



Health and Safety Statement

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1. T & D Electrical Health and Safety Policy Statement

1. Our Policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.
2. Our management accepts the responsibility for applying the above and for providing information, instruction and training to achieve this purpose.
3. We plan to minimise the risks created by work activities, products and services and to secure involvement and participation at all levels.
4. We will assess risks to safety or health and implement all actions shown to be necessary.
5. Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.
6. Other people may be affected by our activities e.g. visitors, neighbours, contractors etc., and our management accept the responsibility to provide appropriate levels of safety for them.
7. Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities.
8. All subcontractors will be required to comply with all current health and safety legislation.

Thomas Smith and Daniel Smith

Partners

T & D Electrical

Field Office

UBF Industrial

Bicester Road

HP18 0JX

Signed.....

Date.....

2. Introduction to the T & D Electrical Health and Safety Statement

T&D Electrical recognises its responsibility to secure the safety, health and welfare of employees. This Safety Statement specifies the arrangements made for this to be carried out, including available resources, the names of responsible persons, the co-operation required from employees, consultation procedures and available information.

3. Review of the Health and Safety Statement

Management will review this Statement and Policy annually.

4. Communication of the Health and Safety Statement to Employees

It is important that this Statement is read and acknowledged by all employees. It will be presented at induction to new employees and made available at all times thereafter.

5. Health and Safety Training

All employees need to know about:

The Health and Safety Policy;

The structure and system for delivering this Policy;

The risks in their work activities that apply to them.

All employees will receive induction training. Such training will cover - Fire Procedures, Warning Systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and Assembly Procedures, First Aid/Injury reporting Procedures, names of First Aiders/Appointed Persons, issue of protective clothing/equipment and its use, instruction under COSHH, compulsory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, as a result of new activities or new technology, following an accident/incident and as a result of performance appraisal. Records of training will be kept for all employees.

6. Arrangements for Communication with Employees on Safety Matters

It is our policy to co-operate with representatives of recognised Trades Unions or those elected as representatives of employee safety, so that Health and Safety can be promoted and controlled effectively.

7. Planning, Measuring, Auditing and Reviewing Safety Performance

a) Planning

Our aim is to minimise the risks created by work activities. We will use Risk Assessment methods to decide priorities and set objectives for hazard elimination and risk control. Wherever possible, risks will be eliminated or minimised by the use of physical control measures. Where this is not possible, systems of work and personal protective equipment will be used to control risks. Performance standards will be established and performance measured against these.

b) Measuring Performance

The success of any action taken to control risks will be assessed by thorough investigation of any accidents, ill health or incidents with the potential to cause harm or loss. We will aim to identify the underlying causes and take corrective action to prevent any recurrence.

c) Auditing and Reviewing Performance

Safety Arrangements will be regularly audited, and regular reviews of performance will be carried out by management with the objective of continual improvement of policies, systems and procedures.

8. Resources

The Directors recognise that health and safety is a management function equal to any other and will provide sufficient financial resources and competent people to carry it out. The organisation and responsibilities are detailed in sections 9 and 10.

9. Management Organisation for Implementation of Health and Safety Statement

The Director is responsible for the organisation and implementation of the Health and Safety Statement.

10. Health and Safety Responsibilities

To be efficient and effective in controlling risks we need to co-ordinate the activities of managers and employees to ensure everyone is clear about what they are expected to achieve.

Specific responsibilities are listed below. Managers, employees and outsourced organisations (if applicable) identified as having specific health and safety responsibilities will be held accountable for their performance.

Responsible Persons

The following have been allocated key areas of responsibility:

Responsible for the allocation of sufficient resources for this policy to be carried out is:

Daniel Smith

Responsible for ensuring the monitoring of safety performance and reviewing of the Health and Safety Policy is:

Daniel Smith

Responsible for communicating the Health and Safety Statement to employees is:

Daniel Smith

Responsible for Health and Safety Training and recording that it has taken place is:

Daniel Smith

Responsible for ensuring that all required Assessment Duties are undertaken is:

Daniel Smith

Responsible for maintaining Accident Records and dealing with Reportable Accidents and Dangerous Occurrences is:

Daniel Smith

Responsible for Fire Safety is:

Daniel Smith

Responsible for monitoring and maintaining First Aid Supplies is:

Daniel Smith

Responsibilities of Employees

There is a duty on all employees to take care of their own safety and that of others while at work. Co-operation is also required in using suitable protective equipment or clothing provided to safeguard safety and health and to enable the company to comply with the law. All our employees must comply with the Safety Rules contained in

Section 11.

In addition, the Health and Safety at Work Act, 1974, places legal duties on all our employees.

These are:

- a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- b) To co-operate with Management to enable the employer to carry out their legal duties or any requirements as may be imposed;
- c) Not to intentionally or recklessly interfere with, or misuse, any item provided in the interests of health, safety and welfare;
- d) To use machines, equipment, dangerous substances, transport equipment, means of production or safety devices provided by the employer, in accordance with the training and instructions received;

e) To inform the employer or any other employee with specific health and safety responsibilities for fellow employees:

1. Of any work situation where it is considered that the training and instruction received by themselves or a fellow employee, could represent a serious and imminent danger to their health and safety, and
2. Of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employer's protection arrangements for their health and safety, even where no immediate danger exists.

11. Rules Covering Health and Safety at Work

This section of our Health and Safety Statement specifies the safety rules in operation, which employees must adhere to. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the Contract of Employment and will result in disciplinary action being taken. It should also be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and an Enforcing Officer could take action against an individual.

A) Working Practices

1. Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so;
2. Employees must make full and proper use of all equipment guarding;
3. Employees must report to management immediately any fault, damage, defect or malfunction in any item of plant, equipment or tool;
4. Employees must not clean any moving item of plant or equipment;
5. Employees must not leave any item of plant or equipment in motion whilst unattended unless authorised to do so;
6. Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so;
7. Employees must use all substances, chemicals, liquids etc. in accordance with instructions;
8. Employees must observe all pedestrian and vehicle controls in force on the premises;

B) Hazard Warning Signs and Notices

Employees must comply with all hazard and warning signs and notices displayed on the premises.

C) Working Conditions and Environment

1. Employees must make proper use of all equipment and facilities provided to control working conditions;
2. Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition;
3. Employees must dispose of all rubbish, scrap and waste within the working area, using the facilities provided;
4. Employees must use the correct methods when removing any article of waste for disposal;
5. Employees must clear up spillages or liquids within the work area;
6. Employees must not pollute watercourses, sewers or drains with chemicals or other substances.

D) Protective Clothing and Equipment

1. Employees must use all items of protective clothing and equipment as instructed;
2. Employees must report any damage, loss, fault or unsuitability of protective clothing or equipment to their supervisor;
3. Where hazardous substances are involved all employees and subcontractors will wear suitable protective clothing, gloves and safety goggles and follow all necessary handling guidelines detailed in the manufacturers data sheets provided with the substances. It is the responsibility of each individual employee to adhere to the guidelines provided by the substance manufacturer in their data sheets. COSHH guidelines will be followed at all times and particular attention will be paid to minimise the risk of mishandling or misuse of any hazardous substances by any employee (including subcontracted staff) of T & D Electrical

E) Fire Precautions

1. Employees must comply with all laid down emergency procedures;
2. Employees must not obstruct any Fire Escape Route, fire equipment or fire doors;
3. Employees must report any use of firefighting equipment to their supervisor.

F) Company Transport

1. Employees with company vehicles must carry out regular checks of their vehicles, paying particular attention to tyres, oil, radiator water and windscreen wash in accordance with manufacturer's manual;
2. Employees must not drive or operate any vehicles for which they do not hold the appropriate driving license or permit;
3. Employees must not carry unauthorised passengers or unauthorised loads;

4. Employees must not use vehicles for unauthorised purposes;
5. Employees must not overload vehicles above the stated capacity;
6. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

G) Accidents

1. Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to their line manager;
2. Employees must report all accidents and dangerous occurrences to management as soon as it is practicable;
3. Employees must notify management of any incident in which damage is caused to property.

H) Health

1. Employees must report to management any medical condition, which could affect the safety of themselves or others;
2. Employees must co-operate with the management on the implementation of any medical and occupational health provision.

I) Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or willful breach of safety rules;
2. Unauthorised removal or interference with any guard or protective device;
3. Unauthorised operation of any item of plant or equipment;
4. Unauthorised removal of any item of First Aid equipment;
5. Willful damage to, misuse of, or interference with any item provided in the interests of health, safety or welfare at work;
6. Unauthorised removal or defacing of any label, sign or warning device;
7. Misuse of chemicals, inflammable, hazardous or toxic substances;
8. Horseplay or practical jokes which could cause accidents
9. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
10. Misuse of any item of equipment, utensil, fitting/fixture, vehicle or electrical equipment.

12. Fire Evacuation

This section outlines the arrangements and responsibilities for evacuation in the event of fire.

Fire Arrangements

All employees will receive instruction and training in the procedures to be followed in the event of a fire;

As part of the fire arrangements, a person has been nominated who is responsible for fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests and record keeping;

Fire evacuation drills will be arranged by the nominated person twice a year.

Fire Procedures

Upon discovering or being notified of a fire by an alarm or a colleague:

THE SENIOR PERSON PRESENT WILL

1. Telephone the Emergency Services by dialling 999;
2. When the Operator answers, ask for the FIRE SERVICE and give the telephone number: 01296 706260;
3. When connected to the Fire Service, state slowly and distinctly:

"This is T & D Electrical, we have a fire"

Do not replace the receiver until this information has been correctly acknowledged

4. Evacuate the building by the nearest available exit and proceed to the assembly point;
5. Initiate a roll call for employees and visitors;
6. Liaise with the Senior Fire Officer, giving information concerning:
 - a) Location of fire;
 - b) Missing employees/visitors;
 - c) Location of dangerous chemicals/substances;
 - d) Location of services isolating points.
7. Liaise with the Senior Fire Officer before re-entering the building;
8. Ensure that all discharged fire extinguishers are replaced.

Fire Notice

Upon discovering or being notified of a fire by either an alarm or an colleague;

All employees should leave the building by the nearest available exit and assemble outside to the front of the building.

A roll call will be held, to ensure all persons are accounted for, and no one is left in the building.

Do not delay leaving the building by collecting personal belongings.

VISITORS

Please assemble at the location identified above where a roll call of visitors will be held - it is important that you do not leave the area before notifying the senior person present. Do not delay leaving the building by collecting personal belongings.

Senior Person Present:

- a) Ensure that the FIRE SERVICE has been summoned;
- b) Initiate a roll call for employees and visitors;
- c) Inform the fire service of the suspected or actual location of the fire, any missing persons, any dangerous substances present and service isolation points, e.g. gas mains/valves, electricity etc.;
- d) Do not re-enter the building until told that it is safe to do so by the Senior Fire Officer;
- e) Ensure that all discharged fire extinguishers are replaced;
- f) Keep a record of the incident.

13. Accident and Injury Reporting Procedure and Records

All injuries no matter how minor should be treated and a record made in the Accident Book.

1. The injured person reports for First Aid Treatment;
2. The First Aider enters the details of the injury and treatment in the Accident Book and enters a serial report number on the Accident Report and stub. The report is then removed from the Accident Book and passed to the responsible person noted on the front of the book.
3. The responsible person will decide what actions are necessary (if any), carrying out an investigation and recording details on the form if appropriate;
4. The responsible person will notify the Health and Safety Authority immediately if the injury results in absence from work of more than 7 days. The report should be submitted to the HSE through an online report form at

<http://www.hse.gov.uk/riddor/report.htm>;

5. The responsible person will notify the Health and Safety Executive immediately by telephone if a fatality or major injury occurs:

Incident Contact Centre 0845 300 99 23 / 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm)

For a major incident, where immediate action is required the duty officer should be contacted on 0151 922 9235 /

0151 922 9235.

14. First Aid Arrangements

A trained First-Aider or appointed person, First Aid Equipment and records are provided.

Displayed throughout the premises are notices which detail the following:

LOCATION OF FIRST AID KIT

In the In all Vehicles

LOCATION OF RECORD OF ACCIDENT/TREATMENT RECORD BOOKS

In the In the Office

15. Emergency Procedure

1. In the event of requiring the Emergency Services dial 999;
2. When the Exchange Operator answers, ask for the appropriate service;
3. When connected to the required service, state slowly and distinctly:

"This is T & D Electrical "

Give the telephone number: 01296 706260

State the need e.g.

"WE REQUIRE POLICE ASSISTANCE" "AN AMBULANCE IS REQUIRED"

4. Give details of the incident;
5. Do not replace the receiver until this information has been correctly acknowledged.

16. Dangerous Occurrence Reporting Procedure

The responsible person will notify Health and Safety Executive immediately if a specified dangerous occurrence takes place, which is not reportable by consequent death or injury. The specified dangerous occurrences are listed on the HSE website <http://www.hse.gov.uk/riddor/what-must-i-report.htm#dangerous>

For fatal and major injuries only, the report can be made by telephoning the Incident Contact Centre. Call 0845 300 99 23 / 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm).

For a major incident, where immediate action is required the duty officer should be contacted on 0151 922 9235 /

0151 922 9235

17. Arrangements for Carrying Out Risk Assessment

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 require that a formal Risk Assessment is carried out to determine the risks associated with our working operations.

The assessment needs to identify risks to both employees and to any other person who may be affected.

We will carry out a formal risk assessment and record the following:

1. Any significant sources of harm (hazards) to Health and Safety identified during the assessment;
2. Any existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to work manuals or other documentation if appropriate);
3. The persons who may be affected by the risks identified, in particular any personnel who may be especially at risk;
4. The decisions taken as a result of the assessment;

A competent person will carry out the risk assessment.

When a hazard is identified and the risk assessed, the necessary arrangements will be decided and put into effect to protect safety and health, including removal of the hazard, control measures, safeguards or the provision of protective equipment.