

# HEALTH & SAFETY POLICY AND PROCEDURES

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## HEALTH AND SAFETY POLICY STATEMENT

### Statutory Undertaking

In accordance with our duty under Section 2(3) of the Health and Safety at Work Act 1974, and fulfilling our obligations to employees and other persons affected by our activities, **GM Lawrence Electrical Limited** has produced the following statement of policy in respect to health, safety and welfare.

### Policy Statement

The health, safety and welfare of employees and other persons affected by the Company's activities are of prime importance to the Company and are regarded as essential elements in the effective operation of the business.

The responsibility for safety at work rests with everybody and the Company's Management will ensure that its policy is carried out through the organisation. Specifically management will ensure:-

- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of plant, equipment and systems of work that are without risks to health.
- Arrangements are in place for the use, handling, storage and transport of materials for use at work that are safe and without risk to health.
- Persons not in our employ but may be affected by our work are not exposed to risk to their health and safety.
- Information, instruction, training and supervision are provided as necessary to secure the health and safety of all employees.
- Arrangements and facilities are in place to enable all employees to raise matters of health and safety with management.
- There is suitable provision for safe access and egress to all working areas.

The company requires all employees to comply with this policy and in particular to exercise care for the health and safety of themselves and others who may be affected by their acts or omissions.

The GM Lawrence Electrical Limited Health and Safety Policy and the information contained herein will be reviewed on an annual basis and updated as necessary to incorporate changes in legislation or company procedures.

Signed on behalf of GM Lawrence Electrical Limited

Richard Lawrence (Director) .....  
reviewed October 2014.....

## ORGANISATION FOR HEALTH AND SAFETY

Richard Lawrence has overall responsibility for all matters regarding Health, Safety and Welfare and is responsible for the implementation of this policy on all of the company's work sites.

Richard Lawrence and Mark Adnitt are responsible for the day to day site Health and Safety activities including the supervision and training of all personnel whether directly employed or employed as subcontractors.

The Company's Management are responsible for ensuring the policy is fully implemented throughout the business. The Company may appoint the services of a Specialist to assist the company fulfil its health and safety obligations.

Managers must monitor the workplace to ensure that safe conditions are maintained. Where hazards or other unsafe practices are identified, Management must ensure these are rectified in a timely manner as far as is reasonably practicable.

The Management of the company are responsible for:-

- ensuring that employees, contractors and visitors are aware of safety procedures
- establishing that all equipment, plant and materials used are suitable for the task and are maintained in good working condition including regular servicing and maintenance.
- provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from a work activity.
- ensuring that all accidents and near misses are properly recorded and reported and that an investigation is carried out to determine the cause.
- maintaining safe access to and egress from all of the company's workplaces.

All employees must:

- take reasonable care for their own health and safety and consider the safety of other persons who may be affected by their acts and omissions
- work in accordance with the safe methods, training and instruction given
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for safety reasons.
- report any hazardous defects in plant or equipment, or shortcomings in existing safety arrangements to a responsible person without delay

- to co-operate fully in the investigations of accidents or dangerous occurrences.

## **ARRANGEMENTS FOR CARRYING OUT THE POLICY**

### **1. General**

The company will issue to all employees a copy of its Health and Safety Policy and a register will be kept of all people who have received it and signed for it.

Subcontract and self-employed persons will be engaged on the condition that they agree to abide by the Company Health and Safety Policy. This condition will be incorporated into the various agreements for subcontractors, which may apply to any particular project.

A copy of the Company Health and Safety Policy will be maintained and posted for information in each of the Company's places of work

### **2. Safe Systems of Work**

It is the responsibility of the company to ensure that all employees who are at risk are made aware of the health and safety hazards associated with their work. This will be carried out by the provision of Risk Assessments and Safe Methods of work for each work activity. Risk assessments will be subject to regular reviews to clarify their continued suitability.

Safe working method statements will be prepared as appropriate and will clearly define the hazards and provide employees with instruction and training to safely carry out the work.

### **3. Work Equipment**

It is the responsibility of the Company to comply with its obligations under the Provision and Use of Work Equipment Regulations. The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is to be used. All employees will be provided with adequate information, training and supervision to enable them to use work equipment safely.

### **4. Accident Reporting**

All accidents, injuries or near misses are to be recorded in the accident registers provided in each of the Company's workplaces

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), all fatal accidents and major injuries, dangerous occurrences, occupational diseases and accidents resulting in employees being off work for more than 3 consecutive days are to be reported.

Definitions:

- Major Injury – Fractures, amputation, loss of sight etc
- Dangerous Occurrences – collapse of a load bearing part of lifting equipment, collision with overhead power lines, and contact with underground services. (These incidents may not result in injury but may have done)
- Occupational diseases – dermatitis, asbestosis, hepatitis.

Procedure:

- Accidents resulting in death, major injury, admission to hospital are to be reported as follows:-
- Report the accident to Company Management immediately.

- The responsible Director will inform the RIDDOR Incident Centre (0845 300 9923)
- The responsible Director will send written confirmation using the form F2508 to the Incident Centre within 7 days.
- The responsible Director will ensure that the accident has been properly recorded in the Company Accident register and if appropriate instigate an investigation.

Accidents resulting in an employee being incapacitated for work for more than 3 consecutive days (excluding the day of the accident but including Saturdays, Sundays and recognised holidays) will also be reported to the RIDDOR Incident Centre in writing within 7 days.

Occupational Diseases should be reported using the form F2508A with 7 days of confirmation.

When working on clients occupied premises ensure all accidents, injuries and near misses are recorded in the client's accident register as well as the Company's.

## **5. Accident Investigation**

It is the policy of the Company to fully comply with RIDDOR. The Company's management see Accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the responsible Director or a competent person appointed by the responsible Director detailing;

- The circumstances of the accident including any photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses and copies of eyewitness statements.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will be analysed by management who will attempt to identify the root cause of the accident and what action needs to be taken to prevent recurrence.

Follow up risk assessment or safety inspections will be completed after a reasonable period of time to evaluate the effectiveness of any new measures adopted.

## **6. First Aid**

A First Aid box will be kept in every workplace i.e. Head Office, Workshops, all site offices and if appropriate in the cab of every Company vehicle. Each box will be kept fully replenished. Certain individuals will be nominated as competent first-aiders and will be given appropriate training. Their names will be shown clearly on office, depot and site notice boards. Every employee is required to make sure he or she knows who the first-aider is and where the First Aid boxes are located in his or her normal work location.

## **7. Welfare**

In accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the company will provide workplaces with adequate provision for their ventilation, temperature and lighting. Appropriate levels of cleanliness should be maintained and arrangements for the disposal of any waste in accordance with the environmental protection regulations.

The company will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees at all workplaces. An adequate supply of wholesome drinking water will be provided. Suitable and sufficient facilities for rest and to take refreshments will be provided.

#### **8. Young Persons (Under 18)**

The Company will ensure that young persons are not exposed to risks arising from their inexperience, lack of awareness or immaturity. Risk assessments will be completed and training and instruction carried out by a competent person. Young persons will always work under direct supervision.

#### **9. New and Expectant Mothers**

It is the policy of the company to comply with the European directive on pregnant workers. In addition to any general risk assessments carried out, a further assessment of risk to new and expectant mothers will be conducted. Where a risk to new or expectant mother is identified, working conditions and/or working hours may be adjusted so as to avoid the risk.

#### **10. Fire Prevention**

As far as reasonably practicable, all steps will be taken by the Company to prevent or minimise all causes of fire. All highly flammable liquids/materials will be stored securely and safely protected from sources of ignition. Flammable waste materials such as paper, rags and wood should be removed from site regularly. No rubbish should be burned on site but must be safely disposed of by approved waste disposal contractors. All fire exits and pedestrian routes are to be kept clear at all times and fire doors closed at all times. Access for emergency vehicles will be maintained at all times. All forms of heating, lighting and electrical equipment in the company's workplaces will be maintained in safe working order.

#### **11. Hot Works**

The company will ensure that all hot works (welding, cutting, use of blow lamps, soldering, bitumen boilers and any other equipment producing heat, sparks or having naked flames) will be carried out in a controlled and safe manner. Where appropriate and if required by the site fire plan, a 'permit to work' system will be put into place under the control of the Site Agent. Work cannot commence until an authorised permit is in place.

Prior to hot works commencing work area will be cleared of loose combustible material or protected if not removable. Suitable and sufficient fire fighting equipment is to be at hand and if appropriate someone will be allocated fire watch duties whilst the work progresses. All hot works shall cease at least 30 minutes before leaving site.

#### **12. Emergency Procedures**

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. An emergency plan will be developed for all the Company's workplaces. All employees, contractors and visitors will be conversant with these arrangements copies of which will be displayed in each workplace. Competent persons will be appointed to assist with evacuation and will be given appropriate training to carry out these duties effectively. On a regular basis the effectiveness of these arrangements will be measured through drills, tests to alarms and emergency lighting arrangements. Suitable and adequate fire fighting equipment

will be provided in prominent places. This equipment will be tested on a regular basis by a competent person and test results retained.

### **13. Electricity at Work**

All reasonable and practical steps will be taken to secure the health and safety of employees who use, operate, install or maintain electrical equipment. All electrical tools, machinery and equipment are to be inspected regularly by the manager or supervisor in any workplace to ensure that all plugs, sockets, leads, connection are in good safe working order. Defects are to put right straightaway. Mains and portable electrical equipment will be tested by an independent competent person, at least once a year.

### **14. Hazardous Substances**

The Company will ensure that proper assessments of all its workplaces are made under the Control of Substances Hazardous to Health Regulations (COSHH). The Company recognises that no substances can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to health is prevented or at least controlled within statutory limits. For each substance used an assessment will be made and specific guidance developed for the safe use, storage and transport of the substances and actions to be taken in the case of spillage and disposal. These assessments will be documented and be available at the point of use.

All employees are required to observe these instructions and any other information which has been provided by suppliers or manufacturers of the substance.

### **15. Protective Equipment**

It is the responsibility of the company to ensure that all employees are provided with all of the necessary protective equipment. All work activity will undergo risk assessment and a safe system work established. Part of this safe system may be the use of protective equipment. It is the responsibility of all employees to wear or use this equipment as directed. Damaged or broken protective equipment must be replaced or repaired immediately.

NOTE: The use of personal protective equipment should not be considered as the single solution to hazardous conditions but may be used as part of a safe system of work.

### **16. Manual Handling**

The company will ensure that the need to carry out manual handling which creates a risk of injury is avoided. Where avoidance is not reasonably practical an assessment will be carried out and a safe system of work developed. Where appropriate employees will be given the necessary training and instruction to carry out the work safely.

### **17. Noise**

Prior to commencing any work, which will result in the production of high levels of noise an assessment must be made under the Noise at Work Regulations. Wherever possible, noise is to be minimised by the selection of the most appropriate work method, hearing protection may be part of that solution.

### **18. Vibration**

It is the responsibility of the Company to assess the risk to the health and safety of all employees who are exposed to vibration from the use of power tools such as concrete breakers, hammer drills and hand held grinders, and to reduce the risks as far as is reasonably practicable. The company will provide suitable equipment which is correctly maintained and provide instruction and training for their safe use. It is also the responsibility of the company to monitor and control the exposure of workers to vibration.

### **19. Office Safety**

Office areas are places of work and as such compliance with the Health and Safety at Work Act is required.

All employees will be given instructions on how to operate office equipment before use. Electrical equipment must be maintained in good working order and regularly tested by a competent person. Equipment cables are to be laid in positions that will not give rise to tripping or other hazards. Office furniture should be well laid out and be suitable and adequate for the work being carried out allowing safe movement around the office areas. Facilities for storage must be adequate, heavy items should not be stored above waist height. Waste bins should be constructed from non-flammable material.

Operators of Display Screen Equipment must be seated correctly, chairs should have height adjustment to suit individual operator characteristics and adjustable back rests. The working environment should be well ventilated, temperature and humidity maintained at reasonable levels and adequate lighting provided.

The office will be equipped with a fully replenished first aid box and a competent person in place to administer first aid. Notices indicating the name of the first aider and location of the first aid box should be placed. An accident book will be maintained within the office areas.

### **20. Third Party Safety**

Workplaces must be kept secure against trespass by others, particularly children, inside and outside normal working hours. Visitors are not allowed to enter working areas where danger might exist, unless accompanied by a company employee. The accompanying employee must ensure that visitors observe the same Health and Safety requirements as company personnel and those they wear the appropriate protective equipment such as hard hats and high visibility clothing.

All employees are required to co-operate in doing everything possible to ensure that members of the public are properly protected in areas of company operations. Site Supervisors are to ensure that the company safety policy is observed by any Contractors or subcontractors who they engage to work in the company's workplaces.

### **21. Lifting Equipment & Cranes**

The company will ensure that all lifting appliances and lifting gear used are in compliance with the appropriate regulations. They must be of good mechanical construction, properly maintained and marked with an identification number and safe working load. Jib cranes must be fitted with an automatic safe load indicator.

Lifting appliances, whether company owned or hired in, must be accompanied by a current test certificate. During use regular inspections are to be carried out and recorded for examination as necessary. All lifting appliances such as slings, pulley blocks etc. will be inspected regularly under the relevant regulations and records maintained.

Drivers of cranes and other lifting equipment must be formally trained and carry a valid and current competence card as awarded under schemes such as the CPCS. Slinger/Banksmen should also be formally trained and carry valid certification.

## **22. Plant and Machinery**

The company will ensure that all plant and machinery used are regularly maintained and inspected in compliance with the appropriate regulations. Operators of plant and machinery will be competent and where appropriate will be qualified to operate it. Where the company hires in such equipment a copy of a valid inspection certificate will be handed over and kept on site during the hire period. All plant and machinery will be secured out of hours and immobilised if necessary. Fuel for use with plant and machinery will be safely and securely stored.

## **23. Abrasive Wheels**

The company will take all reasonable steps to ensure the health and safety of employees who work with grinding machines that incorporate abrasive wheels. Operatives will be given the appropriate training in the use of abrasive wheels. Abrasive wheels should only be operated in accordance with the manufacturer's instructions and guards or other safety devices should not be removed or altered. Abrasive wheels must be maintained in good working order and inspected for electrical safety on a regular basis. Operatives who are required to change wheels must be formally trained to do so in accordance with the Abrasive Wheels Regulations and a record maintained of approved operatives.

## **24. Working at Height**

It is the responsibility of the Company to ensure that all work at height, where there is a risk of a fall liable to cause injury, is avoided where possible. Where it is not avoidable then the risk will be reduced as far as is reasonably practicable. This will be achieved by the provision of work equipment and safe systems to prevent falls and where the risk of a fall cannot be eliminated to minimise the distance and consequence of falls should one occur.

Operators of Mobile work platforms must be appropriately trained and qualified. All access equipment including ladders, steps, hop ups etc must be kept in good condition and free from defects. Equipment should be examined on a regular basis and records made. Defects discovered should be rectified immediately or taken out of use until repaired/replaced. Personal Protective Equipment provided (harnesses, lanyards etc) must be used where directed and must be regularly inspected and tested by a competent person.

## **25. Confined Spaces**

Any work to be carried out in a confined space should not be started until a full risk assessment has been carried out. It is the responsibility of the Site Supervisor to ensure that all necessary precautions are in place and that only suitably skilled/trained operators or specialist contractors are used.

## **26. Construction (Design & Management) Regulations**

The company recognises its obligations under the CDM Regulations and will ensure that it fully complies with the regulations whether acting as Principal Contractor or as a Subcontractor

## **27. Subcontractors**

The company will satisfy themselves of the competence of any subcontractor's prior to work being carried out. Where appropriate copies of their Health and Safety Policy, risk assessments and method statements will be obtained and approved by the company.

Prior to a selected subcontractor working at any company site, induction training highlighting all health and Safety issues will be carried out.

### **28. Training**

The company will arrange for all its employees to be given the appropriate instruction and training in safety awareness. Further training in any subject as required by statute, regulations or business needs will be given at appropriate times. Records of such training must be maintained.

The company will carry out site induction training or toolbox talks with all employees and subcontractors prior to commencement on site.

### **29. Consultation with Employees**

The company will implement effective arrangements for employee consultation on changes affecting health and safety arrangements. Any health and safety matters raised by employees will be investigated and effective action taken where reasonable and practicable. This will be achieved through regular meetings between Management, Health and Safety representatives and others as appropriate.

### **30. Workplace Inspections**

It is the policy of the company to comply with the Workplace (Health, Safety and Welfare) Regulations. Regular inspections will be carried out by the Management or by other nominated competent persons. These inspections will verify the effectiveness of the company's Health and Safety Policy and procedures. All Inspection findings will be recorded and discussed and any corrective actions will be taken as far as is reasonable and practicable.

The findings of any Inspection reports carried out by Clients, Health and Safety Executive or other parties will be fully evaluated and corrective actions documented and implemented as appropriate.

### **31. Review**

This policy will be reviewed annually and updated and re-issued as necessary.

#### **Revision Record**

<b>Revision</b>	<b>Date</b>	<b>Details of Change</b>
1	30/08/06	Original Company Policy
2	08/02/07	Full review and replacement of original documents.
3	1/8/09	Full review and replacement of original documents
4	01/06/10	Full review and replacement of original documents
5	01/06/11	
6	30/05/12	
7	30/05/13	
8	08/10/14	