



**BLAIR INSTALLATIONS**

Electrical Engineers and Contractors

Blair Installations Ltd  
The Old Fire Station  
80 Church Road Portslade  
East Sussex  
BN41 1ND  
T 01273 426826 F 01273 426827  
E [info@blairinstallations.co.uk](mailto:info@blairinstallations.co.uk)  
W [blairinstallations.co.uk](http://blairinstallations.co.uk)

# Health, Safety and Welfare Policy

**Incorporating our**

*Environmental Statement*

## Record of amendments

DATE	REV/ISSUE	Items revised
July 2011	New Ed Issue 1	Dates of Policy Copyright mark Some Co-ordinator duties re-ascribed to Safety Advisor
Oct 2011	Issue 2	Competent H&S Advice New RIDDOR arrangements for online reporting
17.4.12		RIDDOR Regulations
11.8.13	2nd Ed	Combine into one file with auto-generated index Electrical Isolation and Live working procedures
10.9.13	Rev. 2	Page numbers added.
23.10.13	Rev 3	First Aid regs amends Some font issues
5.9.14		Fully revised
28.10.14		Working out of hours
29.10.14		Contents page revisions

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# Part One

## General Policy Statement

### STATEMENT OF INTENT

by Managing Director, Steve Blair

All employers and self-employed people have a duty to ensure, so far as is reasonably practicable, that the people who work for them are able to do their work without risk of injury or illness to themselves or to other people. This policy sets out the arrangements I have made to make sure this happens at Blair Installations.

This policy has been written with the help of a professional health and safety advisor so that I can be sure I have taken into account all the most up-to-date legal requirements - including:

- ▣ The Health and Safety at Work Act 1974
- ▣ The Management of Health and Safety at Work Regulations
- ▣ The Electricity at Work Regulations
- ▣ The Construction (Design and Management) Regulations *and*
- ▣ all other relevant regulations

The policy shows this company's commitment to ensuring high standards of health and safety at work. I will, so far as is reasonably practicable, take all precautions to ensure the health and safety of people (staff, and others) who may be affected by the company's activities. I will pay particular attention to the provision of:

- ▣ Safe plant, equipment and systems of work;
- ▣ Arrangements for the safe use, handling, storage and transport of articles, materials and substances;
- ▣ Sufficient information, instruction, training and supervision to enable everyone to contribute to their own health and safety and to avoid hazards;
- ▣ A safe and healthy working environment which complies with all relevant health, safety and welfare legislation and standards;
- ▣ Safe places of work and safe access to and from it;
- ▣ Adequate welfare facilities;
- ▣ Arrangements for safety auditing, safety inspections and the reporting and investigation of accidents, incidents, occupational ill-health and hazards;
- ▣ Arrangements for the effective planning, organisation, control monitoring and review of preventative and protective measures;
- ▣ Arrangements for suitable and sufficient risk assessments to be undertaken and for records to be kept and made available to anyone affected by them;
- ▣ Arrangements for adequate consultation with staff over matters that affect their health and safety.

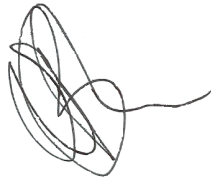
In order to ensure, so far as is reasonably practicable, that our arrangements for health and safety are adequate and working well, I retain the services of a Chartered Member of the Institution of Occupational Safety and Health (CMIOSH) to provide my company with health and safety advice and consultancy when needed. In addition to this, the company is a member of the City Safety2 Adviceline service which helps to ensure that I am kept up to date with new health and safety legislation.

I realise how important it is that this policy is kept up-to-date I will make sure that whenever new regulations come in that affect our work, or whenever we change the way we work, this policy will be up-dated and everyone who works for Blair Installations will be told about the changes.

It is of course, vital to the success of this policy that everyone in the company plays their part in maintaining a high standard of health and safety at all times This includes taking care of themselves and others, following the agreed working procedures and reporting any hazards as soon as possible.

By working together, we can keep our safety standards high, giving confidence to our customers both now and in the future.

Signed

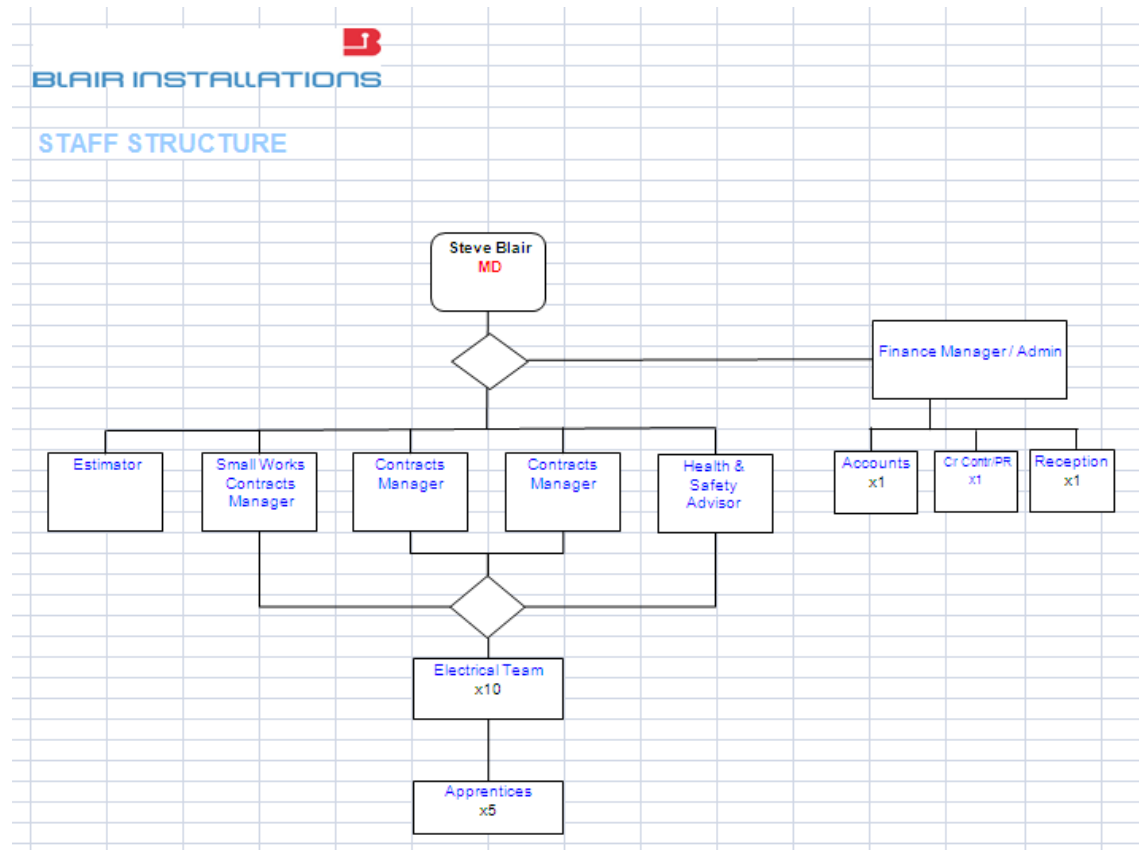
A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Steve Blair, Managing Director

Dated: 29th October 2014

# Part Two

## Organisation - Structure chart





# People with Health & Safety Responsibilities

Title	Name/s
Managing Director	Steve Blair
Safety Advisor	Fiona Cameron MIIRSM CMIOSH
Health and Safety Consultants	City Safety2 Ltd
Contract Managers	Steve Blair David Cherriman Shaun Hole
Facilities Manager	David Cherriman
Estimator	

# Part Two

## Organisation – Responsibilities

### Managing Director

The Managing Director, as the employer, has overall responsibility for the health, safety and welfare of everybody who works for the company and anybody who might be affected by the work of the company. Specifically he must ensure:

- ▣ sufficient money and time is given to meeting the aims of this policy;
- ▣ action is taken about reports from employees on matters of health and safety including hazards, accidents, incidents and ill-health and that he positively encourages the reporting of such incidents;
- ▣ everyone in the company receives adequate training and information and is supervised effectively;
- ▣ all the plant and equipment used is safe and free from risk;
- ▣ when services are bought in, the competence and health and safety standards of that firm are of a high quality;
- ▣ competent health, safety and welfare advice is available and used;
- ▣ suitable and sufficient risk assessments are undertaken so that the risks can be foreseen and guarded against and so that safe systems of work can be written down and followed;
- ▣ employees are consulted before changes are made that may affect their health and safety, and that their views are taken fully into account;
- ▣ accidents and dangerous occurrences at work are reported to the HSE as required by the RIDDOR Regulations;
- ▣ staff are consulted about anything which affects their health and safety;
- ▣ ensure that there is an appropriate level of first aid provision throughout the company and that first aid kits are maintained and items replaced when used;
- ▣ that this policy is brought to the attention of all employees;
- ▣ he monitors the effectiveness and the safety performance of the company and reviews this formally at regular intervals;
- ▣ that when new projects or jobs are being planned, appropriate health and safety standards/requirements are considered at the earliest stage;
- ▣ he reviews accident statistics at regular intervals in order to identify trends and rectify working practices as necessary.

The MD will also act as the first point of contact with all official environmental agencies;

The Managing Director is responsible for the Contract Managers, Estimator, Safety Advisor and Admin staff and, as an employee of the company, will comply with the Duties of the Workforce.

Whenever he is estimating for the company he will comply with the Estimator duties and will carry out the duties of a Contract Manager whenever he is acting in that capacity.

## Health & Safety Co-Ordinator

The Health & Safety Co-ordinator will assist the MD in his health and safety responsibilities and will co-ordinate health and safety within the company under the guidance of the Health and Safety Consultant. She has the following responsibilities:

- ▣ ensure that accidents, violence, dangerous occurrences/near misses and occupational ill-health are entered in the accident book and maintain the confidentiality of the book as required by the Data Protection Act;
- ▣ Update the company accident statistics and issue updates to the MD and Consultant;
- ▣ act on reports from operatives on matters of health and safety including hazards, accidents, incidents and ill-health;
- ▣ act as the contact within the company for routine health and safety matters and assist the Consultant as necessary with evidence gathering for Accreditations (such as CHAS)
- ▣ act as the Champion within the company for maintaining the H&S section on the server

## Health & Safety Consultant

The Health & Safety Consultant will advise managers and employees on health and safety issues. S/he has the following responsibilities:

- ▣ review this policy on a regular basis (at least once per year) to take account of changes within the company and changes to legislation and amend it as necessary;
- ▣ when asked, advise staff in the company on matters of health and safety;
- ▣ assist the company in developing a safety monitoring system, safety policies, generic risk assessments, manual handling and COSHH assessments, safe systems of work and guidance;
- ▣ undertake an annual review of training needs and ensure that all employees are adequately trained in safety and are aware of their duties and that records of all such training are kept;
- ▣ advise on reports from employees on matters of health and safety including hazards, accidents, incidents and ill-health;
- ▣ advise on the reporting of serious incidents, injuries and ill-health to the Health and Safety Executive as required by the Reporting on Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR);
- ▣ carry out formal safety inspections annually in the offices and periodically on site (in conjunction with appropriate staff);
- ▣ ensure a fire risk assessment for the offices is carried out by a competent person and updated as necessary;
- ▣ set a good example when visiting sites by wearing appropriate protective clothing and actively promoting health and safety;
- ▣ advise the company on environmental issues.

The Health & Safety Advisor, as a labour-only sub-contractor, will comply with the Duties of the Workforce while working for and on behalf of Blair Installations.

## Contract Managers

The Contract Managers have the same health and safety duties as each other relating to their own area of responsibility are responsible for managing all aspects of major contracts.

Each manager will:

- bring this policy to the attention of everyone working under them;
- be aware of the requirements of the CDM Regulations on large contracts where these regulations are in force;
- be aware of their own limitations and seek advice on health and safety matters from a competent person when they reach the limit of their knowledge;
- tell the Managing Director when, through their work, they identify health and safety training needs;
- carry out formal safety inspections regularly with the Safety Advisor;
- ensure, through the Site Supervisor, that all operatives under their control are fully aware of any hazards involved in their work and that they understand and implement safe systems of work and wear the correct Personal Protective Equipment;
- act on reports from operatives on matters of health and safety including hazards, accidents, incidents and ill-health;
- identify and rectify hazards as they become aware of them;
- encourage operatives to report any hazards, defects, accidents, dangerous occurrences and occupational ill-health and make sure they are recorded, investigated and that appropriate remedial action is taken;
- check that the company's safety policies and safe systems of work are being carried out properly;
- set a good example by wearing appropriate PPE and actively promoting health and safety

Whenever they are estimating for the company, Contract Managers will comply with the Estimator duties.

The Contract Managers are responsible for the operational staff and, as employees of the company, will comply with the Duties of the Workforce.

## Facilities Manager

One of the Contract Managers acts as the Facilities Manager at Blair Installations HQ and in this role will have the following duties:

- ▣ Maintain the stores in a clean and tidy state.
- ▣ Issue equipment
- ▣ Check equipment in and out
- ▣ Maintain the yard in a clean and tidy state.
- ▣ maintain an inventory of portable electrical equipment and ensure that PAT testing is carried out according to the schedule held by him;
- ▣ arrange repairs and maintenance for company equipment as necessary including PAT testing for portable electrical equipment;
- ▣ arrange and keep records of an annual fire evacuation drills
- ▣ undertake testing of emergency lighting and fire alarms and enter these into the Fire Log Book
- ▣ control and manage the company's vehicles and ensure they are regularly maintained and records kept;
- ▣ assess the competence of anyone required to drive on company business and keep up-to-date copies of all relevant documentation relating to the driver and the vehicle;
- ▣ Ensure DBS (formerly CRB) Checks are carried out on relevant personnel and at appropriate intervals and be the Nominated Person for the company;
- ▣ Issue appropriate ID to all Blair personnel.

## Estimator duties

The estimator is the first contact with the client and with new contracts and is therefore uniquely placed to identify potential hazards and ensure that the company takes health and safety fully into account when quoting and tendering for work.

Anyone undertaking estimates for the company therefore has the duty to:

- understand this policy for Health, Safety & Welfare;
- identify potential hazards relating to the contract and take them fully into account when quoting for work and advising the Client;
- be aware of the requirements of the CDM Regulations and take them into account during his work;
- have an understanding of the main hazards of the work and ensure these are taken into account in his estimates;
- ensure, when negotiating with the client, that there are adequate welfare facilities available on site and First Aid cover at all times to the Appointed Person level;
- set a good example by wearing the proper protective clothing when visiting sites and promote health and safety wherever they are working.

## Designer Duties

Where a project is notifiable under the CDM2007 regulations, Blair Installations will not be responsible for any part of the design.

Designs of minor electrical installations will be carried out by experienced Electrical Engineers with the relevant C&G Electrical qualifications.

All schemes will be in accordance with the current IEE wiring regulations and follow industry guidance.

Risks associated with the installation will be taken into account in our general risk assessment procedure and notified to the Client or the Principal Contractor.

## Senior Electrician

Whenever we undertake large projects we will appoint a senior electrician to have the day-to-day responsibility for our work and operatives on that site. Specifically he will have the following duties:

- understand this policy for Health, Safety & Welfare;
- understand the legal requirements and current best practice relating to our work and ensure that they are followed;
- set a good example by wearing the proper protective clothing and encourage a good attitude to health and safety;
- ensure all operatives on the site are fully aware of any hazards involved in their work and that they understand and implement safe systems of work;
- accompany the Health & Safety Advisor (or other managers or consultants) on any safety inspections on the site;
- consult the workforce on a day-to-day basis on matters which affect their health and safety, and report matters of concern to the Contract Manager or the Safety Advisor so that their views can be taken fully into account when policy decisions are made;
- encourage staff to report any hazards or defects and ensure that all accidents, dangerous occurrences, occupational ill-health and incidents of violence are reported to the Contract Manager or the Safety Advisor;
- if an accident happens on site, ensure remedial and other appropriate action has been taken to prevent injury;
- be aware of their own limitations and seek advice on health and safety matters from a competent person when they reach the limit of their knowledge;
- check on a day-to-day basis, that all machinery and plant, including power and hand tools, are maintained in good condition;
- ensure adequate fire precautions on site including fire extinguisher provision and emergency evacuation procedures;
- check on a daily basis that first aid provision is adequate on the site;
- monitor the work day-to-day to ensure the effectiveness of risk assessments and safe systems of work and report any deficiencies to the Contract Manager or Safety Advisor.

The Senior Electrician is responsible for the apprentices and contractors working under him. In addition to these duties the Senior Electrician will comply with the Duties of the Workforce.

## Duties of the Workforce

Everyone working for Blair Installations, whether directly employed or “labour-only” has a duty to co-operate with the company to enable obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations to be met. Everyone working for and on behalf of Blair Installations will, therefore:

- take all necessary steps to ensure the health and safety of themselves and other persons (including the public) who may be affected by their acts or omissions;
- use equipment, substances and personal protective equipment (PPE) as instructed and trained;
- read and understand this policy and comply with statutory health, safety and welfare obligations;
- follow safety rules and safe working practices laid down for their protection;
- report to a Contract Manager or the MD any work conditions or practices they consider unsafe or unhealthy and any shortcomings in the safety arrangements or systems of work;
- report accidents, incidents, dangerous occurrences and ill-health in a manner appropriate to the seriousness of the incident. This means, complete an accident report form in all cases but in serious cases, report the incident verbally to their Contract Manager or the MD so that the appropriate action can be taken;
- ensure that they are aware of, and follow, the emergency procedures for fire, means of obtaining first aid and other relevant safety provisions;
- not interfere with or misuse anything provided for them in the interests of health, safety and welfare.

Anyone may discuss health and safety issues relevant to their job with their Contract Manager or the Managing Director at any time.

Since we cannot allow anyone to work for Blair Installations if they will not obey safety rules or work in a safe manner, any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action will be taken.

However if anyone takes what they believe to be reasonable actions to safeguard the health, safety and welfare of themselves and others this will not result in any form of disciplinary action.



## Labour-Only Sub-Contractors

Because they form part of our workforce, labour-only subcontractors will be expected to adhere to the Duties of the Workforce (see above).

## Appointed Contractors

When we appoint contractors, they must take all necessary steps not only to protect their own health, safety and welfare but also to protect any occupants of the premises or other people on site, including our customers (or, if on our own premises, our staff).

They must have a full understanding of their duties under the CDM2007 regulations and co-operate with us and discuss with the appropriate Contract Manager any risks associated with the work. and

They must

- provide us with their risk assessments and method statements;
- follow all site instructions and safety rules made in the interest of health and safety;
- report to a senior member of Blair Installations staff anything that they consider unsafe;
- Provide any information needed for the health and safety file;
- Inform us of any reportable incidents under RIDDOR.

## Industrial Clients

Our industrial clients have legal duties for health and safety. These are:

- To check the competence and resources of any company or individual working on their site (including us);
- To ensure there are suitable management arrangements for the project, including welfare facilities (although they are not obliged to provide these);
- To allow sufficient time and resources for all stages of the project;
- To provide us with pre-contract information and make us aware of any health and safety hazards;
- To co-operate with us and co-ordinate their activities and procedures with ours;
- To take notice of any information we give them relating to health and safety including risk assessments;

If the project is notifiable under CDM2007 they are also responsible for appointing a CDM Co-ordinator and for all other duties detailed in those regulations.

## Visitors and the Public

We recognise that when the public come into contact with our operations they will not have the experience or training to equip them to understand and guard against the hazards in our work. We will therefore take extra care to exclude them from dangerous areas and to warn them of hazards and danger.

## Part 3.1

# Arrangements (Management of Health and Safety)

## Competent Health and Safety Advice

### In-house advice

In order to ensure we have competent advice available to us on health and safety matters, we have engaged the services of a Chartered Member of the Institution of Occupational Safety and Health professional Health and Safety Advisor to be employed by the company on a weekly basis and work at our offices directly with our staff and managers.

In addition to this, the MD holds the NEBOSH National General Certificate and the company subscribes to the City Safety Adviceline.

### City Safety 2 Ltd

Health and Safety Consultants

Tel: 01273 414793

As part of this service we receive telephone advice on-request during office hours and have access to a network of consultants with various specialist knowledge.

It will usually be the MD who contacts the consultants for help but any member of staff may ring them if they have an urgent problem and no one is available to advise them.

Staff can find out more about their rights by reading the HSE poster which is on the wall in the kitchen.

### HSE leaflets and Guidance

The HSE offers a vast range of information, guidance and free literature on a wide range of health and safety topics which is available via their website [www.hse.gov.uk](http://www.hse.gov.uk)

# Risk Assessment

Regulation 3 of The Management of Health and Safety at Work Regulations require suitable and sufficient risk assessments to be carried out for all tasks undertaken in the company and for all significant risks to be identified and controlled.

It is important to understand the difference between **HAZARD** and **RISK**

A **HAZARD** is "something which could cause harm" and

A **RISK** is "the likelihood, high or low, that someone will be injured by the hazard"

## Our main Hazards:

- ▣ Electricity
- ▣ Slips, Trips and falls
- ▣ Falls from height
- ▣ Use of machinery/power tools
- ▣ Falling objects
- ▣ Manual handling
- ▣ Chemicals/Substances
- ▣ Noise
- ▣ Driving

An assessment of risk is a careful examination of what could cause harm to people in the working environment so that managers can weigh up whether they have taken enough precautions to prevent harm.

The aim is to make sure that no one is hurt or becomes ill. Accidents and ill-health ruin lives, affect efficiency, damage machinery, increase insurance costs and may result in prosecution.

The main areas into which our risk assessments are divided are:

- ▣ Offices
- ▣ Store
- ▣ Yard (deliveries and vehicle movement)
- ▣ Site work

In all areas, the same tasks are generally repeated in the same way using the same procedures and having the same hazards. Only the conditions or circumstances on the day will alter. It is therefore possible for us to have a set of "ready made" risk assessments providing we check them as often as is necessary to make sure there aren't additional hazards to be taken into account.

Circumstances in the first three areas will differ very little day-to-day and we will draw up generic risk assessments which will be reviewed whenever material factors alter.

Circumstances on site will vary more regularly and so we will train our Contract Managers to adapt and review the generic risk assessments pertinent to the job and to ensure that they are tailored to be fully site specific.

## General Procedure for Risk Assessment (At Our Offices)

So that we can be sure we look at all the aspects of our work but concentrate on identifying the significant risks, we follow a two stage risk assessment process designed to filter out the trivial risks arising out of daily living. The Assessor will ensure that all aspects of our work are assessed including non-routine tasks and activities not under our direct control (e.g. agency/temporary workers or maintenance staff) and times when our normal work is interrupted for any reason.

The Safety Advisor, together with Senior Managers, in consultation with the workforce, will carry out a Stage One risk assessment in which all the hazardous activities relating to our business which occur at our offices (including the stores and yard) will be considered and the level of risk determined according to existing control measures known to be in place.

The assessor/s will take into account anyone who might be affected – including visitors to the office such as business contacts and delivery firms, customers and the public and cleaning and maintenance operatives. The risks relating to each category will be rated separately. We will be especially careful to identify those at particular risk – e.g. young or inexperienced persons.

For any risks rated medium or high, a Second Stage risk assessment must automatically be undertaken so that additional controls may be determined and the risk brought down to an acceptable level.

The Second Stage Risk Assessment is more in depth and systematically breaks down the task as it actually happens – rather than what should happen. It will take into account non-routine tasks such as maintenance procedures and extreme situations such as fire, gas escape or other emergencies.

In some cases, where there is specific legislation (such as the Manual Handling Regulations) the stage two risk assessment will be that which is required by the regulations.

Further control measures will be introduced as thought necessary, based on the experience and expertise of the Safety Advisor and Senior Managers and taking account of all available sources of information relating to the risk i.e., legislation, ACOPs, guidance, trade press, manufacturers' instructions and guarantees etc.

When the assessments have been done, an action plan will be drawn up detailing the controls to be put in place and the person responsible, together with the timescale for action. The named responsible person must ensure that arrangements for controlling the risks are put in place within the specified timescales.

The Safety Advisor, together with Senior Managers, will review the risk assessments routinely every twelve months to see if they need to be changed.

Everyone will be trained to notice when a risk assessment or a safe working practice needs changing and when this happens they must tell their manager or the Safety Advisor so that changes can be made.

## Procedure for Risk Assessment (Site Working)

The procedure for risk assessment in relation to site work follows a process, advocated by the HSE, which is designed to ensure that managers do not waste time starting risk assessments from scratch each time a new project is planned and that core knowledge is added to and improved over time.

The Safety Advisor, together with Senior Managers builds/maintains a database of model Stage One risk assessments based on all the scenarios we are likely to encounter on site. The model assessments are amended and added to whenever new situations arise and new hazards identified or whenever feedback through the general management system identifies a shortfall in the protective measures.

All the standard hazardous activities relating to site work will be considered and the level of risk determined according to the range of control measures thought to be reasonable.

The assessor/s will take into account anyone likely to be affected – including visitors to site (both legitimate and unauthorised), delivery drivers, other site users and the public. The risks relating to each category will be rated separately. We will be especially careful to identify those at particular risk – e.g. young or inexperienced persons.

For any risks rated medium or high, the need for a Second Stage risk assessment will be identified on the model to remind managers that extra site specific controls must be considered so that the risk can be brought down to an acceptable level.

The Second Stage Risk Assessment is more in depth and systematically breaks down the task as it actually happens – rather than what should happen. It will take into account non-routine tasks such as maintenance procedures and extreme situations such as fire, gas escape or other emergencies.

In some cases, where there is specific legislation (such as the Manual Handling Regulations) the stage two risk assessment will be that which is required by the regulations. This will be noted on the model as a requirement for a specific Second Stage Risk Assessment.

In order to turn the model risk assessment into a site-specific assessment the Contract Manager, having attended all relevant site meetings and liaised with the Client or Principal Contractor from the start of the project, will work through the model with the Safety Advisor and amend it so that the specific site conditions are reflected and appropriate controls imposed. They will ensure:

- that the hazards are pertinent to the site and that all significant site hazards are covered;
- all categories of people at risk are identified together with how they might be harmed (including sub-contractors and other site users);
- they identify control measures required on this particular site;
- any potential emergency situations that can be reasonably foreseen are addressed;
- the persons responsible on this site for putting the controls into practice are named; and
- that the document states when measurements are to be introduced and names the responsible persons.

In order to do this managers will:

- ▣ check the construction phase plan and/or all pre-tender information given to the Company by the Client or the Principal Contractor, including the Asbestos Register for our work area;
- ▣ look at the general layout of the site as well as what materials are to be used (including the weights of materials), what equipment and plant will be needed, and what local site rules need to be followed;
- ▣ visit and assess the site; and
- ▣ discuss the work and the site conditions and local rules with the Client or the Principal Contractor's site manager.

The model risk assessments will be amended and the risk rating adjusted according to the control measures that will be in place.

Further control measures will be introduced as thought necessary, based on the experience and expertise of the Safety Advisor and Senior Managers and taking account of all available sources of information relating to the risk i.e., legislation, ACOPs, guidance, trade press, manufacturers' instructions and guarantees etc.

When the assessments have been done, they will be incorporated into our Risk Assessment and Method Statement (RAMS) pack which is issued to the Client or the Principal Contractor and a copy held on site by the Site Supervisor/Engineer for Blair Installations.

The Contract Manager will ensure that either they or the nominated supervisor briefs the engineers about the site rules, work to be undertaken (method statement) and control measures to be followed (Risk Assessment) before they start work on their first day.

RAMS will be reviewed if there are any significant changes and at regular intervals to coincide with site meetings or site audits. Model Risk Assessments are updated and amended to take account of lessons learned and new situations encountered on site.

Everyone will be trained to notice when a risk assessment or a safe working practice needs changing and when this happens they must tell their manager or the Safety Advisor so that changes can be made.

## RISK ASSESSMENT MATRIX

RISK RATING (L x S = RR)						
LIKELIHOOD (L)			x	SEVERITY (S)		
VERY UNLIKELY	=	1	x	1	=	DELAY ONLY
UNLIKELY	=	2	x	2	=	MINOR INJURY OR DAMAGE
POSSIBLE	=	4	x	4	=	LOST TIME INJURY
LIKELY	=	6	x	6	=	MAJOR INJURY
VERY LIKELY	=	8	x	8	=	SINGLE DEATH
CERTAIN IMMINENT	OR =	10	x	10	=	MULTIPLE DEATH
Risk Assessment (RA) RR = 1 to 6 ( <b>INSIGNIFICANT</b> – review annually) RR = 8 to 16 ( <b>LOW</b> adequately controlled but monitor and review) RR = 20 to 36 ( <b>MED</b> – may need additional control measures/check standards) RR = 40 to 100 ( <b>HIGH</b> -consider stopping activity until additional controls are in place)						

## Hazard Identification

It is the policy of Blair Installations to eliminate hazards from the work place wherever possible.

### Health and Safety Inspections

The MD, with assistance from the Safety Advisor, where necessary, will carry out regular safety inspections in the offices and spot inspections on sites in order to identify hazards in working.

Other managers and supervisors will also carry out regular monitoring inspections using a generic checklist.

Action plans will be drawn up as a result of all active monitoring inspections which will be used to prompt remedial action and in order to review action taken after the previous inspection.

A record will be kept of the inspections and action to be taken. All records and action plans will be reviewed by the MD and Safety Advisor in conjunction with senior managers.

The MD will ensure that the hazards are rectified within appropriate timescales and that, where necessary, information from these inspections feeds back into the risk assessment process so that more appropriate controls are introduced.

### Hazard Reporting

All employees have a duty to report to the appropriate manager any unsafe or unhealthy working conditions, practices or arrangements.

The person to whom the hazard has been reported will take immediate action to eliminate or minimise the risk and will take the necessary long-term action to prevent future occurrences.

If the employee is not satisfied with the action by this person, he/she may speak to another manager. (Further details of employees' rights under health and safety law may be on the Health and Safety Law poster in the staff kitchen).



## Safe Working Methods

A safe working method is a considered procedure for carrying out the work safely, taking into account the risks and control measures, the equipment needed, the environment, emergency precautions and the competence and skills required of personnel.

We recognise the need to have safe working methods for all tasks we undertake which present a significant risk. Our working procedures and written systems of work are developed as a result of our risk assessment process and are considered an essential control measure in any risk assessment.

We will draw up safe methods of working for every site project and include it in the Contractors Health and Safety Information document (CH&SI). Which will be given to the Principal Contractor or the Client (as appropriate) and held on site by the Site Supervisor.

We also recognise that, in order for a safe system of work to be effective, staff must be adequately trained and have suitable and well maintained plant and equipment. All operatives will be given inductions which covers the requirements of the method statement and the risk assessments for that project.

We will also provide suitable training and refresher training for all our staff in the systems that apply to their work and will ensure that they have written instructions available to them for reference.

Contract Managers are responsible for ensuring that the equipment being used is suitable for the task and in good condition. This includes any equipment provided by individuals.

We expect our staff to co-operate with us and follow safe systems of work as they have been shown and to tell their manager whenever a safe system of work becomes out-of-date or unworkable for any reason so that amendments and changes can be made.

The MD will ensure that all works are covered by safe systems of work. He will ensure that staff are consulted about them and will ensure that they are brought to the attention of relevant staff.

The MD, with assistance from the Safety Advisor, will also review the validity of our systems of work routinely every twelve months and as necessary if significant factors change or an accident occurs.

New and revised safe systems of work and procedures will be issued to our Engineers for inclusion in their working health and safety manuals.

## Working Out of Hours

In some cases it will be necessary for Blair Installations engineers to work on the site out of normal site hours. Sometimes this involves our engineers working without the benefit of Client or Principal Contractor supervision and back up. In this case the following controls must always be in place in order to ensure, so far as is reasonably practicable, that our engineers are not at risk.

- ▣ There will be no live working or any work near live conductors that would require a permit to work.
- ▣ The Contract Manager for Blair Installations must always personally approve the working and agree the working arrangements with site controller well in advance of the proposed period of work.
- ▣ The Client or Principal Contractor will approve the range of work to be undertaken beforehand.
- ▣ The Contract Manager will ensure that there are always two engineers working the shift.
- ▣ One of the engineers will be experienced as a leading electrician/supervisor and will take charge of the other engineer.
- ▣ Both engineers will be trained in first aid and a suitable first aid box will be readily available to them where they are working.
- ▣ The engineers will contact the Contract Manager for Blair Installations on completion of the shift or at regular intervals throughout the shift if in excess of four hours.
- ▣ If no contact is made at the agreed time, the Contract Manager will attempt to contact the engineers and will raise the alarm locally if no contact can be made.

## Permits-to-Work

In some cases (particularly when strict isolation procedures are necessary) our engineers will be required to obtain a permit-to-work before starting a particular task.

If this is a requirement of the job, the Contract Manager will ensure that those working under the permit are fully aware of the requirements. This will form part of the inductions to the job or contract.

A permit-to-work system is a documented method of work designed to avoid the risk of injury in high risk activities.

Permits will be followed by the engineer in consultation with the issuer. The Engineer must ensure he understands the terms of the permit fully and that he is able to comply with it in all aspects. If he has any doubts he should contact the Contract Manager or MD for assistance.

The permit-to-work should identify:

- Who is to do the work
- When it is to be done
- The time span
- The specific work to be undertaken
- The precautions to be taken

The permit must be displayed in all areas affected by the permit.

The engineer will ensure that all steps have been taken to ensure safe working.

When the work has been completed, the engineer will check that it is safe to return the work environment back to its normal use and the person in control of the area will sign the permit off.

The engineer will obtain a copy of the signed off permit which should be given to the Contract Manager who will file it for future reference.

## Health Surveillance

Health surveillance is considered, as a possible control measure, when undertaking risk assessments. However, residual risks are considered not to warrant the introduction of a formal system of health surveillance. This decision is subject to ongoing review.

Staff are trained to understand the risks, preventative measures and emergency procedures as part of their induction and refresher training and we believe that a level of self-surveillance relating to the ill health-conditions associated with the hazards in our work are beneficial.

We therefore make our staff aware of the relevant conditions and their symptoms and encourage the reporting of headaches and other minor aches and pains as part of our normal incident reporting procedures. Managers will take competent advice if any of the symptoms below are reported to them.

Staff will be trained to understand the risks, preventative measures and emergency procedures as part of their induction and refresher training.

### Noise

When working in noisy environments staff are trained to report the following:

- Headaches
- Ringing in the ears
- Temporary loss of hearing or changes in hearing
- Noticeable falling off of hearing

### Vibration

Following the use of vibrating tools, such as sanders, staff are trained to report the following:

- Tingling or numbness in the fingers
- Whiteness of the fingers

### Dermatitis

Staff are trained to report the following:

- Dryness on the hands and arms
- Cracks, redness and soreness on the skin

### Respiratory (including contact with disturbed asbestos)

Staff are trained to report the following:

- Difficulty in breathing
- Persistent cough
- Pain in the lung

### Use of Computers

Office staff are trained to report the following:

- Headaches
- Pain in the upper body including the back and in the hand wrist and arm
- Dermatitis on the face
- Sore eyes or difficulty in reading screen characters

### Contact with infected water (Leptospirosis/Weil's disease)

- Flu-like symptoms

# Emergency Procedures

Emergencies relating to fire and accidents are dealt with specifically under their own headings in the policy and specific risk assessments will be carried out in order to identify the appropriate protective and preventative measures.

This section sets out our general procedures which should always be followed in the event of an unexpected emergency or the threat of serious and imminent danger.

Everyone working for or with Blair Installations will be trained in these procedures as part of their induction programme.

The general procedures to be followed in the event of any of the above is as follows:

- stop work
- raise the alarm
- move to a safe distance
- prevent others from approaching
- call for the appropriate emergency service
- inform the Managing Director or relevant Contract Manager.

## In the Office

Everyone will be given induction training to ensure they know what to do in the event of any emergency and there will be regular refresher training to ensure they are reminded of the procedures.

## On Site

Anyone working on site should be given an on-site induction which will include instructions on what to do in the event an emergency, including fire and accidents.

If anyone does not receive such training they should request health and safety information before starting work and ensure that all information received is completely understood.

If work ceases for any reason on site, the controller of the site must be informed.

If anyone leaves site for any reason they should inform the person in charge so that they can be properly accounted for in an emergency.

## Information to Employees and Others

We recognise the importance of providing everyone working for Blair Installations with information that affects their health and safety.

The statutory HSE law poster is located in the kitchen above the first aid box and explains about employees legal rights. Everyone is encouraged to read it and make sure they have read and understood this policy and the guidance it contains. If there is anything they do not understand they should ask the Safety Advisor/Managing Director.

A copy of this policy will be available at the office for each member of staff to read and is available for reference from the Safety Advisor/Managing Director on request.

### **Our Workforce will also receive information when:**

- ▣ There are changes to working patterns or procedures;
- ▣ New equipment, plant or machinery is brought in;
- ▣ Risk assessments are being undertaken and when they are completed;
- ▣ New legislation is brought in;
- ▣ A new contract is starting.

The information may be given verbally, in writing or as part of a practical demonstration or training session.

## Pregnant Workers

We recognise that pregnant workers will be at greater risk than other workers, and we will therefore ensure that they are monitored and the Risk Assessment reviewed when and where necessary.

We will encourage our staff to inform us as soon as they know they are pregnant so that we can ensure we take reasonable action to protect them and their unborn child from risks in the workplace.

We understand the need to undertake special risk assessments for any pregnant female member of staff. The Company Safety Advisor will undertake these.

## Apprentices

From time to time we will take on apprentices as we consider this to be an essential contribution to furthering good practice in our industry and trade.

All apprentices are covered by an approved scheme which oversees the apprenticeship and requires log books and adequate training and supervision.

The Managing Director will be responsible for interviewing and selecting apprentices and will liaise with the scheme co-ordinator to ensure that the scheme runs smoothly.

Some apprentices will be considered young persons and will require special risk assessments to be carried out. It is the MD's responsibility to undertake these with assistance, as necessary, from the Health and Safety Consultant.

We recognise that all apprentices will be at greater risk than our experienced operatives and we will therefore ensure that they are supervised closely at all times by a person competent to do so and agreed by the scheme.



## Agency Staff and Temporary Workers

If we need to employ temporary staff we will use tried and trusted Agencies. We recognise that because these people are outside the usual staff development procedures they may have a lesser understanding of our policies and procedures and may, therefore, be at slightly more risk than our regular employees.

We will provide all necessary information to the agency including details of the safety policy, all relevant safe working practices and risk assessments. The agency must bring these to the attention of their staff and ensure they understand them fully before starting work for us.

All Agency workers must have the relevant industry approved qualification and we will check with the Agency before admitting the worker onto our site that this is the case.

Where necessary, Blair Installations will arrange training and information sessions for agency staff. Agency staff will attend all induction training as delivered to Blair Installations staff.

Blair Installations will monitor the work and health and safety performance of Agency workers through a programme of active monitoring which includes:

- Ongoing supervision by the Senior Electrician
- Regular monitoring by the Contract Manager
- Spot checks by the Managing Director
- Regular Site Auditing by the Health and Safety Advisor.

The company is committed to ensuring that all agency workers understand what is expected of them and the hazards of their work and then that they are adequately supervised to ensure that they are able to carry out their work without risk to themselves or others.

## Construction (Design and Management) – CDM2007

The key aim of the Construction Design Management Regulations 2007 (CDM2007) is to integrate health and safety into the management of all construction projects from the very start without encouraging unnecessary bureaucracy.

The regulations set out the legal duties ascribed to key roles in any construction project and we recognise that we must fulfil the requirements of each and any role we might take in any project.

In the course of our business activity we might variously take the following roles:

Client	Instigate a construction project and control the work and require other contractors to undertake work on our own premises.
*Principal Contractor	Plan, manage and monitor the construction phase of a notifiable project in liaison with all appointed contractors.
*Appointed Contractor	Appointed by the Principal contractor on notifiable projects to provide specialist services/undertake specialist work.
Contractor	Working on any project, whether domestic - or not.

\*Notifiable projects only

### NOTIFIABLE Projects

We recognise that, whatever role we undertake, we have a duty to satisfy ourselves that the requirements of the CDM2007 regulations are being met and in order to do this, must establish whether the project is notifiable.

If the project is deemed to be notifiable we will find out if a Principal Contractor and CDMC have been appointed and satisfy ourselves that the Form F10(Rev) has been sent to the HSE and a copy displayed on site before we start work.

### Blair Installations as Client

When we are the instigator of the construction work and we let contracts to specialist contractors in connection with alterations, refurbishments, maintenance, demolition or building the company acts as the client and recognises the following duties:

- Check the competence and resources of that company or individual to ensure they are able to carry out the work safely and in compliance with all relevant legislation;
- Ensure there are suitable management arrangements for the project, including welfare facilities and first aid (even though the contractor may provide these from within their own resources);
- Allow sufficient time and resources for all stages of the project;
  
- Provide the contractor or sub-contractor with pre-contract information and make them aware of any health and safety hazards on our site of which they will need to take account;
- Co-operate with them and co-ordinate our activities and procedures with theirs during the

project;

- ▣ Take notice of any information they give us relating to health and safety including risk assessments.

If the project is large enough to be notifiable under CDM2007 we will also appoint a CDM Co-ordinator and Principal Contractor (for the duration of the construction phase) and ensure that there is a suitable construction plan in place and that there are suitable arrangements for welfare facilities before the construction phase starts.

We will provide sufficient information to the CDMC so that suitable pre-construction information can be passed on the Principal Contractor and Appointed Contractors.

We will ensure that the start of the construction phase is carefully controlled and that work does not start unless and until there are suitable welfare facilities and a suitable Construction Phase Plan (CPP) in place,

We will also ensure that the required information relating to our premises is provided to the CDM Co-ordinator for inclusion in the safety file and ensure that that safety file is retained and made accessible for as long as possible in order to assist with future construction and demolition work to be carried out on the building.

## Blair Installations as Contractor – All construction

As a Contractor we recognise that we are responsible for checking our own competence and for co-operating with others on the site to ensure the health and safety of everyone working on or gaining access to the site while we are working there.

We will co-ordinate our own work effectively and will comply with the requirements of CDM2007 (Part 4) for any work under our control taking into account the general principals of prevention set out in the regulations.

On all construction projects we will:

- ▣ plan our work effectively and ensure that we manage and monitor our own work;
- ▣ check the competence of sub-contracted labour;
- ▣ ensure that our workforce is trained and has sufficient information to carry out the work safely;
- ▣ report hazards and obvious risks to the person in charge
- ▣ ensure that there are adequate welfare arrangements for our workforce

## Blair Installations as Appointed Contractor – Notifiable Projects

Where projects are notifiable we will do all that is outlined above and will, in addition:

- Make sure that the Client is aware of their duties and that a CDMC and Principal Contractor has been appointed and F10 completed and sent off.
- Co-operate fully with the Principal Contractor;
- Provide information to the Principal Contractor relating to our Appointed Contractors on the project;
- Provide any information needed for the health and safety file;
- Inform the Principal Contractor of any shortfalls in the construction phase plan and of any reportable incidents under RIDDOR.

For all notifiable projects, where we are an Appointed Contractor we will produce a CDM2007 Contractors H&S Information pack which will contain the following:

- Description of the Project
- CDM Notification Assessment Flowchart and Table
- Contact Details (including Appointed Contractors)
- Health and Safety Policy Statement (from this document)
- Site Specific Arrangements including:
  - Compliance with CDM2007
  - Health and Safety Advice
  - Procedure for Risk Assessment
  - Planning, Management and Monitoring work on site
  - Regular liaison arrangements
  - Handling Design changes
  - Training and Information
  - Site Security
  - Welfare provision
  - First Aid
  - Accident/Incident Procedures
  - RIDDOR
  - Provision of Information
- Site Specific Risk Assessment
- Site Specific Method Statement

## Competence and training

If we contract a specialist company to carry out work on our behalf (such as electricians or maintenance engineers) we will follow a procedure designed to assess their health and safety competence and performance.

Before using a company for the first time we will ask to see documentary evidence that the company has a good standard of health and safety including:

1. Details of their General Health and Safety policy and their arrangements for enforcing that policy,
2. Details of relevant method statements, Risk Assessments and safe systems of work
3. Copies of Current Insurance Policies
4. Details of training

Each prospective contractor must complete a competence questionnaire or supply evidence of current approval by a recognised H&S Accreditation scheme such as CHAS or Safe Contractor.

The Contract Manager and the Safety Advisor will read through the documentation submitted by the prospective contractor and evaluate their competence.

We will not necessarily award contracts to the lowest priced bid. The company would need to demonstrate adequately that they were able to carry out the work to a high standard of safety at that price.

We will provide all necessary information to the sub-contractor, including details of our safety policy, all relevant safe working practices and risk assessments. The sub-contractor must bring these to the attention of their operatives and ensure they understand them fully and carry them out.

Where necessary, Blair Installations will arrange training and information sessions for appointed contractors.

Contractors must attend all pre-contract safety meetings, site meetings and training sessions as requested.

All contracted operatives will be required to have attended a health and safety awareness course within the last three years or hold a valid skills card (CSCS/ECS or equivalent).

## Control of Specialist Sub-contractors on Site

Each specialist contractor must identify a manager who will have overall responsibility for the work and with whom our Contract Manager can liaise.

In addition to this a member of the team working on site must be nominated as the lead operative with whom our Site Supervisor may liaise. NB This may be the same person as that named above but this must be made clear before work starts.

Operatives must report their presence on site to the Blair Installations Supervisor as well as the Principal Contractor/Client representative.

RAMS for the work will be submitted to and approved by the Contract Manager (in conjunction with the Safety Advisor) prior to starting work.

The Site Supervisor will hold a copy of the Sub-contractor's RAMS which will be used to monitor the work as it progresses.

The Site Supervisor will hold regular site meetings with the nominated lead operative from the specialist company at which problems and health and safety issues will be discussed and resolved where possible.

If the sub-contractor is found to be in breach of their own RAMS or of their contract with Blair Installations they will be removed from site and will not return unless the matter can be resolved. They may also be removed from our Approved List.

## Consultation with Employees

Under health and safety legislation it is a requirement for employers to consult with all members of staff on matters which affect their health and safety.

It is important to understand the difference between **CONSULTING** and **INFORMING**.

**INFORMING** is where the employer has taken a decision and tells the workforce about it. There is no discussion and employees' views are not taken into account. This process may be appropriate when new laws and rules have been handed to us for implementation and there cannot be any discussion about it.

**CONSULTING** means an employer must listen to, and take account of, the views of the employees on health and safety matters before a decision is taken. We will do this whenever we can and particularly when there are choices to make about matters which affect the health and safety of our staff.

Employers are required, under current legislation to consult their workforce on the following matters:

- Introduction of changes substantially affecting employees' health & safety
- Appointment of competent persons to assist in health & safety matters
- Information from risk assessments which could affect health, safety & welfare of employees
- The planning and organisation of H & S training required by law
- The H & S consequences to employees of introducing new technology into the workplace

Normally we will consult with people individually on a one-to-one basis but when the above matters affect everyone or may have serious health and safety implications we will arrange a special staff meeting, in good time before any changes are due to be brought in, in order to give everyone a chance to comment on the proposals.

The MD is always ready to discuss matters of health and safety with the employees and actively encourages this.

## Recruitment and Selection

The company will endeavour to give equality of opportunity to all applicants, will not discriminate on grounds of gender, sexual orientation, race, age or physical ability and will award jobs on merit.

It is recognised, however that the physical demands of some of our work is beyond the capabilities of some people and we feel it is in the best interests of the applicant and their prospective colleagues to attempt to assess their fitness to carry out the work safely.

Since each individual is different it would be discriminatory to draw up a list of conditions which might be thought undesirable.

Each case to be taken entirely on its merits and, if necessary, advice will be sought from a competent person (Occupational Doctor, Health and Safety advisor etc) in order to decide the extent to which the condition will affect safe working.

Each applicant will be asked to complete a medical questionnaire and to volunteer information about their state of health which might prevent them from doing the job safely.

In the event a condition develops or becomes clear after the appointment the same assessment will be carried out and the same equality of opportunity will be given.

In all cases, the employee or applicant will be involved in the decision-making process as they are usually in the best position to understand their own capabilities.

Each suitable applicant will be interviewed and the importance of health and safety within the company will be stressed. Information will be given about our policy provision and questions will be invited.

An attempt will be made, through examination of past experience, to establish any immediate training needs the applicant may have.

New employees will be given induction training (See Training and Induction).



# Training and Induction

The need for training is included in **all** health and safety legislation as a means of preventing accidents at work.

## General

We believe training is essential to safe working and to preventing injuries at work.

No-one will be asked to do *anything* without receiving appropriate training, instruction or information.

The Safety Advisor will co-ordinate the company's health and safe training and the MD will ensure there are sufficient resources.

It is recognised that individuals will have specific training needs in addition to the basic standards proposed. We will therefore be introducing an annual training needs review, which will identify gaps in standard training as well as additional needs.

The company will pay for training providing that it is:

- appropriate to the need,
- in the interests of the company and
- in the interest of the health, safety and welfare of the individual

Employees are encouraged to bring to the attention of their supervisor any training courses or training needs which they think might be appropriate.

The Owner will arrange all training and will allocate such resources as are necessary.

Everyone will be trained and updated in health and safety and the specific hazards of their work on a regular basis.

## Induction training

All new members of staff will be given the following induction training when joining the company:

- fire and emergency evacuation procedures;
- the arrangements for First Aid;
- procedures for reporting, recording and investigating all accidents,
- dangerous occurrences, incidents of violence and occupational ill-health,
- procedure for reporting hazards and problems in safety arrangements
- safe systems of work in manual handling
- use and care of protective clothing and/or equipment
- any other specific training relevant to their work place.
- sources of advice (including this document)
- risk assessments

Engineers working on large sites or for larger clients will be subject to a two stage induction.

Stage one relates to the health and safety arrangements on the site and will be given by the Principal Contractor on notifiable projects or by Blair Installations Contract Managers on non-notifiable projects. Topics will include:

- details of welfare facilities provided;
- fire and emergency evacuation procedures;
- the arrangements for First Aid;

- ▣ procedures for reporting, recording and investigating accidents, dangerous occurrences, incidents of violence and occupational ill-health to the Site Controller.
- ▣ procedure for reporting hazards and problems in safety arrangements to the Site Controller.

Blair Installations Contract Managers are responsible for inductions on all projects relating to the following:

- ▣ details of protective clothing required
- ▣ any other specific training relevant to the site.
- ▣ sources of advice (including site rules and the construction phase h&s plan)
- ▣ site-specific risk assessments
- ▣ site-specific method statements
- ▣ other site users and the hazards they present .

### Specialist training

Special training will be given for specialist roles/tasks such as:

- ▣ First Aid and Emergency Aid
- ▣ Health and Safety Management and Supervision (Senior Managers)
- ▣ Risk Assessments (Senior Managers )
- ▣ Driving/operating MEWPs or other access equipment
- ▣ Erecting tower scaffolds

## Accident/Incident Arrangements

It is vitally important that everyone in the company report every accident, case of work-related ill-health and near miss, however slight, involving themselves or others so that future injuries may be prevented. Examples of what should be reported to the company in the accident book are shown in the table below.

You should report incidents involving staff, contractors, clients and the public - they are all important.

“Incident” means anything that interrupts your work and causes a problem or an injury. Here are some examples of what we mean:

TYPE OF INCIDENT	EXAMPLE	Where to report
Minor injury	Cut finger Scald Minor electric shock	Accident Book
Major injury	Amputation of a finger Broken limb	Accident Book RIDDOR
Something causing you to take seven or less consecutive days off work	Bang on head leading to concussion	Accident Book
Something causing you to take eight or more consecutive days off work	Broken leg Pulled muscle in back	Accident Book RIDDOR
Violence/Aggression	Abusive phone call, angry threatening behaviour by customer	Accident Book
Dangerous occurrence	Gas leak	Accident Book RIDDOR
Near miss	Missed footing on stairs but didn't fall	Accident Book
Occupational ill health	Hepatitis B contracted at work	Accident Book RIDDOR

All incidents, however small, should be reported and an entry must be made in the site diary/accident book as well as the company accident book which is kept in the office.

The details of the incident should also be reported to the relevant Contract Manager or to the Safety Advisor so that they can investigate how the incident happened and stop it happening again.

Our accident book complies with the Data Protection Act and completed forms are taken out of the book and placed in a secure filing cabinet. It is the MD's responsibility to ensure this is done.

The MD is responsible for reporting serious accidents and near misses to the HSE under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and must therefore be told about these incidents as soon as possible so that he can do so within the prescribed timescales.

The Safety Advisor will produce accident/incident statistics using the accident/incident reports and these will be reviewed by the MD and senior managers. This information will be used to influence

changes to policy and procedures.

## Reporting under RIDDOR

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. These regulations make it a legal duty for employers to report certain serious incidents and ill health conditions to the HSE.

This has to be done within certain times.

Reports to the ICC may be made by telephone – 0845 300 9923, fax – 0845 300 9924, or internet – [www.riddor.gov.uk](http://www.riddor.gov.uk), or link via [www.hse.gov.uk](http://www.hse.gov.uk).

NB Failure to do so could result in a criminal prosecution

The MD is responsible for reporting serious incidents to the HSE so it's vital that he is told about all incidents as soon as possible, including cases of disease as prescribed by the RIDDOR regulations.

## First Aid

Because of the serious risks involved in our work we recognise the need to have First Aid cover at all times. The company therefore intends to train as many direct employees as possible in first aid to the Appointed Person level. We will also encourage everyone working for us to receive training to that level.

The names of the current Appointed Persons and their contact numbers are detailed on the First Aid notice in the Office.

When we are working on large sites or occupied premises we will try to arrange for our staff to be able to call on the assistance of First Aiders provided by the Client/Main Contractor.

Our employees have a responsibility to familiarise themselves with the arrangements for first aid on site – even if they have not been told this as part of their induction.

All vehicles carry a standard first aid kit and there is a first aid kit suitable for 10 persons at our offices.

The Facilities Manager will check the boxes regularly but you should request replacement items whenever one is used.

New supplies can be obtained from the office.

Estimators are responsible for ensuring that there is adequate First Aid provision on every site where we are working.

## Emergency First Aid For Electrocutation

Whatever the cause of the electrical injury, never touch the casualty with bare hands until you are sure that there is no further danger to yourself and that the casualty is no longer in contact with the source. In the case of injury from high-voltage electricity, do not approach the casualty until you are informed by the police or similar authority that it is safe to do so.

The first priority for the rescuer is to avoid becoming a casualty and making the situation worse for other rescuers. It is essential to make sure it is safe to approach and to check if the casualty is still connected to the electrical current in any way directly (to a faulty machine, apparatus or to a bare wire), or indirectly (lying on an electrically conductive surface).

### Procedure

DO NOT touch the casualty with your unprotected hands. Break the contact by switching off the current, removing the plug or wrenching the cable free.

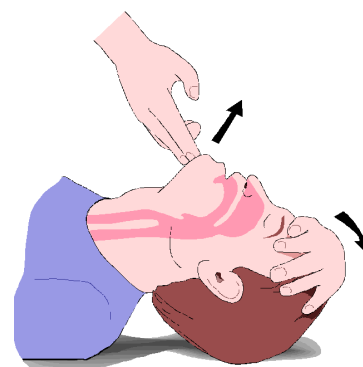
If you are unable to isolate the casualty as already described, you must stand on dry insulating material such as a wooden box, a clean rubber or plastic mat, or a thick pile of dry newspapers. Then either:

- ▣ use a wooden or plastic implement to free the casualty from contact with the electrical source; or
- ▣ wear rubber or plastic insulating gloves, if available, to pull the casualty free; or
- ▣ if rope is available, without touching the casualty, loop it around the feet or under the arms and pull the casualty free.

### Treatment

The likely first aid treatments after electric shock include:

- ▣ Resuscitation: If the casualty is unconscious, the airway should be opened and breathing checked. Complete the ABC Resuscitation should be carried out if required and the casualty placed in the Recovery Position.
- ▣ Burns. These should be examined carefully; they maybe deeper than they appear at first.
- ▣ Shock.



Removal to hospital in all cases.

NB the techniques for the above treatment should be learned by attending a suitable first aid or emergency aid course delivered by an appropriately qualified instructor.

## Stress

At Blair Installations we recognise that workplace stress is a health and safety issue and understand the importance of identifying and reducing workplace stressors.

Workplace stress is defined by the Health and Safety Commission as -  
“the adverse reaction people have to excessive pressure or other types of demand placed on them.”

It is important to understand the difference between pressure, which can be a positive motivator, and stress, which can be detrimental to health.

We recognise the importance of good communication in reducing the risk of stress in the workplace and are careful to consult with our staff on a regular basis on all matters which have a direct effect on them at work.

We are committed to identifying all workplace stressors including violence and bullying and will take reasonable steps either to eliminate the stressor or to control the resulting risks. All risk assessments will be regularly reviewed.

Sickness absence data will be monitored. Where there is excessive absence we will discuss this in confidence with the member of staff concerned.

If any member of staff feels they are being subjected to undue levels of stress or violence or bullying they must report it to a senior manager who will treat the information with complete confidentiality.

If a member of staff suffers stress or is considered at risk the company will work with that person to alleviate this in the most appropriate way.

When it is considered necessary to consult with a member of staff's own G.P. this will only be done with the full consent of the person concerned and all communications will be treated with the utmost confidentiality.

## Co-operation and co-ordination

We recognise that good co-operation and co-ordination on a construction project is essential to ensure that risks are identified as early as possible and the correct control measure introduced and followed.

We will ensure that an up-to-date contact list is issued and maintained as part of our Contractor's Health and Safety Information pack and made available on site for all parties to access. We will actively encourage all parties included on that list to inform us whenever there are amendments to be made.

As an Appointed Contractor we will ensure that our staff and sub-contractors co-operate fully with the Principal Contractor and the CDM Co-ordinator and that, through them, we co-ordinate our activities with all other contractors and site users.

If we are the only contractor on a non-notifiable project we will communicate regularly with the Client to ensure that our activities are co-ordinated with site users.

We will ensure that our staff and sub-contractors attend site meetings as requested and will ensure that parties under our management control can communicate effectively whenever they need to.

We will ensure that information about risks and precautions are communicated to and understood by those who need to know and we will make sure that design changes are communicated as soon as possible to the relevant managers and operatives.

We will ensure that effective inductions have been given to our staff and sub-contractors before they start work relating both to the health and safety provisions on the site and to the work which is to be carried out.

If there are other projects being carried out on or near the site where we are working we will recognise the need to co-operate and co-ordinate our activities with those involved and will work through the nominated Principal Contractor of our own project in order to do this.

## English as a Foreign Language

If we are considering employing people from other countries who do not speak English as their first language, we recognise that this may affect their ability to understand health and safety instructions and safety critical warnings. We will therefore take the following precautions when employing such people.

The manager responsible for employing the person will assess their ability to understand instructions in English at the interview stage and will decide whether a test of English comprehension is required. Where this is required the interviewee will be given either a written or oral test of English comprehension, as appropriate.

Failure to achieve the required standard in that test will not, in itself, be a reason for non-employment. If, in the opinion of the interviewing manager, the interviewee is deemed suitable for the job on grounds of experience and competence, we will give all reasonable assistance to that person to enable them to reach the required standard with a timescale to be agreed between the person and the interviewing manager.

This may include attending a local college in order to study for a recognised basic certificate in English.

Managers are responsible for ensuring that operatives are placed with a Buddy where necessary while their English is below the required standard and we will take all reasonable steps to ensure that written and verbal instructions are clear and in straightforward English. If necessary we will ensure that critical communication is translated into the appropriate first language.

All safety signs in our offices will conform to the Safety Signs and Safety Signalling Regulations and will display pictograms to aid comprehension.



## Monitoring and Review

The company is committed to ongoing monitoring and review and considers this to be an essential element of a successful health and safety management system.

### Formal Reactive Monitoring

If an accident occurs it is the responsibility of the MD to ensure that an investigation appropriate to the scale of incident is carried out by a person competent to do so, in order to establish the underlying cause and make recommendations for improvement. This will usually be carried out by the Safety Advisor.







The Safety Advisor will produce accident/incident statistics using the accident/incident reports and these will be reviewed by the MD and senior managers.

All above information is used to inform policy and to make changes to working methods.

### Formal Active Monitoring

As part of their training and induction training, our employees will be shown what workplace precautions are in place to protect them and will be trained to check them before and during their work to ensure that they stay in place.

This includes:

-  Good housekeeping
-  Fire precautions
-  Personal Protective Equipment (provision and state of repair)
-  Machine guards
-  Electrical equipment
-  Vehicle checks

**NB** These are visual checks carried out by the user before starting work.

Any shortfalls must be reported as soon as possible to the relevant Contract Manager or MD.

The Safety Advisor will undertake regular (at least quarterly) formal health and safety inspections to a prescribed checklist and action plans are drawn up to ensure that remedial action is taken with suggested timescales. Previous checklists are used to monitor the effectiveness of action previously taken. Information from this process is used by the MD and senior managers as a basis for forming policy-making changes.

Senior Electricians will undertake less formal but more frequent (daily) monitoring of health and safety arrangements and precautions on site.

The MD and the Contract Managers will undertake spot checks on health and safety as part of their regular visits to site.

The Safety Advisor will carry out formal monitoring to previously planned programme and records and recommendations from these inspections will be used to produce action plans which will be maintained as a record of action taken.

The Safety Advisor will undertake weekly walk-rounds and an annual formal health and safety inspection of the offices.

## Monitoring On Site

Contract Managers and Site Supervisors will monitor the health and safety performance of our own operatives, agency workers, labour-only sub-contractors and appointed sub-contracted companies throughout the contract period.

They are assisted in this by the Safety Advisor who will audit the site formally on request and carry out spot-audits throughout the year on sites where the company is working.

Feedback from the Contract Managers and findings from formal audits in relation to our direct labour is fed back to our risk assessments and method statements via the Safety Advisor so that these can be amended and improved upon. This will then inform our policy and procedures so that they can be continually revised and improved.

Our Contract Managers will check and monitor the work of appointed sub-contractor companies against their risk assessments and method statements and will work with their managers day-to-day in order to rectify and improve their performance when necessary. Any concerns or unacceptable performances will be notified to the Safety Advisor and contractors will either be removed from the approved list or put on probation.

Accidents or near misses are reported through the safety advisor who compiles statistics and identifies trends so that the Managing Director can take them into account when devising new policies or systems of work and when procuring new contracts.

## Auditing

The company is audited for health and safety annually by three separated bodies (CHAS, Constructionline and Safe Contractor) all of whose auditors are highly qualified and trained and all of whom use criteria based on the most up-to-date requirements. In submitting to their procedures we are led down a route of checking and cross-checking our internal policies and procedures and will identify all areas where they might be in need of up-dating.

In addition to this, the MD, with assistance from the Safety Advisor, will check to see that the procedures set out in our policies and manuals are being followed and are operating effectively. Where improvements are required this will be added to an annual action plan and marked off as they are achieved.

## Part 3.2 - Arrangements (Safe Plant and Equipment)

### Provision and Use of Work Equipment (PUWER)

#### General

The Provision and Use of Work Equipment Regulations require the employer to have:

- safe and well maintained equipment
- staff adequately trained in the safe use of equipment
- records of both

The Facilities Manager keeps an up-to-date list of all our plant and equipment and will amend the list whenever items are removed from service or new items added.

He must ensure that all the equipment we use is safe and fit for the purpose and guarded to the highest standard.

He will also ensure that all equipment bought or hired is safe to use and conforms to the BSEN and CE markings

When new equipment is purchased, where necessary, staff using the equipment will be trained how to use and maintain it properly and told about any specific hazards.

The MD, working through the Contract Managers, is responsible for ensuring that everyone using work equipment is adequately trained including those supervising the users of the equipment.

All equipment (including electrical equipment) is inspected visually before and after use and is checked as part of our general monitoring procedures.

The Electricity at Work Regulations require portable electrics to be checked as often as is necessary. In our industry, this type of equipment gets a lot of use in unkind surroundings and conditions. It is therefore essential that it is checked for defects regularly and often.

Electricians are trained to be competent in checking and understanding the hazards relating to electricity we therefore rely on our qualified staff to be vigilant and to take out of commission any piece of equipment that may present a hazard.

Failure to do so will result in disciplinary action.

#### Use of Dangerous Equipment

In our company we may use the following equipment which is classified as dangerous:

- Chasing machines
- Kangos
- Disc cutters

Anyone who needs to use dangerous equipment as part of their job will be trained to understand the hazards arising from their use and the measures necessary to control the risk of injury to themselves and others. Those who have received suitable training and are considered competent are appointed by the Company as an Appointed Person. They will be given a certificate of appointment and will be entered in the Company's Register of Appointed Operatives. **NO-ONE ELSE IS PERMITTED TO USE THE EQUIPMENT.**

The Safety Advisor will review the need for further training or refresher training as part of the annual training needs review.

Guards must not be removed or interfered with in any way.

Anyone interfering with or misusing any piece of work equipment will be appropriately disciplined.

Risk assessments will be undertaken for the use of such equipment and anyone authorised to use the equipment will be trained in and follow an approved safe system of work.

If anyone knows or suspect one of these tools to be dangerous or unfit for use they must disable it or remove it and report it to the relevant Contract Manager or The Facilities Manager and they will arrange for it to be checked by a competent person.

## Noise and Vibration

(See also under individual headings)

All of this of equipment is intrinsically noisy and requires ear defenders to be worn at all times when the equipment is running. NOTE it might also be necessary for nearby workers to wear ear defenders and the Appointed Person/user of the equipment must assess this need on the day.

A disc cutter causes hand/arm vibration and kango causes whole body vibration. Exposure over long and repeated periods is harmful. Hand/arm vibration can cause a condition known as “vibration white finger” (VWF) which can ultimately result in amputation.

Our use of such equipment is of short duration only and will not pose a risk provided operatives adhere to their training, follow the safe system of work and wear the correct PPE.

## Hiring Plant and Equipment

From time to time we will hire in equipment such a Mobile Elevated Work Platform.

In order to ensure a consistent quality in the condition of the equipment we will, where possible, use a tried and tested supplier.

When plant or equipment is hired in, it will be visually inspected, the maintenance records checked, and a hand-over certificate obtained.

All our staff have experience of using the equipment they hire but training and instruction in its use will be given by the hirer where necessary.

When we hire in an MEWP we will generally hire in an operator/driver as well so that our staff do not need to operate the equipment.

# Electricity

Our electrical engineers have had specific training enabling them to understand the hazards of electricity and take appropriate precautions to protect themselves and others when working with any electrical source.

Wherever practicably possible it is this company's policy not to work on live equipment or conductors. It is the responsibility of the Managing Director or appropriate Contract Manager to assess situations where this may be necessary and to ensure that all such work is undertaken under a strict permit to work.

Appropriate protective measures, as set out in the Guidance to Safe Insulation Document issued to all Engineers, will be taken when testing circuits and conductors which may carry any electrical charge or when working near exposed live conductors.

When maintaining fixed equipment and working on electrical installations, these shall be isolated and locked off from the supply so that maintenance and repairs can be safely carried out. This may require a permit-to-work. NB Any item of electrical equipment shall be assumed to be live unless proved to be dead.

Lamps shall only be changed with the circuit isolated from the source of supply.

The regulations stipulate that anyone working with electricity must be competent to do so and it is the policy of this company that all our electricians are trained to the relevant legal standard.

Electrical installations carried out on behalf of Blair Installations Ltd must meet with the current IEE Wiring Regulations.

## Portable Electrical Equipment








Portable electrical equipment is any equipment which plugs into a power supply – including 110V tools and domestic equipment such as microwaves and kettles.

It is our policy to ensure a good level of daily visual inspection (every time the equipment is used) supported by regular formal test and inspection by a person competent to do so.

The Electricity at Work Regulations requires that portable electrical equipment should be checked as often as is necessary. In the construction industry, this type of equipment gets a lot of use in unkind surroundings and conditions. It is therefore essential that tools and other equipment used on site are checked for defects regularly and often.

All staff (engineers and office staff) have a duty to visually inspect the equipment they are using each time they use it, whether it belongs to them or the company.

The main items to check are as follows:

-  Condition of the cable (no cuts, scuffing, taped sections, joins or bare wires)
-  Condition of the plug (securely fastened, no cracked or broken casing, cable securely gripped where it enters the plug, no bent or missing pins)
-  Equipment casing (not cracked, cable securely gripped where it enters the equipment)
-  Free from burn marks and excessive dust
-  PAT test label attached showing recent test has been undertaken
-  Cable too long or too short
-  Any trip devices functioning effectively

Any defective equipment should be taken out of service. Staff have a duty to report any equipment they believe to be defective.

Portable electrics are P.A.T. tested (or formally inspected and tested) by a competent person in accordance with the schedule held by The Facilities Manager.

The Facilities Manager is responsible for ensuring this is done and that records of this test and inspection are kept up-to-date.

All portable appliances must be disconnected from the electricity supply whilst repairs or maintenance are being carried out on them and any testing.

All portable electrical tools used on site will be re-chargeable and cordless, or will operate at 110 volts.

If we do use 240 volt on site an RCD **must always** be used.

Equipment owned by contractors should be regularly tested by a competent person at least every six months and we will check regularly to see that this is being done.

## Safe Disposal of Lamps

To comply with the UK Waste Regulations 2003 Blair Installations will follow this procedure when disposing of lamps containing mercury or sodium.

Spent lamps will be put into the packaging from which the new lamps have been taken and transported carefully to a designated recycling point.

Spent lamps will be placed in the designated container and we will be issued with a Duty of Care certificate by the wholesaler.

NB We pay the Electrical Wholesaler for providing this service to us.

Disposal of such lamps other than in the way described will be treated as a disciplinary matter.

Everyone who works for Blair Installations will be shown how to do this properly and we will monitor the procedure as part of our regular supervision and inspection procedures.

## Electrical Isolation and Live Working

### POLICY

It is the policy Blair Installations Ltd that all maintenance work on electrical systems and equipment will be carried out only after secure isolation from all sources of supply has been achieved where possible.

This instruction applies to work on all low voltage systems (up to 1000v) in dry conditions, Extra low voltage systems (50v) are exempt from the restrictions on **Live Working** and **Live Testing** i.e. Electronic Diagnostic Testing. However, in arduous conditions and where high fault levels can cause arcing i.e. battery installations, then the principles in this instruction should be applied to ensure safety.

### DEFINITIONS

#### Live Working

Means primarily handling of live conductors, but may also include connection, disconnection, fuse replacement/withdrawal and any other activity requiring work in close proximity to live conductors which may foreseeably give rise to danger.

#### Live Testing

Means the use on live or potentially live circuits of approved test equipment fitted, where appropriate, with insulated and fused test probes. HSE Guidance Note GS No.38 "Electrical Test Equipment for use by Electricians/Technicians" provides practical guidance for selection of test equipment.

#### Electrical Duty Holder

An engineer or Manager nominated as the persons who possess an appropriate knowledge and experience of electrical installations. This means the Managing Director.

#### Competent Person

A person who has sufficient technical knowledge, skill and experience to avoid danger having regard to the nature of the work. The Contract Manager must determine competency levels are adequate prior to the commencement of work.

### PROCEDURES

Isolation and Restoration of Supply for Electrical Work;

Except where permitted, under **Live Testing**, secure isolation shall be achieved from all sources of supply before commencing work on any electrical system or equipment. Secure isolation will be achieved by a lockable isolator or removal of fuses, combined with warning notices.

The following principles shall be adopted regardless of the means of isolation;

1. Identification; verify the correct circuit for isolation.
2. Disconnection; disconnect from all sources of supply
3. Isolation; the disconnection device should be made secure by locking off or placement of fuses in a safe place.
4. Post Notices; where isolation is not physically secured and reliant is on control measures i.e. removal of fuses, caution notices/devices shall be displayed to warn others of work being undertaken.
5. Prove Dead; prove dead at the actual point of work. The device for proving dead should itself be proved before and after testing.
6. Reinstatement; warn others who may be affected when a circuit is to be made live.

## Methods of Isolation

For larger sizes of fuse carriers the circuit shall be taken off load before isolation by fuse withdrawal is permitted. In all circumstances this work must be covered by a Permit to Work (PTW).

The need for work in fuse boards should be recognised and recorded on the PTW and a check should be made to ensure that the circuit to be isolated/made live is clearly labelled.

Where circuit are not labelled, Engineers must seek the advice of the Contract Manager before proceeding.

## Isolation by Miniature Circuit Breaker

Approved miniature circuit breakers may only be used as a means of isolation, where they are fitted with an individual locking mechanism for each circuit in a distribution board, or where the distribution board, containing the Miniature Circuit Breaker, can be fitted with a safety lock, and has in addition, an external isolator for use in emergencies.

## Isolation of Portable Equipment

Portable equipment fitted with plugs shall be isolated by removal of the plug. Switching off is not sufficient. Care should be taken to ensure that the correct plug is removed and that there is only one source of supply.

## Isolation of Light Fittings

For maintenance or cleaning, light fittings shall be isolated by isolation of the circuit at the fuse box and locking off.



## Permits to Work;

A “Permit to Work” is issued whenever “dangerous” work is being undertaken. It records precautions which constitute a safe working practice and temporary transfer ownership of an asset being maintained.

A copy of the signed-off PTW must be retained with the job-sheet and returned to the office on completion of the work.

It should be the Client who issues a PTW but there are TSS versions held within the RAMS document in case this does not happen

## Driving at Work

Recent HSE guidance states that an estimated third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week.

### Company vehicles

All our vehicles are regularly serviced and repaired by a competent person under contract.

Individual drivers to whom the vehicle is allocated have a responsibility to check the vehicle before taking it on the highway and to report defects to The Facilities Manager who acts as the Transport Manager. If the defect affects the roadworthiness of the vehicle it must not be driven.



Before taking the van on the road each morning drivers must carry out the visual checks as details in their terms of use.

Drivers also have a duty to keep their vehicle in a clean condition (inside and out) and not to encourage theft by leaving tools available.

### Staff owned vehicles




Where staff use their own vehicles to drive on company business we recognise that we still have a responsibility to check that the vehicles are roadworthy and legally licensed and that their drivers are competent and fit to drive.

We will check to see that:

-  All vehicles to be used at work must have a valid MOT certificate
-  All vehicles are correctly taxed and insured (for business use)

### Drivers

The company has a number of designated drivers who may be:

-  Permitted to drive any company vehicle under company insurance or
-  Issued with a specific vehicle for their use or
-  Will drive their own vehicle on company business.

All drivers must hold a valid driving licence. We will ask to see a valid driving licence before that person starts working for us and keep a copy on file.

We will require all drivers to provide a copy of their full licence annually which will be kept on file.

We require to be informed of any endorsements on the licence and will take this into account when assessing the competence of the driver.

We also require to be told of any health problems which may affect the driver's ability to drive such as eye sight problems or heart disease.

Drivers are expected to adhere to the road traffic laws and, in order to assist them, we will issue them with a copy of the current Highway Code.

The company may take disciplinary action where a serious breach has occurred – such as driving

while under the influence of alcohol.

We also reserve the right to prevent any member of staff from driving on our official business if we believe them to be not competent for any reason to do so. This may affect their ability to carry out their job effectively.

## Use of Mobile Phones

The use of mobile phones in the workplace is now widespread. Mobile phones are useful because they can improve communications and provide a means of summoning assistance in an emergency.

For your own benefit, please tell the office if your phone number changes for any reason.




There is a proven link between the prolonged use of mobile phones and radiation heating to the brain. You should therefore keep calls as short as possible and to a minimum number. The phone should not be used for lengthy calls and where possible you should consider the alternative of text messaging which does not require the person receiving to hold the phone to their ear.

You are not permitted (by law) to use a mobile phone whilst driving. You cannot be fully in control of your vehicle if you are holding a phone or distracted by a call. This practice is dangerous and the police can prosecute. NOTE Even use of hands-free equipment can be sufficiently distracting to cause you to make a fatal error.

We will do our part by avoiding trying to contact you at times when you may be driving but it is up to you to ensure that, if the phone rings while you are on the road, you do not answer it. Instead you should pull over when it is safe to do so, switch off the engine and check for unanswered calls or messages.

You may not stop on the hard shoulder of a motorway to use a mobile phone unless there is an emergency and imminent risk to life or property.

Train yourself to switch off your phone if you are in the vicinity of explosive (or potentially explosive) substances or if you are working near sensitive electronic equipment e.g.

-  Garage forecourts
-  Hospitals
-  In the event of a bomb threat

## Control of Noise at Work

We recognise that noise at work can be harmful to the individual and a nuisance to others in the working environment as well as those living in the surrounding area.

### At our offices

Noise levels at our offices are at a level normally associated with office environments and do not pose a threat to people's hearing.

### On Site

From time-to time we may use noisy machinery such as abrasive wheels, chasing machines and kangos during our work, but these are only used occasionally and never for prolonged periods.

Since there is little in the way of engineering controls that can be done to reduce the noise of these machines, we have introduced the compulsory wearing of hearing protection during the use of these machines which will ensure that our engineers never exceed the UEAV (Upper Exposure Action Value, 85Db) and will usually be below the LEAV (Lower Exposure Action Value, 80dB)

We will train our engineers when to wear hearing protection and how to wear it properly. We will also train them how to care for the equipment and how to obtain replacements.

We will monitor the wearing of hearing protection by our staff and by contractors and will enforce the wearing of ear protection with appropriate disciplinary action.

We will monitor our contractors to ensure that the noise created by their activities is kept to the lowest possible level and that they comply with the regulations.

Nuisance noise must be controlled and must not exceed acceptable and/or locally specified rules or conditions.






Engineers are trained to recognise noise as a hazard and to report any excessively noisy environments to their manager or to the MD as soon as possible so that they can take appropriate action as required by the regulations.

## Control of Vibration at Work

Hand-arm vibration is vibration transmitted to the hands and arms when working with hand-held power tools or when holding materials which are being processed by machinery that is vibrating.

People are most at risk when they are exposed regularly and frequently, when they are cold and when they do not have sufficient rest breaks.

In our work we use the following tools which are known to transmit a high degree of vibration:

-  Chasing machines
-  Circular saws
-  Off-hand grinders
-  Hammer drills
-  Kangos

Because we use tools for only short periods we have assessed the levels of vibration received to be below the daily exposure action value (EAV). For this reason we have not introduced a structured reduction programme or formal health surveillance.

We will, however, ensure that anyone appointed by the company as authorised to use any of these tools is trained to recognise the early symptoms of vibration induced ill-health conditions such as Hand Arm Vibration (HAVS) and carpal tunnel syndrome and we encourage them to report such symptoms to their manager as soon as possible so that early preventative action can be taken and systems of work revised if necessary.





We will also give health and safety guidance and information to our contractors as part of our information pack (Engineers Handbook).

We will ensure that all tools are well maintained so as to reduce the amount of vibration they produce. We will also endeavour to purchase low vibration tools whenever we are replacing our existing tools.

We will ensure that the work is structured so that users take regular rest breaks and we will provide the means of obtaining hot fluids and of keeping warm in the cold weather.

We recognize the importance of identifying signs and symptoms at an early stage and will ensure that users are aware of those symptoms and are aware of the importance of reporting them to their manager.

Signs and symptoms include:

-  tingling and numbness in the fingers;
-  not being able to feel things properly;
-  loss of strength in the hands;
-  the fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

## Personal Protective Equipment

Personal Protective Equipment or “PPE” is seen as the last line of defence against injury or ill health. There are many risks that cannot be prevented at source and it will be necessary to provide PPE. For example when working under scaffolding where others are working, the only way to protect from being hit by falling objects is by wearing a hard hat.

PPE will therefore only be issued if it has been shown through a process of risk assessment that it is not possible to control the risk by other protective measures.

The MD, in conjunction with the Health and Safety Consultant, will ensure that appropriate Personal Protective Equipment is available for the tasks we undertake, particularly on site. Account will be taken of industry and HSE guidance when providing the correct type and specification of Personal Protective Equipment and we will keep up-to-date by using the internet and our contacts with tried and trusted suppliers.

Through our process of risk assessment we have identified suitable control measures which will minimise the risks to our staff. Personal Protective Equipment is considered a very poor control measure as it has no effect on the hazard itself and will still leave others exposed.

Where PPE is deemed necessary, the company provides all items free of charge and will replace them free of charge - providing they have not been misused or mistreated. In the event of an item being lost or misused, the company may decide to fine the member of staff an amount corresponding to the cost of replacement.

All PPE will comply with the relevant BSEN and will bear the European CE marking.

Agency staff and temporary workers will be expected to provide their own PPE although they may be issued with a High Visibility jacket with the company name on for identification purposes.

Contractors should also have available to them the same degree of personal protection and are responsible for providing them and replacing them from their own funds. We will check regularly to ensure this is done.

Staff must take care of their PPE and keep it in good condition. PPE is issued to the individual personally and it is the users responsibility to ensure that they store it safely and inspect it regularly along with other vital equipment. Managers and managers will also check the condition and effectiveness of all Personal Protective Equipment on a regular basis.

Any PPE found to be defective will be replaced by the company on request. The Facilities Manager is responsible for ensuring this is done.








When working on site our staff must wear the mandatory PPE. We will train them to look for, and comply with, the blue and white signs where they are working. Our staff are trained wear designated Personal Protective Equipment in the correct way and are taught the importance of doing so.

Employees have a duty to care for their PPE, to maintain it in good condition and to wear it in accordance with the safe working procedures in which they have been trained.

Most Personal Protective Equipment is kept by individuals for their personal use and will be kept in their vehicles. They will ensure it is kept separate from tools and materials and is protected from being damaged in transit or made dirty by contact with dust or oil etc. Staff are trained to keep PPE clean and to inspect regularly for damage. If a replacement is needed, this can be obtained from the Facilities Manager.

Staff are required to wear Personal Protective Equipment whenever they have been trained or told to do so. Staff refusing to do so will not be allowed to carry out the task without it, and may face disciplinary action as set out in our disciplinary procedures.

Below is a list of personal protective equipment (PPE) we have made available to direct employees for your protection and safety.

-  Gloves (appropriate to protection required)
-  Dust masks
-  Ear defenders
-  Steel capped boots
-  Hard hats
-  High visibility jackets
-  Impact resistant goggles to BS EN 24869

A schedule of personal protective equipment (PPE) issued to staff in this company is kept by the Facilities Manager.

NB If staff refuse to wear PPE provided for their safety they may be disciplined and will not be allowed to carry out the task without it.

## Part 3.3 - Arrangements (Safe Use of Articles and Substances)

### Alcohol and drugs

#### General

The company, through the managers and supervisors will, so far as is reasonably practicable, monitor everyone who works for the company in relation to abuse of these substances and will take immediate and effective action if there is believed to be a problem.

No-one will be allowed to use any piece of work equipment or drive one of our vehicles if they are believed to be under the influence of alcohol or drugs.

We will, so far as is reasonably practicable, monitor the workforce in relation to abuse of these substances and will take immediate and effective action if we believe there to be a problem

#### Alcohol Abuse

The consumption of alcohol on Blair Installations' premises will only be permitted with the written consent of the Managing Director.

If any employee is found to be intoxicated at work or is found consuming alcohol on the premises without consent, that employee will face disciplinary action on the grounds of gross misconduct under the Company's Discipline Procedure.

#### Drug Abuse

The possession, use or distribution of drugs for non-medical purposes in company time or on company premises is strictly forbidden.

If it is suspected that an employee's work performance or conduct is being impaired through substance abuse and the employee is employed in a job where there is a risk to the health and safety of the employee and/or others, or it is a safety critical activity, specifically, driving, operation of dangerous equipment, installation of electrical systems, or working at height, the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.

A refusal to undergo a medical examination will amount to gross misconduct in accordance with our Disciplinary Procedure.

The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.

#### Prescribed Drugs

In the case of prescribed drugs which may alter perception or performance, we rely on our staff to inform the MD or their manager if they are taking any such drugs. As this is for their own safety and that of others we expect them to co-operate with us in this.






An employee who is prescribed drugs by their doctor which may affect their ability to perform their duties should discuss the problem immediately with their Manager.

## C.O.S.H.H.

Some substances are defined in law as being harmful. Some of these have their own set of regulations - Asbestos and Lead for example (see under own headings). The others are governed by the COSHH Regulations, which stands for Control of Substances Hazardous to Health.

Substances covered by the COSHH Regulations include

-  Chemicals/Products
-  Dust
-  Biological hazards

The regulations say that whenever people are working with or near these harmful substances, a special risk assessment must be carried out in order to reduce the risk of harm to the lowest possible level. The Contract Managers will do this in conjunction with the Health and Safety Advisor.







In our line of work we use very few chemical substances but we are exposed to fumes and dust created by other site users and we may come into contact with contaminated water or harmful bacteria.

Anyone who might be exposed to these substances and who does not understand the hazards should tell their manager and they will ensure that the appropriate information is made available before work starts.

Nobody should carry out any work involving harmful substances and products unless a COSHH assessment has been carried out and they have received training or instruction based on that assessment.

No-one is permitted to introduce any substance into the workplace without the prior consent of the Facilities Manager who will ensure that a proper risk assessment is carried out and those using the substance are given instruction and training.

When considering control measures to prevent risk we will make every effort to prevent exposure methods other than the use of respiratory protective equipment or clothing such as: -

-  Eliminating the need for the task
-  Using less hazardous materials
-  Storing substances in suitable controlled facilities
-  Providing adequate local exhaust ventilation
-  Ensure safe handling for all substances
-  Disposing of waste materials in accordance with our green policy

Everyone must do their part by ensuring that they follow the safe working practice, use the facilities provided, follow good hygiene rules and wear the designated protective clothing and equipment

Staff should learn to recognise the hazard warning signs or labels which indicate whether a substance is poisonous, easily set on fire, or can cause burns.

We keep hazard data sheets for the products we use or the substances we come into contact with. Copies of the relevant datasheets are kept in the main office with the risk assessment and anyone can look at them at any time to make sure they are using products correctly.

We will continue to review the products being used and where possible will eliminate them completely or substitute a less harmful substance instead.

## Biological Hazards

In our line of work we may be at risk of coming into contact with Leptospirosis passed through contact with infected rat urine and Hepatitis and HIV which is passed through contact with human body fluids.

Information on all these conditions is available from The Safety Advisor or the MD.

Bacteria can enter the body through cuts and scratches and through the eyes or mouth and the following general precautions should be taken:

- B** Ensure all cuts/broken skin covered with waterproof plaster when working
- B** Wear protective clothing
- B** Wash hands thoroughly immediately after leaving suspect environments

Anyone who suspects they are exhibiting symptoms of any of these conditions should see their doctor as soon as possible and explain the circumstances.

Leptospirosis is a notifiable disease. Your Doctor will contact us and will report the case to the authorities. NOTE Leptospirosis is much less severe if it is treated straight away.

## Hygiene

Good hygiene standards provide effective protection against many hazardous substances. The company will provide hand cleaning facilities and the means to take meal breaks away from affected areas.

Smokers should remember to clean their hands before smoking a cigarette as this can pass contamination from hand to mouth.

All staff are reminded of the importance of hand washing after using the toilet.

Any cuts to the skin must be covered up with a plaster to stop infection getting in.

# Asbestos

## General

Although asbestos (of any colour) is now largely banned in this country as a building material thousands of tons of asbestos are still in place in older buildings. The danger comes from drilling, cutting, sanding or disturbing materials made from asbestos and breathing in the dust.

ASBESTOS may be found

- B** as a sprayed insulating coating on steelwork and concrete etc
- B** as lagging on pipes and boilers etc
- B** as insulation board in walls, on doors and ceilings
- B** as asbestos cement for roof and wall coverings, pipes and tanks etc
- B** in some decorative plasters

Our operational staff will have specific asbestos awareness training which will enable them to identify the possibility of asbestos-containing materials as well as understand and follow the precautions we have put in place to protect them. All staff will be instructed, as part of their general awareness training, in our procedures for dealing with asbestos.

Before starting work, staff must specifically ask the Contract Manager whether the insulation contains Asbestos. Under no circumstances should anyone short cut this requirement.

It is the client's responsibility to tell us where asbestos can be found in the building and our tendering procedures include a request for that information. However, it is our experience that the client can rarely supply accurate or adequate information and it is common for electricians to "discover" this substance in the course of their work.

If anyone discovers, or suspects they have discovered asbestos in any form, they should take the following action:

- B** stop work immediately
- B** mark and cordon off or close the area
- B** ensure other staff are alerted and leave the area
- B** inform the Contract Manager and the site controller
- B** do not return to the site until official clearance is given.

Blair Installations will ensure that a specialist company is called in to inspect and analyse the substance.

Where necessary a licensed removal company will be engaged to remove the substance in an approved manner.

After the asbestos has been removed, the air in the area will be tested and staff will not be authorised to return to the area unless and until the air is safe to breathe.

If anyone comes into contact with disturbed fibres and may have breathed them in, the details will be entered into an Asbestos register which will be kept in accordance with the Regulations.

## Minor works to boards containing asbestos

Under certain circumstances it may be possible to perform relatively minor works involving the removal of ceiling tiles and other in-situ panels containing small amounts of asbestos.

Each case will be considered on its merits and a formal risk assessment will be carried out for all such work and a safe system of work agreed with the company safety advisor.

There are stringent regulations regarding the handling of Asbestos based materials which can result in heavy fines and imprisonment when broken. These are intended to protect persons likely to be involved with the removal or disturbance of Asbestos from these risks and to members to the public who may be in the area to breathe the dust.






## Equipment that may contain PCBs

PCBs were used as dielectric filler liquids in some types of electrical equipment manufactured before 1976. Some equipment is labelled 'contains PCBs' while other equipment may not be labelled at all.

You should assume that any capacitor or transformer manufactured before 1976 will have PCBs and that any manufactured before 1986 are likely to contain PCBs.

The danger comes from direct contact with the skin, breathing in fumes if the PCB material is cut or heated or swallowing through contamination of the hands.

PCBs may be found in

-  Transformers
-  Switchgear
-  Capacitors
-  Starter units of fluorescent lights
-  Fractional horsepower motors

Most work carried out by electricians involves contact with a small amount of PCBs. Always check for leakage and if a large amount of PCB material is suspected operatives should stop work and inform the Contract Manager or Safety Advisor who will advise on safe removal/disposal.

Suitable Personal Protective Equipment should be worn and always wash your hands after working on old equipment

## Smoking

There is a government imposed ban on smoking in all enclosed workplaces including company vehicles where passengers may be non-smokers.

This company recognises the harm that secondary smoking can do and, in order to protect the non-smokers on our staff as well as visitors and the public, we have implemented a completely smoke-free policy for all our workplaces.

There is no smoking in the offices.

There is no smoking permitted in the vans.

Smoking is not permitted on any site where we are working including domestic premises.

If any employee is having difficulty refraining from smoking because of these arrangements they should speak in confidence to the MD who will do what he can to help the person concerned overcome the difficulty.

If anyone feels that the level of secondary smoke in any dwelling they must enter in the course of their work would be detrimental to their health and cannot be reduced by opening windows or by discussion with the client, they should not enter the premises and should tell their supervisor, the MD or their manager so that the matter can be dealt with formally and effectively.

## Part 3.4 - Arrangements (Safe Place of Work)

### Slips and Trips

We recognise that slips and trips are a serious risk in any workplace and we will therefore take all reasonable steps to prevent falls and to control the risks to our staff and visitors.

We will:

- S** Ensure that spills are cleaned up as soon as they are noticed and dry mopped where anti-slip footwear is not generally worn
- S** Ensure, through regular inspection and daily monitoring by users that their footwear remains in good condition, is not caked with contaminated materials and has not been worn flat on the soles.
- S** Ensure that floor coverings are secure and in good condition and that they are constructed of non-slip materials.
- S** Ensure, through regular inspection and monitoring that materials are securely stored away from walkways.
- S** Look critically at our tasks and work patterns and attempt to minimize the need to undertake hazardous handling in areas where there are environmental or layout hazards such as changes in floor level.
- S** Train our staff to be vigilant and to follow safe working procedures.

The Health and Safety Advisor will carry out a daily walk-round in the offices and the Senior Electrician will carry out a daily safety walk round on the site where they are working to ensure that the measures outlined above remain in place.

## Work at Height

The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. Falls from height account for a large number of deaths and major injuries at work each year and many ladder accidents happen during work of less than 30 minutes. We aim to eliminate this risk for our operatives.

So far as is reasonably practicable, we will avoid working at height. If we cannot avoid work at height we will:

- B** ensure all work at height is properly planned and organised
- B** ensure those involved in work at height are competent
- B** ensure the risks are assessed
- B** ensure appropriate work equipment is selected and used
- B** ensure we take into account risks from fragile surfaces
- B** ensure all equipment is regularly inspected and maintained
- B** use work equipment or other measures to prevent falls

Where the risk of a fall cannot be eliminated we will use work equipment or other measures to minimise the distance and consequences of a fall should one occur

As with all other hazardous work, a risk assessment must be undertaken in order to establish safe working methods, a safe position and safe access to and from the job.

The relevant Contract Managers will ensure this assessment is carried out and estimators will negotiate with the client if special access is needed.

All access equipment provided will comply with the current BSEN.

### Use of Mobile Elevated Work Platform (Cherry Picker)

In order to avoid the use of ladders as much as possible it is our policy to hire in a Mobile Elevated Work Platform (MEWP) wherever possible as a safer means of working at height. (See also Hire of equipment)

The MEWP is a piece of work equipment and is covered by the Provision and Use of Work Equipment Regulations 1998 (See Use of Work Equipment)

Anyone using this equipment will be given adequate training and instruction by the hirer including emergency procedures if the equipment fails or fire breaks out while the equipment is in use.

Safe systems of work will be set up to control the use of the equipment and will include the following principles:

- B** Area of use will be barriered off when the platform is in operation
- B** Fall arrest equipment will be used when ascending or descending in the bucket
- B** High Visibility jackets will be worn when working within 2m of a public highway
- B** Systems to prevent people being struck by the platform or hit by falling objects dropped from the bucket.
- B** Steps taken to prevent tipping
- B** Supports protected from damage.
- B** Equipment protected from adverse weather.



## Use of Tower Scaffolds

The tower is a piece of work equipment and is covered by the Provision and Use of Work Equipment Regulations. (See Use of Plant and Equipment).

When we use or hire towers we will ensure that the operatives putting it up and those using it have had adequate training and are competent to do so.

When we hire a tower we will use a tried and trusted company, inspect the components before erection and obtain a hand-over certificate from the hirer.

## Use of podium steps

This access equipment is regarded as a much safer alternative to step ladders and more and more clients and Principal Contractors are specifying this type of access equipment for electrical contract work. We will always use podium steps in preference to ladders or steps where at all practical.

When using podium steps engineers must ensure the following:-

- there is adequate space for the steps to be erected and that they will not pose a hazards to other site users (e.g. by blocking emergency escape routes);
- the platform is kept clean and tidy (e.g. dust or rubbish must not build up on platforms);
- the steps are on level ground and the casters locked and secured before use;
- outriggers are fitted if the method statement requires it;
- only one person at a time uses the steps;
- they do not climb up the outside of the steps.

## Use of Ladders

The regulations and the HSE guidance GS140 state that ladders should only be used as a “workplace” for short-term work and that they are only suitable for light work. Generally they should be regarded only as a means of access to work at heights.

It is our policy to use A-frame ladders only where the use of a mobile elevated work platform is not practicable and the work is of short duration. A-frame ladders will only be used up to a height of 3 metres. All ladders will be manufactured from non-conducting materials (such as fibre-glass or wood).

Everyone using a ladder in the course of their work will be trained to use it safely.

It is the user’s responsibility to ensure the ladder is in a safe condition before using it. The following must be checked before use:

- Stiles in good condition (i.e. not bent, warped or loose)
- Safety non-slip feet present and in good condition
- No sharp edges
- Rungs in good condition (not bent, buckled or corroded)

If anyone considers the ladder to be in poor condition THEY SHOULD NOT USE IT. It must be returned to the stores and reported to the Contract Manager or Facilities Manager.

When using the ladder the user must ensure the following:

- Positioned on a firm base
- Stays are securely locked
- Positioned so that you can reach the work without overstretching
- Rungs and shoes are free from mud, ice or oil

# Fire Precautions

Fire is a killer. 1000 people die every year because of fire. It destroys jobs and property and costs millions of pounds in insurance claims.

Every fire, however big, starts small. You must be on your guard wherever you are working and avoid leaving things lying about which could fuel a fire as well as guarding against uncontrolled ignition sources.

Your health and safety awareness training will include fire prevention and you should be constantly aware of any potential fire hazards.

The Safety Advisor will carry out a fire risk assessment in the offices, with assistance from the Health and Safety Consultant and is responsible for ensuring there are adequate fire precautions and arrangements based on that assessment.

What to do in general if fire breaks out and/or the alarm goes off...

Raise the alarm by shouting FIRE! FIRE! FIRE! and tell everybody to get out of the building/site by the nearest exit.

Turn your back on the fire and escape to safety.

Call the Fire Brigade by ringing "999" and give the following information.

 Your name

 Name and address of the premises:

Tell them if you think anyone is missing or trapped in the building.

Inform adjoining premises of any danger.

Go to the designated assembly point and prevent anyone from entering the building/site.

## IMPORTANT NOTE

Do not re-enter the building/site until the Fire Brigade tells you it is safe to do so.

## Housekeeping

Housekeeping refers to the general cleanliness, tidiness and storage of items and is equally important whether on site or in the office.

There should be a place for everything and everything should be in its' place.

Bad housekeeping can cause serious injuries through slips, trips and falls – a major cause of injury in industry today.

It can also present a fire problem if combustible material is left lying around and if fire escape routes are blocked.

It is our policy to encourage everyone to take responsibility for their own working environment and to tidy up after themselves – and others if necessary. The time for correcting others' bad behaviour is after the hazard has been eliminated.

Waste and lamps must be transported back to the office where it will be disposed of in an approved manner.

## Computers/Display Screen Equipment

In recent years a number of ill health conditions have been linked to the use of computers or, more specifically “Display Screen Equipment”.

*The Health and Safety (Display Screen Equipment) Regulations have been introduced to attempt to prevent these ill health conditions by requiring employers to:*

- S** Assess the risks of ill health due to poor design or lack of awareness
- S** ensure their staff understand the risks and how to prevent them, and
- S** provide comfortable and adjustable furniture and equipment to enable them to do this.

In our company all staff working at the office are designated as “users” of display screen equipment as prescribed by the regulations.

*Anyone who begins to use DSE equipment as part of their work will be trained to understand possible health problems and how to avoid them. They will be shown a video on how to adjust their own workstation and be encouraged to watch for and comment on bad practices and posture in themselves and others.*

If anyone notices any physical problems such as eye-strain, headaches or aches and pains in upper limbs they should report it at once to an appropriate manager who must take appropriate action which will involve taking advice from the Safety Advisor.

Chairs and workstations will be adjustable and have sufficient space for the user to work in comfort.

Regular screen breaks are encouraged (at least every two hours) and staff should break up the screen work with more active activities (such as filing).

All computer users should have their eyes tested regularly (every three years) by a registered optician. The company will pay for the VDU part of the test and the Managing Director will arrange this on request.

If anyone is prescribed eye-correction specifically for computer use they will be able to claim £40 towards the cost of the corrective glasses. The Managing Director will arrange this where necessary.

The Safety Advisor is responsible for ensuring that an ergonomic assessment of all workstation is carried out by a competent person.

Assessments will be reviewed annually by the Safety Advisor or whenever there are significant changes.

# Manual Handling





Manual handling is the use of human effort to move any object.

Injuries from manual handling account for a very large proportion of lost working days each year in industry. More importantly, the injuries can be painful with chronic effects and little chance of recovery.

It is our policy to eliminate manual handling tasks so far as is reasonably practicable. Where this is not practicable, tasks will be mechanised wherever possible.

Of the remaining unavoidable tasks we will reduce the risk of injury from manual handling to the lowest possible level and will ensure that no one is required to lift or move anything that is too heavy for them.

The following tasks will inevitably contain an element of manual handling:

-  Loading/unloading of materials
-  Fitting lamps or signs
-  Wiring/cabling
-  Mixing concrete

It is the Contract Managers' responsibility to assess all tasks involving manual handling in conjunction with the Safety Advisor.

As a result of these assessments we will try to eliminate lifting as far as possible. We will use mechanical aids such as trolleys as much as possible and we will write safe working practices for the remaining tasks, which will be filed with the assessment.

Relevant assessments will be kept in the office and these will be available to everyone.

Staff will all be trained to prevent injury to themselves and we will keep a record of this training in the office.

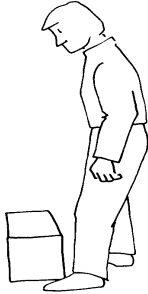
It is essential that everyone takes heed of their training and follows the guidance on safe lifting.

It is essential to report any condition that might prevent manual handling tasks from being undertaken safely. It is also vital that any injury that might be related to handling at work is reported in the usual way.

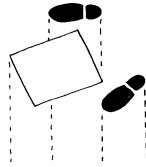
It is important to remember that an injury occurring at work may only result in pain later while at home.

A basic safe lifting technique is shown on the next page:

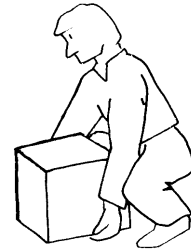
A basic technique for safe lifting



**Plan the lift.**  
Visualise the lift and prepare your body through your brain.



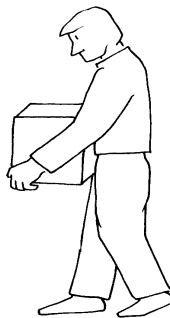
**Place your feet apart and either side of the load to give a stable base for lifting.**



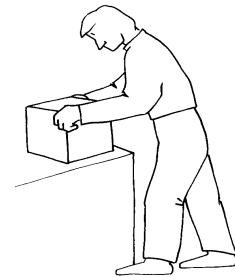
**Get a firm grip on the object.**  
Try to keep your spine relaxed and naturally curved. Become conscious of your thigh muscles.



**Start to lift by standing up. Use your thigh muscles to take the weight up to the point when you finally straighten up. Lift smoothly - don't jerk.**






**Keep your whole body facing in the same direction. To turn, move your feet. Try not to lock your knee and elbow joints. This will prevent the muscles from doing the work.**



**If you need to re-position or change grip, put the load down first then slide it into the correct position.**

## Lone Working

We take lone working to mean “working when no other member of staff is within earshot or line of sight”. In our work this includes:

-  Staff working alone at the office
-  Going onto unoccupied sites
-  Working in isolation i.e. in switch rooms

Whilst working alone is not against the law, it can bring additional risks to a work activity.

It is our policy to avoid lone working wherever possible. Most of the time there will be at least two electricians working together. On the occasions when there is only one electrician allocated to a job he will generally be working alongside other trades or in an occupied building and will be trained to communicate his presence and whereabouts wherever he is working.





If it is necessary for staff to work completely alone or in isolation we will ensure that:-

1. They have full knowledge of the hazards and risks to which he/she is being exposed.
2. They know what to do if something goes wrong.
3. Someone knows the whereabouts of that person, what he/she is doing and when they are due back.

If any member of staff has concerns about working alone in a particular situation they are encouraged to discuss them with the Contract Manager or Safety Advisor.

We will undertake specific risk assessments for any situation where lone working is an issue and we will involve the people who normally undertake the task as they are in the best position to understand the risks.





Particular consideration will be given to:-

-  The remoteness or isolation of the workplace/site
-  Any problems of communication
-  The possibility of interference, such as violence or criminal activity from other persons
-  The nature of injury or damage to health, taking into account "worst case" scenario

**THE WORST THING THAT ANYONE CAN DO IS TO WORK ALONE, UNKNOWN TO OTHERS.  
MAKE SURE SOMEONE KNOWS WHERE YOU ARE AT ALL TIMES.**

# Weather

Sometimes we work in the open air and may be subjected to extreme weather conditions including:

-  Wind
-  Rain
-  Snow and Ice
-  Sun

Any of these will have a bearing on the degree of risk in our work; high winds will make it dangerous to operate an elevated work platform, for example.

In snow or extreme rain you may become too cold to function effectively and the use of vibrating tools in such circumstances will increase the risk to you from the vibration.

Because we cannot be expected to directly supervise all our staff at all times, we rely on them to assess the effects of the weather and to take account of it wherever they are working.

We advise our staff to take regular breaks and keep their fluid intake up with cool water in hot weather and with warm drinks in cold weather.

We also advise them to keep their skin protected from the sun as prolonged exposure has been shown to increase the risk of skin cancer. If they know they will be working outside they should check the weather forecasts for daily exposure levels.



## Protection of the Public

When we are working in public areas we recognise that we have a responsibility to protect others from being adversely affected by our work activities.

We will therefore take reasonable steps to protect the public wherever we are working.

When considering suitable measure of protection we will take into account the type of person who might be affected and will have regard to a hierarchy of control so that the most effective methods are considered first.

This means that, where possible, members of the public will be excluded from the working area completely. If this is not possible we will try to restrict access to hazardous areas by means of fencing and hoardings, as appropriate. We will re-route walkways and place signs but will not rely on signs as a principal means of protection.

Particular care will be taken when children or other vulnerable people (such as the elderly, infirm, sight impaired or hearing –impaired) may come into contact with our activities.

On notifiable projects (CDM2007) we act as an Appointed Contractor and will co-operate with the Principal Contractor to ensure that the measures he has put in place remain effective.

## Working Abroad

From time to time, as part of the company's activities, some engineers may be required to travel and work abroad.

In all cases, our staff will be sub-contracted to an experienced Principal Contractor who will oversee the arrangements and ensure that adequate training and supervision is given. The Principal Contractor will carry out a full induction briefing before travelling which will detail the work to be carried out, the travel arrangements and local laws and customs.

All work will be carried out on UK Government owned and managed buildings and health and safety arrangements will comply with UK legislation.

The Principal Contractor will arrange insurance, travel documents and accommodation and will be able to advise our staff on local amenities and local hazards as part of a pre-travel induction.

In addition to this, the Safety Advisor will compile a Contractor's Health and Safety Pack which will include current travel advice for the area to be visited as given out by the Foreign and Commonwealth Office, risk assessments relating to the local customs and hazards and arrangements, risk assessments and method statements relating specifically to the work.

Engineers are not permitted to travel to regions other than those specified by the Principal Contractor and are instructed that at all times they should act in a responsible manner just as they would if they were working for the company in Britain.









We will ensure that young persons up to the age of 25 are buddied up with an older and more experienced and responsible engineer who will be expected to provide support and advice to the younger person while they are working and after hours during their leisure time.

## Part 3.5 - Arrangements (Welfare Arrangements)

### Welfare Facilities

#### In the office:

Blair Installations provides the following facilities for staff welfare at our offices which are cleaned daily:

-  Male and Female toilets
-  Toilet for those with disabilities
-  Hot and cold running water
-  Drinking water
-  Hand washing facilities
-  Food preparation area
-  Food storage area
-  Comfortable seating




#### On site:

We will ensure that adequate welfare facilities are available on host employers' premises and that there are arrangements for ensuring the facilities are kept hygienically cleaned.

Where temporary facilities are necessary these will be of a high standard and comply with the requirements set out in the CDM Regulations.

Operatives will ensure they maintain on-site facilities in a high standard and report any drop in those standards to the Site Controller or to their own manager.

When working in public areas it is not reasonably practicable to provide the same level of facilities as are available in the offices. The following arrangements are thought to be adequate for short-duration work i.e. not longer than four hours.

-  Make use of public toilets and toilets in cafes and pubs.
-  Go home or return to the office
-  Store packed lunches in a cool bag or box to prevent the growth of bacteria

You should utilise "base" facilities as far as possible and should tell the Contract Manager as soon as possible if you believe any of these facilities are inadequate.

## Part 3.6

# Environmental Statement

### General policy

It is Blair Installations Ltd policy to try to promote a greater awareness of environmental issues in our suppliers, clients and staff and we will work, within available resources, towards the principles of sustainable development in all areas of our activity. To achieve this we will:

- follow the principles of sustainable development within our own operations, such as purchasing and fair trade, transport and use of resources;
- enable staff to contribute to the 'greening' process at work and, through example and training, encourage them to continue to contribute at home;
- contribute, where appropriate to any local initiatives designed to promote environmental awareness and to improve the quality of our environment

All staff working for Blair Installations Ltd are encouraged and expected to play their part so that the aims of this environmental policy can be met.

### Pollution and Energy Efficiency

It is the policy of this company to ensure that its work and processes do not contribute to environmental pollution. We will therefore comply with the requirements of the Environmental Protection Act and all relevant regulations.

We will encourage staff to avoid harming the environment and to report any potential environmental hazards to the MD. We will also ask them to offer ideas on steps that we can take to protect the environment from our work activities.

We will endeavour to minimise emissions to the atmosphere when working and will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal.

When disposal is necessary we will ensure that waste is stored safely and disposed of by licensed carriers having satisfied myself that they will be disposing of it appropriately. (See Waste Management).

When purchasing new plant, transport and equipment we will take into account it's energy efficient properties.

We will ensure that all plant, transport and equipment is regularly maintained so as to minimise pollution.

## Duty of Care for Waste

We recognise that as a producer of waste we have a Duty of Care to transport, store and dispose of it responsibly.

We will take all reasonable measures to:

- Prevent the unauthorised or harmful disposal of our waste by another person;
- Prevent the escape of the waste from our control;
- Ensure that:
  - we transfer waste only to an authorised person or to a person for authorised transport purposes; and
  - on transfer, a written description of the waste is given by us to the carrier that will enable other people to avoid the unauthorised or harmful disposal of the waste and to comply with their own Duty of Care.

We recognise that the Duty of Care has no time limit and that we retain our duty of care for the safe disposal of waste even after we have passed it on to another party such as a waste contractor, scrap merchant, recycler, local council or skip hire company.

Because we produce more than 200kg of “hazardous waste” each year we have registered with the Environment Agency as a waste producer and undertake to use properly licensed carriers or waste site in order to dispose of both our hazardous and normal domestic grade waste.

## Waste Management

As we only store waste which we produce and it is regularly removed from our sites we are not required to have a complicated waste management system. Our main waste categories are:

- Cardboard
- Metal
- Wood
- Metal and Plastics (cabling)

We will ensure that all waste generated by our activities on the sites where we are working is disposed of as it is generated in skips provided on the site by the Principal Contractor.

We will assure ourselves that the skips are removed and replaced only by reputable waste management companies.

If it is necessary for our company to arrange waste management on site, we (Blair Installations Ltd ) recognise that it is our duty to vet the competence and integrity of the waste management firm. Steve Blair will be responsible for asking to see their licence or exemption certificate, and will check this with the Environmental Regulator.

The MD is also responsible for ensuring that whenever waste is removed from our site or a site which we control as the Principal Contractor, a Waste Transfer Note (WTN) is properly completed and signed by him. He will ensure that both regular and irregular waste (such as that caused by spills) is included on the WTN. It is recognised that some of these wastes may have to be handled as Special Waste.

The MD will keep copies of all WTNs in the office for two years.

The MD will ensure that all our employees and any sub-contractors working for us are given specific instructions relating to how EACH AND EVERY waste that might arise is to be handled and

disposed of and he will regularly check that these instructions are being followed.

#### Reducing our Carbon Footprint

We recognise that activities related to our business such as driving our company vehicles and heating or cooling our offices consume energy and produce carbon dioxide emissions which are ultimately harmful to the planet.

Although we recognise that complete avoidance of CO2 emissions would be impractical we will endeavour to calculate our carbon footprint in line with current DEFRA Guidelines and will seek to reduce our footprint as far as possible with methods which reduce CO2 emissions at source – such as ensuring our energy systems are efficiently designed and running at optimum performance and by such measures as purchasing diesel vehicles. We will also advise our clients (and staff) on the benefits of using “clean technologies” such as fitting low energy light bulbs.

#### Future initiatives

We recognise that our commitment to the environment is ongoing and that there will always be more that we can do to help safeguard the world’s resources and keep the environment “green”.

We are aware that there are many ways in which our business may impact adversely on the environment and it is proposed that over the next two years we will develop an environmental strategy which sets targets to be achieved within reasonable timescales and will provide a trackable means of measuring our success.

We will review this policy at least annually and take advice on current best practice so that we can incorporate them into our own business procedures.

Steve Blair  
Managing Director