



WINTERS ELECTRICAL SERVICES LIMITED

COMPANY HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Includes
Organisation and Procedures
For
Implementing Policy

1st July 2017

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Amendments

Revision date	Details	Revision
28 June 2016	H&S policy reviewed by management and reigned. Organisation changes on page 4 with the inclusion of specialist contractors and site logistics personnel reporting to the site supervisor.	H&S001 V1.1
30 June 2017	Policy reviewed and resigned by Managing Director	H&S001 V2.0

WINTERS ELECTRICAL SERVICES LIMITED

COMPANY HEALTH, SAFETY AND ENVIRONMENTAL POLICY

PART 1

1. GENERAL STATEMENT OF POLICY

- 1.01. The Board of Winters Electrical Services Limited declare their policy is to achieve and maintain a safe and healthy work environment for its employees, sub-contractors and all others who may be affected by the Company's operations.
- 1.02. The Managing Director is responsible for the Health and Safety of Winters Electrical Services Limited. The Operation Director will deputise in his absence.
- 1.03. The promotion and preservation of Health and Safety, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.
- 1.04. The Company will maintain and continuously improve on its good record of safe responsible activity, by careful planning, organisation, monitoring, controlling, training and the application of best trade practices and codes of conduct. The risks to employees, sub-contractors and all others who may be affected by the activities of the Company will be assessed, assessments reviewed as required and arrangements made to control such risks. This will be achieved by;
- consultation
 - providing health surveillance as may be required
 - arranging for competent health and safety advice, implementing procedures to be followed in the event of imminent and serious danger and identifying danger areas
 - providing information to employees on risks to their health and safety and the preventative and protective measures to be taken
 - co-ordinating and co-operating with clients and other where necessary to promote health and safety
 - having regard to the capabilities and training of employees in relation to their work
- 1.05. The Company requests, requires and expects all persons who are employed by the Company, contracted to the Company, visiting the Company's premises or sites of operation to whom the Company owes a duty of care or over whom the Company exercises control, to co-operate with and conform to the Safety Policy of the Company, comply with arrangements made and actively assist in implementing the policy.
- 1.06. The Policy is published in three parts:
1. General Statement of Policy
 2. The Organisation to Implement the Policy
 3. The Arrangements and Instructions to Implement the Policy
- 1.07. The full policy is available for inspection at the Company offices at Henson House, Henson Road, Three Bridges, West Sussex, RH10 1EP and all Company sites.

Signed



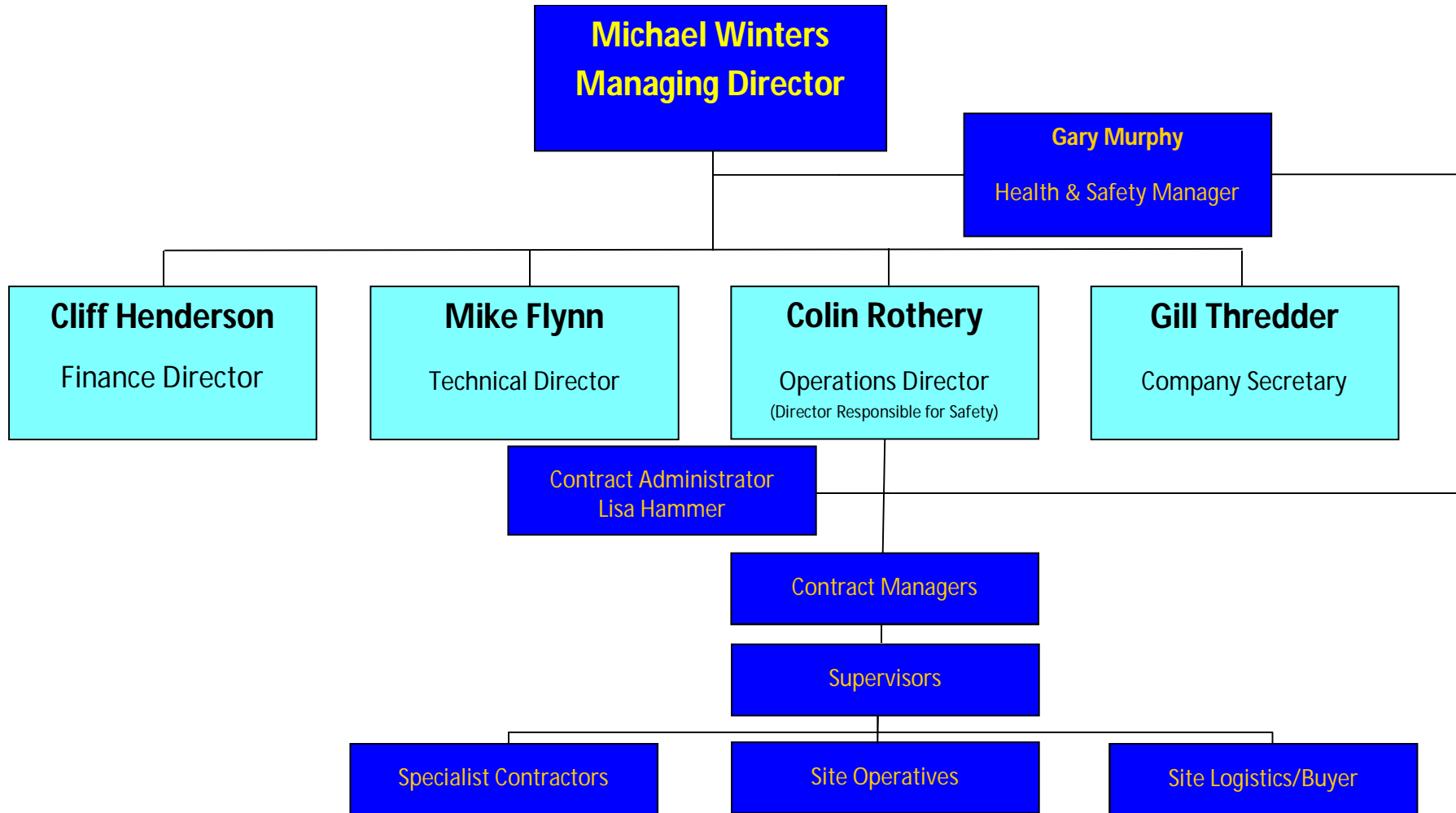
Date: 30th June 2017

Managing Director: Michael Winters

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MANAGEMENT ORGANIZATION STRUCTURE

HEALTH, SAFETY AND ENVIRONMENTAL



2. ORGANISATION

Director Responsible for Safety

- 2.01. The Managing Director has overall responsibility to ensure the Company Health, Safety and Environmental (HS&E) Policy is implemented across the business and in their absence the Operation Director will perform these duties.
 - 2.01.1. The Managing Director will oversee the drafting, publication, distribution of the Company Safety Policy, subsequent amendments to all employees and others that may be affected by the company business activities.
 - 2.01.2. Will ensure adequate financial provision and human resources are available to implement the Company HS&E Policy and all statutory requirements.
 - 2.01.3. Appoint at least one competent person to assist them in their undertaking as required.
 - 2.01.4. To be aware and fully comply with the legislative requirements set out in the company HS&E Legal Register.

Directors (Officers of the Company)

- 2.02. The Directors & Officers are charged with the day to day safety management of the departments over which they exercise control and will;
 - 2.02.1. report their Department safety performance: dangerous occurrences, notifiable incidents and any notices to the Board of Directors immediately.
 - 2.02.2. ensure that records are maintained and the insurance company informed, as per insurance company requirements and as required, through the internal process.
 - 2.02.3. ensure a suitable and sufficient assessment of the risks to the Health, Safety and Welfare of all employees, to which they may be exposed whilst they are at work.
 - 2.02.4. ensure such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures initiated to achieve the objectives stated in the general statement of HS&E Policy.
 - 2.02.5. after consultation, agree deputies to carry out specific tasks in connection with implementing the Company HS&E Policy.
 - 2.02.6. ensure there is an assessment of all training needs and arrangements to ensure all employees are competent to undertake their work.

- 2.02.7. ensure all new employees receive induction training and any further training which will help them maintain a safe work environment.
- 2.02.8. make provision, prior to issuing contractor orders, for persons to conduct pre and post vetting of contractors and their appointed contractors as required.
- 2.02.9. monitor the Company HS&E Policies and supporting control documentation to ensure Risk Assessment and methods of work are adequate.
- 2.02.10. receive, evaluate, disseminate, and where appropriate initiate action on all information coming into the Company, which may affect the Company's HS&E performance.
- 2.02.11. devise consultation procedures at all levels throughout the Company on Health, Safety & Welfare matters as required by legal requirement set out in the company HS&E Legal Register
- 2.02.12. ensure the collection, maintenance and up-date of authoritative reference material on safe work methods, work equipment and personal protective equipment.
- 2.02.13. ensure HS&E Manual or similar reference material and relevant information are available for reference by all persons charged with duties under this policy.
- 2.02.14. make sure suitable arrangements are in place to investigate accident and put in place suitable corrective action.
- 2.02.15. make provision for such Health Surveillance (Company Medicals) as is appropriate to our operations.
- 2.02.16. to be aware of the legislative requirements set out in the company HS&E Legal Register.

Company Secretary

- 2.03. In addition to the above section (Directors and Officers) Company Secretary is appointed to administer and monitor safety arrangements in the company office, building and grounds. They will liaise with the H&S Manager in regard to HS&E compliance in these areas. The Finance Director will act as the deputy in their absence.
- 2.04. They will arrange for all relevant risk assessments to be undertaken within the office and grounds as required, in line with the company requirements.
- 2.05. They will also arrange for all new persons, employed to work in the offices and ground, to be fully inducted to the company policy and procedures.
- 2.06. They will also;

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- 2.06.1. arrange for a fire risk assessment to be conducted and updated regularly
- 2.06.2. ensure an emergency and evacuation procedure is maintained and 6 monthly practices are conducted and recorded.
- 2.06.3. maintain a record of all persons entering and leaving the premises.
- 2.06.4. ensure hazardous areas are identified and clearly marked and the necessary steps are taken to prevent unauthorised access.
- 2.06.5. ensure first aid provisions are maintained to an appropriate standard as required by law and ensure appropriate first aid cover is maintained and accidents reported to the H&S Manager/Directors.
- 2.06.6. ensure suitable and safe waste provisions are in place.
- 2.06.7. control the use and maintenance of Company work equipment, vehicles and maintain necessary records.

Health & Safety Manager

- 2.07. The H&S Manager is charged with:
 - 2.07.1. liaising between Managing Director, Directors, Managers, Contract Administrators, Supervisors and general operatives on HS&E matters.
 - 2.07.2. advising on appropriate necessary HS&E training courses in conjunction with Contract Managers/Supervisors and the Contract Administrator.
 - 2.07.3. chairing Safety Committee meetings and will ensure the minutes of the meetings are circulated to all staff.
 - 2.07.4. monitoring the Company Safety Policies, Method Statements, Risk Assessments, Control of Substances Hazardous to Health Assessments and standards of contractors (nominated or otherwise) engaged by the Company or coming under the Company's control to ensure the Company Safety Policy is implemented.
 - 2.07.5. arranging and supervise investigations into all accidents and dangerous occurrences.
 - 2.07.6. receiving and review reports, initiate and agree remedial measures and oversee the submission of statutory reports e.g. Accident reports.
 - 2.07.7. putting in place controls, devise procedures and arrange necessary training to prevent, where practicable, repeat accidents or dangerous occurrences.

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- 2.07.8. making provision for such health surveillance (Company Medicals) as is appropriate to the company's operations.

Contracts Managers

- 2.08. The Contracts Managers are responsible to the Operations Director. Each of these persons has the day-to-day responsibility for HS&E on the sites over which they exercise control. In their absence the person appointed to fulfil their duties will also perform the duties assigned under the Company Safety Policy.
- 2.09. For contracts under their control they are appointed to;
- 2.09.1. attend site meetings, liaise with the client on all matters of Health, Safety, Welfare, to monitor the standards and methods of work of all persons falling under their control or of others not under their control, but whose methods of work or procedures could have an effect on the safety and welfare of Winters employees or sub-contractors.
 - 2.09.2. ensure compliance with the approved Code of Practice and legal requirements as set out in the company's HS&E Legal Register.
 - 2.09.3. ensure that emergency and evacuation procedures are tested at regular intervals, ensure records of such drills and tests are kept.
 - 2.09.4. make reasonable enquiries regarding potential exposure to Asbestos obtain copies of reports from the Principle Contractor/client or other persons charged with the duty to make such information available. If it is believed that asbestos has been found or there are other reasons to suspect that it may be present, all work in those areas must cease. The areas must be secured against accidental entry, signs must be posted. No further works may continue until the material has been analysed by an independent analyst and either provision made to remove the suspect material or a certificate is issued stating the areas are free from asbestos.
 - 2.09.5. ensure, where works of a hazardous nature are undertaken, that strict monitoring and control of the conditions of the company Permit to Work system are complied with. A breach of such conditions will lead to the immediate suspension of the permit, until the agreed conditions of the permit are re-established and the permit is signed, only then will work be permitted.
 - 2.09.6. ensure the H&S Manager or the Company Directors are notified immediately of any dangerous occurrences or notifiable incidents and ensure records are kept.
 - 2.09.7. distribute all safety information from H&S Manager to relevant staff and teams.
 - 2.09.8. conduct, in conjunction with the Site Supervisor suitable and sufficient assessment of the site specific risks.

- 2.09.9. assess, in conjunction with the H&S/Site Managers, the training needs of all employees who use work equipment.
- 2.09.10. in conjunction with the Site Manager, to only allow authorised persons on site, control and monitor all site activities, develop and implement the HS&E process and to ensure the maintenance of Site HS&E documentation.
- 2.09.11. ensure first aid boxes, first aid equipment, personal protective equipment and welfare facilities are provided and maintained in a serviceable condition.
- 2.09.12. ensure all risk from substances hazardous to health is assessed, method statements and all necessary documentation are available at all work places from commencement and throughout the programme of works.
- 2.09.13. ensure that the Company Safety Policy is implemented across the area under their responsibility.
- 2.09.14. consult, to receive and take appropriate action on all information and suggestions that may further the objectives of the Company Safety Policy.
- 2.09.15. ensure on completion of the contract that information necessary for the Site Health and Safety File is delivered to the customer, client or principle contractor.
- 2.09.16. make arrangements for the correct disposal of all waste generated by our work on site or as agreed with the main contractor.
- 2.09.17. coordinate site safety arrangement with the customer, client or principle contractor.
- 2.09.18. make, maintain and preserve all statutory records and documents, which must be passed to the Company Secretary at the completion of the contract for storage.

Supervisors

- 2.10. Are responsible to the Directors/Contracts Managers.

They will at commencement of the new project or as soon as is reasonably practicable:

- 2.10.1. appoint a competent persons to act in their absence.
- 2.10.2. be aware of, develop and implement the site HS&E process on site, with support from the Winters management team and provide necessary information to the customer, client or principle contractor for inclusion into the Site HS&E File.

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- 2.10.3. be in possession of all information necessary to ensure operations and procedures are carried out in accordance with relevant company practices and Legal Requirement, Codes of Practice, HS&E Guidance Notes, Manufacturers recommendations and method statements approved by the Contracts Manager.
- 2.10.4. have on site a Site Safety File with a copy of the company HS&E documentation, supplied by Winters management team, prescribed forms and registers appropriate to the current operations, and where applicable exhibit on site relevant notices.
- 2.10.5. supervise sub-contractors and all persons on site that are working for Winters & ensure that at least one person on site (one in four) are fluent in English and that the Company Safety Policy is implemented.
- 2.10.6. ensure all work equipment, personal protective equipment and emergency equipment required is available and maintained in serviceable condition to the manufacturers recommended standard and to ensure it is used where appropriate.
- 2.10.7. ensure participation in required tests, site Emergency and Evacuation plans as required by law, that Emergency procedures are displayed and evacuation notices are where all personnel that are affected can see them.
- 2.10.8. carry out a workplace and task assessment. Maintain first aid provision to a level appropriate to the operation. Ensure sufficient First Aiders or Appointed Persons arrangements are in place (such persons must be clearly identified during the induction process. Sites must display names and contact details in site office and adjacent to all first aid boxes). To take charge in the event of illness or injury and appoint someone to act as their deputy in this matter.
- 2.10.9. make reasonable enquiries regarding potential exposure to Asbestos (in writing) relating to the existence of asbestos insulation or asbestos cement products and to obtain copies of reports from the Principle Contractor/client or other persons charged with the duty to make such information available. If it is believed that asbestos has been found or there are other reasons to suspect that it may be present, all work in those areas must cease. The areas must be secured against accidental entry, signs must be posted. No further works may continue until the material has been analysed by an independent analyst and either provision made to remove the suspect material or a certificate is issued stating the areas are free from asbestos.
- 2.10.10. operate and monitor the compliance relating to the electrical work on site in compliance to the company requirements.
- 2.10.11. ensure that site rules are conveyed regarding personal protective equipment and that it is correctly kept and properly maintained and replaced as required.

- 2.10.12. promote the reduction of noise on site to the lowest practicable level and make adequate provision where necessary for hearing assessments and if necessary body vibration assessments prior to equipment were being used.
- 2.10.13. carry out risk assessments and implement measures to eliminate or control.
- 2.10.14. give instructions to all persons working on site, (or those who may be affected by operations of any serious or imminent hazard to which they may be exposed), in the measures needed to protect them, when they should stop work and proceed to a place of safety, together with the means of how to do so. Nominate and instruct sufficient persons to assist in discharging this duty.
- 2.10.15. consult, receive, transmit and where appropriate act upon information and suggestions concerning the safety performance of the Company, encourage the active participation of persons under their control to further the objectives of the Company Safety Policy.
- 2.10.16. report all accidents, illness and near misses to their Contract Manager and the Company H&S Manager. In case of death, serious injury and dangerous occurrences, notify the enforcing authority by the quickest available means.
- 2.10.17. promote the need to identify and clearly mark hazardous areas and take the necessary steps to prevent unauthorised access. Ensure site-specific risk assessments are produced and made available to operatives and ensure that the control measures identified on the risk assessment are adhered to.
- 2.10.18. ensure all waste is correctly stored and disposed of in accordance with the site waste procedures. Prevent so far as is reasonably practicable pollution of the atmosphere by the discharge of dusts, smoke or fumes and prevent the unauthorised discharge of effluent into coastal waters, rivers, streams or public sewage systems.
- 2.10.19. to help co-ordinate Site Fire Safety, along with the Site Manager and raise any concerns that that are raised.
- 2.10.20. ensure that notices served by the HSE/Environmental Health Officer/HMO Inspector of Health and Safety or other regulatory body are immediately passed on to the Contracts Manager or the Company H&S Manager.
- 2.10.21. ensure all new employees receive induction training and any further training which will help them maintain a safe work environment.

Operatives

2.11. Operatives are responsible to the Site Supervisor/Contract Manager

All operatives will;

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- 2.11.1. be in possession of the information and skills required to safely carry out the work for which they are employed.
- 2.11.2. report to the Site Contract Manager/Supervisor: -
 - 1. defective plant, machinery, tools and other equipment,
 - 2. systems of work or conduct that constitute a hazard,
 - 3. information and suggestions which may assist the safety performance of the company.
 - 4. all accidents or dangerous occurrences.
- 2.11.3. correctly use all tools, plant, machinery and items of safety equipment and personal protective equipment when appropriate or when so directed by a person in authority.
- 2.11.4. work in a manner, which ensures their own safety and that of others who may be affected by their activities.
- 2.11.5. be aware of, comply with & assist the Contract Manager/Supervisor in discharging their duties relating to the Site Emergency Plan and Evacuation procedures and the control of pollution and environmental protection measures.
- 2.11.6. sign in and out on the form supplied in Winters Site Safety File.
- 2.11.7. participate in any HS&E training that is required by the company or training that will maintain their/the companies level of competency.
- 2.11.8. fully co-operate in the implementation of the Company HS&E Policy and Site HS&E Plan.
- 2.11.9. Failure to comply with Winters HS&E Policy and its requirements or to misuse Personal Protective Equipment may lead to disciplinary action.

COMPANY SAFETY POLICY
PART 3

3. APPROVED WORKING PRACTICES AND USE OF EQUIPMENT

General

- 3.01. Copies of The Company Health, Safety and Environmental (HS&E) Manual and relevant Legislation/Approved Codes of Practice are held at the Company Offices. These are the standard works of reference for all persons charged with specific responsibilities under the Company HS&E Policy.
- 3.02. Persons named or charged with duties under this policy must ensure operations are carried out in accordance with established safe working practices and they should consult reference material held at the Company offices or seek advice. Sources of information include Health & Safety Manager. (07540501567 - 24 hours or office 01293 843 800) manufacturers, suppliers, trade organisations and the H&S Executive.

Employment

The Company fully complies with The Working Time Regulations 1998.

- 3.03. The Company representative engaging a person for employment or having an existing employee under his/her immediate supervision must ensure after making reasonable enquires that;
 - 3.03.1. They do not suffer any illness or disability and are not undergoing treatment or medication which would constitute a hazard to them or others when carrying out their work. Note: Registered Drug Addicts or Registered Alcoholics are required to make the facts and circumstances known to their immediate supervisor who will inform the Director responsible for Safety. Any employee or contractor found in possession of any substance or found using any substance or imbibing of alcohol that would or will render him unfit for work, will be dismissed immediately from the site in the first instance and may subsequently be dismissed from the Company after a formal disciplinary hearing.
 - 3.03.2. They are competent to carry out the work for which they were engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.
 - 3.03.3. Every employee is issued with a copy of Company HS&E policy and is fully conversant with the requirements and have agreed (in writing) to co-operate in the implementation of it. Further they will ensure the employees understand the importance which the Company places on achieving the objectives of the Policy. Employees are advised that breaches of this Policy or HS&E Legislation may (subject to normal disciplinary procedures, which are set out in the employee's terms and conditions of employment) give rise to termination of

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employment. Such breaches will include smoking on ANY Company premises or in ANY Company vehicle. A copy of the company formal disciplinary procedures is available at the Company Offices and will be issued to all employees on appointment.

- 3.03.4. They are made aware of the hazards to which they may be exposed to during the course of their employment and the preventive/protective measures taken to control such risks. They must be informed of the Emergency Procedures and Evacuation Plan and the findings of the Fire Risk assessment, the First Aid and welfare arrangement at their place or work.
- 3.03.5. Employees understand that it is a condition of employment by Winters Electrical Services Limited that they inform their immediate supervisor (or, in the case of matters which they wish to treat as confidential, to the Managing Director) of any illness, disability, medication or other condition to which they are subject to, which may constitute a hazard to themselves or others in the course of their work.

The Health & Safety of Young Persons

The Management of Health & Safety at Work Regulations 1999

- 3.04. Young persons under the age of 18 years of age will only be employed where circumstances allow for adequate supervision and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant machinery or work equipment is to be used the young person will be trained by a competent person and under constant supervision.

The Disability Discrimination Act 1997

- 3.05. A suitable and sufficient assessment will be made (prior to the employment or placement of persons falling into the scope of the Act) of the facilities and access arrangements, where necessary access arrangements will be adapted. Very careful consideration will be given to ensure the Health Safety & Welfare of such persons, especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises. The Company is an Equal Opportunities Employer; persons are employed on the basis of merit and skill.

Information

- 3.06. The efficient gathering, evaluation and publication of information on safe working practices (Approved Codes of Practice) occupational health, control of pollution and environmental protection is a basic requirement for the safe operation of the Company.
- 3.07. Information and suggestions concerning any aspect of the Company's safety performance gathered by personal observation, reports from outside bodies, manufacturers, publication etc. coming to the possession of any employee should be communicated to the Company Safety Committee via The Health and Safety Manager for evaluation,

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publication on the Company's notice boards and where appropriate, inclusion in the Company reference documents or HS&E Policy.

- 3.08. Reports of such information should be passed through normal Company HS&E channels (i.e. via co-ordinator). Urgent, personal or confidential matters should be communicated to the Managing Director direct.
- 3.09. The Company Safety Committee, which will meet each month, will be used as a forum at which all information, developments, requirements and suggestions will be reported, discussed and actioned. Safety performance will be monitored, objectives set and progress assessed.

Safety Committee

- 3.10. Representation;

Operations Director
Technical Director
Health and Safety Manager
Contracts Manager
Representative from operatives
Compliance Administrator
Representative of Small Works/Maintenance
- 3.11. The Committee will meet each month and a formal agenda will be circulated before the meeting.

Note: Reports where possible should be in writing
- 3.12. The Health and Safety Manager will publish the minutes of the Safety Committee Meeting by way of memoranda/Safety Noticeboard or amendments or additions to the Company HS&E Policy.

Environment

- 3.13. As a producer and Registered carrier of Controlled Waste the Company will conform to the requirements of the above legislation and The Waste Management (Duty of Care) Code of Practice.
- 3.14. Persons charged with duties under Part 2 of this Policy will familiarise themselves with, and conform to the above.
- 3.15. The Company will conduct its operations to ensure: -
 - 3.15.1. Noise is reduced to a minimum.
 - 3.15.2. The production of dust, smoke and fumes are kept to a minimum and controlled.

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- 3.15.3. No unauthorised discharges are made into any coastal waters, rivers, streams or public sewers.

Health Safety and Welfare

- 3.16. The Company has its own Health & Safety (H&S) Manager. The Health & Safety Manager is qualified by examination and is a member of various institutions and recognised safety organisations.
- 3.17. The H&S Manager will help assess new contracts as early as practicable, before commencement of work and where appropriate, arrange pre-operational consultation.
- 3.18. Copies of reports from H&S Manager will be received by the Managing Director (or his deputy) who will monitor Company reaction.
- 3.19. Contract Managers and Site Managers should make use of the services of H&S Manager, to assist in the discharge of their responsibilities under the Company HS&E Policy.

Reporting Accidents etc.

- 3.20. Persons responsible for the reporting of accidents and dangerous occurrences should immediately notify Health & Safety Manager and make reference to H&S leaflet IND453 on the subject; records of such reports must be kept.
- 3.21. Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence (Near Miss) on or attributable to any site, premises or operation for which Winters Electrical Services Ltd is working on, must immediately report the facts to the person in charge without delay and complete the relevant forms (entry into the accident book).
- 3.22. The person in charge of the site will, in cases of death, serious injury and dangerous occurrences, as specified in the Regulations, make a report by the quickest available means to the enforcing authority (usually the local office of the Health and Safety Executive), Director responsible for Winters H&S and Winters H&S Manager.
- 3.23. Illness, serious injuries, damage or dangerous occurrences will be reported to the Site Manager and the Safety Manager who will ensure the necessary records are made and action taken.
- 3.24. An Accident Book required to be kept at all sites and at the company office for the use of persons wishing to notify Winters Electrical Services Limited of injuries that have occurred on any of its sites that they are working on. Such details must be securely stored as required by the Data Protection Act.

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- 3.25. All entries in the register (Form B1 510) will be brought to the attention of The Contracts Manager and/or the Safety Manager who will institute any investigation or other action required.
- 3.26. Details of any accidents, Occupational illness will be reported to the Winters Safety Committee.
- 3.27. Further information reference Winters Safety **Instruction 19 and 36**

Health & Welfare

- 3.28. The Company will where appropriate and before work commences make such arrangements as are necessary to fully comply with Schedule 2 of the Construction (Design and Management) Regulations 2007; the Company will notify other contractors that such facilities are to be provided for them within any shared workplace as appropriate.
- 3.29. Further information reference Winters Safety **Instruction 24**

First Aid

- 3.30. Persons in charge of sites and premises must ensure the requisite number of First Aiders or appointed persons are available at places of work, first aid equipment (and the contents of first aid boxes are checked weekly) is of a standard recommended by the Approved Code of Practice L74 (2009) and equipment kept in their personal charge or that of an appointed person. They will take charge in the event of illness or injury and appoint a person to act in the event of their absence.
- 3.31. Where conditions, materials, processes or equipment cause special hazards, appropriate additional arrangements must be made.
- 3.32. Persons working away from sites or premises (i.e. maintenance staff) will be issued with travelling first aid and small fire extinguishers kits by the Company Safety Co-ordinator or appointed person.
- 3.33. Further information reference Winters Safety **Instruction 24**

Prevention of Trespass

Protecting the Public.

- 3.34. Steps must be taken to prevent unauthorised access to sites. As a general policy (subject to assessment) all sites will be enclosed by a 2 metre fence constructed from difficult to climb material and closed by gates of similar height which can be secured when the site is unattended, consideration must also be given to gaps under gates and fences.

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- 3.35. In the event that such a perimeter fence cannot be provided. excavations must be fenced, vehicles and plant immobilised, stores of material stabilised, electricity and gas isolated and secured, access to elevated areas prevented and whatever other precautions necessary to minimise danger taken. Excavations must be fenced or covered if there is foreseeable risk of persons falling into them.

Children

- 3.36. Reference should be made to RoSPA website and Building Site Safety and Children <http://www.rospace.com/school-college-safety/teaching-safety/resources/building-site/>

Working at Heights – (Fragile Roofs and Other Areas of Danger)

- 3.37. Work must not be undertaken until the necessary risk assessment has been completed and authority (Permit to Work) given in writing by The Site Manager or The Contract Manager.
- 3.38. Further information reference Winters Safety **Instruction 24**

Means of Access

- 3.39. All access equipment will conform to current British Standard Codes of Practice. Improvised means of access will not be used.

Scaffolds

- 3.40. Orders placed for scaffolds must require compliance with The Work at Height requirements and must specify the intended use and anticipated loads. Designs for scaffolding must be on site prior to scaffold erection commencement.
- 3.41. Before adopting and using scaffolds, a handing over certificate must be obtained from the erector, be on the site and the scaffold must be visually inspected by the person in charge of the site. The designer or a qualified engineer must approve scaffolds constructed to a design and certify in writing.
- 3.42. Scaffolds will be inspected before being taken into use by the person in charge and at the intervals required by statute. All inspections must be recorded in an approved format and immediate action taken to remedy faults.
- 3.43. Warning notices will be posted on all incomplete or otherwise unserviceable scaffolds.
- 3.44. Only competent persons specifically authorised by the person in charge of the site will make additions and alterations.
- 3.45. The designer or engineer must approve additions and alterations to design structures in writing.

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- 3.46. Persons working on cradles or suspended access platforms must be fully trained in their safe use, they will be provided with and use fall arrest equipment (e.g. full sit in harness conforming to BS. EN/CE) as required by The Lifting Operations and Lifting Equipment Regulations 1998.

Towers

- 3.47. Towers will be erected by competent trained persons and used in accordance with the manufacturer instructions. If fabricated from tube and fittings they must comply with the relevant British Standard Code of Practice and the recommendations in the Construction Safety Manual.
- 3.48. Mobile towers must never be moved when any person is aboard and must be inspected at the intervals required by the company procedures.

Ladders Steps, Trestles etc.

- 3.49. Will not be taken into use until:-
 - a) a full risk assessment has been produced explaining why a ladder/steps/trestles is/are to be used and the provisions made to prevent falls of persons or materials from such equipment.
 - b) the person in charge of the site or other competent person has inspected them and is satisfied that are serviceable. (a record of inspections should be kept on site) Ladders will be secured, footed, or braced to prevent movement; fall arrest equipment may be required. Note: - Footing a ladder will not prevent sideways movement and should only be considered as a last resort and the reason fully explained in the risk assessment.

General

- 3.50. No defective item of access equipment will be kept on any operational site. Defective items should be labelled and returned to the supplier without delay.

Abrasive Wheels

- 3.51. Persons in charge of sites will ensure operatives who are required to use abrasive wheels are competent to operate and instructed in the safe use of abrasive wheels, and that they are issued with and wear, eye protection and gloves to the appropriate current BS. EN/CE mark and will ensure areas where machines are to be used are kept clear and free from obstruction.

Lifting Equipment, Lifting Operations and Loads

- 3.52. Before taking lifting appliances etc. into use on sites the person in charge of the site must be satisfied that the appropriate test, thorough examination or stability certificate has

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been issued and is available on site from the commencement of lifting operations. For Tower Cranes they will also be responsible for ensuring the correct fee and notice is sent to the HSE. The person carrying out the required tests and examinations must be able to provide proof of their qualifications. {Refer to Regulation 8 Appointed Persons and BS 7121 Part 1}.

- 3.53. Subsequent periodic examinations etc. must be carried out as required by the regulations, an examination scheme will be developed for the company which will include provisions for the statutory reporting of defective equipment, and specified records will be kept.
- 3.54. Safe working loads must be prominently marked on the machines and must never be exceeded during use.
- 3.55. Only trained competent persons over the age of 18 may be appointed to operate equipment. Preference will be given to holders of the Construction Industry Training Boards or similar Plant Operators Certificates.

Excavations

- 3.56. A risk assessment will be produced and be available on site before any excavation works are commenced. The site must be surveyed using electronic detection apparatus to locate buried services. Reliance must not be placed on Public Utility maps and plans. Steps must be taken to ensure all underground services are located and made safe.
- 3.57. Sufficient materials for the adequate support and guarding of excavations must be on site before work is commenced.
- 3.58. Safe means of access and egress must be provided for all persons working in excavations at all times, tools, equipment, materials and spoil must be at least 1 metre from the edge of the excavation to prevent risk of injury to persons working in the excavation. Edge protection as required by the Work at Height Regulations 2005 must be installed to prevent falls.
- 3.59. The danger of the accumulation of toxic fumes and suffocating gases in excavations or other confined areas even when open to the atmosphere should be appreciated. Steps must be taken to establish there is no danger before workers are allowed to enter or remain in an excavation.
- 3.60. The operation of vehicles or heavy work equipment near excavations can cause collapse and must be prevented.
- 3.61. All excavations must be inspected before each day's work (by the person in charge of the site, or competent person appointed by him/her) or more frequently if conditions demand. Records will be kept of all such inspections.

Work Equipment and Vehicles

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- 3.62. All work equipment used in connection with the operations of the Company whether owned, leased, hired, supplied by contractors, employees or otherwise provided for work must comply with the Regulations. (All hand held tools and plant must have HAV ratings attached to them)
- 3.63. Persons charged with duties in part 2 of this policy in respect of provision, use and maintenance of work equipment and provision of training will follow the guidance to the Regulations published by the Health and Safety Executive. For woodworking machines refer to L114 Code of Practice
- 3.64. All hired, leased, new and newly acquired second hand equipment provided for use must comply with all the Regulations.
- 3.65. Operators of machinery will be appointed by the person in charge of the site; they will ensure they are fully instructed and competent in the safe operation of the equipment. Preference will be given to persons who have attended an approved course or hold an appropriate Construction Industry Training Board Operators certificate. Copies of their training certificates must be on site prior to commencement of use of machinery or plant. Refer to HSG 144.
- 3.66. Vehicles or machines, which are in any way faulty, must not be used until the faults are rectified.
- 3.67. Persons in charge of sites must ensure safe access for vehicles and take steps to prevent vehicles entering unsafe areas. They will, so far as possible, prevent company vehicles leaving site in an over loaded or dangerous condition. They must be vigilant and prevent vehicles or machinery, which do not conform to the standards of safety demanded by Winters Electrical Services Limited being used in areas for which they are responsible.

Manual Handling

- 3.68. The application of the Regulations and adherence to the guidance published by the Health and Safety Executive will form an important element in the drive to reduce injury in the Company operations. Mechanical lifting equipment will be used wherever practicable; this will avoid manual handling injuries.
- 3.69. The identification of hazards and the elimination or control of risks must take place at the earliest opportunity in each operation. Where possible assessments will be made and remedial measures taken at the planning stage. When tasks which pose risk of injury through manual handling are undertaken, the person immediately in charge of the operation will be responsible for carrying out an assessment and taking action if such action has not already been taken or if the circumstances have changed.
- 3.70. The Director responsible for safety will ensure training is provided to enable those charged with responsibilities under these Regulations to properly discharge them. He will also ensure resources are provided to reduce the need for manual handling to the minimum.

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3.71. Further information reference Winters Safety **Instruction 08**

Emergency Procedures

3.72. The person in charge of a site or premises in consultation with other designated or appointed persons will make arrangements appropriate to the local circumstances to deal with emergency situations (fire, explosion, spillage and contamination, rescue etc).

3.73. They will;

3.73.1. Induct and maintain a record of persons on the site or premises.

3.73.2. Carry out a survey, assess risks, devise and publish a plan for the rescue of persons using fall arrest/fall restraint and rope access equipment.

3.73.3. Obtain the equipment deemed necessary to deal with foreseeable emergencies (firefighting equipment, emergency lighting, means of escape, containment etc.)

3.73.4. Ensure sufficient emergency exits and escape routes are provided, kept clear, adequately lit and properly marked.

3.73.5. Designate an assembly area in the event of evacuation, appoint a person and nominate a deputy to account for persons known to be on site.

3.73.6. Appoint a person and nominate a deputy to summon assistance and where appropriate sound the alarm.

3.73.7. Appoint a person to take charge in his/her absence.

3.73.8. Ensure all persons affected are aware of the arrangements made, instructed in the use of equipment provided and procedures established and carry out drills and rehearsals.

3.73.9. Complete the emergency information card, which will be posted adjacent to the site telephone or near the first aid equipment.

3.73.10. Further information reference Winters Safety **Instruction 14**

The Confined Spaces

3.74. Prior to entering into any confined space a suitable and sufficient assessment shall be produced in writing. The assessment must include information about the quality of the air inside and immediately outside the confined space. The type of work to be undertaken, the duration of the work, how many persons are to enter, what equipment is to be used inside and immediately outside the confined space and must give precise information about emergency and evacuation procedures, what rescue and resuscitation equipment

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will be available and must give the names of the persons who are trained to carry out such rescues and use the resuscitation equipment.

Hazardous Substances and Contingencies

- 3.75. It is the responsibility of the Contracts Manager and Site Manager to make full rigorous enquiries at the earliest stages, when introducing new products onto the site and throughout every operation to identify substances falling within the scope of The Control of Substances Hazardous to Health Regulations and The Control of Asbestos at Work Regulations. They are to initiate and check site specific and generic assessments, maintain and update the Company Control of Substances Hazardous to Health system and comply with the legislation controlling work with asbestos, lead and radioactive substances etc. If asbestos is identified during the work process all work in the immediate area must cease, the area must be secured to prevent accidental access. Work must not re-commence until the necessary tests have been carried out and controls have been put in place to prevent employees and others being exposed to risks.
- 3.76. Site Managers and other persons charged with duties in respect of other Company areas and operations must also operate the Company Control of Substances Hazardous to Health system which includes adequate provision for the safe storage (Haz Chem Lockers or Haz Vaults) transport and disposal.
- 3.77. All employees must be alert to the potential dangers of unidentified materials, ACM's, pipelines and cables which may be unexpectedly encountered in the course of operations.
- 3.78. In such events the persons in charge of the site must be immediately informed and they will be responsible for taking action to protect all that may be affected and to make contact with the Contracts Manager to determine further action.
- 3.79. Examples of hazards that may be encountered are asbestos, chemical waste, lead, contaminated land, explosives, and fuels, munitions and unmapped mains services.
- 3.80. Further information reference Winters Safety **Instruction 07 and 36**

Personal Protective Equipment

- 3.81. Suitable personal protective equipment will be provided, maintained and inspected for all persons who may be exposed to risk to their health or safety except where and to the extent that the risk has adequately been controlled by other means. It is the responsibility of the person in charge of the workplace or site to ensure that adequate safe clean storage is provided for all P.P.E
- 3.82. It is Company Policy that short trousers are not to be worn at any time when on a Winters Electrical Services Limited site, or when representing the Company on any business. Persons wearing shorts will, in the first instance, be dismissed immediately from the site, with no pay and may subsequently be dismissed from the Company after a formal disciplinary hearing.

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- 3.83. This requirement is a condition of employment by the Company.
- 3.84. The Regulations and guidance published by the HSE, manufacturers and the industry associations will be followed by persons charged with duties by Part 2 of this Policy in the selection, purchasing, issue, use, storage, maintenance, provision of information or training, or who are in any way conducting Company operations where PPE is involved. Where necessary, Company guidance will be provided by the Director Responsible for Safety to ensure safe use.
- 3.85. Exposure to adverse weather, ionising radiation's, noise, vibration, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to Personal Protective Equipment.
- 3.86. The appropriate PPE must be worn and secured correctly at all times.
- 3.87. Further information reference Winters Safety **Instruction 11**

Head Protection

- 3.88. It is the policy of this Company that head protection must be worn by all persons at all times whilst at work on any site (unless otherwise exempt by statute). Construction Manager/Contracts Managers approval in writing will be required if other areas are to be exempt. A Written Risk Assessment must be submitted to either the Construction Manager or the Contracts Manager for approval before any area is exempted. The exemption will only be valid subject to the risk factor remaining unchanged.
- 3.89. This requirement is a condition for employment by the Company.
- 3.90. Persons in charge of work sites will ensure compliance with this rule and will suspend from site anyone who does not comply. They will ensure warning signs and notices are displayed where necessary to inform all persons who may be at risk.
- 3.91. Persons in charge of work sites will ensure an adequate supply of clean serviceable safety helmets is available for all persons visiting the site.
- 3.92. Further information reference Winters Safety **Instruction 07**

Noise

- 3.93. Persons in charge of sites or work places are responsible for ensuring compliance with The Control of Noise at Work Regulations 2005 Refer to L108 Reducing Noise at Work Guidance.
- 3.94. They will apply the standards and methods set out in the current Health and Safety Executive guidance to the Regulations as from time to time published e.g. (Control of Noise at Work 2005 and the Construction Safety Manual).

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3.95. Noise will be kept below the first action level or will be reduced to the lowest level reasonably practicable. If there is reason to believe the first action level has been reached a noise survey will be carried out, the results assessed and where practicable action taken to reduce impact on the environment or others that may be affected.

3.96. Further information reference Winters Safety **Instruction 30**

Training

3.97. The Director responsible for Safety, in liaison with Health & Safety Manager., will assess all training requirements and make arrangements for these to be met. Training achievement records will be kept; asbestos awareness training and asbestos refresher training will fall within this duty.

3.98. Courses in general safety education, hazard identification and risk assessments will be held within the Company as deemed necessary by the Director responsible for safety in consultation with H&S Manager

3.99. In addition, training in mounting abrasive wheels, first aid, site safety supervision, mobile towers, scaffold inspection, access equipment, ladders, will be arranged as required.

3.100. Training requirements and suggestions should be brought to the attention of the director responsible for Safety through normal Company channels (Health & Safety Co-ordinator) and will be discussed at the next meeting of the Company Safety Committee.

3.101. Further information reference Winters Safety **Instruction 09**

Induction Training

3.102. Induction Safety Training will be carried out by the Site Manager in the first instance, which will include, as necessary, Asbestos and Weill's disease. Further training, if necessary and information will be given by the Site Manager or Foreman when the new, transferred employee or Contractor arrives on site. Hazard identification, danger areas, preventative and protective measures, evacuation procedures emergency plan site safety rules, first aid provision and names of first aid persons etc. are subjects to be covered.

Electricity at Work

3.103. The Maintenance Manager is appointed to administer and monitor the Company Electricity at Work Scheme within the Company's Head Office and will make necessary modifications as may be indicated by on-going experience.

3.104. Only competent persons will work on electrical installations and equipment. **All operatives, whether directly employed or Contractor, have an obligation to provide the Company with details of ALL qualifications held & copies of ALL relevant training certificates, so as to confirm that they are competent to undertake required works.**

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- 3.105. Installations, electrical plant, portable tools and other electrical equipment must be constructed or manufactured to British or other appropriate standards. A completion certificate must be obtained from the installer in respect of every system before it is taken into use.
- 3.106. Installers specifications, drawing, manufacturers or other authoritative instructions for the safe use, maintenance and testing of electrical installations, plant, portable tools and other equipment must be obtained before it is taken into service, and kept for reference as long as the item remains in service.
- 3.107. Installations, plant, and equipment will be inspected, maintained and tested as recommended by the installer, manufacturer or other authority, tools falling into the scope of portable for on-site use will be inspected for integrity upon arrival on site and daily by the user before being used.
- 3.108. A competent person will inspect existing installations, plant, tools and equipment. Thereafter these will be maintained as recommended on the certificate of inspection or specified maintenance schedule.

Maintenance

- 3.109. Completion Certificates, Inspection Certificates, records of maintenance and testing will be kept in the Electricity at Work Scheme Register.
- 3.110. A maintenance diary will be kept to ensure future service requirements are satisfied.
- 3.111. Hired or otherwise obtained equipment must be included in this system.
- 3.112. Persons in charge of premises or sites over which the Company exercises control will ensure that electrical equipment brought on to such places by contractors or other person's is safe and maintained to the required Company standard..

Work On or Near Equipment Made Dead

- 3.113. When work is to be carried out on or near electrical equipment (such as redundant installations in premises) which have been made dead in order to prevent danger, a certificate will be obtained from the person carrying out the work detailing what work has been done and any precautions necessary which may include lock out procedures. Draft certificates are included in the Company Electricity at Work Register.
- 3.114. The manager in charge of the contract will issue a Permit to Work to the person in charge of the site; draft permits to work are included in the Company Electricity at Work Register.
- 3.115. Precautions and instructions detailed in the certificates and permits to work must be strictly adhered to.

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Work On or Near Live Conductors

- 3.116. When work is necessary on or near live conductors the Site Manager will inform the Contracts Manager, detailing the reasons making such work necessary and the precautions to be taken to ensure safety. The Contracts Manager will give authority in writing.).

Maintenance

- 3.117. Each installation and individual item of plant or equipment will be identified and marked.
- 3.118. Each item (as above) will be allocated a log sheet, filed in the Electricity at Work Register and kept for the life of the equipment.
- 3.119. The identification number of each item of equipment will be kept in the maintenance diary section of the Electricity at Work Register. The date of the next test will be entered into the register. On that date the item will be inspected tested and re certified, or the equipment will be taken out of use.
- 3.120. It is the responsibility of the appointed person to ensure the scheduled maintenance is performed, recorded on the log sheet and the next maintenance date entered in the diary.
- 3.121. The Log Sheet will detail; -
- a) Identity number
 - b) Date sheet started
 - c) Description
 - d) Make/model
 - e) Maintenance
 - f) Recall intervals
 - g) Tests required
 - h) Record of maintenance, tests and examinations
 - i) Signature of person carrying out or ordering the work

Display Screen Equipment

- 3.122. Persons charged with duties under Part 2 of this Policy having equipment as specified in the above Regulations under their control will ensure equipment and workstations comply. When carrying out a workplace / DSE assessment consideration must be given to the overall working environment in respect of glare, adequate lighting, heating and cooling, provision of fresh air, seating, space around and types of workstations provided.
- 3.123. Employees who use VDU's (Display Screens) for significant periods are advised to take regular short breaks and are entitled to (upon request) a free eye test, and if prescribed by a qualified optician basic level prescription spectacles at no personal expense, employees may wish to contribute towards fashion frames.

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3.124. Further information reference Winters Safety **Instruction 22**

Construction and Design Management Regulations 2015 (CDM2015)

All construction work must comply with CDM 2015 Regulations. Those projects that are notifiable to the HSE are those that last longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work. These project need to be notified as soon as possible before construction work starts.

Refer to the CDM 2015 guidance or Winters M1 20. Appendix 12 CDM Policy for further information on specific details of duty holder’s requirements

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