

Health and Safety Policy

Arrangements

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1 ACCIDENT & INCIDENT REPORTING

The definition of an accident is: -

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

The definition of a near miss is: -

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

The definition of a dangerous occurrence is: -

An unplanned incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. See list of dangerous occurrences that must be reported. These are shown in the Guidance notes.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the Site Manager/Premises Owner or a colleague will dial 999 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 comply with RIDDOR it is imperative that all major accidents, reportable accidents, diseases, and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Managing Director or their representative to report these to the national incident centre immediately when necessary. All accident information that is entered into the accident book must be kept for a minimum of three years.

ALL accidents resulting in personal injury to any person at work must be entered in the Accident Book which must be compliant with the Data Protection Act 1998.

Employees are required to report ALL accidents of whatever nature no matter how minor to the Managing Director. It is also a company and legal requirement to complete an Accident/Incident Report Form as soon as is practicable. The Management will, depending on the severity, inform the company's Health & Safety Consultant.

Changes have been made to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- The period of incapacity* before an employer is required to report an injury arising from an accident at work increases from three to seven** days;
- The period within which an employer is required to make the report increases from 10 to 15 days.

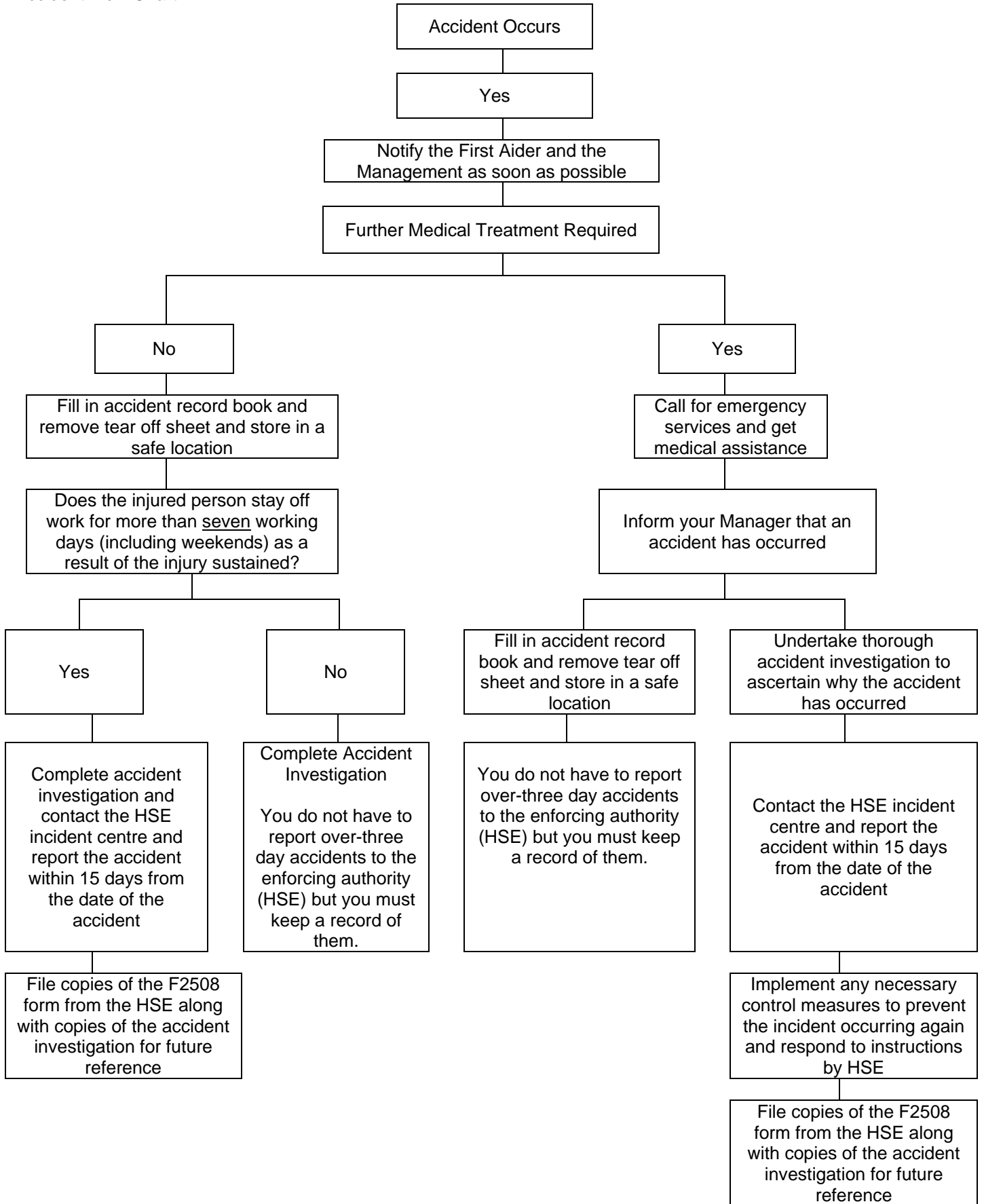
**Incapacity means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.*

***An over-seven-day injury is one which is not 'major' but does cause the injured person to be absent from work or unable to do the full range of their normal duties for more than seven consecutive days. The seven consecutive days does not include the day of the accident but does include any weekends, holidays or any other days the employee would not normally work.*

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. R.I.D.D.O.R. 2013.

Accident Flow Chart



2 ACCIDENT & INCIDENT INVESTIGATION

All personal injury accidents, dangerous occurrences and other incidents such as fires will be investigated by the person in charge of the site with support from the company's Health & Safety Consultants.

In order to determine what corrective action is necessary to prevent repetition it is essential to isolate all contributing factors, this can only be done by an investigation.

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

In order to prevent similar accidents occurring, lessons learnt from an investigation will be briefed to employees as a proactive approach to prevent re-occurrence.

Employees may be required to assist and co-operate in such investigations.

In the case of accidents and dangerous occurrences except the classification "absent from work for more than seven days" a separate investigation will also be conducted by the company's Health & Safety Consultants.

It is the responsibility of the Managing Director or his representative to investigate the accident/dangerous occurrence.

Investigation reports should be forwarded to the company's management team for analysis.

If there is any doubt about reporting accidents or dangerous occurrences the Management should contact the company's Health & Safety Consultants for further guidance.

The outcome of all investigations will be communicated to all employees who need to take action as a result of an accident.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. R.I.D.D.O.R. 2013.

3 RISK ASSESSMENT

BA Electrical Ltd accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with The Management of Health and Safety at Work Regulations 1999 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.

Full compliance with regulation 3 of the Management of Health and Safety Regulation 1999 is required to assess the risk to employees and others from ill health and personal injury.

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 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.

From this the necessary preventative and precautionary measures (controls) to comply with any Health and Safety requirements can be determined. Controls will be selected from the following hierarchy:

- Avoid the risk altogether, for example by using a less dangerous substance
- Combating risks at source, for example by using guards on cutting machines
- Only using personal protective equipment as a last resort.

For activities not covered in the BA Electrical Ltd Health and Safety Policy an assessment of the level of risk involved and the precautions required will be made by the Management in accordance with this procedure.

BA Electrical Ltd's Health & Safety Consultants should be sent a copy of all such assessments and are available to assist in developing the necessary Arrangements for subsequent addition to the company's Health and Safety Policy.

Risk assessments will be carried out practically and realistically using five basic steps and in a working environment.

The Five Steps.

1 Work activity or task analysis.

All work activities or tasks should be analysed into their component elements including where the activity takes place and any plant or equipment used

2 Hazard identification

A “**Hazard**” is something that has the potential to cause harm.

Each element of a work activity or task can now be considered as to the hazards involved, that is, what can cause harm.

While not exhaustive the most likely hazards to be encountered BA Electrical Ltd work activities are:

- | | |
|--|---|
| <ul style="list-style-type: none">• Falling from height• Injury while manual handling• Struck by moving vehicles• Trapped by something collapsing or overturning• Exposure to fire• Exposure to noise | <ul style="list-style-type: none">• Struck by moving/flying/falling objects• Striking against objects• Slip, trip or fall on same level• Exposure to or contact with harmful substances• Exposure to vibration• Exposure to electric shock |
|--|---|

Risk evaluation or rating.

3 A “**Risk**” is the likelihood of the harm occurring.

The risk will be judged and apportioned a notional value the objective of which is to establish the significance of a hazard and to assist in prioritising dealing with a number of hazards.

This is achieved in two parts

- First by determining the **likelihood** of the event occurring and
- Second by considering the possible **severity** of the harm that could result

Likelihood Takes into account such matters as the number of persons exposed to the hazard, the frequency and duration of exposure and the control measures currently in use (risk assessment is first carried out without considering the effect of any control measures and is then repeated introducing a range of controls to ensure the most effective are used).

	Likelihood of harm occurring	x		Severity of the harm if it did occur
5	Frequent		5	Fatality
4	Probable		4	Major injury
3	Occasional		3	Serious involving at least three days absence from work
2	Remote		2	Minor involving less than three days absence from work
1	Improbable		1	Low

L I K E L I H O O D	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1
		5	4	3	2	1
		SEVERITY/CONSEQUENCE				

Risk Rating	Class	Control Action
1 to 4	Trivial	No action required
5 to 9	Tolerable	No additional controls but need to monitor and consider controls that do not impose additional costs
10 to 14	Moderate	Reduce the risk by cost effective solutions
15 to 19	Substantial	Reduce risk before work activity or task starts, costs not a serious issue
20 to 25	Intolerable	Work activity or task not to be started or continued until risk drastically reduced irrespective of costs

The level risk is indicated as follows:	
Intolerable	20-25
Substantial	15-19
Moderate	10-14
Tolerable	5-9
Trivial	1-4

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 following type of action should be taken dependent upon the evaluation of the risk	
Trivial	No action required
Tolerable	No additional controls but need to monitor and consider controls that do not impose additional costs
Moderate	Reduce the risk by cost effective solutions
Substantial	Reduce risk before work activity or task starts, costs not a serious issue
Intolerable	Work activity or task not to be started or continued until risk drastically reduced irrespective of costs

4 Risk Control Measures.

Where there is a significant risk it is then necessary to establish those preventative and precautionary or control measures that need to be implemented to reduce that risk to an acceptable level. These controls may simply require compliance with Health and Safety legislation or follow the basic hierarchy of such measures which is:

- Avoid the risk completely by carrying out the work in a different way.
- Substitute a less hazardous activity for the one originally contemplated.
- Combat the hazard at source by guarding or enclose it completely.
- Reduce the number of persons exposed to the hazard or the time they are exposed to that hazard.
- Provide Personal Protective Equipment.

5 Recording, Monitoring and Review.

- Risk assessments should be recorded for which purpose a Risk Assessment Register is used.
- Monitoring of work activities or tasks will be carried out regularly to ensure the controls are being implemented and that they are adequately controlling the risks.
- ALL risk assessments will be reviewed at least annually or when changes in work activities or tasks, legislative requirements or other conditions that significantly affect the hazards and risks involved.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Publication INDG 163 Five Steps to Risk Assessment.

4 MANUAL HANDLING

It is the intention of BA Electrical Ltd to secure the Health and Safety of all persons from the hazards of Manual Handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

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

The company will avoid the need for employees to undertake Manual Handling operations wherever possible, however, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

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

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

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

Employees Duties

In addition to the duties placed on employees under Section 7 of the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

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

It is the intention of BA Electrical Ltd to secure the Health and Safety of all persons from the hazards of Manual Handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

Manual handling means transporting or supporting including lifting, putting down, pushing, pulling, carrying or moving a load by hand or bodily force.

Wherever possible work will be organised to avoid manual handling of any loads. In particular mechanisation such as sack trucks, barrows, forklifts etc will be provided and used.

Any manual handling that cannot be avoided will be assessed as to the risk of injury to persons employed. Such assessment will consider the effects of the task, the actual load, the working environment and individual capabilities. From the assessment steps will be identified to reduce the risk of injury to the lowest level reasonably practicable. This will be achieved by:

- Improving the task by eliminating stooping, twisting, carrying for excessive distances, reaching upwards, lifting through large vertical distances
- Reducing the weight of the load
- Making it easier to grasp
- Making the load smaller in size
- Providing a safe working environment by removing obstructions, providing level surfaces, adequate lighting and a suitable thermal environment
- Taking account of individual's health and physical condition.
- Assessments will be recorded on the attached Schedule and retained to provide information to persons employed manual handling.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Publication INDG 163 Five Steps to Risk Assessment.
4. The Manual Handling Operations Regulations 1992.
5. HSE Publications L23.
6. Guidance on Regulations HSG 149.



5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is the intention of BA Electrical Ltd to secure the Health and Safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, 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 completely safe. All reasonable steps will therefore be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

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

To enable the company to comply with the Control of Substances Hazardous to Health Regulations 2002 (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, and then implementing such safety measures to reduce, control or eliminate the risk at source.

BA Electrical Ltd has appointed a competent person to complete all COSHH assessments. This person is responsible for providing reports to senior management on progress, requirements and problems associated with hazardous substances. They are also responsible for providing adequate training in the recognition of substance hazards and assessing the risks.

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

The Management 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 detected, individuals are to be reminded by the Management team 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 and practise 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.

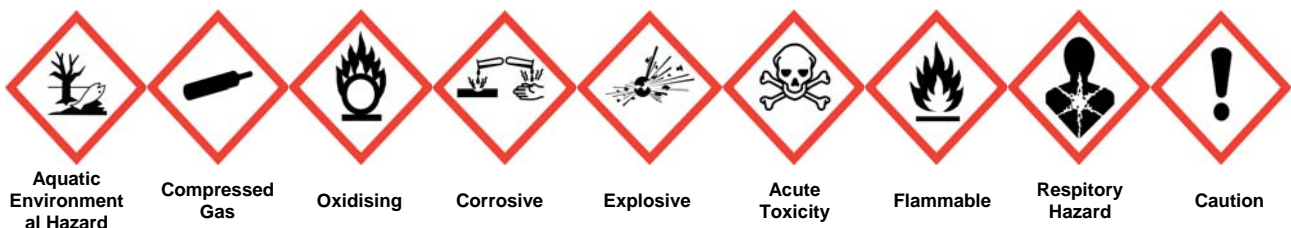
COSHH Do's and Don'ts

Do:-

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

Do Not:-

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

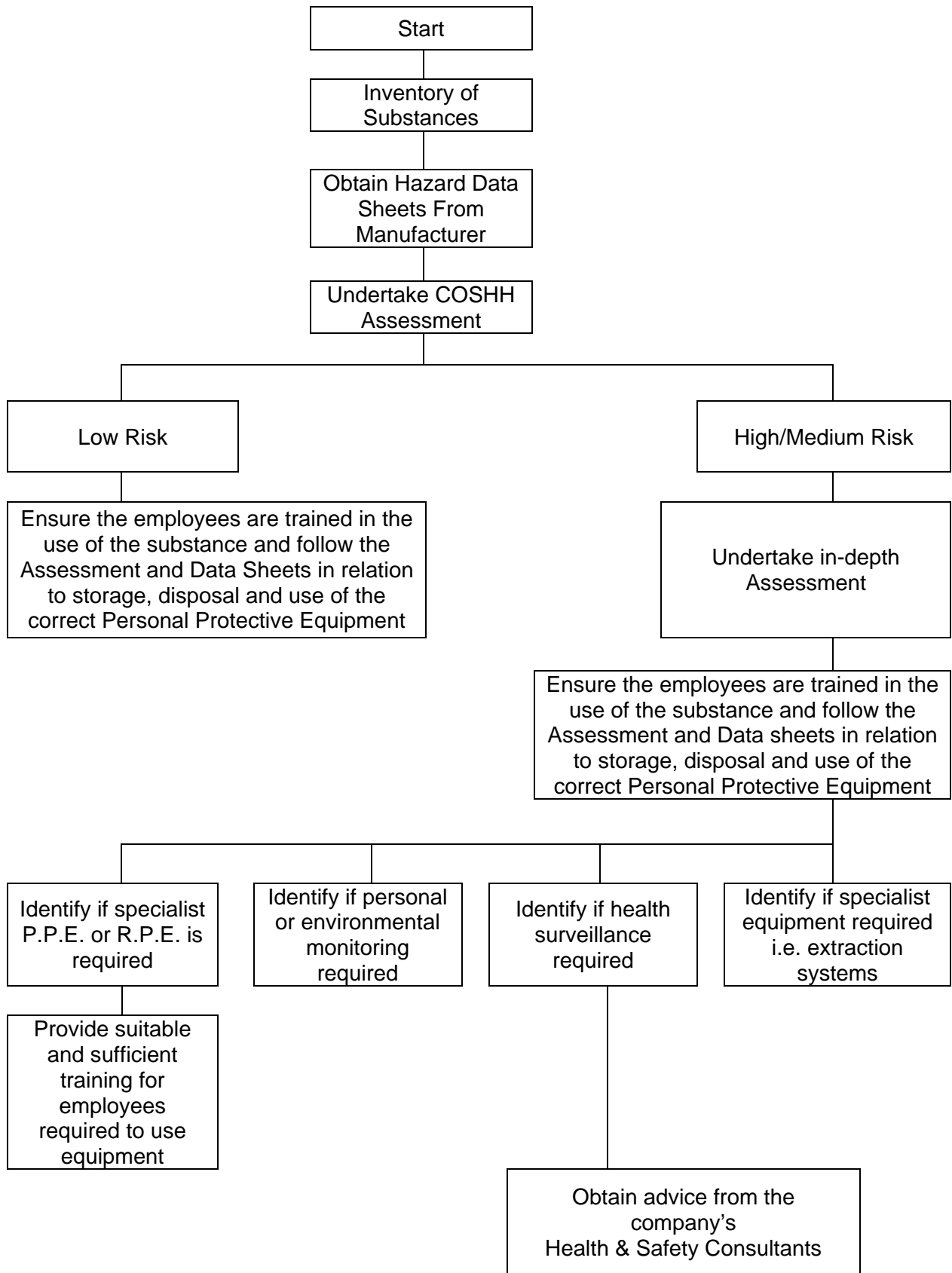


The new International symbols have replaced the European symbols. Some of them are similar to the previous symbols but there is no single word describing the hazard.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. Control of Substances Hazardous to Health Regulations 2002. (as amended)
3. The Management of Health and Safety at Work Regulations 1999.
4. HSE Publication L5.
5. COSHH Guidance Notes.

COSHH Assessment Flow Chart



6 TRAINING

On commencing work employees will receive appropriate induction training and, in particular, information on any special hazards of the site/location and the emergency procedures in existence at that time.

Continuing Training

When an employee changes their job or operates a new system of work or piece of plant or work equipment he/she and their supervisor will receive the appropriate Health and Safety training. Dependent upon the seriousness of the risks associated with an employee's work this will be repeated at regular intervals.

Specific Training

BA Electrical Ltd recognises that specific training is necessary to be carried out and they are actively committed to investing in their employees. The company's Health & Safety Consultants will carry out such training where necessary following a written instruction. Sub-contractors or Agency employees are required to provide copies of their Certificates of Training.

Toolbox Talks

Toolbox talks will be given on a regular basis covering relevant subjects from procedures. This will be recorded on a Tool Box Talk Briefing Record Sheet.

The Health and Safety Policy - The contents of the policy will be covered in detail, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the organisational arrangements. Each employee has access to a copy at all times.

Accident Reporting Procedures/First Aid - This covers the action to take when an accident has occurred, the person to be informed what to do about First Aid treatment.

Fire procedures and precautions - this section covers fire precautions to be taken during on site activities. It includes

- Procedure for raising alarm and location of alarm points, fire exits and assembly points
- The person to whom the employee must report
- The use of Fire Extinguishers
- Fire Safety – Onsite and in Buildings and Offices
- Emergency Procedures

Employees are introduced to the most important legislation that applies to the company

- The Health and Safety at Work etc Act 1974
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- First Aid at Work Regulations 1981 (as amended 2009)
- The Manual Handling Regulations 1992
- R.I.D.D.O.R. 2013
- Working at Height Regulations 2005
- Personal Protective Equipment Regulations 1992
- Control of Noise at Work Regulations 2005
- The Construction (Design and Management) Regulations 2007
- The Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Control of Asbestos Regulations 2012

7 FIRE & EMERGENCY PROCEDURES

BA Electrical Ltd 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.

The requirements for employee training in fire safety must be adhered to.

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

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

Fire doors should be closed at all times and not wedged open.

The procedures may include, but are not limited to the following:

- Give warning of the emergency.
- Evacuate the site (or affected part) or office.
- Detail any steps to contain or limit consequential loss.
- Establish the parameters for returning to work after a case of serious or imminent danger.
- Determine the appropriate means of raising an alarm, i.e. klaxons, bells, etc and arrange for them to be installed so as to be audible throughout the site or phases of the site.

All new personnel should be informed of the specific site arrangements at induction stage.

Allocating specific duties and responsibilities to site employees as is deemed necessary and nominate deputies to implement emergency procedures in the case of absence.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept. Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

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 fire, however, extinguishing action can be undertaken if it is safe to do so.

On no account should a closed room be opened to fight a fire.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Regulatory Reform (Fire Safety) Order 2005.

8 PERSONAL HYGIENE

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

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

Reasonably practicable measures will be taken to ensure employees working in the field must also have suitable welfare facilities provided.

There are two main types of Leptospirosis infections that could affect employees which could be a result of poor person hygiene: -

1. Weil's disease, this is a serious and sometimes fatal infection that is transmitted to humans due to contact with urine from infected rats.
2. The Hardjo form of Leptospirosis is transmitted to humans due to contact with urine or foetal fluids from infected cattle.

Anyone who is exposed to rat or cattle urine or foetal fluid is at risk from the disease. The bacteria can enter the body through cuts, scratches and through the lining of the mouth, nose, throat and eyes after contact with infected urine or contaminated water. Symptoms of the disease start with flu like illness with a persistent and severe headache, any such illness should be reported to a doctor who will be advised of the possible exposure to the disease.

After undertaking work where there is a risk of coming into contact with contaminated water or after working with cattle, all employees are informed to thoroughly wash their hands and forearms with anti-bacterial soap. Any clothing worn that may have possibly been contaminated should be washed before it is re-used.

To prevent infection, employees are instructed not to touch rats without wearing protective clothing and to cover all cuts and broken skin with waterproof plasters. Employees are informed about the importance of good hygiene and the importance of washing their hands after handling any source of contamination and before eating, drinking or smoking. The early stages of the disease may resemble a number of other illnesses; therefore if employees show signs of the symptoms they are instructed to visit their General Practitioner (GP) as soon as possible. When discussing the symptoms with the GP they are instructed to state their occupation and where they have been working.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.

9 PERSONAL PROTECTIVE EQUIPMENT

BA Electrical Ltd will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient Personal Protective Equipment (P.P.E.) to employees e.g. gloves, eye protection etc. It is company policy to only use P.P.E. as a last resort when preventative or other control measures cannot be applied.

The company will provide all appropriate P.P.E. at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear any P.P.E. 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.

BA Electrical Ltd will compile detailed records for all equipment that is issued along with details of any training that has been given using the company form.

All employees should: -

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

When a risk assessment indicates that risks to a person's Health and Safety can only be eliminated, reduced or controlled by using P.P.E. BA Electrical Ltd will ensure that:

- The characteristics of P.P.E. are clearly defined through the risk assessment, and
- Compare the actual characteristics of the P.P.E. provided with those defined in the risk assessment.

In selecting the equipment suitability shall be taken into account by considering the following:-

- Is it appropriate for the risk
- Is it appropriate at the place where the risk may occur
- Is it ergonomically appropriate
- The wearer's state of health
- Whether it fits the wearer properly
- Whether it provides proper protection
- That it does not increase risk in some other way
- That it is manufactured to appropriate BS or EN standards
- That it is compatible with any other P.P.E. worn

All employees will be informed of the risks for which P.P.E. is provided, the correct method of use and maintenance of the equipment. Where special equipment is provided, training in the correct methods of use will be provided. All instruction, provision of information and training will be recorded.

P.P.E. will be regularly inspected and, where appropriate, tested to ensure it remains in an efficient state, efficient working order and good repair. Where necessary equipment will be cleaned/replaced.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Personal Protective Equipment Regulations 1992 (as amended).
4. HSE Publications L25.

10 NOISE AT WORK

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 2005 impose additional duties on employers. These define specific action levels based on personal daily noise exposure levels.

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels that are very loud or prolonged. 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 in the ears).

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.

Where the noise levels exceed the first action level, hearing protection will be made available for all employees, however it is company policy to advise all employees to wear the protection. Where the level of noise reaches the second and peak action levels all employees and other contractors in the area will be instructed that hearing protection must be worn.

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

There is a legal requirement for noise levels to be assessed

- **1st Action Level - 80db (A) exposure. Peak 135db P.P.E. MUST BE provided**
- **2nd Action Level - 85db (A) exposure. Peak 137db P.P.E. MUST BE provided & worn.**

Ear defenders must be a good fit to the head, kept in serviceable condition and worn correctly.

The level of noise employees and others are exposed to at work will be assessed and as necessary to prevent, minimise or control employees and others suffering noise induced hearing loss and ensure compliance with the Control of Noise at Work Regulations 2005. Hearing protection will be provided for employees and notices displayed to inform others of the risk to their Health and Safety.

Employees and others working or using, for more than a few minutes, or working within close proximity of the use of Generators, Hammer drills etc MUST wear ear protection.

References will be made to:-

1. The Management of Health and Safety at Work Regulations 1999.
2. Management of Health and Safety at Work Approved code of practice.
3. HSE Publication INDG 163 Five steps to Risk Assessment.
4. Control of Noise at Work Regulations 2005.
5. HSE Guidance (Approved code of Practice).
6. HSE Guidance notes.

11 WELFARE FACILITIES

The company will ensure so far as is reasonably practicable the Health, Safety and Welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties.

BA Electrical Ltd will aim to comply with these regulations by: -

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

Reasonably practicable measures will be taken to ensure employees working in the field must also have suitable welfare facilities provided.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.
4. HSE Guidance L24 (Approved code of Practice).
5. HSE guidance notes.

12 VEHICLE SAFETY

BA Electrical Ltd considers all vehicles as an integral piece of equipment and therefore will be treated with consideration and respect. No employee is permitted to drive any company vehicle unless they hold a current full driving licence and have permission to do so from the Management.

All convictions must be reported immediately to the management.

All vehicles are checked daily by the driver to ensure that they are in a roadworthy condition.

Particular attention is taken to the lights, tyres and oil levels. It is company policy to ensure that the vehicle is maintained and serviced as specified by the manufacturer.

Any items that are being transported on or within the vehicle should always be stowed securely to ensure that they do not create a hazard to the driver and passengers or any other road user.

Each vehicle will carry a travelling First Aid kit.

It is the user of the First Aid kit's responsibility to keep the First Aid kit topped up.

Employees must carry out daily checks of their vehicles prior to use.

Employees must not drive or operate any vehicle for which they do not hold an appropriate driving licence.

Employees must not carry unauthorised passengers or unauthorised loads.

Explosive gases will not be carried in vehicles unless they are suitable to do so.

Passengers will only be carried if the vehicles are fitted with appropriate seating together with seat belt restraints.

Items carried on roof racks of vehicles will be secured with suitable straps. Scrap wire or string etc will not be used.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Guidance HSG 144.
4. HSE Guidance Notes.



13 FIRST AID

BA Electrical Ltd are 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.

The company will arrange for a qualified First-Aider to be available on site and in the company's office and sites.

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:

- 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

In the event of a First-Aider being exceptionally absent from site a suitably trained employee will act as appointed person taking charge of the First Aid facilities and responsible for summoning assistance in the event of an accident.

A suitably stocked First Aid Kit will be kept on site under the charge of the First-Aider or appointed person.

First Aid Kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas, giving the names of First Aid trained employee and the location of First Aid equipment. First-Aid Kit contents will be as the schedule in the kit as a minimum.

After all accidents, details must be recorded in the accident book, which is located at the company office and is completed by the First Aider or by one of the Appointed Persons. To ensure compliance with data protection legislation the completed accident book forms will be removed and filed in the employees personnel file.

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 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.

First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. First Aid at Work Regulations 1981 (as amended 2009).
3. HSE Guidance L74 (Approved Code of Practice) 3rd Edition.
4. The Management of Health and Safety at Work Regulations 1999.

14 DRUGS AND ALCOHOL

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

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

The Managing Director is responsible for carrying out the company's policy, however, it is the responsibility of all Supervisors/Directors 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.

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

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

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

Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Management or nominated deputy should make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.

Management who feel 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 Health & Safety.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.

15 SMALL PLANT & EQUIPMENT

BA Electrical Ltd will provide safe plant and equipment fit for purpose ensuring that small plant and equipment is checked on a regular basis and a record kept.

Small plant and equipment will be identified by its own unique plant number and a system in place to ensure that damaged and faulty plant and equipment will be identified and not be put to use.

All personnel using such equipment will be trained and to provide additional training when required.

Ensure full compliance of the company's rules and procedures at all times when using small plant and equipment.

The Managing Director will regularly check/inspect the plant or equipment as part of his normal duties.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work.

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

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

BA Electrical Ltd will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to ensure the Plant is checked, inspected and maintained in the correct manner as required by legislation.

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

It is the company's policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

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

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

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Provision and Use of Work Equipment Regulations 1998.
4. HSE Guidance L22 (Approved code of Practice).
5. HSE Guidance Notes.

16 PORTABLE ELECTRICAL EQUIPMENT

Definition of portable electric equipment:

Portable equipment is not part of a fixed installation but when used is connected to a fixed installation or generator by means of a flexible cable, plug and socket.

This includes hand held or hand operated equipment while connected to the supply, this also includes extension leads, plugs and sockets and flexible cords etc that supply portable equipment and are not part of fixed installation.

Employees must carry out a visual inspection before using equipment. To do so, ensure the equipment is turned off and unplugged, under no circumstances must an unqualified person attempt to dismantle/tamper with equipment.

If the equipment is found to be unsafe for use, disconnect from power source and report it to the person responsible for maintenance.

Formal inspections and Portable Appliance Tests are carried out periodically in accordance with issued guidelines unless otherwise requested. These tests are only to be carried out by the appointed competent and qualified person.

Repairs will only be carried out by a trained and competent electrician.

When using portable electrical appliances if anything appears to be defective it should be switched off, unplugged where possible and have a notice '**DO NOT USE**' tied or fixed to it.

A Supervisor or Manager should be informed and will make the necessary arrangements for repair or replacement.

All Appliances, Tools and Equipment must be tested and a record kept.

It is recommended that portable appliances and hand-held tools and equipment should have the following inspection and tests.

3 - Monthly (construction sites/workshops etc)

12 - Monthly (offices etc)

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. Electricity at Work Regulations 1989.
3. Provision and Use of Work Equipment Regulations 1998.
4. The Management of Health and Safety at Work Regulations 1999.
5. HSE HS(R) 25 Memorandum of Guidance on Regulations.
6. HSG 85 Safe Working Practices.
7. HSE 107 Maintaining Portable and Transportable Electrical Equipment.

17 MOBILE PHONES

It is a specific offence to use a hand-held phone, or similar device, when driving.

In order to ensure the safety of all employees, only those vehicles that are issued with hands free kits will be required to answer the phone. Those vehicles that do not have hands free kits will either stop or ask their passenger to answer the phone.

Under no circumstances are employees permitted to use handheld telephones or any similar hand-held device while driving. The prohibition also applies when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

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

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

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

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

General use of mobile phones

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

- Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible.
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Since 27th February 2007 using mobile phones whilst driving has been an offence and drivers will be fined and have their licenses endorsed with 3 points.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Road Traffic Act 2007.

18 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 employees, as well as any contractors hired to carry out work involving electrical equipment. Where a problem arises related to electricity at work, employees must inform a responsible person 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: -

- Ensure that electrical installations and equipment are installed in accordance with the current 17th Edition issue of the IET (Institute of Engineering Technology) Wiring Regulations.
- Maintain fixed installations in a safe condition by carrying out routine safety testing.
- Ensure that the main electrical installations within the premises is checked in accordance 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 & implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's Health and Safety arrangements.
- Provide suitable Personal Protective Equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

Employee's Duties

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

References will be made to:-

1. The Electricity at Work Regulations 1989.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE HS(R) 25 Memorandum of Guidance on Regulations.
4. HSG85 Safe Working Practices.
5. IET 17th Edition of Wiring Regulations.

19 DISPLAY SCREEN EQUIPMENT (DSE)

BA Electrical Ltd will carry out Workplace Assessments to ensure they are suitable for the job in hand.

The company will take into consideration any special needs of individual employees and arrange appropriate training in the use of VDUs and workstations if it is deemed necessary.

At the start of employment, office employees will be required to complete a Display Screen Equipment (DSE) self-assessment questionnaire, and this will be kept on their personnel files for the duration of their employment. All reasonable steps will be taken by the company to secure the health and safety of employees who work with DSE.

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

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

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

The company will: -

- Ensure that all those at risk complete the DSE self-assessments form for each workstation operated by that employee, taking into account the type of DSE provided, the furniture provided, the working environment and the employee. The completion of this form shall be regarded as mandatory for all desktop computer workstations.
- Take all necessary measures to reduce any risks found as a result of an assessment.
- Take steps to incorporate changes of tasks within the working day, in order to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task and provide any additional training necessary.
- Arrange, on request, for the provision of initial eyesight tests and thereafter, as may be necessary.

Advise existing employees and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where a health problem arises through the use of DSE, the user must inform the management as soon as possible.

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

All employees who are required to operate computer equipment must familiarise themselves with the contents of the relevant risk assessments. All workstations that are provided with visual DSE are risk assessed and the results are recorded and retained by the company.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments Regulations) 2002.
4. HSE Guidance L26.

20 YOUNG PERSONS

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 are 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.

All work that is undertaken by young persons will be monitored and supervised to ensure a safe working system is in place.

The Managing Director will ensure that the necessary safety precautions are in place.

Where there is any doubt about the nature of the work or safe system, this must be reported immediately to the Management.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Guidance "*A guide for employers*".

21 HOUSE KEEPING

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

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

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

The Management recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times.

To ensure that a satisfactory standard of housekeeping is achieved they will: -

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

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. Workplace (Health, Safety and Welfare) Regulations 1992 (as amended).
3. The Management of Health and Safety at Work Regulations 1999.

22 SAFETY SIGNS

It is important that all employees take notice of all warning signs at work, as they are in place to safeguard people's Health, Safety & Welfare. Therefore it is the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations 1996.

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

- 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 are slippery surfaces.
- Where the use of P.P.E. is mandatory
- It is necessary to provide instructions with regard to the safe use machinery

It is company policy to ensure that any signs which are provided for safety reasons are: -

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

Examples



References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Health and Safety (Safety Signs and Signals Regulations 1996).
4. HSE Guidance L64.

23 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The Construction (Design and Management) Regulations 2007 are intended to protect the Health and Safety of people working in construction and others who could be affected by the company's activities. In accordance with the CDM regulations 2007 BA Electrical Ltd require the systematic management of its projects from concept to completion. Hazards shall be identified and eliminated where possible, and the remaining risks controlled.

The company will in most cases work on projects that are covered by these regulations and therefore must fully co-operate and adhere to such regulations. The company whether appointed Principal Contractor, Contractor or Sub-contractor, under the regulations is aware of its duties and shall comply fully.

On all contracts and operations the safety of personnel not directly connected with the works will be assessed before work commences. Where required all warning notices, fencing or guards will be in place before work commences. Where required areas will be closed to all but essential employees, after consultation with the Principal Contractor or Client. It will be the responsibility of the site employees to maintain and if required change the system in place to suit any continuing phased works on site where operations affect other personnel.

The company when they are appointed as Principal Contractors will:

- Check the client is aware of their duties and CDM-Co-ordinator (CDM-C) has been appointed and HSE notified before starting work.
- Plan, manage and monitor construction phase in liaison with contractors
- Prepare, develop and implement written plan and site rules (initial plan completed before construction phase commences)
- Provide contractor with relevant parts of the plan
- Ensure suitable welfare facilities are provided from the start and maintained until throughout the construction phase
- Check competence of appointees (contractors, suppliers etc) via contractor's questionnaires to prove competency as requested and assist the Principal Contractor and Client in their duties.
- Ensure all workers have a site induction and any further information and training needed to ensure their safety
- Liaise with CDM-C regarding ongoing design
- Consult with workers
- Secure the site
- Provide information for the Health and Safety file

The company when are appointed as a Contractors will:

- Check the client is aware of their duties and CDM-C has been appointed and HSE notified before starting work.
- Co-operate with Principal Contractor in planning and managing work including reasonable directions and site rules
- Provide details to the Principal Contractor of any contractor whom he engages in connection with carrying out the work
- Provide information for the Health and Safety File
- Inform Principal Contractor of any problems with the plan
- Inform Principal Contractor of any reportable accident or dangerous occurrence

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Construction (Design and Management) Regulations 2007.
4. HSE L144 Approved Code of Practice and Guidance.

24 WORKING AT HEIGHT

BA Electrical Ltd is required by law to assess the risks of those employees Working at Height. Such assessments must be made with the Working at Height hierarchy in mind. Employees are also reminded that they **MUST** use the access equipment provided by the company and not to use make shift items etc

If access is required, an assessment will be made as to what equipment is suitable and what equipment gives the most protection for those at risk.

The Working at Height Hierarchy The Duty holder must:-

- Avoid working at height where they can
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

Fixed Scaffolding

Fixed Scaffolding must be checked by the user prior to access. This is only a visual check. It is imperative that the scaffolding has been inspected during the last 7 days or following any adverse weather conditions or any alterations and adaptations. Alterations must only be carried out by a trained and competent person i.e. a certificated and competent Scaffolder.

Mobile Elevated Work Platforms (M.E.W.P. s)

Only licensed operators will use Mobile Elevated Work Platforms. All persons riding in the access cage/basket will wear a safety harnesses with a fixed lanyard (no shock absorber) of no more than 1.00m in length to be fastened to the anchor point provided.

Mobile Access Towers

Only trained and competent persons shall erect a tower scaffold. It is important that the tower is complete and erected as per the manufactures instructions complete with toe boards hand rails and out riggers if required.

Employees must carry out a visual inspection before working with Access Towers.

The following points shall be considered when using Access Towers

- Correctly erected by a trained and competent person
- Presence of Overhead Power Lines
- Uneven and unstable ground conditions
- Drains and manholes etc (street or ground furniture)
- Wind speeds
- Base to Height ratio

Where there is any doubt about any part or parts of an Access Tower it will be reported immediately to the Management.

BA Electrical Ltd and its employees will as part of an initial site survey, check in order to identify any likely locations where Mobile Towers are not suitable.

The relevant training will be given to employees before operating or erecting access equipment.

Ladders (inc Step Ladders) and Staging

Ladders may only be used as a means of access or for carrying out light duties of short duration subject to the following;

- They must be sound and free from danger (i.e. inspect the ladder before use).
- They should be secured near to the upper end or firmly 'footed' at the base by a second person.
- They should never be left unsecured in a vertical position nor used during periods of high winds.
- They should be manufactured to: BS 1129 for timber ladders. BS 2038 for aluminium ladders and be either Class 1 or BSEN 131.
- Ladders should be for access only. But, can be used as working platforms following a risk assessment.
- Ladders should be inspected on a regular basis and a record kept.

Ladders and steps are only to be used if a more suitable method is not practical. Working platforms such as tower scaffolding is preferred as it will provide sufficient edge protection.

Podiums are also preferred over steps and ladders as they provide less risk of collapse and edge protection is provided.

Ladders (inc Step Ladders) and Staging must:

- Be suitable for the task (i.e. Class 1 or 2)
- Be secured
- Be inspected
- Have adequate handrails etc

Operatives must:

- Have three points of contact at all times
- Ensure the ladder is at the correct angle
- Check the ladder for any defects or damage
- Be trained in the safe use of Ladders and Steps

References will be made to:-

1. The Health and Safety at Work Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Working at Height Regulations 2005.
4. The Construction (Design and Management) Regulations 2007.
5. HSE publication. HSG 224. Managing Health and Safety in Construction.
6. Approved Code of Practice and Guidance.

25 MANAGING CONTRACTORS

The term 'contractors' includes Plumbers, Electrical Engineers or contractors, HVAC Engineers, Scaffolders, Civil Engineering Contractors, Carpenters and any other class of person who, not being a BA Electrical Ltd employee, are working on our premises or sites.

Whenever contractors are working on our premises or site:

- A BA Electrical Ltd employee must be personally responsible for them;
- Enquiries must be made to ensure that the contractor is competent;
- The contractor must explain what their work involves and what is being done to ensure that the work can be done without risks to the Health and Safety of themselves or any other persons;
- All risk assessments and method statements must be supplied;
- The contractor must not operate any piece of plant or other work equipment unless they can prove they are competent to do so;
- All contractors will be told of the fire and emergency procedures during their Site Safety Induction given by a member of BA Electrical Ltd.

Contractors will be required to work and adhere to the company Health & Safety Policy and Procedures.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Construction (Design and Management) Regulations 2007.
4. HSE publication. HSG 224. Managing Health and Safety in Construction.
5. Approved Code of Practice and Guidance.

26 THREATENING AND/OR ABUSIVE BEHAVIOUR TO EMPLOYEES

Employees may on occasions be confronted by persons who display or adopt a threatening or abusive attitude. The person may be dissatisfied with the level of service which they have received, be unwell, under the influence of alcohol, drugs or prescribed medication. Such persons may at times become violent.

Your attitude and demeanour are the most important factors in controlling the situation.

Staying calm and adopting a firm but friendly approach can have the desired effect of reducing tension and bring a satisfactory resolution to the situation.

Employees who are likely to be involved in such situations will be given the appropriate instruction and training.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. HSE publication. HSG 133. Preventing violence to employees

27 REFUSAL TO WORK ON HEALTH & SAFETY GROUNDS

The company will always abide by an employees right under The Management of Health and Safety at Work Regulations 1999, to refuse to work on grounds of Health and Safety.

The basis of refusal will be if a worker is faced with a situation of serious and imminent danger.

Such refusal could relate to in-house methods of operation, equipment or conditions on a clients site.

Briefings relating to this issue will be given and recorded to all employees.

Employees invoking the procedure will always be free from any disciplinary action.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

28 ASBESTOS

If an Asbestos Containing Material (A.C.M.) is identified or presumed by any person employed by BA Electrical Ltd on any premises or site, work shall stop with immediate effect, and access to the asbestos area prohibited.

BA Electrical Ltd shall prevent the exposure to Asbestos Containing Materials. An assessment shall be carried out by the company to determine the likely exposure. Where possible an Asbestos register will be viewed before any work takes place.

When necessary the advice of a specialist analyst shall be sought.

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

Employees must carry out a visual inspection before working next to, what could be asbestos.

Where there is any doubt about the nature of the material it will be treated as asbestos. This will be reported immediately to the Management.

Therefore BA Electrical Ltd will as part of an initial site survey, inspect in order to identify any likely locations where asbestos may be found.

Upon discovering asbestos all works must cease and the Management informed of the situation. The Management will then inform the Client/Principal Contractor immediately for them to take relevant action. Works will not resume until the site has been cleared by a qualified contractor, at which time BA Electrical Ltd will work to Principal Contractor's guidelines.

Relevant awareness training (Category A) has been given to employees to enable correct identification of asbestos to be made.

Under no circumstance will BA Electrical Ltd drill, break or disturb asbestos or Asbestos Containing Material (ACM).

Only competent persons trained to Category B status will carry out non licensed work.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Control of Asbestos Regulations 2012.
4. The Personal Protective Equipment Regulations 1992.
5. HSE Asbestos Essentials HSG210.

29 LIFTING OPERATIONS & LIFTING EQUIPMENT

BA Electrical Ltd defines lifting equipment as any plant certified for lifting; this includes Cranes, Pallet trucks, Winches, Hoists, Scissor Lifts, Cable Drum Jacks, Telescopic Handlers and Forklifts Trucks. It also includes lifting accessories such as chains, wire ropes, slings and eyebolts. This also includes attachments.

Regulations require that lifting equipment be: -

- Strong and stable and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised and performed by competent people.
- Thoroughly examined and inspected by competent people

BA Electrical Ltd may use equipment of this type for various activities carried out during the course of their work; therefore, BA Electrical Ltd will ensure that: -

- Competent people carry out all lifting operations in a well-planned and supervised manner.
- Lifting equipment used to lift people is clearly marked and safe for such a purpose.
- All lifting equipment is thoroughly examined before being used for the first time.
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months.
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months.
- All other lifting equipment is examined annually.

Risk Assessments will be carried out by the management to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:-

- The types of load being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of the lifting equipment falling or falling over whilst in use.

Where necessary, BA Electrical Ltd will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Lifting Operations & Lifting Equipment Regulations 1998.
4. HSE publication. L113
5. BS 7121

30 ABRASIVE WHEELS

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

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

The company will: -

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

Only trained and certificated personnel should change the wheel or disc on an angle grinder/disc cutter. BA Electrical Ltd's Health & Safety Consultants will carry out such training following a written instruction where necessary. Sub-contractors will be required to provide copies of Certificates of Training should they use such machines.

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

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

Information and Training

The company will give sufficient information, instruction and training to ensure the Health and Safety of workers who use abrasive wheels. Employees authorised to fit or dress abrasive wheels will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors.

Training in the use of Abrasive Wheels will cover aspects of Health and Safety legislation in general and PUWER 98 (*Provision and Use of Work Equipment Regulations 1998*) in particular.

No person will be permitted to mount an abrasive wheel unless he/she has been trained and holds a Certificate of Training.

Where a certificated person is found to have fitted a wheel/disc incorrectly, the certificate will be revoked.

Guards must always be fitted and kept in position. Under no circumstances are abrasive wheels to be used without guards.

Use only those tools issued by the supplier for changing wheels/discs.

Ensure the correct wheel/disc is fitted for the operation.

All abrasive wheels should be stored in such a way that they are not damaged.

Will not allow persons to use abrasive tools unless they are adequately trained.

Checks must be carried out to ensure that the output of the power source for air and electric tools is compatible with the equipment in use.

No wheel/disc is to be fitted to a machine unless the machine is legibly marked with the spindle speed and the wheel is marked with the maximum speed at which it should be operated.

When being transported the wheel/disc must be removed from portable machines.

Eye protection to BS EN 166B must be worn when using an abrasive wheel or disc.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Provision and Use of Work Equipment Regulations 1998.
4. The Construction (Design and Management) Regulations 2007.
5. Personal Protective Equipment Regulations 1992.
6. Approved Codes of Practice HSG 17.

31 LONE WORKING

Lone workers are those who work by themselves without close or direct supervision. Employers have responsibility for the Health, Safety and Welfare at work of all of their employees. They are also responsible for the Health and Safety of those affected by work activities, for example any self-employed people they engage and visitors such as contractors.

These responsibilities cannot be transferred to any other person, including those people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risks where necessary. Therefore a suitable and sufficient risk assessment will be carried out.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Employers of lone workers should:

- Involve employees or their representatives when undertaking the required risk assessment process;
- Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice;
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and
- Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

Risk assessment should help employers decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present.

Examples include:

- Working in a high-risk confined space, where a supervisor may need to be present, along with someone dedicated to the rescue role;
- People working at or near exposed live electricity conductors; other electrical work where at least two people are sometimes required.

Lone workers should not be put at more risk than other employees. In order to achieve this, extra risk control measures may be necessary. The company will check that lone workers have no medical conditions that may make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on an individual.

When it is necessary for employees to work in a remote location, either in or outside normal working hours, a system shall be put in operation to ensure that the management are aware of the employee's whereabouts. This will require the employee telephoning to an agreed point on arrival of the site and also at an agreed time on completion of work. If the leaving call is not made within an appropriate interval of the agreed time, the Management or other designated person shall instigate a check on the lone worker's situation.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Publication INDG 73 Working Alone.

32 HEALTH SURVEILLANCE

Health surveillance is the monitoring for early signs of work related ill-health. Employers have a responsibility for the Health, Safety and Welfare at work of all of their employees and procedures put in place to achieve this.

These include:

- Checking hands and other regularly exposed areas for signs of burns and skin damage caused by chemicals
- Surveillance screening self assessment questionnaires
- More in depth occupational assessments and clinical examinations

Through suitable and sufficient Risk Assessment, health hazards can be identified along with who is at risk and the control measures to implement to control the risk. Residual risks could still remain where health surveillance needs to be considered.

We must identify whether employees are at risk from hazards such as:-

- Noise
- Hand-arm vibrations
- Solvents / chemical / biological agents
- Fumes / dusts
- Ionising radiation

Health surveillance provides a valuable opportunity for beneficial feedback from our employees and a chance to reinforce our Health & Safety message.

The company has an Occupational Health Surveillance Self Assessment questionnaire for employees to complete and identifies who to report symptoms to. Employees will receive informal training on what to look for, their role and responsibility.

In addition the company can utilise an external Occupational Nurse and a Doctor for a more in depth occupational assessment and or clinical examination.

- Health records from health surveillance will be kept.
- Employees will be competent in health surveillance technique.
- Health surveillance reported symptoms will be acted upon and results used to improve management of health risks.
- All medical information will be treated in confidence.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Control of Substances Hazardous to Health Regulations 2002.
4. HSE publication. HSG 61. Health Surveillance at Work.
5. Approved Code of Practice and Guidance.INDG304.

33 COMMUNICATION

A good Health and Safety culture can be adopted by companies who ensure good communication skills.

BA Electrical Ltd ensures that Health & Safety in the work place is communicated through:

- Safety induction
- Briefings
- Toolbox talks
- Regular safety meetings
- Informal discussions on site
- Other means will be through safety alerts & bulletins, notice boards, newsletters etc
- BA Electrical Ltd will also brief external information i.e. Safety Bulletins etc issued by clients

BA Electrical Ltd operate an open door policy to all on site, if you have any issues or questions on Health & Safety or other business you want to discuss, the door is always open.

References will be made to:

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

34 INFORMATION, INSTRUCTION, TRAINING and SUPERVISION

To enable BA Electrical Ltd employees to carry out their work safely they shall be provided with all necessary Information, Instruction, Training and Supervision this will be monitored and arranged by the Managing Director.

The following should not be taken as exhaustive, but is used as an indication:-

- Information on changes that may affect the Health and Safety of employees
- Any Health and Safety technical information
- Precautions relating to plant, equipment, processes, substances or systems of work
- Information provided by suppliers, designers, manufacturers etc.
- Safety policy and procedure details
- Induction training and toolbox talks
- Specific safety training
- Information and instruction in new work methods
- Information on records of statutory inspections

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

35 OFFICE SAFETY

Office employees should ensure that:

- All places are kept clean and tidy and that entrances are kept clear of obstacles and trip hazards.
- They report to the management any defects or projections on equipment or furniture which could cause personal injury or damage to others.
- Any spillages should be cleaned up without delay. The person responsible for this should ensure this is done.
- Users of DSE should be identified both users and workstations should be assessed and identified users should receive adequate training, relative to their duties.
- All fire doors should be kept closed, except when in use, and not “propped” or “wedged” open.
- The accumulation of excess flammable materials or waste must not be allowed.
- The use of electrical output point adaptors and excess use of multi-sockets is discouraged. If necessary further output points will be installed.
- Trailing leads must be avoided.
- Chairs must not be used as access aids to high shelves – suitable steps etc ware provided.

The Managing Director is responsible for ensuring the Health, Safety and Welfare of office employees is being managed and regularly monitored.

Health & Safety inspections are undertaken on site to ensure arrangements, already set out in this policy, are effectively being compiled with and to highlight ant areas where improvement might be necessary. This procedure is ongoing and undertaken on a regular basis by the Managing Director or his representative.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.

36 STRESS AT WORK

The company is a responsible employer and are aware of their duty of care regarding the mental health and welfare of their employees, for this reason, they will take all reasonable steps to ensure that employees are not placed under excessive stress by their work or work load.

The Health and Safety at Work etc Act 1974 requires us to take reasonable steps to look after employee's mental health and welfare. This means that we need to ensure that employees do not have excessive demands placed upon them by their job. As stress is also caused by bullying, harassment and violence, the company are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, the company are legally entitled to assume that all employees can cope with the normal day-to-day pressures of their job. If this is not the case, employees have a duty to inform the company.

Definition of Stress

The Health and Safety Executive has defined stress as follows:

"The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope"

Procedures

Should any employees feel that they are suffering from an unacceptable level of work related stress, the following procedures should be implemented:

- At first instance, the employee should inform the Managing Director who will treat the matter with sympathy and in confidence.
- If necessary, the company will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description.
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced.
- If appropriate, the employee will be referred to a doctor of the company's choice for a medical assessment. Alternatively the employee may be offered counselling.

Non-work Problems

Whilst the company are not responsible for causes of stress outside the working environment, the company recognise that it can impact on an employee's attendance and work performance. Therefore the company will consider this on an individual case by case basis.

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.
4. Managing the Causes of Work Related Stress. HSG 218

37 DUST

BA Electrical Ltd will ensure where possible the tasks carried out by themselves or their contractors do not create unnecessary dust. Activities that do produce dust will be suppressed by the use of water or a similarly effective method to reduce airborne dust.

A suitable risk assessment will be completed should any activity produce any dust and suitable control measures put in place with Personal Protective Equipment (P.P.E.) and Respiratory Protective Equipment (R.P.E.) being used as a last resort.

BA Electrical Ltd will:

- Ensure all employees use the correct P.P.E./R.P.E., that it is in good working order and that employees check their R.P.E. every time before they use it.
- Ensure all employees know how and when to use all the equipment – training and supervision is essential including Face Fit Testing for masks etc
- Ensure all Personal Protective Equipment issued to employees or contractors will be suitable for the task and a record will be kept.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health & Safety at Work Regulations 1999.
3. The Provision and Use of Work Equipment Regulations 1998.
4. Personal Protective Equipment Regulations 1992. (as amended)

38 SAFE SYSTEMS OF WORK (SSOW)

A Safe System of Work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that the hazards eliminated or risks minimised.

Many hazards are clearly recognisable and can be overcome by physically separating people from them e.g. by using guarding on machinery.

A Safe System of Work is required when hazards cannot be physically eliminated and some elements of risk remain. You should apply these principles to routine work as well as to more special cases.

The following 5 steps to a Safe System of Work should be considered:-

- Assess the task
- Identify the hazards
- Define safe methods
- Implement the system
- Monitor the system

BA Electrical Ltd will provide Safe Systems of Work (SSOW) in the form of a Method Statement for tasks carried out by the company.

Each Method Statement will include the site specific tasks which are detailed as “sequence of works”. Site specific risks with control measures will also be included in this document.

A Permit to Work system may be included as a SSOW to support a Method Statement which will apply additional controls, requirements and conditions required by the Site Owner, Site Manager or Asset Owner.

A copy of the Method Statement will be briefed to those who are required to carry out the work by a senior person within the company i.e. Supervisor or Manager.

All those employees including sub-contractors who have been briefed will acknowledge this by signing the briefing register page of the document.

Other SSOW may include Lifting Plans or Construction Phase Plans

References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

39 MONITORING, AUDITING & REVIEW

Monitoring

The company will carry out regular monitoring on its clients sites and within the company premises. These will be the responsibility of the Managing Director. These will be carried out at least on a monthly basis.

Auditing

The company's Health and Safety Consultants will carry out audits as and when instructed by the Managing Director. This will be carried out following an accident if deemed necessary.

Review

The company documentation will be reviewed on a regular basis. This is carried out by the company's Health and Safety Consultants on an annual basis. Training requirements are reviewed on an ongoing basis i.e. monthly by the Managing Director with assistance from the Health and Safety Consultants. Risk Assessments etc are reviewed for compliance by the Health, Safety and Environmental Consultants to ensure they are accurate for the work being undertaken and the equipment used is compliant.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

40 DOCUMENTATION REVIEW

The company Health and Safety Policy will be reviewed:

- At least every 12 months unless statutory regulations require an immediate amendment.
- If there is a significant change in personnel.
- The company's undertakings change in any significant way.
- Should legislation require change.
- By the companies Health and Safety Consultants.

Risk assessments and other documents will also be reviewed as required when the relevant regulations dictate or when there is a change to the legislation with support from the companies Health and Safety Consultants.

All old redundant copies will be shredded.

References will be made to:-

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.