



V8 2018

## HEALTH AND SAFETY POLICY

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### Document Control

This document is controlled by the EHS Director with consultation with the Managing Director. This register shows the last 8 revisions with the remainder being held on the company's main document control register.

Issue	Date	Revision
1	3 <sup>rd</sup> January 2013	Initial policy
2	22 <sup>nd</sup> April 2013	update to layout with full review
3	3 <sup>rd</sup> January 2014	full review
4	16 <sup>th</sup> April 2015	full review
5	15 <sup>th</sup> September 2015	Inclusion of employee confirmation section
6	15 <sup>th</sup> December 2015	Full review and overhaul of previous policy
7	3 <sup>rd</sup> January 2017	Full review
8	9 <sup>th</sup> January 2018	Full annual review



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## Employee Confirmation of reading the Health and Safety Policy and Procedure Manual

I confirm that I have been made fully aware of, and understand the contents of, the Health and Safety Policy and Procedures Manual.

Copies of the Policy and Procedure Manual are available from the EHS director and the company's website.

Under the Health & Safety Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the Health and Safety Policy please consult with Managing Director or EHS Director and indicate below.

Please complete the details below and return this completed form to [Katherine Blakey, EHS Director](#)

Employee Name	Signature	Date

Is further consultation required? (please circle)  Yes /  No  
If Yes, provide details of further consultation

Accepted:  Yes /  No (tick as applicable)  
Dated:

Comments:



## Company Scope of Activities

Durham Electrics is an electrical contractor working within a number of sectors. The key sectors of operation include:

- Domestic: which relates to home owners of domestic dwellings
- Commercial: which relates to offices, shops, landlord properties including Housing of Multiple Occupation (HMO)
- Leisure: which relates to caravan parks, swimming pools
- Light industrial / Agricultural: farms and small manufacturer's

### Our Services

Electrical Installations	Electrical Maintenance	Electrical Testing and Inspection	Fire Safety
LED lighting upgrades	Electrical maintenance student accommodation	Electrical Installation Condition Reports (EICR): <ul style="list-style-type: none"> <li>• Domestic dwellings</li> <li>• Commercial installations</li> <li>• Caravans</li> <li>• Swimming pools</li> <li>• Property for letting</li> </ul>	Fire Risk Assessments
Replacement distribution boards	Building maintenance of electrical installations	Portable Appliance Testing (PAT)	Fire extinguisher maintenance
Full and Partial rewires	Fault finding and repair	Electrical thermal imaging	Fire alarm installation and maintenance
Lighting systems		Microwave emission leakage testing	Emergency lighting testing and inspection and maintenance (which includes installation / replacement of defective products)
Replacement of defective accessories		Visual inspections of electrical installations	Fire detection and alarm systems
Home security: CCTV, security systems and door bells			
Power supplies for caravan pitches			
New exterior power and lighting			

We also operate 24/7 365 days of the year to include emergency electrical call outs. This is for total and partial power failures requiring permanent or to make safe (temporary fixes). We are a registered waste carrier to allow us to remove and dispose of electrical waste materials from our activities including transporting fluorescent lamps for disposal.

### **Exclusions:**

- Our design capability is limited to the layout to upgrades of existing electrical installations within domestic dwellings for example the positioning of accessories to the correct height in accordance with BS7671
- We do not design new electrical systems, emergency lighting and fire alarms within commercial properties. We install and maintain in accordance with original design. Replacement products will be like for like or newer in accordance with Part L building regulations.
- Asbestos removal – where an existing distribution board contains ACMs we will make safe and contact a licenced contractor to remove and dispose of the unit.



## Health and Safety Policy Statement

Durham Electrics is fully committed to ensuring the occupational health, safety and wellbeing of all our employees, volunteers and those other parties that may be affected by our activities. This statement of intent should be read in conjunction with our health and safety policy and procedures manual.

Health and safety will be given the highest priority in all our work activities whether they take place in occupied or vacant properties. We will endeavour to prevent, as far as is reasonable practicable, accidents and work-related ill-health, by:

- Maintaining a safe and healthy working environment at all time on our premises and as far as reasonably practicable any place where we carry out work activates;
- Completion of risk assessments and method statements and subsequent periodic review;
- Communicating effectively on health and safety with clients and any sub-contractors;
- Providing adequate information, instruction, training and supervision for employees;
- making sure all employees and sub-contractors are competent to do their tasks;
- Allocating clear responsibilities for health and safety;
- Having clear and effective health and safety arrangements;
- Consulting with our employees and key sub-contractors on matters affecting their health and safety.

Durham Electrics requires all employees to ensure they carry out their duty under the Health and Safety at Work Act 1974 and all other relevant legislation. All employees, volunteers and sub-contractors must co-operate with the company to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the health and safety policy and will be dealt with through the disciplinary and grievance procedure.

Stephen Blakey of Durham Electrics Ltd has overall responsibility for this policy with Katherine Blakey assisting with health and safety compliance. Details of individual levels of responsibility are provided in this policy and will be reviewed and revised as necessary at regular intervals and communicated to all employees.

### ***Confirmation that the policy has been reviewed:***

**Managing Director**

**Environment Health & Safety Director**

**Date of last review:** 9 January 2018

**Version:** 8

This policy will be reviewed at least every 12 months or sooner if work activity changes.



## Health and Safety Responsibilities

Health and Safety is the responsibility all persons directly employed by the company. All persons directly employed with the company have specific responsibilities for implementing and overseeing Health and Safety. These responsibilities are detailed within this section.

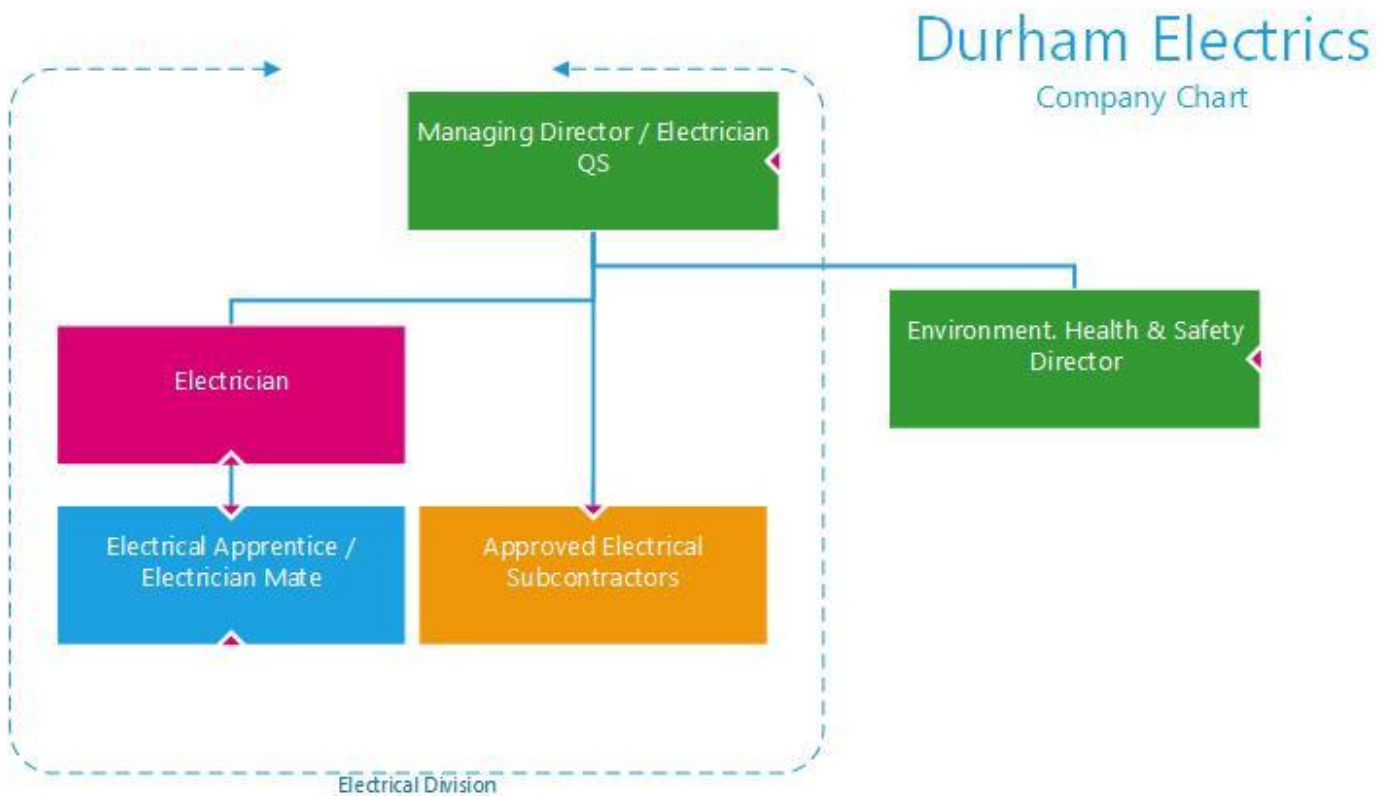


Fig. 1 Durham Electrics Organisational Structure

### **Individual responsibilities:**

#### ***Managing Director***

The Managing Director will have overall and final responsibility for Occupational Health, Safety and Welfare within Durham Electrics Ltd. The managing director is also responsible for the implementation of an organisational structure and arrangements to ensure that Health, Safety and Welfare are effectively managed in line with statutory requirements. The Managing Director will agree objectives with the EHS Director for ensuring Health, Safety and Welfare standards are acceptable to ensure work is being carried out safely and effectively.

Managing Director is responsible for making sure that:

- Ensure that suitable and sufficient resources are provided as required and agreed. These would include:
  - Finance
  - Training (including that of competent persons)
  - Supervision
  - Information
  - Instruction
- Risk assessments and method statement have been completed;
- The policy and statement are understood by all and provide clarification where required;
- Staff members (including contract and temporary staff) are suitably trained and development needs of staff members are identified and with appropriate further training provided;
- Monitoring of staff performance with action been taken (including disciplinary action) when standards fall below an acceptable level;



- Consultation with staff members on any changes which may affect their Health and Safety and ensure they know how and who to report any Health and Safety concerns;
- Sufficient safety equipment and PPE is available; and;
- Carrying out investigations of all accidents with a view to lessons learnt for the prevention of or repetition of an occurrence.

Above all else the managing director along with senior management is to provide good leadership to all employees setting the right examples for health and safety.

## ***Environment, Health & Safety (EHS) Director***

The EHS Director will provide Environment, Health and Safety advice to the Managing Director and the company's employees. The EHS director will provide support and guidance for day to day implementation and monitoring of this policy. The EHS director will act as the company's competent advisor providing support to the managing director.

The EHS Director will provide support to the managing director and managers by:

- Assisting with the completion and review of risk assessments and method statement (where appropriate);
- Putting in place this health and safety policy and statement;
- Consult on the suitability of personal protective equipment

## ***Supervisors / Managers***

Supervisors and managers will support the Managing Director and EHS Director by managing employees under their control.

Supervisors and managers will provide support and implementation of this policy by:

- Completion and review of risk assessments and method statements;
- Completion of Construction Phase Health and Safety Plans;
- Overseeing projects are run safely;
- Assisting with accident and incident reporting and investigation as appropriate;
- Reviewing health and safety competence of employees under their control;
- Putting in place this health and safety policy and statement;
- Provide health and safety induction of new employees;
- Checking that employees under their control have completed the necessary e-learning health and safety modules such as asbestos awareness; and
- Consult with the EHS Director on the suitability of personal protective equipment used by project staff.

## ***Employees***

Everybody has responsibility for their own safety and others that may be affected by their acts or omissions.

All employees have specific responsibilities under the Health and Safety at Work Act 1974. It shall be the duty of every employee while at work -

- (a) to take reasonable care for the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with

Employees will:

- Co-operate with their supervisor and/or company director on health and safety matters;
- Familiarise themselves with the findings of risk assessments and the agreed risk control measures for a project prior to commencing work;
- Comply fully with all relevant Health and Safety procedures and instructions;
- Use correctly any work equipment provided in accordance with the instruction and training received;
- Not misuse or interfere with anything provided to safeguard their Health and Safety;
- Take reasonable care of any personal protective equipment (PPE) provided and report any faults;
- To always come to work suitably dressed, in particular wearing sensible footwear;





- To work in a safe manner at all times. Do not involve yourself in horseplay in the workplace, especially where this could endanger the Health, Safety or Welfare of yourself or anyone else nearby;
- To report all health and safety concerns to a director (includes any accident or any other occurrence that goes wrong, and report any equipment or area that you find or come across as being broken or defective);
- To observe all safety warnings and follow signage, this includes wearing of protective equipment or no smoking. Make sure you are aware of the emergency procedures for first aid and fire and follow them when necessary;
- To carry out checks and remain alert at all times to make sure equipment or systems are in good order and remain in good order, check equipment visually before each use. Look after all work equipment in your control; and;
- To co-operate with the company with regards to your health, safety & welfare, this extends to complying with reasonable directions and providing information about the risks associated with the work you are undertaking.

## ***Sub-contractors***

Key sub-contractors working for or on behalf of Durham Electrics are required to observe the same responsibilities of employees with the following additions:

Sub-contractors will:

- Undertake relevant training to ensure they are up to date with current legislative requirement and best practice, providing evidence of this training to the company;
- Carry out all work for the company in full accordance with all statutory provision. Should a situation arise where they are unable to comply, work should cease, and the company should be informed;
- Only use work equipment that they are fully trained and competent to do so;
- Ensure that work equipment provided by the company is returned in good condition reporting defects to the company; and;
- Ensure that work equipment provided by themselves is in good condition and suitable for the task to be carried out.

## **Health and Safety Arrangements and Procedures**

It is the managing director's responsibility to ensure, so far as reasonably practicable, that the following arrangements and procedures are suitable and sufficient, are maintained and that all employees are aware of the arrangement.

### **Health and Safety Law poster**

Our health and safety law poster are displayed in the admin home office will display the main poster and company vehicles are to hold a copy of the HSE Health and Safety Law what you need to know leaflet.

### **Site Files**

This is the primary document provided to all key mobile staff to make sure that they have access to the most up to date information at all times. It is the responsibility of the employee to maintain up to date copies of documentation.

### **Workplace Safety and Welfare**

*(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)*

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.



Durham Electrics does not utilize an office space other than those within domestic dwellings. The company rents a mailbox with access to meeting room at Portland House. Therefore, the workplace is deemed the location you are working in at any one time e.g. customer's property.

- Toilets with hand washing facilities are provided along with clean drinking water at Portland House. You should make yourself familiar with nearby welfare facilities to your place of work as appropriate.
- Waste is to be stored in the correct bins provided and not allowed to accumulate.
- There are suitable systems in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

## **Risk Management and Risk Assessments**

*(Reg. 3 Management of Health and Safety at Work Regulations, 1999)*

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk to an acceptable level and we constantly assess risks in our day to day life.

As an employer with a duty of care, Durham Electrics arranges the undertaking of risk assessments and conveys findings to those concerned before work commences. Risk assessments are a **suitable and sufficient** assessment of risk to employees, volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.

**The management teams involved in programming work and supervising it on site will ensure that all potentially hazardous work activities undergo a suitable and sufficient Risk Assessment. They will then ensure that control measures are implemented to prevent any injury, disease or dangerous occurrences arising and that these will be maintained and revised as needed.**

Risk Assessments will always be carried out on:

- anything that involves working above ground level such as high-level brickworks,
- roof work including cut timber and truss works, tiling and felting,
- **high level maintenance works such as gutter fitting or clearing,**
- **Any activity that involves the use of mobile plant.**

## **Accidents, Incidents and Violence from the public**

### ***First aid***

*(Health and Safety (First Aid) Regulations, 1981)*

- The company has nominated staff trained in the use of first aid. These people are listed in the site file.
- First aid equipment is located in all company vehicles.
- The person with responsibility for replenishing first aid kits is the nominated company vehicle driver.

### ***Reporting accidents***

*(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)*

- All accidents and first aid treatments, plus near misses, no matter how minor, will be reported in in accident log book which is held in with the first aid kit and/or electronic form and this is also to be reported to EHS Director. They should be reported within 24 hours (or immediately when emergency services involved).
- Any accidents requiring the use of the emergency services must be dealt with prior to recording in the log book.
- In the interest of data protection, completed pages in the log book must be removed and given to the EHS director for safe storage.
- Serious injury involving emergency services or absence from work for more than 7 days should be reviewed and reported to the HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations). Informing the HSE for reportable incidents will be undertaken by EHS Director. Accidents or near misses can be reported in the following ways:



Telephone 0845 3009923  
Fax. 0845 3009924  
E-mail riddor@natbrit.com

**Web site** [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

Asbestos and Lead at work are covered by specific legislation and should be treated accordingly. (Further information can be obtained from the HSE website at [www.hse.gov.uk](http://www.hse.gov.uk))

Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with EHS Director.

### ***Near Miss Incidents***

A near miss incident is an unplanned event that did not result in injury, illness or damage – but had the potential to do so.

### ***Dangerous Occurrences***

A dangerous occurrence represents an event that normally involves damage to property and has the potential to cause serious injury.

### ***Potentially Disabling or Disabling Accidents***

Potentially disabling injuries represent any injury suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner. A disabling injury represents an injury where the injured person is un-fit for work on the day following that on which the injury occurred.

### ***Major Accidents***

A major injury represents an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours. In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The person responsible for ensuring that the Health and Safety Executive is promptly informed is the EHS Director. Initial investigations at the site of the accident will be carried out ensuring that there is no disturbance of evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by EHS / Managing Director.

The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long-term actions, together with time scales required to prevent recurrence, will be drawn up.

### ***Fatal Accident***

In the event of a fatal accident, the area of the accident will be isolated, and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.

The person responsible for informing the Health & Safety authorities by telephone as soon as possible is EHS Director. Full co-operation will be given by personnel throughout all levels of the company to the Health and Safety Executive representatives conducting any investigations.

**ALL ACCIDENTS AND INCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK NO MATTER HOW MINOR THEY SEEM AT THE TIME.**

### ***Violence and Aggression***

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.



The company will endeavour to eliminate or reduce the likelihood of violence at work, recognising its risk to the individuals concerned and the detrimental effect on staff morale and the reputation of the organisation.

We will assess the risks to all our staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.

Durham Electrics accepts that, in general, facing aggressive behaviour or excessive violence is not part of an employee's job role and the reporting of such incidents will not reflect badly on employee.

Employees should report to Managing Director and/or EHS Director if they experience any incident that subjects them to:

- Physical assault, whether or not injury results.
- Verbal abuse, shouting or swearing.
- Threatening behaviour, with or without any form of weapon.
- Anything that they feel might damage their health through anxiety or stress.

## **Fire & Emergency measures**

*(The Regulatory Reform (Fire Safety) Order 2005)*

A fire risk assessment has been undertaken and implemented for Durham Electrics operating premises. The admin office is located in a room within a domestic dwelling. The head office falls under the building premises fire risk assessment. Durham Electrics does not have a defined office within Portland House.

(Guidance on fire risk assessments: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>)

### ***Fire risk assessment***

It is the responsibility of Durham Office Services to ensure that fire risk assessment for the building has been completed. Durham Electrics does not occupy any office spaces within the building but maintains a mailbox facility and opportunity to rent meeting room space.

### **Training and instruction**

- Employees will be provided with basic fire awareness training upon induction to the company and then annually.
- Escape routes – will not be blocked by employees whilst undertaking work. Where an escape route is likely to be affected by works, notification must be put in place to the buildings occupants before any work commences.
- Fire alarm tests & drills – employees are to make themselves familiar with fire alarm testing when they enter a commercial premise. You are to make sure you are aware of the buildings evacuation procedure before commencing any work. If in doubt, ask and do not commence work without a site induction.

## **Work Related Stress**

Although a degree of pressure and challenge may well be beneficial and aid people in their work, the HSE defines work related stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

Stress may demonstrate itself in a variety of symptoms, including drop in productivity, aggression, lateness, and increase in sickness days and headaches.

The company is committed to identifying work related stress and will:

- Conduct and implement of risk assessments
- Provide good communication between all parties to make sure that instructions / messages are received clearly
- Make sure that suitable training is provided to employees to be able to undertake their job role
- Monitor of workload to ensure that people are not overloaded

If an individual feel that they are under stress, they should raise with line manager before it escalates



## **Control of Substances Hazardous to Health (COSHH)**

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations (COSHH).

Hazardous substances include chemical and biological agents, including cleaning chemicals, adhesives, and sealants. These should be kept locked away at all times when not in use.

### **Encountering Hazardous substances**

Hazardous substances might be encountered through:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes from soldering).
- Naturally occurring substances (e.g. grain dust);
- Biological agents such as bacteria and other micro-organisms. (Legionella, Leptospirosis)

### **Identification, assessment and communication**

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Company's offices. From the Risk Assessments the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No employee will introduce any substance without the specific consent of their Manager.

### **Process**

- The person responsible for identifying all substances requiring a COSHH Assessment and for undertaking such Assessments is the EHS Director
- The person responsible for informing all relevant employees about COSHH Assessments is the Managing Director
- The person responsible for ensuring that any new substances will be assessed as required and all relevant employees made aware of the findings is the Managing Director
- COSHH Assessments along with the relevant Material Safety Data Sheet (MSDS) will be kept in site files and held electronically in the admin office.
- Only competent persons may use chemicals in the work area. A competent person in this instance is someone who has been trained in the use of the specific substance.

Employees are suitably trained in safe handling / use of substances with COSHH assessment been made available and reviewed by the EHS Director. (See [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk))

### **COSHH symbols**

Identification of general nature of risk	Symbol	Identification of general nature of risk	Symbol
Corrosive		Explosive	
Extremely Flammable or Highly Flammable		Very Toxic or Toxic	



Dangerous to the Environment		Oxidising	
Long term health			

## Control of Asbestos

(Control of Asbestos at Work Regulations 2012)

In the event that any that a substance suspected to be containing asbestos is found during the course on any site, all works in the area will cease immediately to avoid any risk of exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

There is **no safe exposure level** known for asbestos and once asbestos related diseases occur there is no known cure. There are three main types of serious health risk associated with exposure fibres:

- Asbestosis – a chronic obstructive lung disease
- Lung Cancer – a fatal lung disease
- Mesothelioma – a fatal cancer of the outer lining of the lung specific to asbestos exposure.

Key duties for employees and sub-contractors:

- Cease all work immediately upon discovery of asbestos. Remove all persons out of the area. Where practicable close of seal or lock off the area. Do not remove any work equipment or material.
- Prepare and display a “Potential Asbestos” hazard keep out sign to prevent unauthorised persons entering the area.
- Inform the company director / EHS director upon discovery and inform the client where necessary for suitable investigation / removal to be undertaken.
- Remember buildings built prior to 2000 may contain asbestos.
- Make sure to receive a copy of the asbestos management plan from the building occupant whereby you have been notified of asbestos containing materials present within the building. This should be done before any work is carried out.

Durham Electrics are not licensed asbestos removal contractors and should never attempt to remove asbestos containing material.

## Work Equipment

(*The Provision and Use of Work Equipment Regulations (PUWER) 1998*) (*Lifting Operations and Lifting Equipment Regulations (LOLER) 1998*)

It will be the Directors’/Partners’ responsibility to ensure that the Company:

- Provides suitable equipment for all work to be done (Reg 4)
- Ensures that equipment will be maintained, in working order and in good repair (Reg 5)
- Ensures that all equipment and plant shall be inspected as required by Regulation 6
- That all employees are competent to use the equipment (Regs 8 & 9)
- Checks the operating certificates of any employees or sub-contractors before they use any plant requiring them.



On occasion the Company may need to hire equipment due to either the specialised nature or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary supply training to ensure all users are suitably trained in the use of the equipment.

### **Purchasing equipment**

All equipment purchased must conform to the relevant safety standards as dictated for that equipment at the time of use.

- The person who carries the responsibility to ensure that the equipment conforms to the required standards is Managing Director

### **Existing equipment**

- All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations) i.e. is fit for the purpose it is intended for and complies with the current relevant legislation related to that type of equipment. Old electrical equipment may not comply with current legislation and therefore it should not be used. Any guards identified must be fitted before use and protective equipment must be made available.
- Before using equipment, employees should carry out the following basic process: (insert process)
- Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed. All defects must be recorded on the defects register.
- Instruction in the safe use of all equipment will be given as identified by risk assessments. Any instructions will be presented in the following form method statement and/ or through demonstration.

### **Testing electrical equipment**

- The frequency for testing portable and transportable equipment will be determined by risk assessment. In low risk environments e.g. an office, a visual inspection will normally suffice, in higher risk environments (out in all weathers, or used in extremes of temperature) more frequent and thorough testing will be required.

### **Inspection and Testing of Portable and Transportable Electrical Equipment in a *Low Risk Environment***

Equipment / environment	User checks	Formal Inspection	Visual	Combined inspection and testing
Battery operated (less than 20 volts)	No	No		No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No		No
IT e.g. Desktop computers, VDU screens	No	Yes 2-4 years		No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely moved	No	Yes 2-4 years		No if double insulated, otherwise up to 5 years
Double insulated equipment NOT hand-held, moved occasionally e.g. Fans, table lamps, slide projectors	No	Yes 2-4 years		No
Double insulated equipment HAND-HELD e.g. Some	Yes	Yes 6-12 months		No



floor cleaners, hairdryers.			
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to
Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

**Notes:**

1. This guidance is for equipment used in low risk environments only. Frequency and testing regimes in higher risk environments should be defined by risk assessment.
2. Source: HSE

**Portable Appliance Testing (PAT) testing**

The Managing Director will carry out PAT inspections for company owned equipment in accordance with the scheme/timetable devised.

**Company Vehicles**

All company supplied vehicles are required to undertake regular servicing and annual MOT (where applicable). All defects are to be reported immediately and that vehicle is not to be used until defects are repaired. If you utilize your own vehicle for business use you must present, the relevant information to your line manager before authorisation to use your vehicle can be provided. This is ensuring that we confident your vehicle is fit for purpose.

**Electricity**

*(Electricity at Work Regulations, 1989)*

It is the policy of the Company that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

**Noise**

*(Control of Noise at Work Regulations, 2005)*

Noise is an unavoidable aspect of working in the building industry. The site supervisor will ensure that noisy works such as drilling, cutting or using a breaking tool etc. do not cause a nuisance to others. Where practicable noisy works will be screened. The site supervisor will ensure that occupants of any neighbouring properties who may be affected by noisy operations are informed prior to the works starting. All those who will be in the vicinity will be given suitable ear protection to wear.

**Vibration**

*(Control of Vibration at Work Regulations, 2005)*

As with noise, vibration caused by holding cutting/drilling/breaking tools is an unavoidable aspect of working in the building industry. The management will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

**Working at Height**

*(Work at Heights Regulations 2005)*





Many activities in the building industry involve 'work at height'. The management teams involved in programming work and supervising it on site will assess the task beforehand and will consider the most suitable means of access. Wherever practicable mobile towers, 'podium hop ups', or similar will be used. Ladders and steps will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary due to the duration of the works. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

- Employees required to work at height must have completed the working at height induction module.
- Employees erecting access towers and to complete the relevant PASMA training and; those operating Mobile Elevating Work Platforms (MEWPS) must possess a valid and in date IPAF qualification.

It should be noted that working at height also includes loading and unloading of company vans.

## **Manual Handling**

The Manual Handling Operations Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace.

In Durham Electrics, manual handling tasks will typically include:

- Transporting work equipment from vehicles to temporary place of work
- Using power tools and hand tools when carrying out installations and inspections
- Installation of lighting, accessories, equipment.

## ***Manual handling Risk Assessments and control measures***

- Risk Assessments carried out will have identified those operations that include manual handling and those that require a full Manual Handling Assessment.
- The risk assessment will include identification of control measures required.
- Within the risk assessments, consideration will be given to avoiding manual handling where possible and appropriate.
- Additional specific risk assessments will be undertaken as necessary for individual employees at higher risk e.g. pregnant women, those with injuries or medical conditions. The person responsible for carrying out such risk assessments for individuals is the employee's line manager and this will be done through consultation with the individual by the line manager resulting in drawing up the risk assessment.

## ***Instruction and training***

Manual handling instruction at an appropriate level will be given to all employees at risk.

## ***Marking weight***

Nearly all commercial deliveries e.g. of stationery supplies are marked with a weight. If the organisation creates a load which is significant it will be marked with a weight or warning such as heavy item/ requires two people to carry.

## **Slips, trips and falls**

Slips, trips and falls are still the most common cause of major injuries in the UK. These accidents can be cut dramatically through proper planning, pro-active management and good housekeeping.

There are four main causes of slips and trips:

- Slippery / wet surfaces
- Slippery surfaces caused by dry or dusty floor contamination (plastic, powder, construction dust)
- Obstructions; either temporary or permanent
- Uneven surfaces and changes of level (such as unmarked ramps, carpet tiles)



Employees can reduce the amount of accidents to themselves and others affected by their activities by adopting good housekeeping in their working area. Examples include;

- Sweeping and / or hovering work area on completion
- Drying floor surfaces when they become wet from our activities (in particular working in kitchen areas, or tiled areas)
- Reporting any building defects to the relevant client contact
- Wear shoe dust covers when transiting non-construction areas to prevent dust and contaminants on other surfaces.

Advising of unsuitable lighting in key areas to clients such as stairwells, escape corridors

## **Lone working**

This section identifies the way in which the Durham Electrics will ensure that lone workers are not exposed to additional risks by virtue of their lone working, and identifies a process to ensure that risks are assessed and that control measures are in place.

Guidance for lone workers

- A lot of activities undertaken by employees involve lone working.
- Employees are expected to follow the following general advice to minimise risks involved in lone working: (be competent to complete the job role / task,)
- Lone working will be captured in the site general risk assessment.

## **Ionising Radiation**

Safe disposal of smoke detectors containing trace elements of ionising radiation. This is controlled waste and must be recorded and disposed of correctly.

## **Vulnerable Persons (Safeguarding)**

As part of our work we may come into contact with vulnerable persons, children and young person's therefore it is vital that we put measures in place for safeguarding.

### **Children and Young Persons**

The Government has defined the term 'safeguarding children' as: 'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

### **Young Persons at Work**

Young workers (under the age of 18) are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity.

We recognise that children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by the local education authority.

Durham Electrics does not foresee to employ persons below the age of 17. However, in accordance with The Health and Safety (Young Persons) Regulations 1997, we will undertake a young person's risk assessment in the first instance and liaise with the college for details of relevant information prior to the young person commencing an electrical apprenticeship with the company.

### **Vulnerable Adults**

Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse. The broad definition of a 'vulnerable adult' referred to in the 1997 Consultation Paper 'Who decides?' issued by the Lord Chancellor's Department, is a person: "Who is or may be



in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

As part of the terms and conditions of employment with Durham Electrics all staff will undergo a Disclosure Barring Service (DBS) check. The company will meet the cost and you are required to provide copies of certification.

## **New and Expectant Mothers**

New and expectant mothers are a key area identified in the Management Regulation updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk.

## **Control of Subcontractors**

All subcontractors working for and on behalf of Durham Electrics are to complete a sub-contractor pre-qualification questionnaire.

Durham Electrics and its approved sub-contractors have legal responsibilities under health and safety regulations dealing with specific hazards (e.g. the Control of Substances Hazardous to Health Regulations 1999, the Control of Lead at Work Regulations 1998 and the Control of Asbestos at Work Regulations 1987).

If any contractor does not meet any legislation standards or agreed health and safety standards we will suspend the work until shortcomings are investigated and standards are met.

## **Display Screen Equipment (DSE)**

*The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002)* include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers (if used as the main machine), as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.

Durham Electrics undertakes to identify all employees classed as users and conduct DSE assessments as required by law.

## **Work Related Upper Limb Disorders (WRULDs)**

Ergonomics of the workstation and equipment are important when working with display screen equipment, with bad design and incorrect equipment potentially leading to WRULDs. Whilst normally associated with secretarial roles, increasing use of DSE equipment leads to increased risk for all DSE users.

Common factors implicated in onset of WRULDs:

- Badly designed or incorrect workstation or equipment
- Repetitive actions
- Poor working posture
- Excessive time at a given task or in a given position
- Psychosocial factors

Any potential symptoms of WRULDs must be reported to EHS Director as soon as possible.

## **Display Screen Equipment Users and Assessments**

- The Responsibility for identifying people who are users of display screen equipment rests with the EHS Director. They will ensure that the user completes an assessment at least once every 2 years or as-and-when the activity is changed (e.g. new employee, office, software).
- All employees will receive training to a level of competency for the job in hand regarding the safe use of DSE equipment and software. This will be provided through the workstation safety training during the employee's induction.

## **Home Working**

It is recognised that some employees / sub-contractors carry out work from home. The company is aware that under the Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees



including home workers. Most of the Regulations under the HSWA apply to home workers as well as to employees working at the workplace. These include;

- General management of Health and Safety
- Display Screen Equipment
- General equipment
- COSHH

If you are identified as a dedicated home worker a home workers risk assessments must be completed with your line manager.

## **Mobile Phones**

It is an offence to use a hand held mobile phone or similar device while driving or in certain other circumstances. The use of a hand-held phone even when stationary i.e. in a traffic jam at the traffic lights is also an offence. It is also an offence to use a device interactively to access any sort of data including internet, text or other images while driving.

Requiring our employees to make or receive calls whilst driving is an offence. Therefore, the organisation does not require any staff to make or receive calls whilst driving on business for us. The use of hands free mobile phone equipment when driving is not endorsed by the company. Although it is not illegal the discretion of use may be used when emergency calls are to be made / received. Drivers should pull over to a place of safety as soon as practicable to continue with the emergency call.

### **When driving on company business**

- All mobile phones other than those in a fixed hands-free cradle **must** be turned off / put into silent mode.
- Hands free equipment should only be used when the driver judges it is safe to do so,
- The company recommends that you record a personal message on your mobile phone voicemail, e.g. stating that you are unavailable/ driving and will return the call within 2 hours.

### **General Use**

The link between mobile phone use and significant illness is not proven and there are opposing views, therefore common-sense precautions must be taken.

- Retrieve messages only when parked and engine turned off.
- Minimise mobile phone use and use landlines where possible.
- Avoid contact with the phone or antenna when making a call
- Limit exposure by 'changing ear' at short, regular intervals.

## **Driving on Company Business**

Employees have a responsibility not to put themselves and others at risk and to co-operate with the company to ensure their own safety and the safety of people they are working with, other staff, sub-contractors and clients. Since over 3,000 people die on our roads every year, driving is a hazardous activity and drivers should take every care to protect themselves and others by following the policies and the management system of the organisation. They should:

- Not drive a defective vehicle
- Be aware of what action needs to be taken in an emergency situation
- Inform their line manager of any health problems or personal circumstances, which could make driving hazardous
- Ensure that they are physically fit to drive
- Do not drive while under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines.) Staff should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely
- Have their eyes tested regularly and ensure that any necessary corrective eyewear is worn
- Comply with the ban on mobile phone use while driving
- Ensure that line managers are aware of hazards and delays on regular routes so that journey times can be extended to take account of the circumstances
- Drive within speed limits and to the speed dictated by conditions, which can be less than the limit.
- Allow sufficient time for planning the route, driving the route and the breaks needed to prevent fatigue



- When appropriate extra journey time and breaks should be built into the journey plan, to allow for bad weather, for example
- Be aware that fatigue will be more of a problem at certain times (there is an increased likelihood of falling asleep at the wheel in the afternoon and in the early hours of the morning)
- Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage

## **Smoking**

This policy section has been developed to protect all employees, sub-contractors, and clients from exposure to second-hand smoke and to comply with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

### **Smoke Free Policy**

All our workplaces will be smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace including vehicles.

### **Implementation**

All staff and sub-contractors are obliged to adhere to and support the implementation of this non-smoking policy.

Appropriate 'no smoking' signs will be clearly displayed in the following places: vehicles

### **Non-Compliance**

If a member of staff or sub-contractor does not comply with this policy this may result in disciplinary action been taken and / or termination of sub-contractor agreement.

It should be noted that those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **Alcohol and Drugs**

It is Durham Electric's aim to ensure the provision of a safe working environment and a high standard of safety for its employees, sub-contractors and clients. It therefore has the responsibility to recognise the potential health and safety risks within the working environment which may occur as a result of alcohol and drug abuse or the effects of long-term or temporary use of prescription medication.

## **Legal Obligations**

The company would be committing a criminal offence by ignoring the principle legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work". In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

## **Awareness, reporting and consequences**

This policy aims to make all personnel within the organisation aware of issues relating to the effects of drug and alcohol misuse in the workplace and the need to understand the potential for some prescription medication to cause either long-term or transient effects on work capabilities.

Staff and sub-contractors should not come to work if under the influence of drugs or alcohol or if they have been advised by a doctor not to undertake work activities whilst taking certain prescription medication. Supervisors should be aware of the issues arising as a result of alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.



Employees / sub-contractors should not cover-up for colleagues with a drink or drug problem. Collusion represents a false sense of loyalty and will result in compromising health and safety within the organisation and longer term damage for the individual.

If an employee/sub-contractor has suspicions about a colleague relating to alcohol or drug abuse, they should report to their line manager, managing director or EHS director.

If an employee is known to be intoxicated by alcohol or drugs during working hours the disciplinary procedure will be instigated. Sub-contractors will also be subject to action if found to be intoxicated by alcohol or drugs whilst working within or on behalf of the organisation.

## **Personal Protective Equipment (PPE)**

*(The Personal Protective Equipment at Work Regulations (PPE) 1992)*

The Directors/Partners and the site supervisor will ensure that all employees and sub-contractors have access to a sufficient supply of PPE when required.

## **Advice, Training, Supervision and Consultation**

Staff will be routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. The EHS Director should be contacted should employees wish to report any health and safety concerns or make health and safety suggestions.

## **Consultation and communication**

All employees (and sub-contractors) will be consulted regarding health and safety issues involving the activities they are taking part in and all issues should be dealt with at source and at the time. Consultation/ communication will be through: project start up meetings, one to one meetings and or briefing sheets.

Display of Health and Safety information is via the health and safety law poster and the health and safety what you need to know leaflet located in company vehicles. This leaflet contains details of employers' legal obligations, the local enforcing authority and the nominated competent person within the company.

This information should be read in conjunction with Section 2 of this Health and Safety policy, entitled Responsibilities.

Health and Safety advice can be obtained from the EHS Director or the Health & Safety Executive as displayed on the Health and Safety Law information.

## **Instruction and supervision**

Supervision will be provided at the level deemed necessary for the employees (e.g. young and inexperienced employees, will have more supervision than those who are more experienced).

Electrical apprentices will be supervised by an appointed electrician and/or sub-contractor.

## **Training**

It will be the policy of the company that health and safety information relevant to the activities at hand is given to both employees and any sub-contractors.

An initial assessment will be carried out followed by ongoing training where needed to ensure that employees at all levels are:

- Competent to carry out work safely, to operate standard and specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.



Decisions relating to ongoing training of employees will be reviewed on a regular basis. The designated Health and Safety person will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee's individual file.

Before any works are awarded to sub-contractors, checks will be made to ensure that they are competent to carry out the tasks applicable to their trade and that they have appropriate health and safety management systems in place.

Minimum qualifications and training required by Durham Electrics Electricians and Sub-contractors include:

Essential:

- C&G 2382 Level in the Requirements for Electrical Installations (BS7671)
- C&G 2377 Inspections and Testing of Electrical Equipment
- C&G 2330/2357 Electrical Installation plus C&G 2356 Electro-technical NVQ level 3 or the equivalent qualifications; RQ Level 3 Electrical Installations

Desirable:

- C&G 2391 Inspection and Testing
- C&G 2392 Inspection and Testing

Plus:

- Approved trade certificates on relevant specialism to the individual.
- For work on construction sites a CSCS/ECS Card or equivalent maybe required.

Employees on electrical apprenticeships will working towards formal electrical qualifications and therefore must always work under the supervision of a fully qualified electrician.

All employees, whether direct, self-employed or sub-contracted, will be fully experienced in the type of work they will be expected to undertake. Training records will be made available if required. They will have received instruction regarding any site wide hazards/restrictions and the site-specific rules will have been discussed with them. The EHS Director is responsible for maintaining health and safety training records.

## Audits and Inspections

The auditing and inspection of the systems and documentation is carried out as a minimum on an annual basis. Schedules for inspection of work equipment can be found within the working with access equipment procedure.

The EHS and/or Managing Director will conduct site health, safety and environment inspections. These inspections and audits will be both announced and unannounced.



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