

[Company Name]

Health & Safety Policy

Date: [Date]

[Company Name]
[Address]

STATEMENT OF INTENT

The health, safety and welfare of any employees of the Company, visitors to its premises, the general public and others who may be affected by its activities is of prime importance.

The Company will provide, as far as reasonably practical, safe and healthy working conditions, equipment and safe systems of work.

The Company will, at all times, provide such information as may be needed to ensure the health, safety and welfare of any employees, visitors, the general public and all others who may be affected by its activities and make sure that adequate training and supervision is provided.

Any employees of the Company have been made aware of their duties in respect of Health & Safety matters and will take all reasonable care for themselves, any fellow employees, visitors, the general public and all others that may be affected by their activities whilst employed at the Company.

The Company is committed to improve and develop the management of Health & Safety and has prepared this policy documenting the procedures for allocation of duties, the responsibilities and organisation for safety matters and details particular arrangements.

SIGNED..... **[Name]**

DATED

Administrative Organisation

The ultimate responsibility for preparing and reviewing this policy rests with [name] who is also responsible for its implementation.

Responsibilities include:

- Identifying risks and putting in place arrangements for controlling and reducing such risks
- Monitoring the implementation of this policy
- Monitoring the physical conditions of the premises and ensuring visitors are exposed to the lowest reasonable practicable level of risk
- Liaising with the Health & Safety enforcement authorities

In addition, work may be undertaken on third party sites and it is the individual's responsibility to ensure he or she is familiar with the Health & Safety arrangements and procedures in place on site.

[Company Name]
[Address]

ENVIRONMENTAL STATEMENT

Whilst being committed to providing the very highest level of service to its customers, the Company recognises that it has environmental responsibilities and as such, is committed to managing its activities, wherever practicable, to minimise the effect on the environment.

The Company will therefore identify any risk of pollution arising from any of its activities and eliminate the pollution or ensure that controls are in place to meet all regulatory requirements.

The Company will ensure the minimal use of materials, resources and energy and will reduce, to the lowest practicable level, the volume of waste generated by its day-to-day activities.

Any employees of the Company will be made fully aware of its commitment to the environment and will receive sufficient training, information and instruction to allow The Company to meet this commitment.

The Company will seek, wherever practicable, to ensure that products and services supplied to it are done so by persons or companies who can demonstrate equal environmental responsibility.

SIGNED..... **[Name]**

DATED.....

[Company Name]
[Address]

COMPANY HEALTH & SAFETY RESPONSIBILITIES

Utilising best Health & Safety practices; the Company is committed to improving its Health & Safety performance, ensuring that it creates a safe and healthy working environment, establishes and maintains safe systems of work and fully complies with all statutory legislation.

Accepting the need to be cost effective, the overall approach towards Health & Safety will adopt the best available techniques, not entailing excessive costs, and the Company believes that this is best achieved by creating a well trained, instructed and informed workforce and by promoting a positive Health & Safety culture.

The Company is committed to involving all levels within the company to promote the desired safe and healthy workplace and [name] will therefore actively lead the continual effort towards achieving this goal.

Using effective Risk Assessments, training, instruction and information, hazard elimination or reduction, physical controls, clear hazard signage and markings and providing Personal Protective Equipment as a last line of defence, the Company will regularly monitor and review its Health & Safety performance to ensure that all risks are effectively controlled.

SIGNED..... [Name]

DATED.....

Employees (delete if not appropriate)

Employees have a duty to take reasonable care for their Health & Safety and that of others who may be affected by their actions or omissions.

In addition, employees are required to comply with the terms of this policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures, bomb alert procedure and first aid arrangements.

Employees are required to report to [name] anything that they suspect may represent a Health & Safety danger and/or shortcoming in Health & Safety arrangements.

Any employee who has a disability or who suffers from any condition which may affect the implementation of any terms of this policy must inform [name] of the disability or condition and any effect it may have.

No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare under this policy. An employee who is suspected of such interference or misuse may be subject to disciplinary action (including, where appropriate, dismissal).

An employee who has and question in relation to this policy or and Health & Safety matter, should contact [name].

Information and Training

Employees who seek Health & Safety information should contact [name].

Specific practical information on how to carry out processes or use equipment safely can be obtained from [name]. In addition, manufacturers' instruction manuals should be consulted before any equipment is used and also in the event of any fault, defect, problem or query.

Health & Safety training will be arranged as and when appropriate. Training shall be provided on induction and on exposure to new or increased risk, for example following the introduction of new equipment, technology or systems of work. If appropriate, training shall be repeated periodically. Records of all training shall be kept centrally.

General Precautions

Having carried out a Risk Assessment, the Company [and its employees] [has/have] and shall continue to have a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of and equipment, materials and other items in use.

Were appropriate training designed to help maintain safety awareness and to understand the importance of minimising risks will be made available.

All known problems and/or defects to equipment or items must be reported. If necessary the relevant item will be taken for repair.

Clothing or footwear must be suitable and fit for purpose. Where Personal Protective Equipment (PPE) and equipment are required they shall be provided and must be used.

Although unlikely, medical screening may be required before commencing and during certain types of work.

Work Arrangements and Working Areas

Buildings where work may be carried out shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should be as low as the work permits and within safe limits. Where it is not reasonably practicable to keep noise within safe limits, PPE shall be provided and must be used.

Any area of special hazard should be signposted clearly and be subject to suitable safety measures and access arrangements. Appropriate PPE and clothing shall; be provided for dealing with any particular danger or risk at the relevant area and must be used or worn.

Only specially trained and authorised people may enter and, if necessary, work in a special hazards area, including roofs and confined spaces which are likely to be unventilated. Such people are required to contact [name] and to take all necessary precautions before commencing work.

Corridors and staircases must provide safe emergency escape routes and access. They must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.

Polished/wet floors may be slippery; there should be no running. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. If torn or damaged floor surfaces are detected this should be reported immediately to [name].

Access to high level storage should be made using adequate equipment that shall be made available (e.g. a step ladder, not a stool or chair). Manual handling instructions must be followed when carrying any load.

Temperature and Humidity

Steps shall be taken to endeavour to keep the temperature at the premises within a comfortable range and in any event above the statutory minimum of 13°C for active work and 16°C for office work (after the first hour of work and except for cold rooms, rooms which are open to the outside and the like). There is no set maximum temperature, but the Company shall endeavour to ensure that temperature is maintained at a comfortable level. In addition, the Company shall endeavour to keep buildings at a comfortable humidity range (40-74% RH) to prevent irritation to eyes and respiratory tract. When requested to do so the Company will carry out temperature and humidity monitoring.

Where it is not practicable to maintain the temperature and level of humidity specified above (e.g. if outdoors), the Company shall take all reasonable measures to prevent the risk of injury by providing PPE, clothing, allowing for acclimatisation to the work environment and training. Such measures must be adhered to and used at all times.

Cooling equipment must not be positioned in such a way that long hair might get caught. Heating apparatus must not be placed near paper, furnishings and other equipment or material which can catch fire. Private heating or cooling equipment must not be used except with prior written authorisation, in which case all equipment shall be tested and inspected regularly.

Lighting

It is important that lighting is adequate and suitable for the activity being carried out. Accordingly, the Company shall endeavour to supply lighting in accordance with the following average and minimum levels (given consecutively in lux):

- Movement of people, machines and vehicles (20 and 5)
- Movement of people, machines and vehicles in hazardous areas, e.g. construction sites (50 and 20)
- Work requiring limited perception of details, e.g. kitchens (100 and 50)
- Work requiring perception of details, e.g. offices (200 and 100)
- Work requiring fine perception of details, e.g. drawing offices (500 and 200)

Lighting shall also be provided at places of particular risk. Automatic emergency lighting, powered by an independent source, shall be provided where sudden loss of light would create a risk to safety and health.

Noise

The nature of work carried out at the Company generates low levels of noise. Although not excessive, it aims, as far as is reasonably practicable, to protect any employees and all visitors to its premises against excessive loud noise or prolonged exposure to noise and will therefore ensure that:

- The level of noise and the exposure to noise is assessed on a regular basis. The assessment will be recorded, monitored and reviewed as necessary
- Suitable Personal Protective Equipment, in the form of earplugs or full ear defenders, is freely and readily available to all employees and visitors to the premises
- Full training, information and instruction is given to all employees exposed to all levels of noise, both with regard to the available Personal Protective Equipment and in effective noise control measures
- All equipment used within the premises is well maintained thereby minimising, as far as is reasonably practicable, the vibration noise caused by the equipment

At the premises the level of noise has been assessed and is below the current FIRST ACTION LEVEL of 80dB(A).

Wherever there is a noisy work environment, a noise assessment shall be carried out and a record of any assessment shall be kept until a new assessment is made.

Anyone who, on a daily basis, is exposed to noise of at least 90dB(A) on average (disregarding any ear protection equipment), who works for a few weeks in any twelve month period where noise levels are at least 95dB(A) or who is exposed to higher noise levels for very short periods of time shall be offered regular hearing checks.

Lone and After Hours Working

As far as is reasonable practicable, lone and/or after hours working shall be carried out only when:

- A second person is in the building and is within earshot
- At least one person is in the building and competent to deal with any hazard peculiar to the job at hand
- A telephone allowing external and internal connections is available
- An appropriate and adequate safety procedure is established (e.g. regular security patrols)
- Special arrangements are made to ensure the safety of anyone who is disabled

New and Expectant Mothers [delete if appropriate]

An assessment of Health & Safety risks to new and expectant mothers and the Company shall continue to take all reasonably practicable steps to prevent such risks, as required.

Where it is not reasonably practicable to prevent such risks, the Company shall alter working conditions or hours of work if this is reasonable and will avoid such risk.

If it is not reasonable to do so or doing so would not prevent risk, the Company shall suspend the new or expectant mother for as long as is

necessary to avoid such risk. During this time, remuneration will be at the rate of a 'week's pay' (as defined by law) for each week of suspension.

Any new or expectant mother who works at night and who is required for Health & Safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife) shall be suspended for this period. During this time, remuneration will be at the rate of a 'week's pay' (as defined by law) for each week of suspension.

Manual Handling

When carrying out any manual-handling task, consider the following:

- The shape and size of the load
- How the task is to be carried out
- The working environment
- Your own capabilities
- That the path to be taken should be free from obstructions
- That the load will not obscure your vision
- If suitable PPE should be worn (gloves, etc)
- Whether or not assistance is required moving the load

Balance – The feet should be apart about hip breadth with one foot slightly in front of the other, allowing full balance sideways and forwards. Lifting is done by bending the knees rather than the hips so that the stronger leg muscles are used rather than the weaker back muscles.

Position of the back – The spine must be kept rigid and straight, but not necessarily vertical. This coupled with a bent knee position, allows the centre of gravity of the body to be over the weight, thereby reducing strain.

Position of the arms and body – The elbows should be kept close to the body. One hand should be advanced (the same as with the feet) and the other arm kept close to the body.

At all times get close to the weight

The hold – The hold should be grasped with the root of the fingers and there should be contact between the weight and the palm of the hand.

Centre of gravity – The weight of the object and the centre line of gravity of the lifter should be as close as possible to one another.

Testing the weight – The weight should be tested prior to it being lifted completely. If there is any doubt that it may be too heavy, DO NOT ATTEMPT TO LIFT IT. Get help or lift the load mechanically.

Shape of the load – Check the shape of the load and if required, move the load to ensure that it is handled from the easiest position. Also check to see where the centre of gravity is, one corner may be much heavier than the rest of the load.

Movement – The lift should be controlled and smooth to avoid injury. Also the load should be carried with the centre of gravity close to the body.

As general guide, if the load exceeds half the weight of the person lifting the weight, it is likely that the individual will lose their balance once the load is lifted

Working at Heights

All necessary precautions to avoid the risk of falling when working at heights must be taken. To this end, guard railing or safety belts/harnesses should be used as appropriate. Safety belts or harnesses must be adequately anchored to the structure whether working or at rest.

Safety lines must limit a fall to 0.6m. If it is necessary to have a line that permits a longer fall a full harness must be worn together with a shock absorber. In no circumstances must a line a fall of more than 1.8m and if a line will not limit a fall to 1.8m an inertia reel type safety line must be used with a full harness.

All items must be stored properly with instructions. Should they be found to be defective in any way they must not be used.

Scaffolding must be only be erected by those trained to do so. When working at a height greater than 2m, fencing with two rails to a height of at least 1.10m must be used. Where this is not possible (e.g. on roof edges) a separate Risk Assessment shall be carried out.

In addition, when working at height, care must be taken to avoid risks to any persons below. Equipment must be secure and appropriate warning signs displayed.

Disposal of Waste Material

Workplaces, furnishing, fittings, floors, walls, and ceilings should be kept clean. Waste should be disposed of regularly in suitable receptacles.

Hazardous waste materials must be disposed of only in approved containers. Sharp objects should be wrapped and segregated before disposal.

Visitors

The responsibility for Visitors rests with the person who invited them. All Visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary.

As far as is reasonably practicable, the location of any Visitor with impaired mobility shall be known at all times. Such a visitor will be accompanied throughout the visit. For the purpose of this policy a person has impaired mobility if s/he cannot, without the assistance of someone else; use stairs to leave the building.

Every precaution must be taken to ensure that Visitors do not enter hazardous areas unless they have written authorisation, they were informed in advance of the specific hazards, they have been brought in as an expert to perform a specific task and they wear suitable PPE or clothing if required.

Children and Young Persons

Employees should not bring children to work, except with prior written permission. Any child on the premises must be kept in close supervision at all times.

Smoking

In Northern Ireland, Scotland, Wales and England it is against the law to smoke in virtually all enclosed public places, workplaces and public and work vehicles. Consequently the Company operates a no-smoking policy. Persistent non compliance may result in disciplinary action.

Managers of smokefree premises and vehicles will have legal responsibilities to prevent people from smoking and a maximum fine of £2500 can be imposed on whoever manages or controls the smokefree premises or vehicle if prosecuted and convicted by a court.

Alcohol and Substance Abuse

Alcohol and drugs will have detrimental effects on individuals' Health & Safety and neither should be consumed (including certain medication) whilst at work.

Anyone who suspects or knows that they have an alcohol or drug related problem is encouraged to seek help. Many organisations can offer help, including:

- Alcoholics Anonymous 0845 769 7555
- Narcotics Anonymous 0207 730 0009
- Addaction 0207 251 5880

Alternatively, should they wish, anyone may discuss their problem in strict confidence with [name].

Information and/or training to help identify signs of alcohol or drug abuse will be provided.

Anyone suspected or recognised as having an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided there is evidence of a genuine desire to overcome the problem time off work to receive appropriate treatment will be permitted. Certified absence in the course of such treatment shall count as sick leave. During any such treatment redeployment may take place to ensure their safety and that of others.

Alcohol or drug consumption or dependency may lead to disciplinary action where:

- Anyone is exposed to potential danger
- There is a risk of damage to the Company's plant, equipment, machinery or property
- Performance is or could be impaired as a result of such consumption/dependency
- There is a refusal to seek advice or accept treatment
- There are persistent problems or there was a one off serious incident as a result of such consumption/dependency

Work Related Psychiatric Illness and Excess Stress

Some stress at work is unavoidable. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work-related psychiatric illness and excess stress.

Anyone suspecting they may be suffering from a work-related psychiatric illness or excess stress should inform [name] as soon as possible.

As far as is reasonably practicable, the Company shall take steps to quickly and adequately alter working conditions and arrangements or workload which are found to cause the psychiatric illness/excessive stress. Reasonable efforts shall be made to reduce the risk of future recurrence.

Violence, Harassment and Bullying

All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence and harassment at work. However, should anyone be subjected to violence, bullying or harassment at work they are encouraged to report the matter to [name] at the earliest opportunity.

All complaints of this nature will be taken seriously and shall be investigated fully, promptly and objectively. As far as is reasonably practicable, the Company shall take steps to conceal the identity and complaint of all parties. If the result of the investigation so merits, disciplinary action shall be taken.

Work Equipment

Work equipment includes any machinery, appliance, apparatus or tool which is used during the course of work (e.g. hammer, ladder, drilling machine, photocopier, lifting equipment etc). It may include equipment not owned by the Company such as that owned by a third party and rented for specific activities. The use of ANY equipment that is not owned by the Company must be authorised in advance.

Incorrect and careless use of equipment can result in personal injury to any person and damage to property or equipment.

All equipment must be used with due care, for its intended purpose and in the correct conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training.

Where necessary information, instructions and training will be given before use of any equipment (and thereafter if required). This shall include information about potential hazards, safe conditions and methods of use, use of PPE, possible emergencies and emergency action. Hazardous equipment may only be used by those trained in its use and authorised to do so. Use of hazardous equipment by anyone who is unauthorised may result in disciplinary action.

All equipment used must be maintained in a safe and efficient condition and in good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

Any faults or defects noticed in any work equipment or safety device attached to it or any PPE must be reported immediately. Equipment must not be used until defects and faults have been rectified unless such defect and faults are minor and carry no risk to Health & Safety what so ever and prior written authorisation has been given.

Where necessary, safety devices shall be attached to equipment (e.g. protective devices, markings or warnings). Equipment must be operated with, or in accordance with, any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. Anyone who removes, circumvents or otherwise tampers with a safety device will be subject to disciplinary action (including, if appropriate, dismissal).

PPE will be provided where appropriate and must be used when operating, working or being in the vicinity of the relevant equipment.

When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations must be followed. For example, all new equipment must carry the CE mark or appropriate international kite mark.

Work equipment must not be removed from the premises without prior written authorisation.

Personal Protective Equipment (PPE)

PPE appropriate for the risks involved and suitable for the job in hand and the person doing it will be supplied and must be used whenever there is a risk to Health & Safety which cannot be adequately controlled by alternative means. PPE must be used or worn in accordance with instructions for use and any directions and training given.

Examples where PPE will be required include:

- Falling or flying particles, dust, chemical or metal splash, projectiles, gas and vapour or radiation - goggles or face screens
- Falling or flying objects, risk of head bumping or hair entanglement – helmet, bump cap, hats or cape hoods
- Excessive noise or sound pressure – ear protection such as ear muffs or ear plugs
- Extremes of temperature, adverse weather, contaminated dust or spray from pressure leaks or spray guns – suitable overalls, boiler suits or other special protective clothing
- Abrasion, extremes of temperature, cuts, impacts, electric shock, vibration or skin infection or disease – gloves, gauntlets, mitts or armlets
- Wet surfaces, slipping, cuts, falling objects, abrasion, metal and chemical splash or electric build up – safety boots/shoes, gaiters, leggings or spats
- Dust, vapour, gas or oxygen deficient atmosphere – breathing apparatus or air-fed helmets

In all cases, adequate footwear and clothing for work and the work area must be worn. Jewellery and loose clothing should not be worn when

using or moving machinery and long hair must be protected by suitable headgear.

PPE must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer's maintenance schedule). Any defects must be reported immediately on discovery.

Guarding

Machinery must not be used without an appropriate guard. Where appropriate, a guard must be replaced after a machine has been re-set. Guard interlocking devices must never be defeated or tampered with.

Hazardous machinery must always be guarded in accordance with the British Code of Practice on Safe Use of Machinery (BS 5304:2000).

Any defects or faults in a guard/interlocking device and/or any missing guard or interlocking device must be reported as soon as the problem is discovered.

Ladders and Other Access Equipment

Ladders and other access equipment must be inspected regularly, including before and after use. If any defect is found, remedial action must be taken immediately and the ladder/access equipment must not be used until such remedial action has been completed. Wooden ladders/access equipment must not be painted. They must be checked for rot, decay, mechanical damage, splintering and wear and tear of the stiles, head and foot of the stiles and rungs. Metal ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distorting and twisting.

Whenever using a ladder it must be placed securely to prevent it from slipping or falling. A ladder must stand level, on firm footing, at an angle of 75 degrees (approximately 25cm horizontal for each 1m vertical). The ladder must be supported to prevent undue swaying or sagging.

Ladders longer than 3m should be securely fixed at the upper end or, if this is not practicable, near the lower end. If neither of these is practicable, and the ladder is less than 6.5m long, a person must hold the ladder at its foot to prevent it slipping.

Over-reaching and the carrying of inappropriate loads should be avoided when using a ladder.

Vehicles

The Company recognises that the use of vehicles forms part of its day to day business activities, be it the use of company cars or delivery and/or maintenance vehicles.

In addition to ensuring that the vehicles are regularly serviced, well maintained and frequently checked for roadworthiness, the Company shall instruct all drivers to:

- Ensure that they are fit to drive
- Ensure that they do not drive whilst under the influence of alcohol
- Ensure that they are not taking any medication that could affect their ability to drive
- Plan their journeys in advance
- Adopt a comfortable posture whilst driving, following the guidance issued
- Adhere to the security guidance issued
- Avoid smoking, eating or drinking whilst driving
- Not to exceed speed limits
- Adhere to all hazard signage and markings
- Be aware of and plan for adverse weather conditions
- Be courteous and stay calm at all times
- Be aware of all road traffic accident reporting procedures

It is a criminal offence to drive whilst using a mobile telephone, which is not on hands free. Driving includes being in control of the vehicle, which includes being stationary with the engine running. Hand held mobile telephones should only be used when parked safely with the engine off.

The Company takes this matter very seriously and using a hand held mobile telephone whilst driving (see above definition) in a Company vehicle (at any time) or on business (in any vehicle) may be regarded as misconduct which will render the employee subject to disciplinary procedures.

The use of a hands free telephone distracts the driver's attention and should only be used when safe to do so.

Visual and Display Screen Equipment

The workstation of anyone who uses display screen equipment for a significant amount of time (two hours or over during the day) will be assessed (and where necessary adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrist aches. Adequate chairs, work surfaces and equipment shall be provided (e.g. footrest or back roll).

Periodic breaks from using the equipment are encouraged (e.g. 10 minutes every hour).

On request, once a year, a voucher (or reimbursement of cost on production of a receipt) for an eye and eyesight test by an approved optician will be provided. If special corrective appliances for display screen work only are required and a normal appliance cannot be used, the Company will bear the cost of a basic appliance (e.g. the least expensive frame and basic lenses).

Written information and guidance on the safe use of display screen equipment will be provided. If necessary, training on the safe use of display screen equipment shall be made available.

All monitors and display screen equipment must be switched off at the working day to avoid the risk of fire.

Fire

Legislation relating to fire was amended on 1st October 2006 and replaced several pieces of legislation with one common piece of regulation - The Regulatory Reform (Fire safety Order) 2005.

Fire Certificates are no longer in force and instead Fire Risk Assessment becomes the primary method to manage fire risk in the workplace. The new fire regulations identifies a 'responsible person' who as its name would suggest is required to ensure that a suitable and sufficient fire risk assessment is on site. Along with Fire Certificates being phased out the new fire legislation requires the responsible person to take account of the impact that a fire might have to surrounding premises and persons. This includes the safety of fire fighters should they need to enter the premises.

The Company will prepare and review a Fire Risk Assessment.

Electricity and Electrical Equipment

Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and the Company has devised safe systems for working with well-maintained electrical equipment.

Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. The fixed electrical installations and electric mains at the Company's premises are the sole responsibility of [name]. No work shall be carried out on fixed installations and mains without prior written authorisation.

Switches, isolators etc must be labelled clearly with their current, voltage and equipment they supply where this is not obvious.

Any faults or defects in and electrical installation or equipment must be reported to [name] as soon as they are discovered. Defective installation/equipment must not be used until fully repaired.

All electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, instructions and (where appropriate) training provided or arranged by [name]. In particular:

- Electrical equipment must never be used with wet hands
- Earth connections and screens must not be interfered with
- Electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling)
- Conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment
- Electrical equipment and the mains supply must not be overloaded

All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.

All electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date equipment must not be used.

Faults can occur between checks. Therefore, everyone should look out for and pay particular attention to the following potential faults/defects:

- Damage to the insulating sheath around an electrical cable
- Damage to a plug
- Joints in the cable, other than due to proprietary cable connections
- Damage to the external casing of equipment
- Overheating (this may be evidenced by burn marks or discolouration to plugs, casing or cables)
- Evidence of inappropriate use, e.g. if equipment is wet
- Any loose connections

Any faults or defects that are noticed in any electrical equipment must be reported to [name] as soon as they are discovered. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. 'do not use – faulty equipment'). Barriers must be used where necessary.

Only adequate replacement parts shall be used (e.g. double insulated parts for double insulated equipment).

Where possible, low voltage cordless air, hydraulic or hand-powered tools should be used (especially for work outdoors).

Unless this is unavoidable and all suitable precautions have been taken to prevent injury, no-one should work on or near exposed live parts of electrical equipment. In any event, such work must be authorised in advance and must only be carried out in the presence of another person who must know what to do in an emergency. All necessary protective equipment must be used.

Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus)

must be earthed. All equipment designed with an earth shall be tested before being put in to use, to ensure that it is properly earthed.

Anyone who is in doubt about the use of any electrical equipment or who requires advice in relation to any such use or equipment should contact [\[name\]](#).

Portable Electrical Equipment

The use of any portable electrical equipment that is not owned by the Company must be authorised for use in advance and the equipment must be tested regularly.

Portable electrical equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at both the equipment and plug. Where possible, double insulated equipment should be used.

All new portable electrical equipment should be of low voltage (and, where possible, cordless) or double insulated. If a 110 volt transmitter is used, it must be centre tapped to earth.

Fuses and Similar Devices

When using any equipment, the smallest fuse compatible with it should be used to protect the equipment and flexible cable and reduce the risk of fire.

Only those authorised to do so can replace fuses. Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.

A main board fuse must never be replaced.

Residual current devices (RCDs) shall be used in areas of hazard (e.g. where water has to be used near electrical equipment). Plug-in RCDs must be manufactured to BS7071.

Electrical Cables

Flexible cables must be the correct size for the load to be carried and sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

Flexible cables must not be used for voltages above 240 or a loading greater than three kilowatts. Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.

All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately in order to be fixed.

Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.

In so far as possible, all cables must be:

- Kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them
- Protected where they pass over or round sharp objects or corners
- Kept clear of radiators and pipe work
- Laid so as to avoid being trapped in doors

Only one cable should be used from any single plug, except where two, three or four way multiple sockets are available. But in such a case, the total load must not exceed three kilowatts.

Electrical Equipment Fire Hazards

It is recommended that equipment that is not in use is unplugged. All equipment should be switched off and unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.

Only dry powder, halom or carbon dioxide (CO²) may be used on electrical fires. ***Water and water-based extinguishers must never be used in case of an electric fire.***

In the event of a fire, the alarm must be raised immediately and the Fire Procedure outlined in this document should be followed.

All electric incidents/accidents must be reported to [name] in accordance with the procedure set out in this document.

Electricity-related injuries

In the event of any person suffering electric shock, it is important to:

- Turn off the power and, if possible, isolate the supply
- Call First Aider(s). Medical help must be called, but especially when the victim appears to be unconscious
- Not touch the victim, but to try and move him/her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (e.g. by moving the equipment). In so far as possible, the victim should not be moved

All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a burn dressing.

All electricity-related injuries must be reported to [name] in accordance with the procedure for reporting and accident included in this document.

Emergencies – General Precautions

In the event of an emergency, the fire alarm will sound and a designated person will assume control, ensure the evacuation of all persons present to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.

The paramount consideration in all cases of emergency is human safety. For the duration of any emergency, the designated person will have overall control. Everyone, including visitors, is required to cooperate with the instructions given to them by the designated person present at the scene and to use common sense. Do not rush or attempt to pass others when leaving the scene.

All exits and exit routes must be kept clear and must allow safe and free passage in the event of an emergency. Lifts should not be used in an emergency, except with the direction of a member of the emergency services.

Everyone should be informed of the correct emergency procedures on induction and reminded once every calendar year thereafter.

Persons with Disabilities

It is the Company's responsibility to be aware of any disabled person on the premises (including visitors) and in the event of an emergency, in addition to following the normal emergency procedure, arrange for assistance for the disabled person and inform the designated person of this.

Anyone with impaired mobility (i.e. anyone cannot, without the assistance of another, use stairs to leave a building) who is on the ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building with assistance.

Anyone with impaired hearing who cannot hear the fire/emergency alarm must inform [name] about this and avoid working in isolated areas. Is someone with impaired hearing must work alone they must ensure that someone knows where they are and that person must inform them of any emergency.

Fire Precaution Measures

Everyone is required to familiarise themselves with the position of the nearest telephones and fire extinguishers and of all exits and routes to emergency exits.

All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventative action shall be taken.

All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.

Detectors and extinguishers shall be inspected, tested and maintained regularly, as appropriate, to ensure that they are in an efficient state, in working order and in good repair.

The fire evacuation procedure will be exercised at least once every year. The exercise will be reviewed and a report compiled by the designated person. Everyone, including visitors, must comply with the fire evacuation procedure on hearing the alarm. Failure to do so will result in disciplinary action, where appropriate.

In the Event of Fire

Anyone who discovers fire is required to raise the alarm. Fires should only be tackled when it is safe to do so, there is a clear escape route, there are fire extinguishers of the appropriate type and the person tackling the fire is trained and confident in the use of fire extinguishers.

Anyone who hears the alarm should leave the building immediately by the safest route and report to the assembly point. If there is time, all doors and windows should be shut. Do not stop to collect personal belongings.

Everyone must remain at the assembly point until authorised to re-enter the building.

On completion of the evacuation the designated person must be able to confirm that everyone has evacuated the premises and/or whether there is anyone remaining within the premises and, if so, their identity.

Every event of fire shall be reported to and recorded in writing by the designated person immediately after the event who will report this to the Health & Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and/or arrangements put in place to prevent future occurrence of similar incidents.

Fire Extinguishers

Prompt and correct use of fire extinguishers can prevent a fire from spreading. The correct type of fire extinguisher must be used to avoid increased risk and danger to the operator. Training in the use of fire extinguishers will be given when appropriate. **Water and water-based extinguishers must never be used on electrical fires.**

A water type (silver, red or silver band or label on red) extinguisher should be used for all carbonaceous materials (e.g. wood, paper, fabrics etc). A foam type (cream or cream band or label on red) extinguisher should be used on carbonaceous material and flammable liquids (e.g. petrol or oil). Carbon dioxide (black or black label or band on red) extinguisher or a fire blanket should be used on all electrical fires, flammable liquids and gasses, solvents, petrol, oil and similar materials. A dry powder (blue or blue band or label on red) or halom (green or green band or label on red) extinguisher can be used on all fires.

Bomb Alert Procedure

Anyone receiving a bomb threat or discovering a suspicious object or vehicle should inform [name] immediately and remain in the vicinity and make themselves known to the first security personnel arriving on the scene.

If a bomb threat is received, it is important to try to:

- Ask questions: 'where is the bomb', 'what time will it go off', 'what kind of bomb is it', 'do you have a code word' and 'why are you doing it'
- Assess the gender, age group, accent and state of mind (e.g. intoxicated or irrational) of the caller
- Identify any noticeable background noise or distractions
- Assess whether the call is from a public, mobile or private telephone
- Assess why suspicion was aroused

If a suspicious object or vehicle is identified or found it is important to:

- Note its exact location and easily recognisable identifying features (e.g. registration number, name markings etc)
- Advise those present in the immediate vicinity to clear the area and remain at a safe distance

Under no circumstances should anyone touch a suspicious object or vehicle.

Mobile phones and radio transmitters must not be used near a suspicious object or vehicle.

Emergency First Aid Treatment

It is the responsibility of [name] to maintain adequately stocked first aid boxes, obtain (or make arrangements to obtain) first aid supplies, select and provide training to First Aider(s) and post a full list of their location and internal phone numbers and the location of first aid box(es) NEXT TO THE FIRST AID BOX.

First Aid box(es) are located in the [location(s)]. Everyone is required to familiarise themselves as to the exact position of the first aid box nearest to them and the name of the person responsible for it. First Aid kits will be placed in any company vehicles.

Where necessary a First Aider(s) will be called to the scene of an accident/incident where they will assess the situation quickly and safely, call for appropriate help (and if suitably trained and certified give early, appropriate and adequate treatment in a sensible order of priority, arrange for any injured person to be taken to hospital, to see a doctor or go home (as appropriate) and ensure that an accident/ incident report is completed and returned to [name] and that the Accident Book is filled in. Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or a suitably qualified person. All First Aiders shall receive HSE approved training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.

Reporting of Accidents

Any accident at work or in connection with work (whether involving an employee, visitor or other person, whenever or wherever it occurs on the Company's premises) must be reported **immediately** and fully to [name] first verbally and then in writing who shall arrange for the accident to be investigated and an accident report prepared.

It is the responsibility of [name] to report to the Health & Safety Executive's Incident Contact Centre or local office of the Health & Safety Executive the incidents described below, in the manner prescribed by law.

- Any accident (whether involving an employee, visitor or other person, whenever and wherever it occurs on the Company's premises) arising out of or in connection with work and resulting in death or major injury (e.g. amputations, most fractures and major dislocations, temporary or permanent loss of sight, serious injuries for electrical accidents, most injuries leading to loss of consciousness, acute illness which results from exposure to harmful substances or biological agents, injuries following an assault at work)
- Any accident (whether involving an employee, visitor or other person, whenever and wherever it occurs on the Company's premises) arising out of or in connection with work and resulting in hospitalisation for more than 24 hours or any other injury that results in anyone being absent from work for more than three days (including non work days) after the day of the accident
- Any dangerous occurrence (whether involving an employee, visitor or other person, whenever and wherever it occurs on the Company's premises). Examples of dangerous occurrences include (but are not limited to) collapse, overturning or lift/lifting equipment failure, electrical short circuit or overload causing fire or explosion, unintended collapse of any building or structure under construction, a wall or floor in a work place, explosion or fire causing suspension of normal work for over 24 hours, accidental release of a substance which may damage health
- Any reportable disease which anyone suffers (e.g. occupational dermatitis, skin cancer or acne, lung diseases such as occupational asthma and asbestosis, infections such as hepatitis, tuberculosis and tetanus, occupational cancer and hand-arm vibration syndrome)

Every report to [name] and to the Health & Safety Executive's Incident Contact Centre or the local office of the Health & Safety Executive must include the date, time and place of injury, disease or occurrence, personal details of those involved and a brief description of the nature of the event/disease.

Records of any reportable injury, disease or dangerous occurrence shall be kept by [name] in the appropriate Accident Book for at least three years from the date of the record.