

WINTERS ELECTRICAL SERVICES LIMITED

COMPANY SAFETY POLICY

Includes
Organisation and Procedures
For
Implementing Policy

10th MAY 2010

WINTERS ELECTRICAL SERVICES LIMITED
COMPANY SAFETY 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, contractors and all others who may be affected by the Company's operations. The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.

1. 02. The Company will maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and the application of the best trade practices and codes of conduct. The risks to employees, 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 eliminate or 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 of risks to their health and safety and the preventative and protective measures taken
- Co-ordinating and co-operating with clients and other employees where necessary to promote health and safety
- Having regard to the capabilities and training of employees in relation to their work

1. 03. 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.

- 1.04. The Managing Director, Michael Winters, is responsible for the Health and Safety of Winters Electrical Services Limited. Mr Colin Rothery will deputise in his absence.

- 1.05. The policy will be continually reviewed, (minimum annually) and revised as required to meet the changing needs of the Company, technical innovation and legislative developments.

- 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 *M.J.Winters*

Date 10th May 2010

COMPANY SAFETY POLICY PART 2

2. ORGANISATION

Director Responsible for Safety

2. 01. The Managing Director, Michael Winters, has overall responsibility to ensure the Company Safety Policy is implemented. In his absence Colin Rothery will perform this duty.

Michael Winters will supervise the drafting, publication and distribution of the Company Safety Policy and subsequent amendments to all employees and others that may be affected; and will ensure adequate financial provision and human resources are available to implement the Company Safety Policy and all statutory requirements.

Directors and Officers

2. 02. Colin Rothery, Mike Flynn, Cliff Henderson & Gill Thredder are charged with the day to day safety management of the departments over which they exercise control.

They will, for departments over which they exercise control;

2. 02.01. Report the Company/Department safety performance and report dangerous occurrences, notifiable incidents and any notices, to the Board of Directors immediately they are known and ensure that records are kept (by the Company Secretary) and the insurance company informed.

2. 03. Ensure a suitable and sufficient assessment of the following:

2. 03.01. The risks to the health safety and welfare which all employees may be exposed to whilst they are at work.

- 2. 03.02. Make and give effect to 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 policy set out in part 1 of this document. Be aware of the contents of chapter 19 (section 1.1 to 1.7) of The Corporate Manslaughter and Corporate Homicide Act 2007. To comply with The Health and Safety at Work etc Act 1974, The Construction (Design and Management) Regulations 2007, Regulation 5 of The Management of Health and Safety at Work Regulations 1999 and where appropriate The Regulatory Reform (Fire Safety) Order 2005. Refer to Fire Safety in Construction HS (G) 168 and Fire Prevention on Construction Sites. 6th Edition 2006.
 - 2. 03.03. Make arrangements to ensure the Company's compliance with Schedule 2 of The Construction (Design and Management) Regulations 2007.
- 2.04. Appoint at least one competent person to assist them in their undertaking as required by Regulation 7 of The Management of Health and Safety at Work Regulations 1999;
- 2. 04.01. For each contract, after making reasonable enquiries, appoint, or make provision for competent persons to discharge the duties of Client, Designer, CDM Co-ordinator, Principal Contractor, & Contractor, all as required by The Construction (Design & Management Regulations) (ACOP HSG L144). Specific arrangements are as set out in part 3 of this policy.
2. 05. After consultation and agreement, appoint persons and deputies to carry out specific tasks in connection with implementing the Company Safety Policy as required by The Health and Safety (Consultation with Employees) Regulations 1996 (Amended).

2. 06. Assess all training needs and make necessary arrangements for these to be satisfied, including, where applicable, refresher training. Ensure all new employees, both site and office based, receive induction training and any further training which will help them maintain a safe work environment.
2. 07. Appoint, or make provision prior to issuing contractor orders for persons to conduct pre and post vetting of contractors and their appointed contractors as required by The Construction (Design and Management) Regulations 2007 ((ACOP HSG L144). Monitor the Company Safety Policies, Work 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. 08. Receive, evaluate, disseminate and, where appropriate, initiate action on all information coming into the Company, which may affect the Company's safety performance.
2. 09. Devise consultation procedures at all levels throughout the Company on Health, Safety & Welfare matters, as required by The Health and Safety (Consultation with Employees) Regulations 1996 (Amended).
2. 10. Arrange elections for a person to chair the Company Safety Committee meetings, which are held four times a year.
2. 11. Ensure the collection, maintenance and up-date of authoritative reference material on safe work methods, work equipment and personal protective equipment.
2. 12. Ensure Croners/Redgraves Health and Safety Manual or similar reference material and relevant Approved Codes of Practice are available for reference by all persons charged with duties under this policy.

2. 13. Arrange and supervise investigations into all accidents and dangerous occurrences. Receive and review reports, initiate remedial measures and oversee the submission of statutory reports e.g. (form 2508 revised). Put in place controls, devise procedures and arrange necessary training to prevent, where practicable, repeat accidents or dangerous occurrences.
2. 14. Make provision for such health surveillance (Company Medicals) as is appropriate to our operations as required by Regulation 6 of The Management of Health and Safety at Work Regulations 1999. Employees who know or believe they may have been exposed to Hazardous Chemicals, Lead, Asbestos, Silicates etc must, in the first instance, notify their immediate supervisor who will, through the Director Responsible for Safety, make the necessary arrangements for the employee to see an EMAS appointed Doctor or Consultant. The employee will at all times be kept fully advised of the findings or recommendations.

Contracts Manager

2. 15. All Contracts Managers are responsible to the Operations Director, Colin Rothery. Each of these persons has the day-to-day responsibility for Health and Safety on the sites over which they exercise control.
2. 16. In their absence the person appointed to fulfil their duties will also perform the duties assigned under the Company Safety Policy.
2. 17. For contracts under their control they are appointed;
2. 17.01. To chair site safety meetings, liaise with the client on all matters of safety and comply with the requirements of The Construction (Design and Management) Regulations 2007 and to monitor the standards and methods of work of all persons falling under his control or of others not under his control but whose methods of

- work or procedures could have a significant effect on the safety and welfare of his employees or contractors.
- 2. 17.02. Health and Safety co-ordinator to perform the duties as required by Regulation 11 of The Management of Health and Safety at Work Regulations 1999.
 - 2. 17.03. To ensure where given specific duties under The Construction (Design and Management) Regulations 2007 he will ensure compliance with the approved Code of Practice.
 - 2. 17.04. To ensure that emergency and evacuation procedures are tested at regular intervals, ensure records of such drills and tests are kept.
 - 2. 17.05. To make reasonable enquiries as required by the Control of Asbestos Regulations 2006 (in writing) relating to the existence of asbestos insulation or asbestos cement products and to obtain copies of reports from the CDM Co-ordinator 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 that or 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. 17.06. To 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. 17.07. To ensure the Managing Director and The London Building Safety Group is notified immediately of any

dangerous occurrences or notifiable incidents and ensure records are kept.

2. 18. Their statutory duties are: -

2. 18.01. To conduct, in conjunction with the Site Manager, **hazard and **risk assessments, control of hazardous substances and manual handling assessments for the identification, elimination or control of hazards at the earliest stage in every operation and monitoring the effectiveness of controls provided and to ensure that good housekeeping standards on sites are adopted and maintained.

**A hazard is anything with the potential to cause harm or injury and is to be assessed on a scale of 1 to 10, with 1 being the lowest hazard rating.

**Risk is the likelihood of a hazard causing harm or injury and is to be assessed on a scale of 1 to 10 with 1 being the lowest risk rating.

Note: The result of the hazard/risk assessment is to be calculated by the multiplication of; Hazard x Risk

Example – the situation has a;

1. High hazard scale 10 x a low risk scale 1, hence the hazard/risk assessment = 10.
2. Medium hazard scale 5 x high risk scale 9, hence the hazard/risk assessment = 45.

Table

Rating 1 – 40	= Low
Rating 41 – 70	= Medium
Rating 71 – 100	= High

2. 18.02. To assess, in conjunction with the Site Manager, the training needs of all employees who use work equipment which fall within the scope of The Provision and Use of Work Equipment Regulations 1998.

2. 18.03. In conjunction with the Site Manager, to only allow authorised persons on site, control and monitor all site activities, develop and implement the Health and Safety

- Plan and ensure the maintenance of Site Health and Safety documentation.
2. 18.04. To ensure first aid boxes, first aid rooms and equipment, personal protective equipment, work equipment and welfare facilities are provided and maintained in serviceable condition.
2. 18.05. To ensure approved risk/control of substances hazardous to health assessments, method statements, and all necessary documentation (to include where necessary the Health and Safety Plan) are available at all work places from commencement and throughout the programme of works.
2. 18.06. To ensure that throughout the works the Company Safety Policy is implemented.
2. 18.07. To consult, to receive and take appropriate action on all information and suggestions that may further the objectives of the Company Safety Policy.
2. 18.08. To ensure, on completion of the contract, that information necessary for the Health and Safety File is delivered to the CDM Co-ordinator/Client.
2. 18.09. To make arrangements for the correct disposal of all wastes and effluents in compliance with The Environment Act 2002, to ensure Site Waste Management Plans are prepared (by the client) for all contracts over £500,000 and to ensure site personnel on smaller contracts have a good understanding of waste management, recycling and reuse of site waste, The Environmental Protection Act 1990 and relevant codes of practice (Waste Management, The Duty of Care).
2. 18.10. To act as co-ordinator at the site establishment phase of contracts, to implement the requirements of The Regulatory Reform (Fire Safety) Order 2005 and the advice given in the Joint Code of Practice on The Protection from Fire on Construction Sites and Buildings Undergoing Renovation 6th Edition 2006. Reference should be made to Fire Safety in

Construction Work HSG 168 and HSG144 (The Safe use of Vehicles on Construction Sites).

Site Agents/Foreman

2. 19. Are responsible to the Directors/Contracts Managers
They will, at commencement or as soon as is reasonably practicable;
- 2. 19.01. Appoint a competent person to act in their absence.
 - 2. 19.02. Be aware of, develop and implement the Health and Safety Plan and provide necessary information to the CDM Co-ordinator for inclusion in the Health and Safety File.
 - 2. 19.03. Be in possession of all information necessary to ensure operations and procedures are carried out in accordance with relevant Approved Codes of Practice, HSE Guidance Notes, Manufacturers recommendations and method statements approved by the Contracts Manager.
 - 2. 19.04. Have in their possession all relevant Regulations, prescribed forms and registers appropriate to the current operations, exhibit on site relevant notices and make available the Company Safety Policy.
 - 2. 19.05. 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.
 - 2. 19.06. Supervise trades foremen, contractors and all persons on site to ensure the Company Safety Policy is implemented.
 - 2. 19.07. Ensure all work equipment, personal protective equipment and emergency equipment required is available and maintained in serviceable condition to the manufacturers recommended standard, and ensure it is used where appropriate.
 - 2. 19.08. Devise and implement and, where required, test site Emergency and Evacuation plans, as required by The Construction (Design and Management) Regulations

2007. Display Emergency and evacuation notices where all affected can see them.
2. 19.09. Carry out a workplace/task assessment (see L74), maintain first aid provision to a level appropriate to the operation (First Aid Regulations 1981 Code of Practice L74 revised 2009). Appoint sufficient First aiders/ Appointed Persons to take charge in the event of illness or injury and instruct / appoint someone to act as their deputy.
2. 19.10. Make reasonable enquiries (in writing) relating to the existence of asbestos insulation or asbestos cement products and obtain copies of reports from CDM Co-ordinators or other person 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 that or 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. Be vigilant and have control of all substances that may be hazardous to health on or coming onto site, and apply the Company Control of Substances Hazardous to Health system.
2. 19.11. Operate and monitor the Company Electricity at Work Regulations scheme.
2. 19.12. Make and display site rules, ensure compliance with the Personal Protective Equipment Regulations 1992.
2. 19.13. Reduce noise on site to the lowest practicable level and comply with The Control of Noise at Work Regulations 2005. Also refer to guidance note L108 Reducing Noise at Work 1998, and make provision for HAV and if necessary WBV assessments prior to equipment being used.

- 2. 19.14. Carry out risk assessments and implement measures to eliminate or control them when previously unidentified hazards are detected.
- 2. 19.15. 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 so doing. Nominate and instruct sufficient persons to assist in discharging this duty.
- 2. 19.16. 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. 19.17. Report all accidents, illness and dangerous occurrences to their Director/Contract Manager and the Company Safety Co-ordinator and The London Building Safety Group Ltd. In case of death, serious injury and dangerous occurrences, notify the enforcing authority (see clause 3.24) by the quickest available means as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (Amended).
- 2. 19.18. 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. 19.19. Ensure all waste is correctly stored and disposed of in accordance with the site waste management plan, The Environmental Protection Act 1990 and The Waste Management (Duty of Care) Code of Practice and the Hazardous Waste Regulations 2005. 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. 19.20. Act as Site Fire Safety Co-ordinator and carry out the duties specified in The Joint Code of Practice on the Protection from Fire on Construction sites and Buildings Undergoing Renovation 6th Edition 2006 and The Regulatory Reform (Fire Safety) Order 2005.
- 2. 19.21. Ensure that notices served by the HSE/Environmental Health Officer/HM Inspector of Health and Safety or other regulatory body are immediately passed on to the Contracts Manager/Supervising Officer.

Trade Foreman and Operatives

- 2. 20. Are responsible to the Site Manager
The Trades Foremen will;
 - 2. 20.01. Be in possession of the information and skills required to safely carry out the work for which they are employed.
 - 2. 20.02. Report to the Site Manager: -
 - a) defective plant, machinery, tools and other equipment,
 - b) systems of work or conduct that constitute a hazard,
 - c) information and suggestions which may assist the safety performance of the company.
 - d) all accidents or dangerous occurrences,
 - 2. 20.03. 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. Failure to use or to misuse Personal Protective Equipment may lead to disciplinary action.
 - 2. 20.04. Work in a manner, which ensures their own safety and that of others who may be affected by their activities.

- 2. 20.05. Be aware of, comply with and assist the Site Manager's in discharging their duties relating to the Site Emergency Plan and Evacuation procedures, and the control of pollution and environmental protection measures.
- 2. 20.06. Fully co-operate in the implementation of the Company Safety Policy and Site Health and Safety Plan.

Company Safety Co-Ordinator

- 2. 21 Mr Colin Rothery is the appointed Company Safety Co-Ordinator and will;
 - 2. 21.01. Arrange all necessary training courses in conjunction with The London Building Safety Group.
 - 2. 21.02. Liaise between Contract Managers/Site Managers and the group Managing Director.
 - 2. 21.03. Act as Secretary at Company Safety Committee meetings and will ensure the minutes of the meetings are circulated to all staff.
 - 2. 21.04. Distribute all safety information from The London Building Safety Group to staff and sites.

Company Office Manager

- 2. 22. Mrs Lisa Hammer is appointed to administer and monitor safety arrangements in the Company office and will report to the Director responsible for safety. The Office Manager will act as his deputy.
- 2. 23. She will carry out a risk assessment as required by Regulations 3 and 4 of the Management of Health and Safety at Work Regulations 1999 and The Display Screen Equipment Regulations 2002. She will also ensure that all new persons employed to work in the offices are fully inducted and are made aware of the emergency procedures and emergency escape routes.
- 2. 24. She will ensure;

- 2. 24.01. The terms of the fire certificate or the requirements of The Regulatory Reform (Fire Safety) Order 2005 are observed e.g. Evacuation routes and Emergency Exits are marked and kept clear.
- 2. 24.02. Arrange for a fire risk assessment to be carried out and maintain a record of all persons entering and leaving the premises.
- 2. 24.03. Hazardous areas are identified and clearly marked and the necessary steps are taken to prevent unauthorised access.
- 2. 24.04. An emergency and evacuation procedure is devised including the nomination of persons to raise the alarm, summon assistance and call the roll at designated assembly points. All arrangements and equipment are checked at regular intervals and a rehearsal is held at least every six months and ensures a record of such checks and rehearsals is kept.
- 2. 24.05. First aid provision is made and maintained to an appropriate standard as required by the first Aid Regulations 1981 and as recommended in the Code of Practice (L74 revised 2009). Ensure a person is appointed with a deputy to take charge in the event of illness or injury, and travelling first aid kits are issued to individuals as required.
- 2. 24.06. The reporting of accidents and dangerous occurrences, as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (amended), is carried out and the records maintained.
- 2. 24.07. The Company Control of Substances Hazardous to Health scheme fulfils the requirements of The Control of Substances Hazardous to Health (amendment) Regulations 2004.
- 2. 24.08. Waste produced on the premises is stored and disposed of in accordance with The Control of Pollution Act 1990 and The Waste Management, Duty of Care Regulations 1991.

- 2. 24.09. The training requirements for persons under her control are assessed and report such needs to the Director responsible for Safety.
- 2. 24.10. The Company Electricity at Work Scheme is applied to the premises and work equipment under her control.
- 2. 24.11. Provide inductions for all staff, arrange for regular fire drills and ensure all employees either have or have available to them a copy of the Company Health & Safety Policy.

COMPANY YARD

- 2. 25. Richard O'Leary is appointed to implement the Company Safety policy in the yard and depot, he will report to Colin Rothery, the Director responsible for safety.

- 2. 26. He will: -
 - 2. 26.01. Carry out a hazard/risk assessment as required by Regulations 3 and 4 of The Management of Health and Safety at Work Regulations 1999 in respect of hazards to persons employed in or affected by operations.
 - 2. 26.02. Ensure the requirements of The Regulatory Reform (Fire Safety) Order 2005 are complied with, and evacuation routes and emergency exits are marked and kept clear.
 - 2. 26.03. Ensure a record of persons entering and leaving the premises is kept.
 - 2. 26.04. Identify and clearly mark hazardous areas and take the necessary steps to prevent unauthorised access.
 - 2. 26.05. Ensure an Emergency and Evacuation procedure to include provision for acts of terrorism is devised including the nomination of persons to raise the alarm, summon assistance and call the roll at designated assembly points, all arrangements and equipment are checked at regular intervals and a rehearsal is held

- every six months and a record of such checks and rehearsals kept.
2. 26.06. Ensure first aid provision is made to an appropriate standard as required by the First Aid Regulations 1981 and recommended by the Approved Code of Practice (C.O.P. L74) and a person is appointed with a deputy to take charge in the event of illness or injury, and travelling first aid kits are issued to individuals as required.
2. 26.07. Ensure the reporting of accidents and dangerous occurrences, as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995(Amended 2004), is carried out and required records maintained.
2. 26.08. Ensure arrangements are made for the safe storage of gases and highly flammable liquids in accordance with The Dangerous Substances and Explosive Atmospheres Regulations 2002
2. 26.09. Ensure the necessary examinations of lifting tackle and lifting equipment are carried as required by The Lifting Operations and Lifting Equipment Regulations 1998. Ensure results of such examinations are recorded. This includes personal fall arrest and suspension equipment. Reference should be made to the Safe use of Lifting Equipment; A Code of Practice L113.
2. 26.10. Control the use and maintenance of Company work equipment and vehicles, institute and maintain necessary records as required by The Provision and Use of Work Equipment Regulations 1998 and The Lifting Operations and Lifting Equipment Regulations 1998.
2. 26.11. Administer the scheme for compliance with the Electricity at Work Regulations 1989 (see also The Electrical Equipment (Safety) Regulations 1994).
2. 26.12. Assess the training requirements for persons under his control and report such needs to the Director Responsible for Safety.

- 2. 26.13. Ensure the Company is registered as a Carrier of Controlled Waste in accordance with The Control of Pollution (Amendment) Act 1989.
- 2. 26.14. Ensure in respect of the premises for which he is responsible the requirements of the Control of Pollution Act 1974, The Environmental Protection Act 1990 and The Environment Act 1995 are adhered to.

COMPANY SAFETY POLICY

PART 3

3. APPROVED WORKING PRACTICES AND USE OF EQUIPMENT

General

3. 01. Copies of The Construction Safety Manual/Croners Health and Safety and relevant 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 Safety 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 office/s or seek advice. Sources of information include The London Building Safety Group Ltd. (01737 644066 24 hours) manufacturers, suppliers, trade organisations and the Health and Safety 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. 03.01. 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. 03.02. 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. 03.03. Every employee is issued with a copy of, and is fully conversant with, the Company Safety Policy and agrees (in writing) to co-operate in the implementation of the Policy. 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 Health and Safety 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 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. 03.04. They are made aware of the hazards to which they may be exposed during the course of their employment and the preventive and 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. 03.05. 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,

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 Co-ordinator for evaluation, publication on the Company's notice boards and, where appropriate, inclusion in the Company reference collection or Safety Policy.

3. 08. Reports of such information should be passed through normal Company health and safety 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 four times a year, 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;
Contracts Manager.
Site Agent.
Trades Foreman.
Operative.
Office Manager..
3. 11. The Committee will meet four times a year.
3. 12. Agenda;
Apologies for absence
Minutes of previous meeting
Matters arising
Report on Company performance (Chairman)
Representative reports
New legislation
Health Safety and Welfare
Training requirements
Any other Business

Note: Reports where possible should be in writing

3. 13. The Director responsible for Safety will publish the minutes of the Safety Committee Meeting by way of memoranda or amendments or additions to the Company Safety Policy.

Environment

The Environmental Protection Act 1990

The Environment Act 2002

The Pollution Prevention and Control (England and Wales) Regulations 2002

The Control of Pollution (Oil Storage) (England) Regulations 2001

The Hazardous Waste Regulations 2005

3. 14. 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. 15. Persons charged with duties under Part 2 of this Policy will familiarise themselves with, and conform to the above.
3. 16. The Company will conduct its operations to ensure: -
- 3. 16.01. Noise is reduced to a minimum.
 - 3. 16.02. The production of dust, smoke and fumes are kept to a minimum and controlled.
 - 3. 16.03. No unauthorised discharges are made into any coastal waters, rivers, streams or public sewers.
 - 3. 16.03 The Company Environmental Policy is implemented wherever practicable.

Health Safety and Welfare Advisers

3. 17. The Company is a member of The London Building Safety Group Ltd., which provides services including;
- Advice on existing, new and proposed legislation.
 - Reports.

- Planned and random site safety visits.
- Training.
- Hazard identification and risk assessment training.
- General safety advice and research.
- Accident investigation.
- Noise surveys.
- Dust surveys.
- Environmental monitoring.
- Asbestos analysis & identification.

All employees (excluding Directors and secretarial staff) of The London Building Safety Group Ltd are qualified by examination and are members of various institutions and recognised safety organisations.

3. 18. The Contracts Manager will ensure notice is given of new contracts to The London Building Safety Group Ltd. as early as practicable, before commencement of work and, where appropriate, arrange pre-operational consultation.
3. 19. Site notifications must nominate the site representative to whom the Safety Adviser will report and who will be responsible for taking any appropriate action.
3. 20. Copies of reports from The London Building Safety Group Ltd. will be received by the Operations Director who will monitor Company reaction.
3. 21. Contract Managers and Site Managers should make use of the services of The London Building Safety Group Ltd, to assist in the discharge of their responsibilities under the Company Safety Policy.

Reporting Accidents etc.

Reporting Injuries Diseases and Dangerous Occurrences Regulations 1995

3. 22. Persons responsible for the reporting of accidents and dangerous occurrences should immediately notify the London Building Safety Group and make reference to Health and Safety Series booklet HSG 23 on the subject. Records of such reports must be kept.
3. 23. Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence on or attributable to any site, premises or operation for which Winters Electrical Services Limited is responsible, must report the facts to the person immediately in charge, without delay.
3. 24. 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) and The London Building Safety Group Ltd.
3. 25. Illness, serious injuries, damage or dangerous occurrences will be reported to the Site Manager and the Safety Co-ordinator who will cause the necessary records to be made.
3. 26. An Accident Book (Form B1 510 ISBN No 07176 26032), required to be kept by employers under Regulation 23, Social Services (Claims and Payments) Regulations, will 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 or premises in accordance with Section 88 Social Services Act 1975. Such details must be sent to secure storage as required by the Data Protection Act.
3. 27. All entries in the register (Form B1 510) will be brought to the attention of The Contracts Manager and/or The Safety Co-Ordinator, who will institute any investigation or other action required.

Health & Welfare

The Construction (Design and Management) Regulations 2007

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.

First Aid

The Health and Safety (First Aid) Regulations 1981

3. 29. Persons in charge of sites and premises must ensure the requisite number of First Aiders or appointed persons are available at places of work, that first aid equipment (and the contents of first aid boxes -- checked weekly) is of a standard recommended by the Approved Code of Practice L74(2009), and that equipment is 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. 30. Where conditions, materials, processes or equipment cause special hazards, appropriate additional arrangements must be made.
3. 31. 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.

Prevention of Trespass

Protecting the Public. Your Next Move Refer to HSG151

3. 32. 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.

3. 33. 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. 34. Reference should be made to Health and Safety Executive Guidance Notes G.S. 7 Accidents to Children on Construction Sites (out of print but still very relevant).

Working Places

The Construction (Design and Management) Regulations 2007

The Work at Height Regulations 2005

The above Regulations set the standards for places of work and must be complied with; several Regulations are subject to, 'so far as is reasonably practicable'. Careful consideration must be given to Regulations where this caveat exists.

The Regulations are set out in the following order;

- | | | |
|--------|--|---|
| 3. 35. | Reg. 1. 2. & 3.

CDM Part 2 & 3
CDM Part 4 Reg 26.

WAH Reg. 7.
WAH Reg. 8.

CDM Part 4 Reg 28
CDM Part 4 Reg 29
CDM Part 4 Reg 30
CDM Part 4 Reg 31
CDM Part 4 Reg 32
CDM Part 4 Reg 35
CDM Part 4 Reg 36 | Deal with Citation, Commencement, Interpretation and Application.

Duty Holders.
Places of work. Falls of persons. (see also Work at Height Regs 2005)

Fragile materials.
Falling objects materials.

Stability of structures.
Demolition and Dismantling.
Explosives.
Excavations.
Cofferdams and Caissons.
Prevention of drowning.
Traffic routes. |
|--------|--|---|

CDM Part 4 Reg 37	Vehicles.
CDM Part 4 Reg 38	Prevention of risk from fire etc.
CDM Reg 40	Emergency routes and exits.
CDM Reg 39	Emergency procedures.
CDM Reg 41	Fire detection and fire fighting.
CDM Schedule 2	Welfare facilities.
CDM Reg 42	Fresh air.
CDM Reg 43	Temperature and weather protection.
CDM Reg 44	Lighting.
CDM Reg 27	Good order.

Copies of these Regulations are available at the Company offices or The London Building Safety Group Ltd. The Company will comply with the above Regulations.

Fragile Roofs and Other Areas of Danger

The Work at Height Regulations 2005

3. 36. 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. Reference should be made to HSG 33.

Means of Access

3. 37. All access equipment will conform to the Work at Height Regulations 2005, The Construction (Design and Management) Regulations 2007 and current British Standard Codes of Practice. Improvised means of access will not be used.

Scaffolds

3. 38. Orders placed for scaffolds must require compliance with The Work at Height Regulations 2005, The Construction (Design and Management) Regulations 2007 and BS EN12811-1(2005) and must specify the intended use and anticipated loads. Designs for scaffolding must be on site prior to scaffold erection commencement.

- 3. 39. 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. 40. 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. 41. Warning notices will be posted on all incomplete or otherwise unserviceable scaffolds.
- 3. 42. Only competent persons specifically authorised by the person in charge of the site will make additions and alterations.
- 3. 43. The designer or engineer must approve additions and alterations to design structures in writing.
- 3. 44. 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. 45. 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. 46. Mobile towers must never be moved when any person is aboard and must be inspected at the intervals required by the Work at Height Regulations 2005.

Ladders Steps, Trestles etc

3. 47. Will not be taken into use until:-
- (A) A full risk assessment has been produced explaining why 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 they 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, with the reason fully explained in the risk assessment.

General

3. 48. 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. 49. 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. They will ensure areas where machines are to be used are kept clear and free from obstruction.

Lifting Equipment, Lifting Operations and Loads

The Lifting Operations and Lifting Equipment Regulations 1998

The Tower Cranes Regulations 2010

3. 50. 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 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 Person and BS 7121 Part 1}
3. 51. 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. 52. Safe working loads must be prominently marked on the machines and must never be exceeded during use.
3. 53. 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

The Management of Health and Safety at Work Regulations 1999

The Confined Spaces Regulation 1997

The Construction (Design and Management) Regulations 2007

The Work at Height Regulations 2005

3. 54. 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. 55. Sufficient materials for the adequate support and guarding of excavations must be on site before work is commenced.
- 3. 56. 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. 57. 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. 58. The operation of vehicles or heavy work equipment near excavations can cause collapse and must be prevented.
- 3. 59. All excavations must be inspected before each days 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

The Provision and Use of Work Equipment Regulations 1998

The Control of Vibration at Work Regulations 2005

- 3. 60. 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. 61. 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. 62. All hired, leased, new and newly acquired second hand equipment provided for use must comply with all the Regulations.
- 3. 63. 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. 64. Vehicles or machines, which are in any way faulty, must not be used until the faults are rectified.
- 3. 65. 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 overloaded 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

The Manual Handling Operations Regulations 1992

- 3. 66. 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. 67. 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. 68. 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.

Emergency Procedures

The Management of Health and Safety at Work Regulations 1999

The Construction (Design and Management) Regulations 2007

The Work at Height Regulations 2005

3. 69. 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. 70. He/she will;
- 3. 70.01. Induct and maintain a record of persons on the site or premises.
 - 3. 70.02. 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. 70.03. Obtain the equipment deemed necessary to deal with foreseeable emergencies (fire fighting equipment, emergency lighting, means of escape, containment etc.)
 - 3. 70.04. Ensure sufficient emergency exits and escape routes are provided, kept clear, adequately lit and properly marked.

- 3. 70.05. 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. 70.06. Appoint a person and nominate a deputy to summon assistance and where appropriate sound the alarm.
- 3. 70.07. Appoint a person to take charge in his/her absence.
- 3. 70.08. 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. 70.09. Complete the emergency information card, which will be posted adjacent to the site telephone or near the first aid equipment.

The Confined Spaces Regulations 1997

- 3. 71. 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. It must also include 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. It should detail what rescue and resuscitation equipment 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

The Control of Substances Hazardous to Health (amendment) Regulations 2004

The Control of Asbestos at Work 2006

The Control of Lead at Work Regulations 2002

The Chemicals (Hazard Information & Packaging) (Amendment) Regulations 2009

The Pollution Prevention and Control (England & Wales) Regulations 2002

The Hazardous Waste Regulations 2005

**The Waste Electrical and Electronic Equipment (Waste Management Licensing)
(England and Wales) Regulations 2006**

3. 72. 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. 73. 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. This includes adequate provision for safe storage (Haz Chem Lockers or Haz Vaults), transport and disposal.
3. 74. All employees must be alert to the potential dangers of unidentified materials, pipelines and cables which may be unexpectedly encountered in the course of operations.
3. 75. In such events the persons in charge of the site must be immediately informed and he/she 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. 76. Examples of hazards that may be encountered are asbestos, chemical waste, lead, contaminated land, explosives, and fuels, munitions and unmapped mains services.

Personal Protective Equipment

The Control of Lead at Work Regulations 2002

The Ionising Radiation's Regulations 1999

The Control of Asbestos Regulations 2006

The Control of Substances Hazardous to Health (amendment) Regulations 2004

The Control of Noise at Work Regulations 2005 (Ref. L108 Reducing Noise at Work Guidance).

The Personal Protective Equipment at Work Regulations 2002

The Work at Height Regulations 2005

The Construction (Head Protection) Regulations 1989

The Confined Spaces Regulations 1997

The Control of Vibration at Work Regulations 2005

3. 77. 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. 78. 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.
3. 79. This requirement is a condition of employment by the Company.
3. 80. 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 thereof.

3. 81. 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.

Head Protection

The Personal Protective Equipment Regulations 2002

The Construction (Head Protection) Regulations 1989

3. 82. 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. 83. This requirement is a condition for employment by the Company.
3. 84. 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. 85. Persons in charge of work sites will ensure an adequate supply of clean serviceable safety helmets is available for all persons visiting the site.

Noise

3. 86. 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. 87. 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).
3. 88. 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.

Training

3. 89. The Director responsible for Safety, in liaison with The London Building Safety Group Ltd., will assess all training requirements and will make arrangements for these to be met. Training achievement records will be kept.
3. 90. 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 The London Building Safety Group Ltd
3. 91. In addition, training in mounting abrasive wheels, first aid, site safety supervision, mobile towers, scaffold inspection, access equipment, ladders, excavations, The Work at Height Regulations, The Control of Substances Hazardous to Health, The Management of Health and Safety at Work Regulations, and The Health and Safety at Work Act etc will be arranged as required.
3. 92. Training requirements and suggestions should be brought to the attention of the Director responsible for Safety through normal Company channels (Health & Safety Co-ordinator). These will be discussed at the next meeting of the Company Safety Committee.

Induction Training

3. 93. Induction Safety Training will be carried out by the Site Manager in the first instance. Further training and information, if necessary, will be given by the Site Manager or Foreman when the new or 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 etc. are subjects to be covered.

The Electricity at Work Regulations 1989

3. 94. The Office 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. 95. 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.**
3. 96. 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. 97. Installers specifications, drawings, 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. 98. 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 thereafter on a daily basis by the user before being used.

3. 99. A competent person will inspect existing installations, plant, tools and equipment. Thereafter it shall be maintained as recommended on the certificate of inspection or specified maintenance schedule.

Maintenance

3. 100. Completion Certificates, Inspection Certificates and records of maintenance and testing will be kept in the Electricity at Work Scheme Register.
3. 101. A maintenance diary will be kept to ensure future service requirements are satisfied.
3. 102. Hired or otherwise obtained equipment must be included in this system.
3. 103. 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. Refer to 3. 97. and 3. 99.

Work On or Near Equipment Made Dead

3. 104. 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. 105. 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. 106. Precautions and instructions detailed in the certificates and Permits to Work must be strictly adhered to.

Work On or Near Live Conductors

3. 107. 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. (Refer to 3.104 above)

Maintenance

3. 108. Each installation and each individual item of plant or equipment will be identified and marked.
3. 109. 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. 110. 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. Where necessary, remedial works will be carried out, or the equipment will be taken out of use.
3. 111. 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. 112. 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

Health and Safety (Display Screen Equipment) Regulations 2002

3. 113. 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. Employees who use VDU's (Display Screens) for significant periods are advised to take regular short breaks and are entitled (upon request), to 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.

APPENDICES

The Construction (Design and Management) Regulations 2007 (Approved Code of Practice HSG L144 2007)

3. 114. Reference must be made to;

Managing Construction for Health and Safety (the approved code of practice ISBN 0-7176-2139-1)

Designing for Health and Safety in Construction (ISBN 0-7176-0807-7)

CDM Code of Practice (C250 ISBN 978-0-7176-6223-4 Feb 2007)

A Guide to Managing Health and Safety in Construction (ISBN 0-7176-0755-0)

The following sets out the **Key Tasks** during the various phases of a project which, depending upon whether we are acting as Client, Designer, Principal Contractor, CDM Co-ordinator, Contractor or in fact any combination of all positions, we will adopt.

Acting as The Client we will;

- Determine if the project falls within the scope of the CDM Regulations.
- Appoint a CDM Co-ordinator.
- Be reasonably satisfied that the CDM Co-ordinator and any designer(s) whom we may appoint to prepare a design are competent and have made adequate provision for health and safety.
- Provide the CDM Co-ordinator and designers with information relevant to the health and safety of the project.
- Ref to ACoP 2007 The Role of the Client

Acting as The CDM Co-ordinator we will;

- Notify the project to the Health and Safety Executive.
- If requested, give advice to the client on the competence and adequacy of provisions for health and safety by designers.

- Ensure co-operation between designers.
- Ensure, so far as is reasonably practicable, designers comply with their duties.
- Refer to The Role of the CDM Co-ordinator

Acting as The Designer we will;

- Make the client aware of its/their duties.
- Identify the significant health and safety hazards and risks of any design work.
- Give adequate regard for the hierarchy of risk control.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the CDM Co-ordinator and, where appropriate, other designers involved in the project.
- Refer to ACoP The Role of The Designer

Key Tasks During the Design and Planning Stage

Acting as The Client we will;

- Provide the CDM Co-ordinator and designers with information relevant to the health and safety of the project, as this becomes available.
- Be reasonably satisfied that any designer(s) who the client arranges to prepare a design are competent and have made adequate provision for health and safety.

Acting as The CDM Co-ordinator we will;

- If requested, give advice to the client on the designer's competence and adequacy of provision for health and safety.
- Ensure designers continue to co-operate.
- Ensure designers comply with their duties.

Acting as The Designer we will;

- Make the client aware of its duties.
- Identify the significant health and safety hazards and risks of any design work.

- Give adequate regard to the hierarchy of any risk control measures.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the CDM Co-ordinator and, where appropriate, other designers involved in the project.

Tender/Selection Stage

Tender Documentation

Enables prospective principal contractors to be fully aware of the project's health, safety and welfare requirements, particularly;

- The significant health and safety risks (especially those requiring specific resources).
- The standards to be applied to control the significant health and safety risks.
- Other specific details which might be laid down by the client (e.g. Requirements for monitoring health and safety performance and project rules).

In response to the tender documentation, prospective principal contractors should provide the following;

- Their health and safety policy and details of their organisation for its implementation.
- An outline submission giving evidence that health and safety has been adequately provided for in tender submissions, in accordance with the pre-tender health and safety plan (information).
- HSG L144 What principal contractors must do.
- Clear specification of the resources to control and manage the major health and safety risks.
- Evidence of competence to carry out the construction work to the requirements of health and safety legislation.
- Send out health and safety questionnaire with enquiry.

Key Tasks During the Construction Phase

Acting as The Client we will;

- Ensure construction work does not begin until a suitable health and safety plan has been prepared. We must comply with health and safety legislation where the client's work activities or undertaking may be affected by the construction work.
- Be reasonably satisfied that all contractors who the client arranges to carry out construction work are competent and have made adequate provision for health and safety (e.g. 'nominated contractors').

Acting as The CDM Co-ordinator we will;

- If requested, provide advice to the client on the principal contractor's health and safety plan.
- Ensure designers comply with their duties and co-operate.
- Continue to prepare the health and safety file.
- Refer to ACoP The Health & Safety File

Acting as The Designer we will;

- Identify the significant health and safety hazards and risks of on-going design work e.g. temporary works, variations and further elements of detailed design.
- Give adequate regard to the hierarchy of risk control.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the CDM Co-ordinator and, where appropriate, other designers involved in the project.

Acting as The Principal Contractor we will;

- Develop and implement the health and safety plan.

- Be reasonably satisfied that, when arranging for a contractor to carry out construction work, they are competent and have made adequate provision for health and safety.
- Obtain and check risk assessments and method statements from contractors.
- Ensure the co-ordination and co-operation of contractors (particularly under the CDM Regulations 2007).
- Ensure site awareness training for health and safety is carried out.
- Have appropriate communication arrangements on site between contractors, for health and safety.
- Have arrangements for discussing health and safety matters with people on site.
- Only allow authorised people onto site.
- Display notification details.
- Monitor health and safety performances.
- Pass information to the CDM Co-ordinator for the health and safety file.

References should also be made to:-

ACOP The Health & Safety Plan during the Construction phase.

CONFIRMATION of RECEIPT

I _____(Print Name), acting on behalf of
_____(Company Name), acknowledge receipt of & undertake to read & comply with the requirements of Parts 1, 2 & 3 of the Company Safety Policy.

I understand that compliance with the Company Safety Policy forms part of the terms & conditions of my employment with Winters Electrical Services Limited (whether directly employed, or employed as a Contractor).

Failure to comply with the Company Safety Policy will result in removal from site, & may result in dismissal, without notice (if a Contractor, any costs associated with such dismissal will be deducted from any monies due).

Signed _____

Print name _____

On Behalf of
(Company Name) _____

Date _____

Signed _____

On Behalf of _____ Winters Electrical Services Limited _____

Issue Date _____