

Electrix Solutions Ltd

Health and Safety Policy Statement

We believe that high standards of health and safety control are an essential part of business management, and rank in equal importance with other fundamental business elements.

We recognise our health and safety duties under the Health and Safety at Work Etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and codes of practice for our workplace.

Our accident and near-miss incident prevention function is an integral part of operational management. The main objective is the elimination of accident and incident causes. Therefore, as a matter of policy we will take all reasonable care to protect all employees and others who may be affected by our activities and facilities, by employing competent employees, implementing safe operating procedures and safe systems of work to eliminate foreseeable hazards.

We will also take all practical steps necessary to prevent or diminish harmful impacts on the environment, which may result from our activities or products. We will respect legal standards and will implement changes that are appropriate to achieve compliance.

The Managing Director has the overall responsibility for effective health and safety management in the workplace. He will also act as the Director responsible for Safety to oversee health and safety matters in the workplace. The Director responsible for Safety will ensure that the necessary resources and arrangements are provided for the implementation, monitoring and reviewing of this Policy and associated safety arrangements. They will also ensure that if a competent employee is not available, an external source of competent assistance and advice will be sought. It is the responsibility of the Director responsible for Safety and the Health and Safety Co-ordinator to ensure we achieve day-to-day health and safety compliance in the workplace and to liaise with our competent advisor.

All employees must comply with the legal obligations placed upon them, and co-operate with us in meeting our legal requirements and responsibilities.

We will provide appropriate information, instruction, training and supervision, and will involve employees in all health and safety matters concerning them through a process of consultation and communication.

SIGNED:

POSITION: MANAGING DIRECTOR

DATE:

HEALTH & SAFETY RESPONSIBILITIES

We have many responsibilities under health and safety legislation towards:

- our employees;
- clients and business visitors;
- contractors and sub contract labour;
- members of the general public.

The Company's obligations can only be met by ensuring that all our employees carry out their own individual responsibilities.

EMPLOYEES AT ALL LEVELS

As an employee of this Company it is your individual responsibility and duty to:

- a) take reasonable care of your own health, safety and welfare
- b) take reasonable care of your fellow workers and others health and safety who may be affected by your acts or omissions while at work
- c) co-operate with the Company in regard to its health and safety responsibilities and duties
- d) not interfere with, or misuse anything provided in the interest of health, safety or welfare
- e) be aware of your health and safety responsibilities and duties as imposed by legislation and management, and ensure all work you carry out complies with them
- f) readily accept training, instruction, information and supervision to allow you to carry out your job in a safe manner
- g) provide assistance to the Director responsible for Safety and the Health and Safety Co-ordinator in fulfilling their safety related duties
- h) report all potential hazards to your manager or the Health and Safety Co-ordinator immediately
- i) as you work, you do not leave materials, stock or equipment where there may be a danger of other employees and other persons in the premises tripping over them
- j) ensure you are aware of the hazards and risks associated with your job
- k) inform the Company as soon as practicable if you discover you are pregnant so we can ensure you are not undertaking any activities which may put you or your unborn child at risk
- l) always wear personal protective equipment issued to you by the company when working in areas of potential risk or health hazards

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- m) ensure due care and attention is paid when handling, stacking, loading and unloading equipment or materials in the workplace and on site
- n) ensure your display screen equipment is set-up correctly and comfortably for your use
- o) only operate workplace equipment you are competent, trained and authorised to use
- p) ensure all workplace equipment under your control is operated in a safe and competent manner, using appropriate safeguards and safe systems of work
- q) ensure all work activities involving working at height are carried out using the appropriate access equipment
- r) pay due care and attention when handling and using hazardous substances ensuring you adhere to the relevant safety data sheets or COSHH¹ assessments
- s) assist the Director responsible for Safety in investigating accidents or near miss incidents which occur in your area of work
- t) ensure all accidents, near-miss incidents and motor vehicle accidents you are involved in whilst at work are reported to the appropriate person verbally and details entered into the accident book or report form as soon as possible
- u) ensure any vehicle you operate for company business is road legal and you hold an appropriate valid driving licence. A copy of this licence must be given to the company prior to driving any vehicle for company business.
- v) ensure you are familiar with the fire emergency action plan in place for our premises
- w) ensure you are familiar with the first-aid arrangements on our premises
- x) report any electrical faults immediately to the Health and Safety Co-ordinator. Do not attempt to repair any fault yourself unless you are trained and authorised to do so.
- y) ensure visitors and clients under your control adhere to our health and safety rules and procedures
- z) inform the Managing Director of any medical condition or medication you are taking which may affect your ability to work in a safe manner
- aa) ensure that you or visitors under your control do not smoke within our premises or in relevant company vehicles

REMEMBER

ANYONE FOUND WORKING TO THEIR OWN, OR OTHER PERSONS DETRIMENT, OR IN DISREGARD TO THIS POLICY OR OTHER HEALTH AND SAFETY PROCEDURE, COULD BE HELD PERSONALLY RESPONSIBLE IN LAW. THEY MAY ALSO BE SUBJECT TO DISCIPLINARY PROCEEDINGS THAT MAY LEAD TO THEIR DISMISSAL FROM ELECTRIX SOLUTIONS LTD.

¹ COSHH = Control of Substances Hazardous to Health

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**MANAGING DIRECTOR &
DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY:
DAVID MARRIOTT**

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- All senior management are fully aware of their health, safety and welfare duties required for our Company, employees and others that may be affected by our work activities.
- You are aware of the statutory requirements affecting our Company.
- The Company has a suitable means of being made aware of current legislative requirements and being kept up-to-date with any changes that may occur to these requirements.
- This Policy is stated in writing, and brought to the attention of all employees¹ and contractors used on a regular basis.
- Provisions are in place for employees to be made aware of, and instructed in their responsibilities as imposed by legislation and company safety requirements.
- Systems are in place to review and up-date this document :
 - a) annually; or
 - b) when significant changes in legislation or best practice occur; or
 - c) when significant employment changes occur; or
 - d) when new plant, equipment or process is introduced
- Sufficient arrangements, facilities and finances are available to fully implement this Policy successfully and appropriately.
- Safe systems of work are in operation for all identified work activities and hazards and they are regularly reviewed to determine their suitability for the Company.
- An employee induction programme is in operation and an on-going health and safety training programme is available and in place for all employees.
- The Company's health and safety management performance is reviewed at least annually and any corrective action needed is taken to implement new procedures and control measures.
- You act as the Director responsible for Safety ensuring the Company is complying with its health and

¹ All employees refer to full-time, part-time and temporary staff.

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safety duties.

- A Health and Safety Co-ordinator is nominated to manage day-to-day health and safety arrangements and to implement this policy on your behalf.
- If a competent safety trained employee is not employed within the company, a "Competent Advisor"¹ is nominated to advise the Company on health and safety matters.
- The Health and Safety Co-ordinator will liaise with Safety Shield Ltd, our "Competent Advisors" for health and safety matters.
- Working in partnership with the Health and Safety Co-ordinator you assist whenever necessary in carrying out their safety related duties.
- The person who has control over the company premises (responsible person) complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Accidents and near-miss incidents are thoroughly investigated by you or a competent member of management and you are made fully aware of the investigation findings.
- You or a competent member of management appropriately reports RIDDOR² accidents and incidents to the RIDDOR Incident Centre.
- All persons working on or visiting company premises or using company vehicles adhere to the smoke-free requirements in place.
- You lead by example and always adopt safe working practices in the workplace and wear the correct personal protective equipment.

¹ As required by Section 7 of the Management of Health and Safety at Work Regulations 1999.

² Reporting of Injuries, Disease and Dangerous Occurrences Regulations

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HEALTH & SAFETY CO-ORDINATOR: MARY WALLACE

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- The Managing Director is kept informed of all health, safety and welfare issues concerning the implementation of this policy.
- You are aware of the statutory requirements affecting our Company, and have necessary competence, resources and support from the management to ensure they are being fully implemented.
- You have enough time and suitable knowledge to carry out this role to the best of your abilities.
- Management are kept informed of all issues concerning the implementation of this Policy.
- All employees are aware of and instructed in their responsibilities and duties as imposed by legislation and management.
- All work carried out and all plant and work equipment complies with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation for your workplace and activities.
- Safe systems of work are in operation for all identified work activities and hazards.
- Visits from the Health and Safety Executive, Company Insurers and external Competent Advisors are fully managed, and points raised in their reports are immediately acted upon.
- In-house reports on hazards, accidents and near-miss incidents are immediately acted upon.
- Employees receive adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees.
- All employees are appropriately consulted in regard to issues that may affect their health and safety at work.
- All hazards are examined, evaluated and subject to appropriate control measures.
- Risk assessments are carried out and recorded in a written format with copies being supplied to relevant employees for information and implementation of control measures.

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- You lead by example and always adopt safe working practices in the workplace.
- Suitable personal protective equipment is available, issued and used by relevant employees.
- Employees involved in manually handling loads are adequately trained in the correct lifting principles and are aware of the risks present.
- Statutory tests, inspections and maintenance of plant and work equipment is carried out by a competent person. After tests, inspections and maintenance, necessary equipment guards and other control measures must be back in place before use by an operator.
- All work activities involving work at height are risk assessed and appropriate control measures implemented.
- The appropriate access equipment is readily available and used by employees working at height.
- All work activities that involve the use of vibrating equipment are assessed to ensure operators are not being exposed to vibration levels above the daily exposure limit.
- Hazardous substances used in the workplace are risk assessed, appropriately controlled, stored and used.
- First-aid facilities are available in accordance with current Regulations and responsible persons are appointed to render First-Aid or emergency assistance.
- You are familiar with the in-house accident and near-miss procedure and your responsibility to assist the Managing Director in investigating accidents and incidents.
- You are familiar with the HSE (RIDDOR¹) accident and damage reporting procedure and your responsibility assist the Managing Director to report necessary accidents and incidents to the RIDDOR incident report centre.
- The 'responsible person' or their appointed competent persons have carried out a fire risk assessment of the premises and appropriate preventative and protective measures are in place.
- All persons working on or visiting the premises are aware of the fire risks they are exposed to and the fire safety procedures in place.
- Fire wardens are appointed and suitably trained to assist in safely evacuating our premises in an emergency situation.
- Periodic inspections of fixed electrical installations and portable electrical appliances are carried out by a competent person at the intervals indicated by legislation and industry requirements.

¹ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

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- Necessary statutory notices and signs are clearly displayed and all relevant statutory registers are provided and used in the workplace.
- Contractors and sub-contract labour working on our premises are aware of their safety responsibilities as imposed by legislation and company procedures.
- Any member of staff driving a Company vehicle¹ or using their own vehicle for Company business must hold a valid driving licence.
- All persons working on or visiting the company are aware of their legal duty not to smoke inside the premises or within company vehicles.

¹ This includes vehicles owned, leased or hired by the company for business purposes.

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CONTRACTS MANAGER

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- The Company and designated duty holders are fulfilling their duties as required under the Construction (Design and Management) Regulations 2007.
- Both the company and designated individuals have the appropriate competence, experience and training to fulfil the requirements under the Construction (Design and Management) Regulations 2007.
- You are aware of the statutory requirements affecting our Company and fully support the Director responsible for Safety in carrying out their safety related duties.
- Management and site employees are aware of the predetermined safety rules and standards expected of them whilst working on site.
- All work carried out, and all plant, work equipment and access equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Site employees receive adequate health and safety induction, job specific and refresher training to perform their job safely.
- Detailed site information on safety, health and welfare matters is effectively communicated to all relevant employees.
- Working in partnership with the Health and Safety Co-ordinator, you identify and wherever possible remove hazards which may exist in areas under your control.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace and on site.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by the Managing Director or you in his absence.
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR¹.
- Your co-operation and assistance is given to the Health and Safety Co-ordinator in carrying out their duties.

¹ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

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APPROVED ELECTRICIANS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our Company.
- Before work commences on site, safe systems of work, working methods and safety precautions will be discussed and verified with the Contracts Manager or site management.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their responsibilities as imposed by legislation and management.
- Safe systems of work and method statements are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Before commencing work on a new project, the hazards are identified and risk assessed and suitable control measures are implemented.
- Employees under your control are aware of the hazards and risks associated with their work area and activities.
- Young workers (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out.
- Your working area is maintained in a tidy and safe working environment.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace and on site.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling techniques.

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- Work equipment in areas under your control is correctly guarded and maintained to a safe working standard.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Any persons working in noise protection zones or are operating noisy work equipment are wearing appropriate hearing defenders.
- Any COSHH¹ items used are assessed and control measures in operation for their correct and safe use.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by yourself or the Managing Director.
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR².
- Your co-operation and assistance is given to the Health and Safety Co-ordinator in carrying out their duties.
- On the initial visit to an existing site you make yourself aware of their first-aid and fire arrangements, and health and safety arrangements.
- A suitable fire extinguisher is available adjacent to all hot work activities.
- All employees working on or visiting the site are aware of the fire risks they are exposed to and the fire safety procedures in place.
- Any member of staff driving a Company vehicle, or on behalf of the Company, holds a current driving licence.
- All persons working on or visiting the site are aware of their legal duty not to smoke on site or within company vehicles.

¹ COSHH = Control Of Substance Hazardous to Health

² RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

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OFFICE-BASED STAFF

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment you are trained and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You take regular breaks from working specifically on Display Screen Equipment.

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REFRIGERATION AND AIR CONDITIONING ENGINEERS & ELECTRICIANS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate work area is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- Personal protective equipment is appropriately stored when not in use.
- Guards and safety devices fitted to operational workplace equipment are always in place and used. If maintaining or repairing work equipment ensure suitable control measures are in place to prevent you or others being exposed to hazards.
- When working at height, you adhere to safe systems of work in operation, and any access equipment used is safe for its intended purpose and correctly erected.
- Safety harnesses will be used when working above the ground and in situations when there is no other practicable alternatives when working safely at height.
- Before wearing a safety harness appropriate training and instruction will be obtained from a competent person.
- Appropriate means of access are used to carry out work at height or to gain access to work platforms.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wear hearing protection provided in the correct manner.
- When working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.
- High risk work activities are not undertaken without prior authorisation from your supervisor or site management, ensuring any permit to work systems in operation are fully adhered to.
- Permit to work and lock-off procedures are adhered to for all high-risk activities.

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YOUNG WORKERS (UNDER 18 YEARS OF AGE)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are familiar with and adhere to the safe systems of work in operation within the Company.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment or carry out activities you are permitted, trained and competent in.
- Always obtain suitable permission, supervision and instruction from a competent person before attempting any new task or operating workplace equipment you are not competent in.
- Appropriate supervision, training, information and instruction will be provided, ensure that it is readily accepted to enable you to carry out your job or a task in a safe manner.
- Appropriate personal protective equipment is worn when and where instructed in the workplace. If you are unsure as to what protective equipment is required seek advice from your supervisor.

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SUB CONTRACTOR WORKING ON OUR PREMISES

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- You provide the Company with a copy of the following prior to commencing work on our premises:
 - ◆ your Health and Safety Policy (where applicable);
 - ◆ relevant risk assessments;
 - ◆ COSHH¹ safety data sheets;
 - ◆ method statements and written safe systems of work;
 - ◆ relevant insurance certificates;
 - ◆ evidence of company and individual contractors competence.
- Your immediate workplace is safe, tidy and clear of debris and unused work equipment and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, information and instruction is readily accepted from the Company to enable you to carry out your job in a safe and competent manner.
- You are aware of the risks present and all necessary precautions to be taken on our premises before commencing work.
- You report uncontrolled hazards, potential hazards or equipment defects in your work area immediately to our Health and Safety Co-ordinator.
- Appropriate personal protective equipment is worn when and where instructed whilst on our premises.
- All plant, workplace equipment and electrical items brought onto our premises are in good working order, fit for its intended use and has necessary safety devices fitted.
- Ensure any plant or workplace equipment used, or area worked in, is left in a safe condition and fit for purpose after completing work. Ensure necessary safeguards and warning signs are displayed whilst work is in underway, if our staff will be exposed to any additional hazards.
- When working at height appropriate access equipment is used for the task at height being carried out.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wearing hearing protection provided in the correct manner.

¹ COSHH = Control of Substances Hazardous to Health

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- You are conversant with our in-house accident and damage reporting procedure.
- You are aware of the first-aid and the fire evacuation arrangements on our premises.
- You do not smoke when working inside of our premises and adhere to the smoke-free policy in place.

HEALTH & SAFETY ARRANGEMENTS

1. Systems and procedures

We recognise the importance of health, safety and welfare within our Company, and will take the necessary action to ensure that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by all our employees in identifying potential hazards and eliminating them wherever possible.

It is therefore our ultimate aim that in conducting our activities, account must be taken of the need to:

- ❖ formulate and maintain safe working systems
- ❖ take all necessary steps to establish the causes of accidents and near-miss incidents and ensure that reasonable measures are taken to prevent recurrence
- ❖ ensure that no process, hazardous substance, plant or equipment is introduced unless that it complies with statutory testing or examination requirements, and so far as is reasonably practicable the health and safety of employees will not be affected
- ❖ provide proper and adequate induction and on-going training in order to ensure all employees are fully instructed and trained in safe working methods applicable to their work
- ❖ encourage the closest possible liaison and consultation between management and employees of all levels in matters relating to health and safety
- ❖ ensure all statutory requirements relating to our activities are fully complied with, and that we progressively improve upon our levels of health and safety performance
- ❖ advise and keep employees informed of their duties and responsibilities under legislation including the requirement to:
 - a) abide by safe working systems set in place
 - b) make use of facilities and equipment provided for their protection
 - c) refrain from any act which could endanger themselves or other persons
 - d) refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare
 - e) report any known defect or hazard which could endanger the health or safety of themselves or other persons
 - f) co-operate with our Company employer as far as is necessary to ensure that statutory duties or requirements are complied with.

2. Arrangements for implementing Policy

I. Health and Safety Management

In all areas under our control, arrangements will be put into practice to, so far as is reasonably practicable, prevent harm to our employees and others who may be affected by our work activities. This is as required by the Health and Safety at Work Etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant Health and Safety legislation.

Systems will be put into operation to control, monitor and review all arrangements to ensure preventative steps taken are still appropriate. We shall also carry out at least annually a full review of our Health and Safety management systems and associated documentation to ensure it is still appropriate for our work activities.

Where the Health and Safety Executive issue us with a prohibition or improvement notice, we will take immediate steps to remedy the situation within the allocated time period. The Director responsible for Safety and the Health and Safety Co-ordinator will be immediately informed of the issuing of such notices.

II. Health and Safety Policy

As required by the Health and Safety at Work Etc Act 1974 all employees will have access to a full copy of this policy document and will be actively encouraged to familiarise themselves with it.

A system will be put in place to monitor and annually review this Policy to ensure it is still relevant to our Company and its work activities.

An up-to-date copy of the Statement of Intent signed by our Managing Director will be displayed in a prominent position on our premises.

III. Employers Liability Insurance

We will ensure that relevant insurance policies are in place as required by legislation and to provide additional assurance in the workplace to our employees.

The insurance policy certificate will be displayed in a prominent position on our premises. A copy of the certificate will be stored for reference for 40 years after the policy has lapsed.

IV. Induction and training procedure

Training is an excellent and important means of achieving employee competence at all levels and ensuring safe working practices are utilised.

We will provide a comprehensive induction-training schedule, with health and safety being a key element. It will be the responsibility of the Health and Safety Co-ordinator or the relevant Manager to carry out the health and safety element of the induction training. All induction training carried out will be in a documented format, with signatures obtained from both the inductor and inductee once the process is completed.

We will also provide job-specific training, with necessary health and safety sections, for all employees to ensure they are able to carry out their job without risk to themselves or others. Job-specific refresher training will also be provided to ensure continued competence.

V. Consultation with Employees

We will consult directly with our employees, if practicable, or with their elected safety representatives in regards to health and safety matters affecting the Company and their well-being, as required by the Consultation with Employees (Health and Safety) Regulations 1996 in non-unionised organisations.

The Director responsible for Health and Safety and the Health and Safety Co-ordinator will ensure that all employees are consulted with in regard to health and safety matters, either verbally or in a written format. All employees will be encouraged to bring their health and safety concerns, issues or suggestions to the attention of the Health and Safety Co-ordinator or Director responsible for safety.

VI. Risk Assessments

All hazards in the workplace will be identified, as well as who is at risk and how they may be harmed. Once identified we will evaluate the extent of the risks these persons are exposed to, as well as the control measures already in place. Any significant risks will be assessed and the findings recorded in a written format as required by the Management of the Health and Safety Regulations 1999. It is the responsibility of the Director responsible for Safety to ensure the relevant risk assessments have been carried out in a written format. These assessments will be made available to those employees at risk.

Risk assessment documentation will be regularly reviewed¹ to ascertain if any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice.

Additional individual assessments of risk will be carried out for young workers² and pregnant employees when necessary.

Safe systems of work will be applied where practicable to assist in managing effectively significant risks identified in any risk assessment.

¹ The review frequency will be dependant upon the current existing level of risk

² Employees under 18 years old and young persons on work experience.

VII. Personal Protective Equipment (PPE)

Personal Protective Equipment will always be used as a last resort in the workplace¹. If other control measures can not protect employees from a risk, we will provide suitable and appropriate PPE as required under the Personal Protective Equipment at Work Regulations 1992 and Construction (Head Protection) Regulations 1989.

We will ensure employees are involved in the selection process for necessary Personal Protective Equipment, and that it is appropriate for the hazards highlighted; the working conditions; and the employee's needs. Personal Protective Equipment will be provided free of charge for employees exposed to risks, and will be replaced at regular intervals to prevent exposure to the identified hazards.

All employees and others required to wear Personal Protective Equipment on our premises and on site will be provided with information and instruction to ensure it is being worn correctly. Head protection, safety boots and high visibility jackets will always be worn when working on construction sites.

Employees continually not wearing the Personal Protective Equipment provided or required by the Company may be subject to disciplinary action or removal from the Company premises or site.

VIII. Manual Handling

Any manual handling operation in the workplace likely to cause an employee harm will be risk assessed. Appropriate control measures will be introduced to reduce the risk of injury as outlined in the Manual Handling Operations Regulations 1992 (rev).

As a first step in risk management we will, where practicable, avoid the manual handling of loads by using mechanical means for lifting. Where not practicable, we will assess the load weight; the shape and size of the load; the way the task is carried out; the working environment; and the individual's capabilities to allow appropriate control measures to be introduced.

Any member of staff at risk from manual handling activities will be provided with an appropriate level of manual handling principles training, and job specific information and instruction to prevent potential injuries.

IX. Display Screen Equipment (DSE)

Employees who, habitually² use display screen equipment; need to transfer information to and from the screen quickly; are highly dependent on DSE for everyday tasks; have no choice about using DSE for work; will be classified as a 'user'. We will therefore ensure a competent

¹ In some circumstances, other Health and Safety legislation requires the mandatory wearing of specific Personal Protective Equipment and in these cases must be used where/when required.

² For continuous spells of an hour or more on a daily basis

person carries out an individual risk assessment on their workstation and working environment. Relevant information and training will also be provided for the users.

Employees who use laptops for prolonged periods of time (either in the workplace or other locations) will be provided with a docking station to allow their laptop to be set-up in line with the requirements of the Regulations.

A DSE user will also be entitled to a DSE eyesight test paid for by the Company at intervals stated by their optician. A specified financial contribution will also be made by the Company as indicated in the Health and Safety (Display Screen Equipment) Regulations 1992 (rev 2003) for Users requiring corrective glasses for specific use on DSE¹.

X. Welfare Arrangements

Health, safety and welfare facilities and arrangements will be provided and maintained on our premises to the standard required by the Workplace (Health, Safety and Welfare) Regulations 1992 and on site to the standards required by part 4 and schedule 2 of the Construction (Design and Management) Regulations 2007.

The Health and Safety Co-ordinator will carry out inspections of the workplace on a regular scheduled basis and findings will be recorded for reference and action.

Temperature

We will adhere, where practicable, to provide a comfortable working temperature. The current minimum working temperature for indoors is 16° C in normal working conditions and 13°C where physical work is being carried out.

Ventilation

Our workplace will be well ventilated to allow stale, hot and humid air to be replaced at a reasonable rate by fresh or purified air.

Lighting

Lighting will be set at levels to allow employees to carry out their normal duties in a safe manner.

Sanitary Conveniences

We will provide a sufficient number of facilities to enable employees to use them without delay. Where practicable, separate facilities will be provided for male and female employees.

XI. Working at Height

Wherever possible, working at height² will be eliminated by carrying out the activity from ground level or a safe existing place of work. Where not practicable, the activity requiring work at height will be risk assessed and appropriately planned, organised and carried out by

¹ Refer to Display Screen Equipment Policy.

² Covers work activities where a fall from height is liable to cause injury

competent people. This is as required by the Working at Height Regulations 2005.

The risk assessment will take into account the work activity; the physical capabilities of the persons carrying out the task; the duration of the job; the location; and the working environment. From this the appropriate access equipment will be selected, provided and used. Additional to this will be the provision of other control measures to prevent the fall of persons or equipment from height.

XII. Workplace and Lifting Equipment

We will take into account the working conditions and risks present in the workplace when selecting equipment. We will also ensure that any equipment provided is suitable for its intended use, correctly guarded and is properly maintained by competent persons.

Written risk assessments and safe systems of work will be in place for all necessary work equipment, and these will be discussed with employees using such work equipment.

Our employees will also be supplied with adequate information, instruction, training and supervision as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER) to operate work equipment correctly and safely, and to carry out their job in a safe manner.

A Planned Preventative Maintenance programme will be in operation for all workplace equipment. Persons carrying out maintenance work will be suitably trained, qualified and competent to do so.

When lifting equipment is used on our premises, it will be suitable and safe for the lifting operation to be carried out. A full risk assessment will be carried out prior to the work commencing and control measures implemented as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

A competent person will thoroughly examine and certificate lifting equipment at intervals not exceeding 6 months if the equipment is used for carrying people, and at periods not exceeding 12 months for all other lifting equipment.

XIII. Vibration at Work

Wherever vibrating equipment is being used which is liable to expose employees to levels above the daily exposure limits a detailed risk assessment must be carried out. This is as required by the Control of Vibration at Work Regulations 2005.

The risk assessment will take into account the magnitude, duration and level of exposure; the effects of the vibration on the operator; working environment; and any information supplied by the equipment manufacturer. Appropriate control measures will then be introduced to eliminate exposure or to reduce it to the lowest level possible.

XIV. Control of Substances Hazardous to Health (COSHH) (including asbestos)

The requirements of the COSHH Regulations 2002 (rev) will be satisfied. The least hazardous type of any substance will be purchased and used in order to minimise risks to our employees and others. A COSHH control procedure will be in operation to ensure that we are aware of the substances held on our premises.

All products that are hazardous to health, all work activities where these substances are used, and work activities which produce hazardous substances as a by-product will be identified. Assessments of risk will be carried out, monitored and reviewed to ensure the control measures in place are effective. All employees will have access to these assessments and any associated information.

Where the hazardous substance being used has a Workplace Exposure Limit (WEL), the Company will need to refer to the current edition of the EH40 to determine the exposure limit. Appropriate control measures will be introduced and monitored to ensure employees and others are not exposed to unacceptable levels of the hazardous substance. If necessary, workplace and personal air monitoring will be carried out by a competent person.

The requirements of the Control of Asbestos Regulations 2006 will be adhered to. We will make the assumption that materials in the fabric of the building contain asbestos unless there is strong evidence to the contrary. We will engage a suitably trained person to carry out a building survey and take appropriate samples for analysis. All asbestos containing materials on the premises will be maintained in a good condition or safely and appropriately removed.

Where we are the duty holder, we will undertake a risk assessment into where asbestos containing materials may be located on the premises; produce a written plan identifying such areas; and highlight the measures to be taken to manage the asbestos risk. All such information will be readily available for persons coming onto our premises who are likely to disturb it.

It will be expected that a client will inform us of the amount and type of asbestos located on their premises prior to any installation work being carried out. Only trained, competent and licensed sub contractors will be allowed to handle, remove and dispose of asbestos from site.

XV. First-aid arrangements

The terms of the Health and Safety (First-Aid) Regulations 1981 and associated Approved Code of Practice will be observed as a minimum standard of cover.

Details of our certificated First-aiders and/or Appointed persons¹ will be displayed in prominent positions throughout our premises by the displaying of appropriate safety signage, for the benefit of all our employees.

New employees will be informed of the first aid arrangements during their induction to the

¹ Nominated member of staff who will take charge of the emergency situation, but will not carry out first aid treatment unless trained to do so.

company. Employees working on construction sites will be informed of first-aid arrangements at the beginning of a new project or during their site induction.

Any changes in the first-aid arrangements will be immediately circulated to all relevant employees.

Supply levels and content of first aid box will be checked and re-stocked at regular intervals by the relevant First-aider or Appointed person. First-aid boxes will be kept secure, yet will be quickly available in an emergency. We will not provide employees with any medication, nor will it be allowed to be kept in the first aid box. Special arrangements will be made for employees requiring prescribed medication to be taken in an emergency.

Employees should make the company aware of any pre-existing medical conditions they may have, which in the event of an accident the first aider/ appointed person or emergency services may need to be made aware of. All such information will be kept in total confidence.

XVI. Accident and near-miss reporting

Accident details will be recorded in the company accident book. To conform with the Data Protection Act, no personal information will be kept in the accident book once an entry has been made. A Company accident or incident report form will also be submitted to the Director responsible for safety for specific injuries and near-miss¹ incidents to provide more detailed information.

The requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be followed in respect of any reportable accident, dangerous occurrence or workplace disease.

Following an accident resulting in death or a major injury to an employee, the RIDDOR Incident Contact Centre² will be notified immediately by telephone. A HSE Report form F2508 will be completed and forwarded within 10 days of the incident.

The same procedure will be adhered to in respect of notifiable dangerous occurrence and any accident resulting in the need for hospital treatment by a member of the public.

For accidents involving employees or self-employed persons losing 3 days or more from their normal employment, the RIDDOR Incident Report Centre will be notified within 10 days by phone or by sending a completed HSE report form F2508.

The RIDDOR Incident Contact Centre will be immediately informed of any reportable disease by phone or by sending a completed HSE report form F2508A as soon as the Company is informed by the employee concerned.

¹ Incident, which had the potential to cause harm, but in this instance fortunately no one, was hurt.

² The RIDDOR Incident Contact Centre line is 0845 300 99 23 or on the internet at www.riddor.gov.uk

XVII. Accident and near-miss investigation

A Company accident or incident report form will be submitted to the Health and Safety Co-ordinator for injuries and near-miss incidents requiring investigation. All reported accidents and incidents will be initially investigated and findings passed onto the Health and Safety Co-ordinator.

A thorough investigation will be carried out by the Director responsible for Safety for all accidents resulting in an employee being absent from work; an employee or member of the general public requiring hospital treatment; or near-miss incidents of a serious nature. A full report will be prepared to identify areas in which remedial action is required. A copy will be forwarded to the Managing Director and appropriate enforcing authority if necessary.

XVIII. Fire Safety

On our premises we will adhere to the requirements of our detailed written fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessment will identify the fire hazards on the premises, the control measures needed to reduce fire risks to as low as reasonably practicable, and the arrangements required if a fire does start. The fire risk assessment will be reviewed at intervals specified within the assessment, if the assessment is no longer believed to be valid, or after significant changes have occurred within the premises.

It is the responsibility of the 'responsible person' to ensure the requirements of the Order are being complied with. The responsible person is the employer and any other person who may have control of any part of the premises (the occupier, owner, landlord etc). If there is more than one responsible person in the premises (shared premises etc) reasonable steps must be taken to ensure co-operation and co-ordination of arrangements takes place.

New employees will be informed of the Emergency Action Plan at their induction stage, along with a tour of the premises to highlight location of fire exits, fire extinguishers etc. All employees will receive appropriate fire safety information and instruction at induction and at regular intervals thereafter. Any changes in the Emergency Action Plan or fire risk assessment will be immediately circulated to all relevant employees and non-employees.

Fire wardens and other persons with a designated safety task will be selected from suitable members of staff. They will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be circulated to all employees and also displayed in prominent positions throughout our premises for the benefit of all employees and visitors.

Evacuation drills will be held at intervals determined in our fire risk assessment and recorded in the fire logbook. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable.

On site we will adhere to the requirements of part 4¹ of the Construction (Design and Management) Regulations 2007. Fire extinguishers will be available on site and will always be

¹ Regulations 38 – 41 of the Construction (Design and Management) Regulations 2007 specify fire safety requirements on site.

readily available adjacent to all hot work being carried out on site.

XIX. Electrical safety and Gas safety

All electrical equipment will be maintained to ensure it is safe for its intended use and does not present employees with additional risk, as required by the Electricity at Work Regulations 1989.

The mains electricity supply will be inspected and tested in accordance with the Regulations¹ at intervals not exceeding 5 years². A competent electrician will carry this out.

All portable electrical appliances will be inspected and tested on a regular basis by a trained and competent person. Employees will also be provided with relevant instruction and information to allow them to carry out regular 'user' checks. Whenever possible 110-volt electrical equipment or double insulated equipment will be used.

All cables, plugs and connections will be properly organised, inspected and maintained to minimise any risks to our employees. Employees will not carry out maintenance on electrical equipment or plugs without prior training and permission.

The Gas Safety (Installation and Use) Regulations 1998 will be complied with in regard to the safe use of gas systems and appliances on our premises. We will ensure anyone carrying out work on our gas appliances or fittings is competent and registered with CORGI.

All gas systems and appliances will be maintained to prevent injury to our employees or others from carbon monoxide poisoning or fire and explosion.

XX. Safety signage

We will provide and display relevant instructional, prohibitive and warning safety signs throughout the workplace to highlight hazards present and the control measures necessary. We will ensure they are unambiguous, easily seen and understood. They will also conform to the current British and European standards.

The Health and Safety law abstract poster (rev 1999) will be displayed in a prominent location, with the correct information included for all employees to view.

¹ As required by the 17th edition of the IEE Wiring Regulations and the Electricity at Work Regulations 1989.

² Different periodic inspection intervals are required for certain workplaces and the IEE Wiring Regulations (BS7671) should be referred to for guidance.

XXI. Contractors working on our premises

We will select contractors to carry out work on our premises by a formalised selection process. Contractors who meet with our criteria will be added to our preferred supplier's list.

We will provide contractors and their labour with necessary information to work safely on our premises. They must familiarise themselves with any health and safety rules and arrangements that apply to the part of the premises in which they will be working. They are also required to wear the necessary personal protective equipment for the risks present in that part of the premises or for the work activities they will be carrying out.

We will inform our employees of any risks to their health and safety, or changes to their working environment in advance of contract work commencing.

When having appropriate building alterations or new build work carried out, we will adhere to our client duties as required under the Construction (Design and Management) Regulations 2007.

XXII. Working alone

When working alone on our premises, we will ensure so far as reasonably practicable that our employees will not be exposed to significantly more risks than when working in a group. Safe systems of work and other arrangements will be put in place to take account of lone working and foreseeable emergency situations.

We will also put in place clear procedures and limitations on what our employees can and cannot do when working alone. Employees will be provided with instruction and training on these procedures prior to working alone.

Any employee found to be ignoring control measures in place to protect their safety when working alone may be subject to our disciplinary procedure.

XXIII. Visitors

All visitors will be required to report to the main office on entering our premises.

The receptionist or member of staff being visited will inform the visitor of the relevant health and safety rules and procedures to be followed whilst on our premises.

XXIV. Driving and vehicle safety

We will ensure any vehicle used for company business is road legal and has the appropriate insurance. Employees will only be allowed to drive company vehicles if they present the company with a copy of an appropriate current driving licence.

The Company must be immediately informed if an employee is involved in any motor vehicle

accident whilst on company business; receives any endorsement points to their driving licence; or is banned from driving a motor vehicle.

Drivers will not operate a vehicle if they are suffering from certain medical conditions; are under the influence of alcohol or illegal substances; or are taking medication that affects their driving ability.

Hand held mobile phones are not to be used when driving vehicles on company business. Hand held mobile phones may only be used by drivers when the car is parked in a safe place and the engine is turned off. They must also be turned off when re-fuelling your vehicle. Any employee caught using a hand-held mobile phone whilst driving by the authorities will be responsible for paying their own fines. The employee is also responsible for reporting the endorsement points they receive on their licence to the Company. Hands-free mobile phones may only be used whilst driving when it is safe to do so.

XXV. Workplace Noise

Levels of noise on site will be monitored to ensure the appropriate control measures are implemented to prevent the Upper Action value (UAV¹) or Exposure Limit Value (ELV²) being exceeded. Areas on the site which exceed the Upper Action Value will be classified as noise protection zones, and all employees and others within this area will be required to wear suitable hearing protection.

XXVI. Smoke-free Policy

We operate a smoke-free policy for our premises, company vehicles and any site on which we are working. Employees, sub contractors and others visiting the company or sites are only allowed to smoke outside of the company premises or site boundaries in the designated areas.

Appropriate smoke-free signage as required by the Health Act 2006 will be displayed at entrances to the premises and within necessary company vehicles. Employees and visitors not adhering to the smoke-free requirements will be responsible for paying their own fines issued by the authorities. Employees may also be subject to disciplinary action by the company.

XXVII. Alcohol and Drug Policy

The misuse of alcohol and drugs can affect an employee's ability to carry out tasks in a safe manner. Alcohol and drugs³ should therefore not be consumed or brought onto our premises.

If any employee is found with alcohol or drugs on their person or in their possession or are found

¹ Upper Action Value is 85dB(A)

² Exposure Action Value is 87dB(A) and persons should not be exposed to this level under any circumstances.

³ Prescribed medication may be brought onto and consumed on the premises as long as taking it has no adverse effects on the employee carrying out their job safely.

to be under its effects they will face disciplinary action and possible dismissal.

Any employee with an addiction should speak in complete confidence to a member of senior management. They will assess the situation and provide relevant guidance and referral to professional assistance.

XXVIII. Stress at work

We have adopted a positive workplace culture, in which your health, safety and well-being are important to us. However, it is important to realise, that there are peaks and troughs in any job or workload, and we are aware that being unable to cope with these situations may unfortunately cause pressure in some individuals.

We perceive stress as an adverse reaction to excessive pressure, and not a disease or weakness. Therefore if you feel that the demands of your job are causing you pressure or stress, either temporarily or permanently, discuss the matter with your manager who will recommend appropriate guidance and assistance. Management will also be instructed in how to identify signals that persons may be experiencing stress and the appropriate action to take.

We also appreciate that on occasions, out of work situations may arise which can result in additional pressure whilst at work. We will aim to react appropriately to all of the circumstances we are made aware of, and will offer appropriate support and understanding, where possible, to enable you to rectify the matter.