



Midall & Stones Electrical Services Ltd

COMPANY HEALTH & SAFETY POLICY

March 2010

Prepared by:



• Consultants in Health • Safety •
• Environment • Business •

SKA
First Floor Offices
11-13 Market Street
Gainsborough
Lincolnshire
DN21 2BL
Tel 01427 678660

CONTENTS

Health and Safety Policy Amendment Record Sheet	3
PART I – INTENT	
Statement of General Policy	4
PART II – ORGANISATION	
Company Organisation for Health & Safety	5
Safety Committee	6
List of Responsibilities	8
PART III – ARRANGEMENTS	
SAFE WORKING PROCEDURES	13
FIRE	13
Fire Evacuation/Drill	13
Emergency Fire Procedures	14
FIRST AID	
First Aid	14
First Aid Attendant	14
ACCIDENTS	
Accident Reporting	15
Fatal Accidents	15
Restrictions at Accident Scenes	15
The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995	16
Accidents Which Require Immediate Reporting to the Local HSE	16
Dangerous Occurrences Which Require Immediate Reporting to the Local HSE	16
Other Accidents to be Reported to the Local HSE	16
Procedure for Reporting Accidents	16
Records	17
SAFETY TRAINING	
Basic Considerations	17
Managerial Training	17
Safety Advisor Training	17
AUDITS & INSPECTIONS	17
COMMUNICATIONS	18
ELECTRICAL EQUIPMENT	18
C.O.S.H.H. ASSESSMENT POLICY	
Method	19
Responsibility	19
ERGONOMICS	19
DRUGS AND ALCHOL POLICY	20
MANUAL HANDLING	20
Health Problems from Manual Handling	21
Information and Manual Handling Training	21
RISK ASSESSMENT POLICY	
General Procedure	22
Method	22
DISPLAY SCREEN USERS	
Work Stations	23
Eye Sight Testing	23
Training	23

Midall & Stones Electrical Services Limited

HEALTH AND SAFETY POLICY AMENDMENT SHEET

Record of Amendments

Issue No	Date	Index Ref	Brief Description of Amendment
01	01.12.04		First issue
02	01.12.05	Page 4 Page 5	Statement of intent Organisational Chart
03	01.05.06	Page 4	Statement of Intent
04	January 2007	Page 4 Page 5 Page 23 Page 24	Statement of Intent Organisational Chart Working at height. Noise, Control of Vibration and Transport.
05	March 2008	Page 5 Page 25	Organisational Chart Addition of Smoke Free Policy
<u>06</u>	March 2009	Page 21	General annual review. P.P.E. Issue & responsibility
07	March 2010		Annual Review

PART I INTENT STATEMENT OF GENERAL POLICY HEALTH AND SAFETY POLICY STATEMENT

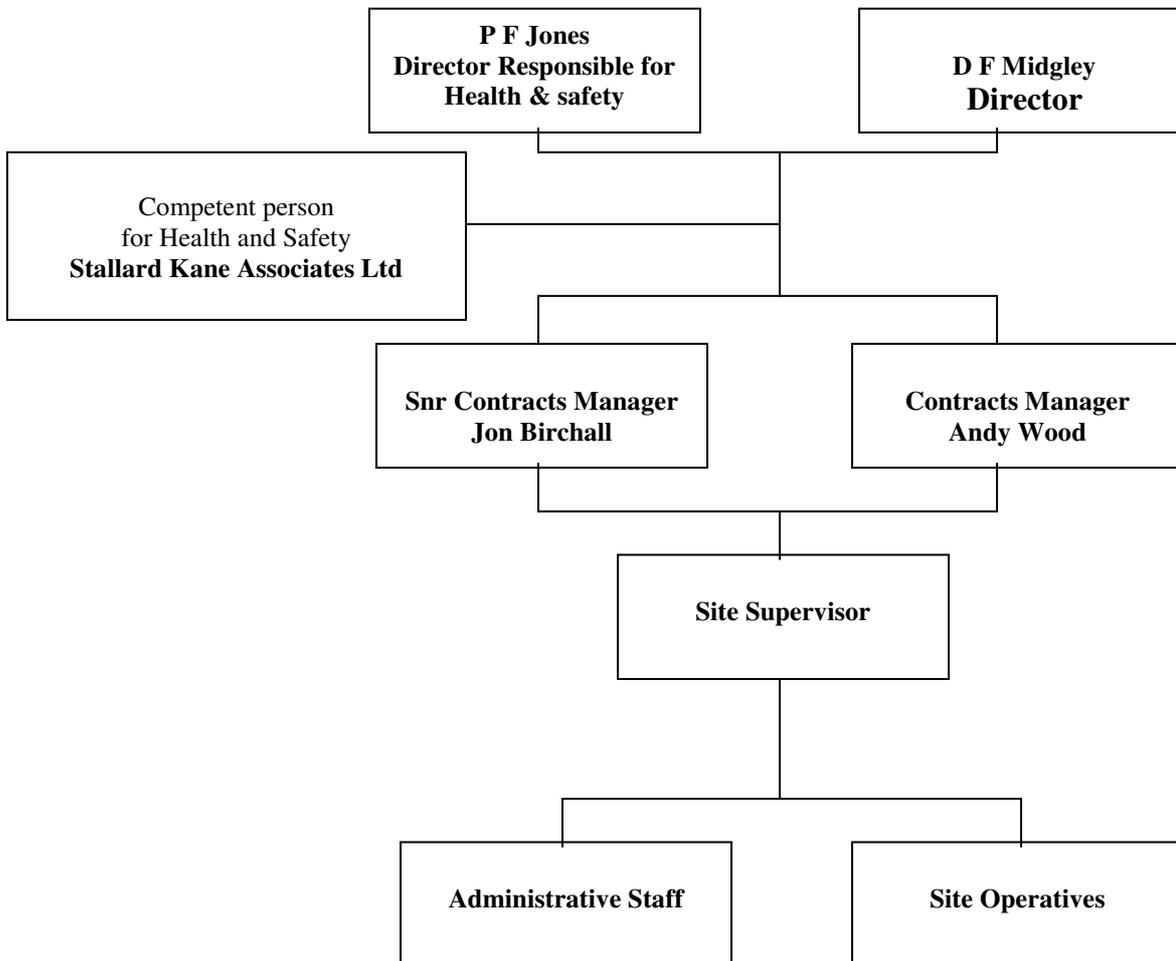
1. The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors of the company recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
 - d) Making regular assessments of risks to employees
 - e) Taking appropriate preventative/protective measures and
 - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
5. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

P F Jones
Director Responsible for Health and Safety

Date March 2010

Reviewed annually by SKA Ltd - last reviewed March 2010

PART II ORGANISATION COMPANY ORGANISATION FOR SAFETY & HEALTH



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is **Stallard Kane Associates Ltd** located at:

Head Office Address: First Floor Offices
11-13 Market Street
GAINSBOROUGH
Lincs
DN21 2TN

Telephone No.: 01427 678660 Fax: 01427 677668

SAFETY COMMITTEE

12 MONTHLY REVIEW

EMPLOYEE CONSULTATION

At Midall & Stones Electrical Services Limited the following group of employees will represent the workforce at committee meetings designed to discuss and promote good health and safety practice.

Directors - In order to authorise time, money and effort towards corrective action.

Health & Safety Advisor - in order to keep the committee advised of any changes in legislation etc and reflect such changes noted in the committee meeting in the Health and Safety Policy.

Contracts Manager –in order to implement any necessary changes.

METHOD

The meetings will be held at approximately 12 monthly intervals, to a formal agenda, which will be circulated at least one week prior to the meeting. The agenda should cover at least the following topics, but may include other suitable items:

1. Minutes of the last meeting
2. Accidents since the last meeting
3. Contracts Manager reports
4. Discussion topic of the day
5. Any other business
6. Date of the next meeting

1. Minutes of the last meeting

It is important that a formal record of what was said and agreed at the meeting is kept, and the best way of doing this is to produce a set of minutes.

Committee members could take it in turns to take down the minutes. There is no need to write an essay. The person responsible should make a note of the following:

- a) The names of those attending the meeting, and those absent.
- b) The name of the person making the point, and pertinent details of what was said.
- c) Any relevant action to be taken and by whom, including dates.

A copy of the minutes should then be produced and signed off by the Directors as being a correct record of the proceedings. The distribution list is as follows:-

All Directors
Health & Safety Advisor
Copy on the staff notice board

Accidents since the last meeting

The group should consider any accidents/incidents that have occurred since the last meeting. This information can be taken from the accident book, or report forms used, and re-produced for the group on a sheet of A4. The group should be looking for trends i.e. several people cutting themselves on a particular day, with a certain piece of equipment, or an injury such as back or shoulder strain resulting from lifting a certain item.

These trends can be discussed and plans formulated to investigate the problem, and take corrective action to prevent it happening again. It may highlight the need for a review of the risk assessment already done, or even quantify the need to completely re-look at the safe system of work being used.

The statistics of any such accidents/incidents need to be published to the workforce in order that they can fully understand the extent of any problems, which keep reoccurring.

Project Managers reports

Before the committee meeting, The Contracts Manager will need to inspect the work area.

During the inspection, the Contracts Manager can ask other members of the workforce for any issues or comments they wish him/her to raise on their behalf.

It is important the inspection is limited to matters concerning health and safety, rather than personnel issues.

The checklist should be signed by the Contracts Manager. This important document will be kept on file, and examined should the need arise, at a later date. It gives a true record of the state of the area, at a particular time.

Discussion topic of the day

This is an ideal opportunity to raise the profile of a particular health and safety issue, such as manual handling, stress related illnesses, risk assessment etc. Such discussion topics can often highlight the need for change or review and gives the committee member the opportunity to make a valid contribution towards the health and safety culture of the organisation.

Any other business

This gives both the management and the workforce an opportunity to raise important issues, which require discussion, and should be used to mention important forthcoming audits or inspection dates, new equipment that may be arriving, and any changes in working practices etc.

Date of the next meeting

It is important to set the date of the next meeting before this one finishes. Diaries can be consulted in order to make sure that the maximum numbers of committee members are available to attend. The committee members should be reminded of the date nearer the time.

Safety Committee

P F Jones
TBA
M Martin

Director responsible for Health and Safety
Contracts Manager
Health and Safety Advisor

Next meeting: To Be Arranged 2010

LIST OF RESPONSIBILITIES

DIRECTORS

1. Initiate the Company's policy for the prevention of injury, damage and wastage.
2. Administer the policy by appointing a committee of senior members of staff.
3. Know the relevant parts of the Health and Safety at Work Act 1974 and other appropriate regulations, and ensure that they are observed.
4. Ensure that all levels of staff receive adequate and appropriate training.
5. Insist that sound working practice is regularly observed.
6. Make certain that in production processes, allowance is made for adequate equipment to avoid injury, damage and wastage.
7. Reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to them.
8. Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.
9. Arrange for funds and facilities to meet the requirements of the policy.
10. Set a personal example.
11. Set into motion recommendations of the safety committee.

Director Responsible for Health and Safety
Mr. P F Jones

The Director Responsible for Health and Safety will ensure::

1. Initiation of the Company's policy for the prevention of injury, damage and wastage.
2. All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
3. All work is carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998
4. All equipment is maintained in good working order, and any registered equipment carries valid certification
5. Information on safety, health and welfare matters is effectively communicated to all those concerned
6. All staff are conversant with the Company and Health and Safety Executive accident reporting procedure (RIDDOR)
7. Adequate first-aid facilities are available in accordance with current Regulations, and suitable persons are trained in first aid to the required standard
8. Periodic Statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained
9. Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements
10. All staff are acquainted with the emergency evacuation procedures and emergency plan
11. Staff are competent to carry out their work safely, and have received adequate information, instruction and training
12. The activities of all working on the Company's premises are monitored to ensure they are safe
13. All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled
14. Liaison is maintained directly with the Company's professional health and safety advisors (Stallard Kane Associates Ltd) in respect of providing support in all areas of health and safety arrangements
15. Set a personal example by wearing appropriate clothing.
16. Keep up to date with recommended codes of practice and new safety literature; circulate information applicable to each level of employee.

HEALTH AND SAFETY ADVISOR

The Safety Adviser (when contracted) will:

1. Carry out inspections, with the Directors consent, to see that safe methods of working are in accordance with Midall & Stones Electrical Services Limited Health and Safety Management system ; that all Regulations are being observed, and that statutory notices have been posted; that mess rooms, washing facilities and other welfare amenities are properly maintained; the first-aid requirements are met
2. Determine the cause of any accident of dangerous occurrence and recommend means of preventing recurrence
3. Supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performances
4. Assist with training for all levels of employee, and suggest posters, slides, films and filmstrips to promote awareness of injury prevention and damage control
5. Take part, where possible in management/operative discussion on injury, damage and wastage control
6. Keep up-to-date with recommended Codes of Practice and new safety literature; circulate information applicable to each level of employee
7. Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiently
8. Attend the 12 monthly safety committee meeting as requested by the Managing Directors to assist the management on decisions and courses of actions and other safety matters as required.

As the expert, it is the further duty of the Safety Adviser when contracted, to advise management and all other employees of their particular safety functions. The Safety Adviser will be available to give guidance and advice. The Safety Adviser will when requested conduct periodic inspections with a view to seeing that safety standards are maintained or improved and it is the duty of all employees to co-operate with the Safety Adviser at all times and act upon his instructions.

It is the duty of the Safety Adviser (when contracted) to advise the Directors on all safety matters, to keep them appraised of the success or otherwise of his measures and to advise Midall & Stones Electrical Services Limited of possible alternative arrangements.

ALL MANAGEMENT

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.
2. Ensure that the requirements of the Offices, Shops and Railway Premises Act 1963, the Workplace (Health, Safety and Welfare) Regulations 1992, and any other relevant statutory requirements are complied with.
3. Ensure that all machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that all accidents are reported in accordance with Company Policy.
5. Ensure that staff work safely and do not take unnecessary risks.
6. Set a personal example.

OFFICE STAFF

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions and training.
3. Report any defects in office equipment or machinery immediately.
4. Ensure that you know the position of the first aid box and name(s)/location(s) of qualified First Aiders.
5. Ensure that you know the procedure in the event of a fire, exit and assembly points.
6. Report any accident or damage, however minor, to your Supervisor.
7. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
8. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
9. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
10. Suggest ways of eliminating hazards and improving working methods.
11. Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends, etc. properly.
12. Warn new employees, particularly young people, of known hazards.

PROJECT / CONTRACT MANAGER

1. Carry out the duties required of this safety policy and of the Safety Representatives and Safety Committee regulations
2. Act on behalf of all company operatives and employees to bring to the attention of the Directors all matters relevant to health, safety and welfare at regular intervals or when necessary carry out safety inspections at intervals of once per month and to record the findings of such inspections on the report forms provided
3. Represent the employees at the 12 monthly safety committee meeting to discuss the reports made by the employees representative and all other matters concerning safety at the meeting.
4. liaise with employees and communicate safety matters from management and will co-ordinate safety suggestions and feedback in the form of a 'suggestions box' and 'feedback reports'
5. In the case of accident, incident or dangerous occurrence, investigate and assist in making recommendations required to prevent recurrence
6. Monitor operations to ensure that safe methods are being used in accordance with legislation, and all other codes of practice.

EMPLOYEES

It is the responsibility of **All** employees to ensure that they:

1. Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
2. Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger themselves or other persons
3. Co-operate with Midall & Stones Electrical Services Limited with regard to agreed health and safety arrangements and procedures
4. If involved in an accident resulting in, or which may have resulted in, injury report the details to a member of management as soon as possible.
5. Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
6. Use equipment only when authorised and properly trained to do so
7. Report any defects in equipment to Management.
8. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
9. Avoid improvisation which entails unnecessary risks.
10. Warn new people of known hazards.
11. Refrain from horse-play and abuse of welfare facilities.
12. Suggest ways of eliminating hazards.

PART III ARRANGEMENTS

SAFE WORKING PROCEDURES

Employees will be made aware of the Company's Health and Safety Policy by the following means:

1. A copy of the Health and Safety Policy will be available through PF Jones.
2. All employees will be inducted on the first day of work with the company and issued with a Health and Safety Booklet with information from this policy.
3. When appropriate, instructions from the Directors, to all employees will be posted on office notice boards. These instructions will alert all staff to new legislation and other risks and of the procedures to follow in order to avoid risks.
4. Posters warning of general hazards will be displayed where applicable.

FIRE/EVACUATION/DRILL

A written Risk Assessment in accordance with the Regulation Reform (Fire Safety) Order 2005 (FSO) will be undertaken, and kept up to date

All employees will be instructed on the above during their induction to the Company.

The Contracts Manager will check when necessary that employees know and understand the Fire Evacuation procedure and its implications.

During the induction process, each employee will be issued with an information sheet detailing:

Assembly point and person to report to at the assembly area
Nearest fire exit to normal place of work
Instructions to ensure effective fire evacuation

Fire fighting equipment is fitted in all departments. An appointed Contractor on an annual basis will keep the equipment in good working order. Contracts Manager will carry out regular audits to ensure all equipment is still in place and has not been tampered with.

If an appliance is discharged, Management must be informed.

Fire drills will be held on a regular basis, not less than twice a year. The results of such drills will be recorded.

All employees must:

- a) Familiarise themselves with the evacuation procedure that operates on the premises
- b) Ensure that they are aware on the various means of escape from the building.
- c) Carry out the evacuation procedure whenever they are called upon to do so.

EMERGENCY FIRE PROCEDURE

The threat to life or other property, or the obvious inability by those at the scene to prevent that threat developing, may be defined as an emergency situation.

The following steps will be followed by the appointed fire warden when an emergency occurs or appears imminent:

1. Inform the Fire Brigade.
2. Warn personnel not directly involved, but under possible risk, to evacuate if necessary.
3. Establish that personnel directly involved in the emergency area are not trapped or missing.
4. Organise the fire fighting with all available means.
5. Do not allow individuals to re-enter the scene of the explosion or fire to salvage property.
6. Ensure the route to the emergency area is free of obstruction to the emergency services.
7. Requests for the ambulance service should be made for all injuries, burns and victims of smoke inhalation.

FIRST AID

A First Aid box of sufficient size to cater for the number of persons employed will be provided in compliance with the 1981 First Aid at Work Regulations – contents of First Aid boxes and provision of First Aid equipment and Personnel is to be identified and controlled by First Aid Risk Assessment.

The First Aid box shall be directly marked “First Aid” and placed under the charge of a responsible person, whose name shall be plainly indicated in a prominent place on, or near the box. The person nominated shall be readily available while any persons for whom it is provided are working on the site.

The First Aid box contents should be kept to the required standard, and no drugs of any kind should be kept in the box, e.g. Aspirins, Anadins, etc.

The First Aid box must contain an “Advice on First Aid” booklet.

FIRST AID ATTENDANT

A qualified First Aid attendant, having a current Appointed First Aid Certificate, will be available on the premises at all times during normal working hours.

The First Aid attendant may carry out other duties, but must always be readily available.

HEALTH SURVEILLANCE

Should there be a significant risk to the health of any employees through the exposure to hazardous environments or substances then a procedure for health surveillance will be implemented. This will include constant monitoring and surveillance with records kept and checks by medical practitioner at annual intervals

ACCIDENTS

ACCIDENT REPORTING

All accidents will be recorded on the Form B1 510 (Instructions to Employees and Occupiers and Advice to Injured Persons are shown on the Form B1510).

The Service Director will maintain all records relating to accidents within the Office Safety File.

Where there is an entry of an accident on Form B1510, and the injured person is absent from work for three consecutive days after the accident including Saturday and Sunday, a Company Personnel Accident Report will be completed and sent to Stallard Kane Associates Ltd

All “three day” accidents must be notified to the Health and Safety Executive on a Form 2508.

The Service Director shall be responsible for this.

FATAL ACCIDENTS

In the case of a fatal accident, or one likely to become one, the Police must be informed, followed by the Health and Safety Executive.

Regardless of which authority you are informing of an incident, in your own interests, record the following information obtained from them:

- a) The name and position of the person taking the report.
- b) The time you passed the information.

RESTRICTIONS AT ACCIDENT SCENES

In the event of a Serious Accident or Dangerous Occurrence, the following points must be observed.

- a) The area of a Serious Accident or Noticeable Occurrence must not be disturbed, except where necessary to remove injured persons or to prevent further injury to other persons who may be trapped.
- b) Details of witnesses should be obtained for the use of the Factory Inspector, the Police, and Stallard Kane Associates Ltd.
- c) If in any doubt as to whether or not an accident is serious, consult The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 guidance notes.

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS, 1995

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out below:

ACCIDENTS, WHICH REQUIRE IMMEDIATE REPORTING TO THE LOCAL H.S.E.

- a) Accidents causing death.
- b) Fractures of skull, spine, pelvis.
- c) Fractures of bones in arm or wrist, in leg or ankle.
- d) Amputation of hand or foot, finger, toe, thumb or part if bone severed.
- e) Loss of sight of eye, penetrating injury to eye or chemical or hot metal burn to eye.
- f) Injury requiring treatment or loss of consciousness resulting from electric shock.
- g) Loss of consciousness due to lack of oxygen.
- h) Illness or loss of consciousness due to inhalation, ingestion or absorption of any substance.
- i) Illness due to exposure to pathogen or infected material.

DANGEROUS OCCURRENCES, WHICH REQUIRE IMMEDIATE REPORTING TO THE LOCAL H.S.E.

- a) Collapse, overturning or failure of load bearing part of any lift, hoist, crane, derrick, mobile powered access platform or excavator.
- b) Explosion, collapse or bursting of closed vessel e.g. boiler or boiler tubes.
- c) Electrical short circuit causing fire and 24-hour closure.
- d) Sudden, uncontrolled release of min. one tonne of highly flammable liquids.
- e) Collapse of any floor or wall.
- f) Uncontrolled or accidental release of dangerous substance or pathogen.
- g) Unintentional ignition of explosives.
- h) Incident when equipment comes into accidental contact with overhead power lines (over 200 volts).

OTHER ACCIDENTS TO BE REPORTED TO THE LOCAL H.S.E.

- a) Accidents where a person is admitted to hospital and detained for 24 hours.
- b) Accidents where a person is absent from work for 3 days after the day of the accident.
- c) Accidents where a person dies within one year, whether or not otherwise reportable.

PROCEDURE FOR REPORTING ACCIDENTS

All accidents shall be reported to a member of management, who will carry out an initial investigation on the appropriate form. This must be filled in for every accident/near miss/damage incident in order that a proper investigation can take place. *This is not to apportion blame but to help with the identification of the cause of the incident and assist with the steps taken to prevent a re-occurrence.*

All accidents and near misses (to personnel) and damages (to property/equipment) are to be reported in the first instance verbally to the employees immediate supervisors concerned, then in written format on the form. An entry must also be made in the accident book if someone is injured sufficiently to warrant attention from a first aider.

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the Company can look for trends appearing such as an unsuitable equipment being used or a item with sharp edges etc.

RECORDS

Every reported accident will be recorded in the Accident Book Form B1 510. This includes contractors and official site visitors.

Following an accident where the person is absent from work for 3 consecutive days, the internal Company Accident Report must be completed in every detail and passed to the Service Director

The importance of accuracy in recording details of any accident cannot be over-stressed.

SAFETY TRAINING

BASIC TRAINING CONSIDERATIONS

Midall & Stones Electrical Services Limited recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

MANAGERIAL TRAINING

The Directors recognise, as fundamental to the success of the company safety policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

SAFETY PROJECT MANAGERS TRAINING

It is essential that the Project Managers training needs to be regularly appraised. He will be encouraged to seek such professional qualifications as befits the Company's needs.

AUDITS AND INSPECTIONS

Regular systematic inspections of all administrative and production areas is essential to ensure that continuing maintenance of safe operations.

The following minimum standards will apply:-

A member of Management will carry out regular inspections on a random basis reporting transgressions directly to the employees, for attention. This general check of an area will not carry a checklist.

The Contracts Manager will carry out an audit on random sections of the Health & Safety Policy, using an audit report form .The findings of this report will be presented to the Directors .

Other inspections will be carried out in conjunction with all of the above, as per the list below: -

- | | |
|----------------------------------|-----------------------------------|
| 1. Ladder/step/platform register | quarterly |
| 2. Fire equipment | monthly yearly by Contractor |
| 3. First Aid equipment | monthly by Trained personnel |
| 4. Maintenance schedules | as per manufacturers instructions |
| 5. Portable appliance testing | yearly |

COMMUNICATION

Midall & Stones Electrical Services Limited proposes to develop good channels of communication through the workforce, paying particular attention to matters relating to Health & Safety.

It will endeavour to inform the employees about;

What the likely risks and hazards arising from their work, or changes to their work might be;

What measures are in place, or may be introduced to eliminate or reduce them;

What employees ought to do when encountering risks or hazards.

In addition, it will make sure that this information is;

Easily understandable;

Takes account of the employees' level of training, knowledge and experience;

Considers employees who have language difficulties or disabilities, which may hinder their understanding of the information;

Considers employees whose first language is not English.

Various methods of communicating the necessary information will include posters or notices, pictures and written information, documents and books.

The Company will provide all necessary specific safety signs, and will ensure that these conform to current regulations.

ELECTRICAL EQUIPMENT

The use of private electrical equipment, which requires mains electricity supply, is not permitted unless approved by management.

All employees should visually check equipment that they use regularly for electrical defects, i.e. loose plug tops, cracked or broken switches, exposed or damaged wiring. An in date inspection tag or label should be attached.

Faults should be reported to Management who will take the necessary remedial action.

Any equipment thought to be faulty should be switched off. It should be labelled as faulty, disconnected and not used until it has been repaired.

Where practicable, and unless otherwise instructed, all electrical equipment should be switched off and unplugged at night.

Drinks or any other vessels containing liquids should not be placed on electrical equipment unless designed for the purpose.

All portable electrical equipment, which is allowed on the premises, will be periodically inspected and tested in accordance with the Electricity at Work Regulations (1989). It must display a tag or sign indicating compliance.

The fixed electrical installation will be inspected and tested in accordance with the IEE Wiring Regulations 16th Edition.

Care must be taken to prevent tripping hazards caused by trailing cables.

C.O.S.H.H. ASSESSMENT POLICY

The purpose of this section of the Policy is to ensure that the Company and its employees meet their joint and individual responsibilities under the COSHH Regulations.

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

METHOD

Management will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then take place using a C.O.S.H.H. Assessment Form. It will include the following evaluations:

- a) The risk to the health of individuals arising from the use or storage of these substances
- b) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.
- c) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- d) Ensure that all employees are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

RESPONSIBILITIES

It is the responsibility of Management to ensure that they know the hazards present under their control. They must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances.

They must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.

It is the responsibility of the Contracts Manager to regularly review the range of potential risks in the work area. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.

The Service Director is required to communicate details and information of hazardous substances to employees, contractors and visitors. He will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.

Secondary responsibility under the COSHH regulations falls on the following persons:

- a) All other employees and visitors

These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

ERGONOMICS

Ergonomics is the systematic study or appraisal of the productive efficiency of man in relation to his workplace and working environment. The objective is to reduce worker fatigue and stress caused by incorrect man-machine relationships which result in low morale, errors in judgement, mistakes and below par production.

The design and arrangements of tools, chairs, workstations and equipment should be such that that person can work efficiently in the correct posture and not need to stoop over the working position.

In order to fulfill this important task, the Company will make regular assessments of the working environment and the workstations, and take all necessary action in order to change and improve the situation.

All such assessments will be recorded and any corrective action signed off.

DRUGS/ALCOHOL

In industry generally there has been a move to greater controls and in keeping with this Midall & Stones Electrical Services Limited has adapted a policy in relation to the consumption of alcohol and drugs.

The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health & Safety of each individual.

The company's policy on alcohol and drugs recognises that it is a health hazard with implications for safety by impairing the ability of an individual to make decisions and to work effectively.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Service Director. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Employee's must not attend work whilst under the influence of alcohol or drugs.

Staff must not consume alcohol on the premises.

Staff must not return to work after lunch breaks under the influence of alcohol.

CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.

MANUAL HANDLING

In order to secure the health and safety of its employees, Midall & Stones Electrical Services Limited proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to: -

Carry out an initial assessment of manual handling operations throughout the Company to identify risky activities (see section on Risk Assessment)

Endeavor to eliminate these risky manual handling activities wherever practicable: -

- a. By removing the need for the operation
- b. By automating or mechanising the operation

Where manual handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.

Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.

Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Review the assessments should conditions change.

HEALTH PROBLEMS FROM MANUAL HANDLING

Where an employee raises a matter related to health and safety in relation to manual handling of loads, the company will: -

- a) Take all necessary steps to investigate the circumstances.
- b) Take corrective measures where appropriate
- c) Advise the employee of the actions taken

Where a problem arises involving the manual handling of a load, the employee must adopt the following procedures: -

- a) Inform the Contracts Manager immediately
- b) In the case of an adverse health or medical condition, advise the Health and Safety Advisor who will seek medical advice.

INFORMATION AND TRAINING

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

PPE must always be regarded as a 'last resort' to protect against risks to safety and health. Engineering controls and safe system of work must always be considered first. For example it may be possible to do the job by another method which will not require the use of PPE., or. If that is not possible, adopt more effective safeguards.

Appropriate levels of P.P.E are provided for all employees and the activities they are expected to encounter in their normal working routines. All equipment is signed for to acknowledge receipt and understanding of the employees duties required by the PPE regulations 1992

- to comply with the safety policies of the company by making proper use of the equipment provided
- by wearing or using it as instructed,
- maintaining and storing as appropriate and
- the immediate reporting of any loss or defect.
- The instruction received clarifies how and when they wear or use the equipment and any limitations to the extent of protection it offers.
- Where and how they should be stored when they are not in use.

It is understood that replacement PPE is available on request and that consumable items such as ear plugs or latex type gloves are available at all times.

RISK ASSESSMENT POLICY

GENERAL PROCEDURE

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

The definition given in the above Regulation is as follows:

A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organisation)

Risk is the likelihood that the harm from a particular hazard is realised.

The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfill their statutory obligations.

The Company will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

METHOD

Risk assessments are to be undertaken by the Project Manager, assisted if required by the Health & Safety Advisor, using the Risk Assessment form. Once completed, this form will be filed in the office safety manual for future reference.

Reviews to risk assessments will be undertaken using the same form.

DISPLAY SCREEN USERS

In order to secure the health and safety of its employees, Midall & Stones Electrical Services Limited proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to:-

Carry out an initial assessment of display screen user operations throughout the Company to identify risky areas.

This assessment will take the form of a questionnaire which will be completed by each employee identified as a user.

This questionnaire will then be studied by the Health & Safety function, the results analysed, recorded and actioned.

Problems identified by the questionnaire will then be discussed on a one to one basis with the employee, and the corrective actions agreed and dates set.

Corrective action reports will be re-visited after a nominated period, and the results checked with the employee.

Workstations

The work chair should be stable and the seat must be adjustable for height and the backrest adjustable for height and tilt (although not necessarily separately or independently to the seat provided adequate back support is available).

The height of the seat should be set such that the users forearms when set at right-angles to the upper arms and body, are level with or slightly above the top of the work surface and provides sufficient clearance under the work surface for the users legs. In this situation if the worker is unable to rest their feet flat on the floor without creating pressure between the back of the thighs and the seat, a footrest may be necessary; however a footrest should not be used unnecessarily as it may induce poor posture.

Eye Sight Testing

If a 'user' identifies a problem with their vision which can be directly attributed to using the Display Screen, they should first make representation to the Director.

The Director will then arrange for an eye sight test, using an Optician chosen by the Company.

The cost of this test will be met by the Company, and if spectacles are required in order to correct the problem, when they are ready for collection, if the retained Optician has been used, only the balance between the company's contribution will be paid direct to the Optician. For other Opticians the user will need to pay the full amount and on submission of the receipt the company's contribution will be reimbursed.

Training

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers using Display Screens.

WORKING AT HEIGHT

The company recognises and accepts its responsibility under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:-

1. All work at height is properly planned and organised
2. All work at height takes account of weather conditions that could endanger health and safety.
3. Those involved in work at height are trained and competent
4. The place where work at height is done is safe
5. Equipment for work at height is appropriately inspected
6. The risk from fragile surfaces are properly controlled and
7. The risks from falling objects are properly controlled
8. Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999

NOISE AT WORK

Following the introduction of the latest legislation on noise in the workplace (Control of Noise at Work Regulations (2005)) the Company will:

1. Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV)
2. Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
3. Make hearing protection available for employees
4. Draw up an action plan specifying what needs to be done to protect employees.
5. Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.
6. If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), the company will:
 7. Provide hearing protection to any employee exposed
 8. Designate and identify the area as a "Hearing Protection Zone"
 9. Restrict access to this area.

If required, the company will inform employees of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.

If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

CONTROL OF VIBRATION EXPOSER

The company realises its obligations under the control of vibration at work regulations 2005.

1. The company will apply the action values and limit values for daily exposure to vibration (regulation 4)
2. Daily exposure action value(EAV) 2.5 m/s² A (8).
3. Exposure limit value (ELV) 5 m/s² A (8).
4. The company will complete risk assessments on all equipment or activities that produce vibration values and limit values as per the regulation. (regulation 5)
5. The company will eliminate or, where elimination is not reasonably practicable, reduce the exposure to vibration to as low as is reasonably practicable (regulation 6(1))
6. The company will instigate a program of measures to be taken at the action values to reduce exposure to vibration to as low as reasonably practicable. (regulation 6(2))
7. The company will complete weekly averaging of exposure to vibration in specified circumstances. (regulation 6(5))
8. The company will provide health surveillance for all employees affected by vibration at work.
9. The company will fulfil its obligations for providing information, instruction and training with regard to vibration at work.

TRANSPORT

At all times employees will comply with the legal requirements of the Road Traffic Acts in the manner of their driving and exercise reasonable care in the handling of their vehicles. All Company vehicles are regularly serviced and maintained, in addition to which drivers are obliged to regularly check oil, water and tyre pressures. Any faults noted with respect to vehicles must be reported to their immediate supervisor/foreman at the very earliest opportunity.

All employees will be subject to a driving risk assessment and issued relevant guidance notes which will be signed for and records kept. Copies of current driving licences will be taken from employees every six months to confirm endorsement status.

SMOKE FREE POLICY

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations 2006

Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Midall & Stones Ltd that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment. The policy came into effect on 1st July 2007 and will be reviewed on an annual basis

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with Peter Jones. All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.