multi-pole switching device which disconnects the phase and neutral conductors must be used as the means of isolation. For similar reasons, in IT systems, all poles of the supply must be disconnected. In these circumstances, single-pole isolation, such as by fuses or single pole circuit breakers, is not acceptable.
Temporary disconnection of incoming supply for some type of work on existing installations, such as the replacement of main switchgear, consumer units etc., it is necessary for the distributor's service fuse (s) to be withdrawn in order to disconnect the incoming supply for the purpose of isolation.

Legally, service fuses can be withdrawn only by the distributor, or by those they have expressly authorised to carry out such work.

Electrical Permits-To-Work

An electrical permit-to-work must be used for work on HV systems that have been made dead, and can be useful in certain situations for LV work. These permits are primarily a statement that a circuit or item of equipment is isolated and safe to work on. They must not be used for live working as this can cause confusion. Details on the use of these permits, including an example form, are given in HSG85.

Warning/Caution Notices

In all instances where there is any risk that the supply could be reinstated, an appropriate warning/caution notice should be placed at the point of isolation. For DBs with 'multiple isolations', a single suitably worded notice on each DB, such as the example shown below, would suffice:

Caution

THIS DISTRIBUTION BOARD HAS A NUMBER OF CIRCUITS THAT ARE SEPARATELY ISOLATED. CARE SHOULD BE TAKEN WHEN REINSTATING THE SUPPLY TO AN INDIVIDUAL CIRCUIT THAT IT HAS BEEN CORRECTLY IDENTIFIED. PROVING DEAD ISOLATED EQUIPMENT OR CIRCUITS.

It is important to ensure that the correct point of isolation is identified before proving dead. Following isolation of equipment or circuits and before starting work it should be proved that the parts to be worked on and those nearby, are dead. Is should never be assumed that equipment is dead because a particular isolation device has been placed in the OFF position.

The procedure for proving dead should be by use of a proprietary test lamp or two-pole voltage detector as recommended in HSE Guidance Note GS38,

Electrical test equipment for use by electricians. Noncontact voltage indicators (voltage sticks) and multi-meters should not be used.

The test instrument should be proved to be working on a known live source or proprietary proving unit before and after use. All conductors of the circuit, including the neutral, should be tested and proved dead.
Electricians who regularly work on installations that have been energised should be equipped with devices for proving that conductors are dead. Electricians who may occasionally work on installations that have been energised should have ready access to devices for proving conductors are dead.

Additional Precautions

New Installations

New installations can be a particular hazard as some of the circuits or equipment may require to be modified after the installation has been energized.

It is therefore important that every protective device is correctly identified at each distribution board before any energizing takes place, and safe isolation procedures, such as locking-off circuit-breakers as described above, are adopted, particularly where a number of electricians are working on the same installation.

Alterations and additions

Alterations and additions to existing installations can also be particularly hazardous. Records including circuit identification may not be available, or may be inadequate or incorrect. It is therefore particularly important to ensure that circuits to be worked on have been correctly identified for isolation purposes.

Neutral conductors

Care should be taken when working on neutral conductors of circuits. The practice of 'borrowing' neutrals, i.e. making use of the neutral of one circuit for use on another circuit, is not permitted by BS 7671. This dangerous practice, however, may still be encountered.

Lighting and control units are the most common examples where this practice is found. In these circumstances, the neutral conductor can become live when the conductor is disconnected, if a load is connected to that circuit. It's also difficult to identify specific neutral conductors in 'bunches' of single-core cables, such as where enclosed in trunking or conduit, and care should be taken when severing such cables that the correct conductor has been identified.

If doubt exists, live working measures, such as the use of eye protection, electrician's insulating gloves, insulated tools etc., should be employed until the circuit has been proved dead.

Protective conductors

Protective conductors of circuits with high protective conductor currents are effectively live, and should be treated with caution. Significant protective conductor currents can be present in both power and lighting circuits.

Proving dead unused or unidentified cables

Where there is uncertainty regarding isolation when removing unidentified cables or proving an 'unused' cable to be dead, particularly where insufficient conductor is exposed to enable the use of test probes, those conductors should be assumed to be alive until positively proven to be dead and any work carried out on them should employ live working practices until the conductors are proved dead.

Clamp meters can be used as a means of identifying cables by testing for current flow in the conductors. Non-contact voltage indicators (voltage sticks) can also be useful in these situations to test for voltage where cables without a metallic sheath are to be identified. If the non-contact indicator shows a cable to be live, it may be assumed to be so.

However, if it does not, the cable may not be assumed to be dead. Once insulation is removed using live working practices to reveal the underlying conductors, contact voltage detectors should be used as the means of proving dead.

3.12 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 as a wooden broom or wooden chair.

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

3.13 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 Managing 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 firefighting 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 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 can 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 Managing 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 door 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 doe become the case, then a new route must be chosen, with the 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. 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 firefighting 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.

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 Gas-Elec Group we are presently working at (**Location**) 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 fire brigade and give the telephone number of your mobile or public phone.
- When connected, state slowly and distinctly: -

''This is Gas-Elec Group 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 Gas-Elec Group'' 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 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

3.14 First aid

Fixed premises

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 and information has been detailed in the employee handbook, giving the names of first aid trained staff and the location of first aid equipment.

After all accidents, details must be recorded in the accident book. To ensure compliance with data protection legislation the completed accident book forms will be removed and file in the main offices.

If employees or their representatives wish to inspect individual records, they can contact the Managing 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 Managing 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 followed: -

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.

All first Aid incidents will be recorded by the person administering the first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed 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 the Managing Director 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 health and safety department as soon as possible.

First aid on site

The company recognises it is a statutory duty to provide equipment and facilities which are adequate and appropriate in the circumstances, for employees if they are injured or become ill at work. It therefore is company policy to assess the risks in their operations and then provide adequately trained persons and facilities on all their contract work sites.

First aid kits provided will have enough equipment to cope with the number of employees on site and only contain items that the First Aider has been trained to use. First aid kits will only contain specified first aid materials and nothing else (e.g. aspirin, creams or sprays)

Notices will be prominently displayed on all work sites giving the location of the First aid equipment.

All company vehicles will carry travelling first aid kits.

In the event that the company is not the main/ principle contractor for the project that organisation will be responsible for maintaining suitable first aid facilities. Whoever is controlling the site must ensure that all first aid arrangements are advised to all site operatives as part of their site induction process.

The person administrating first aid treatment will record all accidents. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

All accidents, no matter how small, must be reported in accordance with the company's accident reporting procedure.

3.14 Gas cylinders

Compressed gases present several hazards. Labels written on the cylinders and on the material safety data sheets supplied, inform you about the hazardous properties such as toxic, flammable or oxidizing. In addition to the gas hazard, compressed gas cylinders pose other hazards such as manual handling.

Every employer must determine that compressed gas cylinders are in a safe condition. It is the company's policy to undertake a visual inspection before use and when the cylinders are returned to the storage area. It is important that all gas cylinders are treated with care

regardless of the gas, any gas under pressure can explode if the cylinder is improperly stored or handled.

Employees using or handling such cylinders should comply with the following rules: -

- Always store cylinders in their designated location and ensure that they are not likely to be struck by another object. It is important to ensure the area is well ventilated and away from any source of heat, naked flame or direct sunlight.
- Always store cylinders in segregate areas according to the gas type with oxidizers being stored at least 20 feet away from flammable gases.
- Cylinders will be stored in an appropriate rack in an upright position.
- Before gas is used, install the proper pressure-reducing regulator on the valve. After installation, verify the regulator is working, that all gauges are operating correctly and that all connections are tight to ensure that there are no leaks. When you are ready to use the gas, open the valve with your hands. Never use a wrench or other tool, if you cannot open it with your hands do not use it!
- Before moving any cylinder ensure all valves are closed and the regulator removed.
- Always be aware of the contents and handle in accordance with the relevant COSHH assessment.
- Always use the correct connections (hoses, clamps etc).
- Always turn off valves after use.
- Report any damage to cylinders or attachments.
- In the event of a fire it is essential that the emergency services know of the location of all cylinders.

It is company policy to ensure that all members of staff responsible for handling gas cylinders and equipment, have adequate knowledge of the gas and the precautions to be taken in the event of an emergency.

3.16 Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation, require standards of competency and carer 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, Gas-Elec Group 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 time 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.

3.17 Hazard detection procedures

To encourage health and safety awareness in the workplace, a formal written 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 or any shortcomings in our health and safety arrangements has been identified employees are required to bring it to the attention of 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 procedure, which will improve the attitude of the workforce towards safety and will aid the company in consulting with employees.
If a hazard is detected that could cause injury or ill health, employees will: -

- Complete part one of the hazard report form.
- Liaise with the Managing Director who will carry out the necessary remedial action.

Near Miss (Please read in conjunction with advice given at 3.03 – accidents)

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. A near miss can be recorded in the following way: -

- The Managing Director will be contacted and the incident explained along with the location and type of problem. The Managing Director will then ensure that the correct remedial action is undertaken.

3.18 Head Protection

Where there is the 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.

3.19 Health surveillance

The company 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.

The company recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

It is company policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Risk assessments of the company's activities will identify if and where surveillance is appropriate.

The company is aware that some activities may require the introduction of health surveillance, special consideration will therefore be taken at the risk assessment stage for activities involving the following potential health risks: -

Activities, which may invoice or result in: -

- Excessive noise
- Hard-arm vibration
- Solvent fumes, biological or other hazardous substances
- Asbestos, lead or work on compressed air
- Ionising radiation

The company also recognises that although specific legal requirements do not exist the following operations may also require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

- Work related upper limb disorders
- Whole body vibration
- Manual Handling
- Night Working

Further advice on the appropriate course of action will be sought from the Employment Medical Advisory Service wherever necessary.

If employees 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 Managing Director.

The company employees are encouraged to identify if they have any physical or mental conditions that could be adversely affected by undertaking work activities on behalf of the company.

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

3.20 Housekeeping

It is company policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

A tidy site leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the site is kept in a clean and orderly condition at all times.

Employees on site are responsible for maintaining an orderly and tidy site and must insist on sub-contractors fulfilling their obligations in this respect. In particular the Managing Director will ensure as far as is reasonably practicable that the following actions are taken wherever practicable: -

- Floors, walkways stairways and work areas must be kept clear of tripping hazards
- Nails must be removed from lose timbers to prevent foot and other injuries.
- All combustible rubbish will be cleared away on a regular basis and disposed of in the authorised waste skips.
- Rubble and waste building materials must not be left on working platforms and waste material on the site is to be cleared as work proceeds.
- Steel and nylon bands used to contain bundles of materials are to be disposed of safely. These can cause serious cuts or abrasions to the ankles if not properly controlled.
- Disposal of any hazardous materials will be undertaken according with all laid down environmental policies and procedures. Special waste, such as asbestos, will only be removed and disposed of by authorised contractors.

As the arrangements will vary from site to site due to the nature and size of the project being undertaken, an assessment will be completed at the beginning of the project to ascertain what housekeeping control measures are required.

Employees are required to report any housekeeping problems to the Managing Director.

3.21 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 tact, 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 an Inspector.

3.22 Information, instruction and training

It is the company's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the company's undertakings.

Training is provided for all employees: -

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

- All health and safety training will be undertaken during working hours wherever possible.

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

All training will be recorded and retained on each individual employee's personal file for future reference by the Managing Director.

The Managing Director will ensure that the company procedure for information, instruction and training is adhered to.

Employees will report any problems to the Managing Director.

3.22 Ladders and stepladders

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the organisation will only be authorised if there is no suitable alternative e.g. mobile tower.

The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms etc. will be considered by risk assessment.

The company accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use.

Ladders must be: -

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point of which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. BS2037 Class 1 ladder may be use within the company.

Site-specific risk assessments on the ladders will be carried out prior to activity by and the results communicated to relevant employees.

Managers will ensure that employees are following the systems laid down for their safety.

Ladder Checklist

General	
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
Stepladders	
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
Extension ladders	
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
Positioning and use of ladders	
Are ladders positioned on a firm 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

3.24 Lighting

The company regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the well-being 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 a responsible person.
- 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 either 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 strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

3.25 Lone working

The company recognises that with few exceptions it is not illegal to lone work.

However, within construction activities lone working in a cofferdam or over water is prohibited.

The company accepts some company employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations.

The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Operatives who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Lone working risk assessments will be carried out by the Managing Director.

The results of the lone working assessments will be communicated to relevant employees by the Managing Director.

The Managing Director will ensure that employees are following the systems laid down for their safety.

3.26 Manual Handling

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

The company accepts that some manual handling activities may be necessary during their operations.

The organisation will avoid the need for employees to undertake manual handling operations wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the company for safe manual handling operations.

Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Operatives who are required to undertake manual handling activities will be provided with all the relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Manual handling risk assessments will be carried out by the Management Director.

The results of the manual handling risk assessments will be communicated to relevant employees by the Managing Director.

3.27 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.

3.28 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 incidents were equipment failure, ground conditions, outriggers (not used or faulty), MEWP being struck by a 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 wok 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 sage 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 unto 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 are 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, repair and maintenance.
- Check if a different make or model of MEWP is delivered to the site.
- Check that it is suitable for the task.

3.29 Mobile telephones

Using a phone whilst driving

The use of a hand-held phone or similar hand-held device whilst driving has been prohibited since December 2003.

Regulation 104 of the Road Vehicles (Construction and Use) Regulations makes it an offence for a person to drive a motor vehicle if they 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 6 points on your licence and a minimum fine of £200. 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. You could also be subject to a discretionary

disqualification. Further info on all driving offences can be sourced at; https://www.highwaycodeuk.co.uk/penalty-table.html

In order to ensure the safety of staff, hands-free kits will be provided for employees 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. A hand-held device is something that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function.'

The prohibition also applies whilst stopped at traffic lights or during other hold-ups that may occur during which a vehicle can be expected to move off after a short while.

Provided that a phone can be operated without holding it, then the law does not prohibit hands-free equipment. However, the Government advises that drivers should NOT use a mobile phone in the car at any time and drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

General use of mobile phones

- During meetings, users should be considerate of other people and avoid causing a distraction.
- Mobile phone users may be more at risk from slips and trips if walking around whilst using the so extra care should be taken.
- Radio signals can cause interference with sensitive electronic equipment such as that found in hospitals or airports. Always observe warning signs and switch off the hone where required/requested to do so.
- 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 as the person you are communicating with may be driving at the time.
- Do not leave mobile phones on display in a vehicle nor use them in areas where you feel at risk of robbery. If challenged give the equipment up immediately.

3.30 Monitoring, audit and review

This Health and Safety Policy will be formally reviewed every 12 months by the Company Director in conjunction with the Safety Advisors of the Company and any alterations ratified as necessary. It will also be reviewed to take into account where new legislation or European Directives are amended and/or introduced, following the introduction of new technology are or working practices or changes in Company activities or circumstances.

The Director on the recommendation of the Safety Advisers will consider alterations and amendments, which become essential between the review dates.

Simply, this policy is a live document, which will be reviewed by the Director for Safety:

- Annually

- When new legislation or European Directives are amended and/or are introduced.
- The introduction of new technology and or working practices
- Change in Company activities or circumstances.

The issue of the Health and Safety Policy and any amendments thereof shall be made solely by the Company with the assistance of its Safety Advisors.

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 safety inspection records completed by the Site Supervisor plus Senior Managers carrying out their formal, independent inspection on a three-monthly basis.

Independent monitoring and auditing by the Safety Consultants supplement these arrangements.

The Managing Director will review these records and all subsequent corrective actions.

The company are committed to good Health and Safety Management and with the assistance of the Safety Consultant 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.

3.31 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 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 Gas-Elec Group will not normally be required to undertake regular noise exposures assessments, however when any activity is likely to pose a significant noise hazard, the necessary precautions and monitoring procedures will be implemented.

3.32 Personal protective equipment (PPE)

The company will compile full risk assessments for all tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denote manufactures standards.

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.

Gas-Elec Group will compile detailed records for all equipment that is issued along with detail of any training that has been given.

All employee 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.

3.33 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 no 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 inflammable'
- Hazard warning sign.
- Precautions to be taken.

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

3.34 Protection of the public

The Health and Safety a Work Act 1974 requires all employees 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 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.

3.35 Risk assessments

The company 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 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 site-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.

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.

<u>Risk assessment guidance sheet.</u>

Column 1.	**Significant Hazards.**	**(Examples)**
Slipping – Tripping Hazards		Dust
Fire		Fumes
Chemicals		Manual Handling
Moving Parts of Machinery		Pressure Systems
Ejection of Materials		Poor Lighting
Noise		High/Low Temperatures
Electricity		Violence to staff (Robbery etc)
Storage of Goods and Materials		

Column 2. Who Might be Harmed. (Examples)

Office staff	Machine operators
Maintenance staff	Cleaners
Contractors	Members of the public (customers)
Visitors	Security staff

Column 3. How is the Risk Controlled? (Examples of Control Measures)

Information, Instruction, Training	Guarding
Safe Working Procedures	Provision of PPE
Supervision	
Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)	Routine Inspections and Checks

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 a working process.

3.36 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 re 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, material 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 worker 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 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 associates of, 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 the 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.

Example 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.

<u>Legal requirements</u>

Section 2(2)(A) of the Health and Safety at Work 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 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.

3.37 Safety signs

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

All safety signs will be colour coded in accordance with the following guidelines: -

- White circle with red edging and a diagonal line indicate **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 for example where: -

- There is a risk of exposure to excessive noise.
- There is low headroom.
- Speed needs to be restricted.

It is company policy to ensure that any signs which 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.

3.38 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. The 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 contractor's 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 employee 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 scaffold is being used.
- A competent person will inspect all scaffolding before being put into use.

3.39 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 Gas-Elec Group to implement a suitable policy to control smoking within areas under their control.

Gas-Elec Group 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 a necessary.

3.40 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 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 or 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 challenge, 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.

3.41 Selection and control of sub-contractors

The company accepts that in any client/contractor relationship, both parties will have duties under health and safety law.

The company will clearly identify all aspects of work that they want the sub-contractor to do. This process should consider the health and safety implications of the proposed work and should follow the stages described below.

Selecting a suitable sub-contractor

In order to ensure that competent subcontractors are appointed, the company will scrutinise all sub-contract companies who undertake minor work by issuing questionnaires which are required to 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 subcontractors will be placed on an approved list for consideration.

Risk assessment of sub-contractor's activities

The company recognises the importance of coordinating activities of subcontractors and their own employees. To reduce the risks from each activity all parties will exchange/refer to all relevant risk and COSHH assessments, method statements and safe systems of work.

Information, instruction and training

All duty holders including the Principal Contractor, contractors and workers will ensure that all parties share relevant information through induction, site meetings and where necessary additional specific training.

Co-operation, co-ordination and consultation

The company will ensure that appropriate liaison arrangements are implemented between all relevant parties.

The company accepts the legal requirements relating to consultation with employees. To enable adequate consultation to be carried out by all parties the company will actively promote consultation with all employees on matters, which may affect their health and safety.

With regards to operatives with little or no understanding of English, the company will introduce multi language courses or bilingual information Notice Boards and ensure that adequate interpreters are available; all site safety signs shall comply with European standards.

Management and supervision

All work that is undertaken by sub-contractors will be supervised on a day-to-day basis. Health and safety standards are monitored and performance reviewed. In cases where individual subcontractors are considered to be working in a non-appropriate manner they may be removed from site.

After a contractor has undertaken work, the Managing Director 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 portable appliances brought onto site must be appropriately marked and have a valid test certificate, equipment should be tested quarterly by a competent person.

All contractors must comply with all site documentation and reasonable directions from duty holders regarding safe systems of work including the requirement to wear appropriate personal protective equipment.

3.42 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
- IPAF
- Confined spaces

3.43 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 hammer, 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 are the first sign is frequently an occasional attached 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 all 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 anti-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 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.

3.44 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 members of 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 of these categories within your organisation.

Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employers, 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 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 include 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 3 – 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 feel 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.

3.45 Visits from enforcement officers

The Health and Safety at Work 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 satisfactory documentation has been produced employees of the company will provide all necessary assistance and co-operation with the inspector whilst visiting company premises or a transient work site. 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.

3.46 Waste disposal

To ensure that the company complies 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 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.

3.47 Welfare at fixed premises and on-site

Fixed premises

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

The company 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 sever 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 of 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.

On site welfare

The Construction, Design & Management (CDM) Regulations requires every company to address the welfare of employees whilst at work on a construction site.

To ensure that the company comply with these regulations the company will ensure that there are reasonable welfare facilities available at readily accessible places. These will be adequate provisions, which will include a mess room, toilet and washing facilities, clothes storage areas and changing facilities. These facilities will be determined by the length of the project and the number of employees who will be working on the construction site. On small projects where it is not possible to supply the above facilities prior agreement will be made with the principle contractor or the client to use the welfare facilities that are already supplied on the work site.

It is the responsibility of the Managing Director to ensure that suitable and sufficient welfare facilities are available at all times.

To ensure that on-site welfare provisions remain in a suitable condition they will be regularly inspected and assessed on behalf of the company by the Managing Director.

Where necessary suitable and sufficient emergency lighting will be provided and maintained in any workplace where there is a risk of employees being exposed to danger in the event of a failure of artificial lighting.

3.48 Work equipment and maintenance

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

It is the company's policy to ensure that all equipment used complies with the regulations.

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.

In order to comply with the regulations relating to maintenance 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 reasonably practicable, to take all practical 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.

The company, after consultation with 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.

The company 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 Managing Director to ensure that suitably qualified persons undertake all maintenance activities and the tasks are adequately supervised.

3.49 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.

Gas-Elec Group have a duty as an employer to ensure to ensure that the risk of injury is removed or minimized. The essential part of this is to plan and organise 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 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 affected.
- 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 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.

3.50 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 the company 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 and 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. The company 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 community 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.

4.0 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.

Following guidance from various HSE communications, Gas Elec has reviewed the types and scale of works we undertake on a day to day basis. The vast majority of the works we complete are straight forward gas and electrical safety inspections where we have no requirement to alter the fabric of the domestic buildings in which the inspections are completed. There is therefore no requirement to complete a construction phase plan. This view is support by a statement from the HSE for its own inspectors in 2017;

Where maintenance activity involves construction processes, requires construction skills and uses construction materials, it is most likely to fall within the term construction work. General maintenance adjustments, replacing parts or lubrication is unlikely to be construction work.' As a result of this statement, the following works do not fall under the remit of CDM:

• Inspection/testing of services, • Maintenance of plant such as boilers

However there are circumstances where a Construction Phase Plan will be required;

4.1

The installation of new or replacement boilers, the replacement of consumer boxes or a major rewire of a property

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 using a mobile app.
- Through on-site monitoring ensure that every contractor (where there is more than one) complies with the rules set out in health and safety plan.
- Ensure co-operation between our engineers and other contractors.
- Keep the CPP up-to-date with any information required to go into the health and safety file if applicable;
- 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;
- If the work covers more than one day review the original plan and update as necessary

As an employee of this Company you will be working on site to the requirements of a Construction Phase Plan in relation to work types identified at 4.1 referring to the instruction from the CPP app. You have a duty to comply with the requirements as well as identify to Customer Services Manager 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.

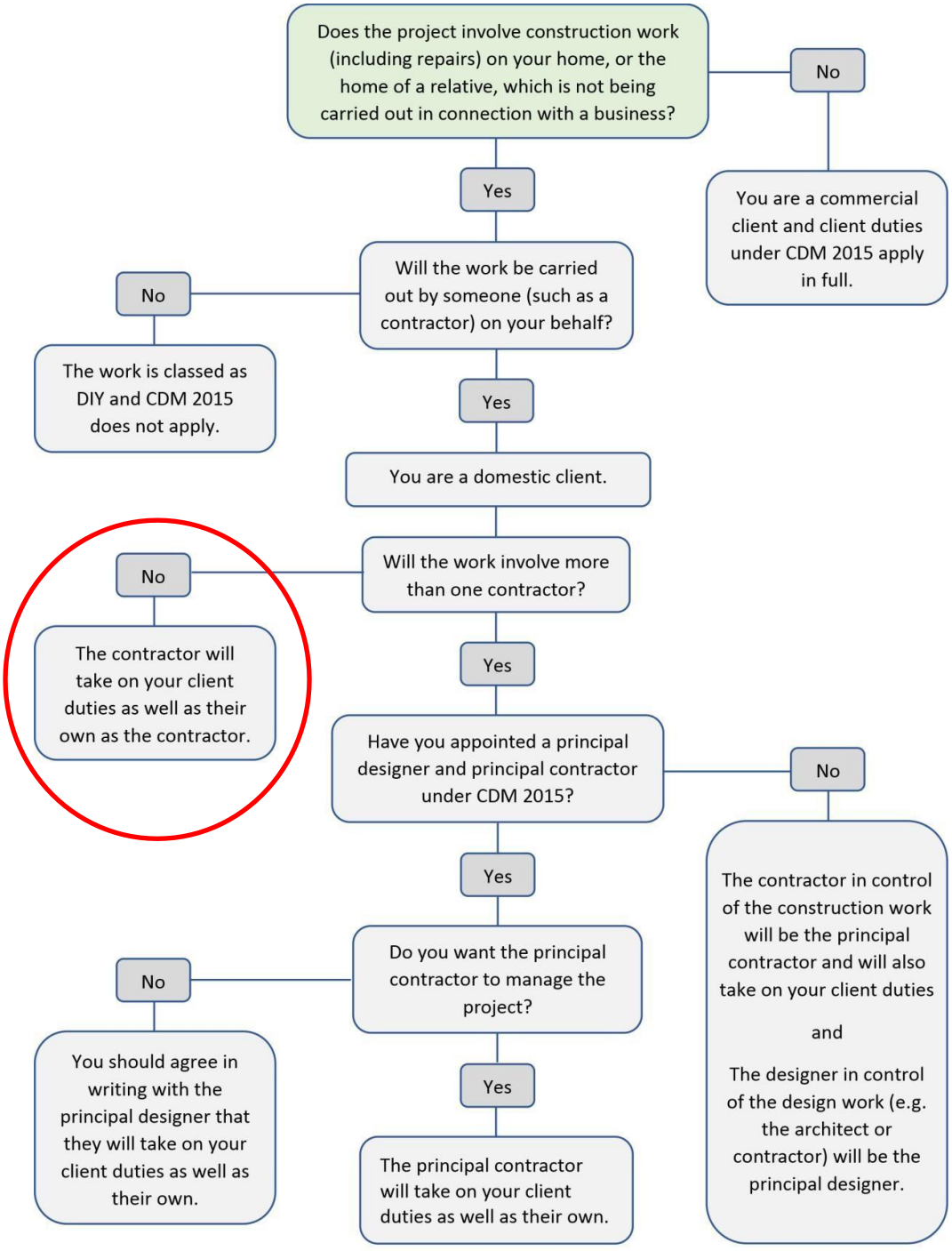
A Construction Phase Plan will be produced for all works including small works, the emphasis is that it:

- Is relevant to the work undertaken;
- Has sufficient detail to clearly set out the arrangements for that work: but
- Is still proportionate to the scale and complexity of the work 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.

Flowchart: Domestic clients and CDM



Based on CITB: CDM Industry guidance for Clients 2015

Appendix 1: Behaviour Based Safety Observation Form (Sample Only).

Your concerns for safety and suggestions on how to improve our safety program are important. Use this form to submit either safety improvement input and/or a BBS Safety Observation. Your name is optional and the name of the person being observed is not to be used. This information will be used to continually improve our safety system and conditions.

Employee Name:				
IMPROVEMENT INPUT				
□ BBS Observation	□ Unsafe Act	□ Unsafe Condition	□Recognition	□ Environment
Employee/Observer Input:				
Employee's Action Taken or Recommendation:				
Supervisor or Management Action Taken:				

SAFETY OBSERVATION CRITICAL FACTORS (S=SAFE, C=CONCERN)											
PPE / PROCEDURES / METHODS			**BODY POSITION / MECHANICS**			**SLIPS / TRIPS**			**EQUIPMENT / WORK ENVIRONMENT**		
S	C	EYE AND HEAD	S	C	PROPER POSITION	S	C	PROPER FOOTW EAR	S	C	MSDS, IF NEEDED
S	C	HAND AND BODY	S	C	ASK FOR HELP	S	C	AW ARE OF HAZARDS	S	C	LOCKOUT
S	C	FOOTWEAR	S	C	USE DOLLY	S	C	PROMPT CLEAN UP	S	C	TOOLS ARE SAFE
S	C	TRAINED ON TASK	S	C	SMALLER LOADS	S	C	TRIPPING HAZARDS	S	C	ADJACENT WORK
S	C	WORK PERMIT / JSA	S	C	DON'T TWIST BODY	S	C	NOT RUSHING	S	C	SIGNAGE, IF NEEDED
S	C	ALL TRAINED IN BBS	S	C	GET CLOSE TO ITEM	S	C	STEP CONDITIONS	S	C	SPILL CONTROL

Observer's Feedback Given to Employee:		
Location:	Observer's Name:	Date: