HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AT WORK ACT 1974

Clark Electrical Industries Ltd

Issue Date: 26th July 2024

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1) GENERAL POLICY STATEMENT

Clark Electrical Industries Ltd, known herein as “The Company”, is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation, both as an Employer and as a Company.

The main responsibility for health and safety lies with the Board of Directors. To comply with its statutory and common law duties, the Company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 (as amended) and will cooperate with their Employer to enable them to carry out their health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

The Company will comply with its duties towards employees under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 (as amended), so far as is reasonably practicable. The Company will also commit to provide the necessary resources (including financial) to ensure the effective implementation of these policy arrangements.

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Company's premises, the Company will pay strict attention to its duties under the Health and Safety at Work Act and the Occupiers' Liability Acts 1957 and 1984.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work etc. Act 1974 and binds all Directors, Managers and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on demand.

Signed.....
Managing Director

Date.....26th July 2024.....

2) RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN THE COMPANY

To ensure commitment to and provision of safe working conditions, the company wish to outline clearly the responsibilities of management, supervisors, employees and appointed persons for the maintenance and improvement of health and safety conditions within the organisation.

a) The Managing Director

i) Will ensure there is an effective policy for industrial health and safety within the company.
ii) Will periodically appraise the effectiveness of the policy and ensure any changes are implemented.
iii) Where necessary will attend safety committee meetings.
iv) Will ensure that Health & Safety is an Agenda Item at every Board Meeting and will be reviewed at each Management Meeting.

b) Directors

i) Will, in conjunction with Managers and employees, ensure that the Health and Safety at Work Act is conformed to.
ii) Will carry out the Company's Health and Safety policy effectively.
iii) Will liaise with the safety representative on all matters concerning safety.
iv) Will act on the safety committee reports relating to hazards or unsafe working conditions.
v) Will review accident reports and ensure that corrective action is taken to avoid recurrence.
vi) Will attend safety committee meetings when required.

c) Managers & Supervisors

i) Will familiarise themselves with the company Safety Policy.
ii) Will carry out thorough inspections, demonstrate their personal interest and report as required.
iii) Will ensure that all operatives carry out safety as part of their normal duties.

d) Employees

The Health and Safety Act places responsibility on the employee to take reasonable care for his own Health and Safety and that of other people; to co-operate with the employer in the carrying out of his duty; and to avoid misuse or interference with anything provided for safety.

e) Appointed persons - Safety Officer

i) Must seriously consider any representations about health and safety from other employees.
ii) Must ensure that employees are adequately trained and fully aware of hazards within their work area.
iii) Must ensure that all employees know what to do in case of fire and know the location of and how to use fire equipment where necessary.
iv) Must ensure that all employees know the whereabouts of first aid facilities.
v) Will occasionally check first aid facilities and records.

f) Safety Committee

At each Board meeting or as circumstance requires Health and Safety will be an Agenda item. The main purpose of the agenda item will be to assist in the accident prevention programme of the company and will cover:-

i) Consideration of the cause and prevention of all reported accidents and incidents.
ii) Assistance in hazard spotting and routine inspection.
iii) Agreeing local safety rules as necessary for work areas.
iv) Confirming that all applicable safety regulations and codes of practice under the Health and Safety at Work Act 1974 are observed, understood and implemented.
v) Monitoring the company's performance on accident prevention.
vi) Submission of reports and recommendations to management on main hazard areas.
vii) The implementation and review of training programmes as required.

3) COMMUNICATION

As health and safety is an important part of the Companies business, communication is required in all forms to all levels. Safety Officers are to make sure all communication from meetings and training are

understood and acted upon. Directors are to take an active role in leading communication and helping managers to reinforce heath and safety issues. Quarterly heath and safety meetings are to take place including an audit and review, any new policies or deviations will be addressed and measure or action points to be implemented. Toolbox talks and other informal meetings main points to be reported to safety officers and reviewed during quarterly meetings. All written communication is to be stored on the intranet health and safety folder for all employees to access, attention email to those affect so as to review and understand as appropriate including minutes of meetings. For those who do not have access to the intranet then email for field workers or printed copies to be issued. All important changes, updates, training and certificates to be recorded on the employees/sub contractors HR file and updated on training records.

4) TRAINING

The company recognises the contribution employees make to the success of the company. It also recognises that to maintain a committed and competent workforce it needs to ensure that there is adequate training and development provided for all employees. Therefore in respect of Health and Safety issues the purpose of the company's Training Policy is to ensure that:

a) Employees are properly trained to carry out their present jobs in a safe manner and to a standard that is acceptable both to the company and its customers.
b) Health and safety, including safe working practices, will be an integral part of the Company's induction procedure which all new employees undertake.
c) The Field Staff Visit Report will be specific in assessing employees compliance with Health & Safety
d) Training needs analysis is maintained for all employees which will feature safe working within the Company's policy on Health and Safety.
e) Additional training will be provided as recommended by the Board.

Note: Employees should not use specialist work equipment unless they have received the appropriate training.

5) CONSTRUCTION, DESIGN AND MANAGEMENT

The Construction (Design and Management) Regulations 2015 have changed the responsibilities for all construction work. As the majority of our work is testing and repair the impact is minimal. The main change is related to the client and designers' duties. All construction work requires awareness of Parts 2 and 4 built into the design.

Role of Designer and Main Contractor - As the majority of our clients are commercial the designer and main contractor have a responsibility for site management, facilities, competence and to make sure the client is aware of their responsibilities. The main contractor is also responsible for information and site inductions. The company is responsible for all workers (including sub-contractors).

Part 2 - Requires anyone the company employs or engages is competent and co-operates with others. The company must plan, manage and monitor. Provide the company's workers with all necessary information, including risk assessments, inductions and training, and checks the client is aware of their duties.

Part 4 - To ensure the site is a safe place to work, that there is security, stable structures, safety of energy distribution, safety of traffic and vehicles, prevention of risk from fire (emergency routes, fire fighting etc), that emergency procedures are suitable and sufficient, and that adequate weather protection and adequate lighting is in place.

The Client - Should be told of the facilities you will be providing and additional health and safety requirements that will impact on the Client's day running of their business.

Notifiable Works - The Company is highly unlikely to be the main contractor of a job with CDM responsibilities. Notifiable jobs are more than 30 working days or involve more than 500 person hours and health and safety provisions will have to be put in place to cover this.

6) COOPERATION/COORDINATION WITH OTHER TRADES

It is the responsibility of all operatives to work with clients, operatives from other companies and other trades. Communication in all forms are necessary to help the flow of work and safe operation of the

work. Using signage to current standards, attend site meetings and communicate progress against schedules.

7) SUBCONTRACTING WORK

If an overflow of work occurs and the Company requires more labour or technical labour a Pre-requisite questionnaire must be completed and competency/insurance checked. If no health and safety policy the contractor can opt to apply our health and safety rules and procedure. Work will be monitored via our qualifying supervisor, contract managers and quality management.

8) SMOKING POLICY

Legislation makes it illegal to smoke or permit others to smoke, in virtually all enclosed public places and workplaces in England. Therefore offices, workshops, warehouses, schools, vehicles and similar places are smoke free. If any one is caught smoking within these areas they will be subject to a criminal offence and fines.

All work carried out will be subject to this law and site workers will need to clarify the places available for them to smoke. The company reserves the right to review the work offered and status the individual or company does and pass on any fines incurred by deliberately breaking the law.

9) SAFETY 'HOUSEKEEPING'

Regulatory Reform (Fire Safety) Order 2005 and our Fire Risk Assessment emphasises good housekeeping and the removal of potential fuel and ignition sources and general safety listed below;

a) Anti-fire Precautions

i) Smoking may only take place as per Smoking Policy subject to Smokefree Act 2007. In a designated smoking area, all matches, cigarette ends, etc. must be properly extinguished and not just dropped on the floor using the buckets provided.
ii) Oily rags or paper wipers are a possible source of fire. These must be disposed of properly and not allowed to accumulate to become a fire hazard.
iii) Materials or equipment must never be placed in front of fire points or fire exits.

b) Site or Workshop tidiness

i) Materials, tools or equipment must not be left lying about or in a position so as to create a potential hazard.
ii) Machines or vehicles must always be operated with extreme caution. A site can be a particularly busy or crowded place where even a momentary lack of care can have disastrous results.

c) Personal Behaviour

i) Personal health and safety depends to some degree on the actions and attitudes of workmates. Therefore, everyone has the responsibility to ensure that new and younger employees and or irresponsible people do not create potential hazards to other peoples health and safety.
ii) It is the duty of everyone to stop, or at least report, foolish behaviour before a possible accident occurs.

d) Safety Rules

In order for a safe environment to exist, safety rules need to be strictly adhered to by all employees. Some of these are statutory requirements:

i) Personal protective equipment shall be worn wherever identified by risk assessments and/or where designated.
ii) Safety helmets will be worn in 'hard hat' designated areas
iii) Anyone under the influence of alcohol and/or drugs shall not be allowed to work.
iv) No employee will continue to, or be permitted to, work if their ability to work is impaired by fatigue, illness or other reason that might cause injury to themselves or others.
v) Vehicles belonging to employees will not be parked in work areas unless specifically given permission by the person is charge of the site.
vi) All access equipment, including ladders, must be kept in good order and only used in accordance with the relevant instructions, Inspections will take place on a regular basis.
vii) All tools and equipment, whether employee or employer owned, will only be used if in good condition. Inspections will take place on a regular basis.
viii) Any defective equipment must be reported immediately.

ix) All accidents, however slight, must be reported and entered in the Accident Book. Any incident will be reported to the Safety Officer.
x) This Policy Statement and the Staff Handbook must be read and understood by personnel employed by the Company and training will be given to assist in this respect.

10) HEALTH SURVEILLANCE

Health surveillance may take place if an employee has specifically been exposed to any hazardous substances or has had an accident where a full recovery is not anticipated. In either case external advice will be taken.
Any such surveillance, medicals and other individual health records that may be required will be securely filed with personnel records and will be kept for 40 years or as required by law.

11) FIRST AID SERVICES

a) Requirement
i) An easily accessible first aid cabinet for dealing with small cuts and abrasions will be maintained in the kitchen and workshop stocked to an acceptable standard.
ii) A first aid box is provided on all company vehicles and those employees travelling on company business for use as required.
iii) On arrival on site the engineer should request the First Aid facilities supplied.

b) First Aider
i) First Aider will be appointed and the necessary training undertaken as required.
ii) There will be a First Aider for the workshop and one in the first floor offices.

c) Responsibility
Overall responsibility for the operation of this service rests with the Board.

12) ACCIDENT REPORTING AND INVESTIGATION

a) All accidents however slight are to be reported in the Accident Book - Form BI 510 which is located in Kitchen upstairs. An Accident/Near Miss Investigation Form must be completed also.
b) In the event of the accident being reportable under RIDDOR then it will immediately be reported to Health and Safety Officer who will report it to the enforcing authority and the Managing Director. A full investigation will then take place and the appropriate online report form completed.
c) An internal report will be established in order to ensure any remedial action is taken.

13) EMERGENCIES

All employees will be made aware of the actions to take in respect of an emergency either at induction or at updating training meetings. The main aspects are:
a) All employees working in or visiting the offices of the Company will be made aware of actions to be taken in the case of fire or other emergency, the manner of evacuation and assembly points for roll call purposes.
b) Employees working at or visiting sites will be instructed to take special note of any displayed instructions for an emergency and subsequent evacuation.
c) Any employee involved in an emergency either as a participant or as a bystander will be instructed as to the best course of action to be taken depending on the type of emergency.

14) COMPANY CARS & COMMERCIAL VEHICLES

a) General
The Company has no Mechanic to look after the Company Cars and Commercial Vehicles and therefore requires the drivers of these vehicles to be responsible for their general care and also for the reporting of any defects, so that all Company vehicles are, at all times, in a safe and roadworthy condition.
Normal routine servicing is carried out under contract as specified by the respective Contract Hirer, and these same garages also deal with any defects.
b) Responsibilities
The driver responsibilities are:-
i) To report to Director when the vehicle is approaching the prescribed servicing interval.

ii) To report to Director any defect becoming apparent in the vehicle.
iii) To undertake daily and weekly checks as required by the vehicle handbook and/or instruction manual and/or the Staff Handbook.

If in their opinion any defect renders the vehicle unsafe on the road they must not drive the vehicle. After notifying their immediate manager they may with permission drive it in a very careful manner to the nearest garage. If the vehicle is not at their home then a breakdown organisation is to be called and their advice accepted regarding the safety of the vehicle.

c) The Manager or Supervisor responsibilities are:-
   i) To see that the drivers carry out (a) and (b) above.
   ii) To ensure that all vehicles are booked in for a service and maintenance at the above garages at the appropriate time.
   iii) To ensure that no person drives a vehicle that is known or thought to be in an unsafe condition.
   iv) To liaise with the service/helpdesk to ensure no unrealistic schedules are imposed that may encourage unsafe driving practices.
   v) To issue a mobile phone policy :
      (1) No driver must drive whilst using a handheld mobile phone.
      (2) To ensure drivers are qualified to drive including the need for a current driving licence and where necessary any driving convictions are notified to the Company's insurer for acceptance.
   vi) Where possible have Drivers attend courses (e.g. Drive & Survive).

15) WASHING FACILITIES AND SANITARY CONVENIENCES

The Company's work places fall into the following categories:-

a) Office Accommodation
   Both male and female staff are employed in the offices and toilet washing facilities are provided inside the building with soap and towels or a hand-dryer.
b) Workshop
   Male toilets washing facilities are provided with hot and cold water inside the building.
c) Working Contract Sites
   On most contracts our sites are always at client establishments. Our employees on these sites have full use of the facilities provided by the client for their employees. Whatever the contract size, barrier creams and cleansing agents are provided.
d) Facilities whether at the Company or at site must be left wherever possible in a clean condition and always no worse than before use. Any serious deficiencies in the facilities to be reported to the respective manager.

16) PROVISION OF PROTECTIVE CLOTHING AND EQUIPMENT

a) General
   i) Protective clothing is required at certain points by reason of:-
      (1) Risk of accident arising if the protection is not used; and
      (2) Environmental conditions which may provide a risk to health.
   ii) It is the Company's policy to provide protection, where necessary, free of charge to employees.
b) Protective Clothing - Accident
   i) Protection of Eyes
      (1) Safety Glasses are provided and worn whenever protection is required.
   ii) Respirators
      (1) On industrial contracts respirators are provided if conditions require it.
      (2) On sites where dust is a problem suitable particle masks are provided as and when required.
   iii) Ear Protectors
      (1) Should work be carried out in noisy areas then, where possible, the source of the noise is positioned at a good distance from the working place. Should the noise level be unavoidable then ear protectors of an approved type will be provided.
   iv) Safety Helmets
      (1) The company provides sufficient hard hats to equip all employees and any visitors on "Hard Hat" sites.

v) Industrial Gloves
(1) The Company recommends that gloves should be worn when applicable and these are available on request at all sites.
vi) Protective Clothing - Health Risk
(1) Where operatives are required to work for long periods in extreme weather conditions protective clothing will be provided.

c) Shelter and Storage accommodation
i) Shelter is provided where required.

NOTE: It is the policy of the Company that all members of the management and all supervisory staff shall wear the prescribed protective clothing and equipment at all times when working on, or visiting, any of the Company's sites.

17) MANUAL HANDLING

The business of the Company is generally with light materials and tools. Should a heavy or awkward load be encountered the Company will provide the necessary additional plant and equipment required to do the lifting for the employee such as cranes and lifting equipment. All training will be conducted before use by a competent person.
All Employees will be trained in manual handling on induction.
Minimise manual handling and lifting where possible, but if required follow the procedures set out in the training guide. In short, plan lift, keep close to waist, get a good hold, stable stance and don't flex your back in the process.

18) HAND TOOLS (INCLUDING ELECTRICAL) & LIGHT MOVABLE PLANT

a) Hand Tools
Various types of hand tools are in use on site.
i) It is the policy of the Company to purchase good quality tools - they prove to be more cost effective in the long term and are less likely to fail and compromise the safety of the user.
ii) Each employee will be responsible for their own tools. A separate issue sheet is maintained by the Field Supervisor/Stores Supervisor for each operative, who signs for each tool supplied.
iii) It is the employee's responsibility to:-
(1) Always use the correct tool for the job
(2) Check before use
(3) Keep the tools clean
(4) Report any breakage or malfunction to their immediate supervisor who will organise a replacement
(5) It is the responsibility of management:
(6) To ensure each employee has the necessary hand tools.
(7) With the Stores Supervisor to ensure Portable Appliance Tests are done at the necessary intervals as required.

b) Light movable plant
i) Every effort should be made to protect light movable plant and portable tools from damage.
ii) Should be checked before use including supply leads
iii) Tools should be disconnected before any adjustments are made or attachments changed.

c) Before portable electric tools are issued from stores, a check should always be made to see that:-
i) The correct plug has been fitted for the operating voltage as the tool's name plate.
ii) The flexible cable is firmly connected to both plug and tool and is sound.
iii) The earthing connection is electrically sound.
iv) They display a valid Portable Appliance Test label.

19) WORKING AT HEIGHT

The Work at Height Regulations place the duty of care on employers and the self employed and any person who controls others.
Working at Height must be avoided where possible. If not possible use generic risk assessment to assess risks and modify where appropriate. This is the responsibility of the site supervisor. Use the appropriate equipment as per the risk assessment to complete the job or work.

The Company's process of work requires the occasional use of aluminium towers or Mobile Elevating Work Platform (MEWP); these will be hired. Included are all appropriate signage
Only those trained to use MEWP will use them.
It is the responsibility of the person in charge (the competent person) on any site to ensure that towers are erected in the proper manner and used safely. The tower requires full inspection and must display a notice clearly visible to state it is safe to use (must be re-inspected if an event occurs that could have affected its strength or stability. If the personnel on site are not trained in the erection and use then training must be given to the personnel on use and safe dismantling.
Safety harnesses will be provided and must be worn when using MEWPs and on scaffolding where applicable.
Ladders are the cause of more accidents than any other piece of equipment. Because they are taken for granted their efficiency and safe usage can often be neglected. The requirement for 3 points of contact means that only one hand is free to do work, look at the suitability of the equipment chosen before starting work.

a) Training
   i) Training on the use of ladders will be given to new employees during induction.
   ii) On site, it will be the responsibility of the person who controls others on site to check the manner in which ladders are being used and give ongoing instruction.
b) An examination must be made prior to use by the employee who must check the following points:-
   (a) the ladder or steps are appropriate for their use
   (b) the rungs if bent
   (c) the rungs if loose in the stiles
   (d) the stiles if dented or flattened or damaged in any way
   (e) supports or lashing undamaged
   (f) is the area safe – any additional risks needing to be minimised

   On visits to site all ladders in use and on the vans must be checked by the Stores Supervisor and ladders unsafe to use be withdrawn from service for repair or to be destroyed. These checks will be reported on the visit report.

20) FRAGILE ROOFS

Whenever work is required on roofs then a Method Statement will be established.

21) ENVIRONMENTAL IMPACT & WASTE DISPOSAL

As a registered waste carrier and producer it is our responsibility to act in a responsible manner. Our Environmental Policy is to recycle where possible.
Where our activities produce waste:

a) it must be disposed of in a manner which is safe to both the employee and to bystanders.
b) disposal will take place within the Environmental Policy of the Company.
c) It must be organised and managed, as far as is practicable, to minimise any damage caused by disposal of waste, noise, dust, etc.

22) ELECTRICITY

This is a major hazard - it can cause physical injury, it can be fatal.
The danger from electric shock is directly related to the amount of current that passes through the body and to the time that it takes to pass.

a) At lower levels the effect may be no more than an unpleasant tingle, although perhaps sufficient to throw a man off balance causing him to fall.
b) Medium amounts cause increasing muscular tension, so anything in the grasp can scarcely be released - a condition which can quickly become lethal.

All employees encountering electrical equipment or fixed installations are expected to be competent. Additional training will take place as required.
Other than in the testing of equipment, live working is not permitted. During testing proper test equipment will be used and all probes, clips etc. will be fit for purpose, regularly inspected and maintained. Insulated tools and probes and the use of rubber mats.
All electrical equipment used on site, in offices and stores is regularly tested and necessary reports issued as per the IET 'Code of Practice for the In-service Inspection & Testing of Electrical Equipment'

23) HOT WORK

Work requiring heat and welding to be conducted by competent persons. Hot work is to be keep to a minimum and any work will require the correct PPE and protective devices like fire extinguishers. Refer to the Hot Works Method Statement. Only city and guild qualified plumbers will do water pipe work and if a sub contractor be assessed by our sub contractor questionnaire for competence.

24) WORK ON PRESSURE SYSTEMS

Only sub contractors assessed by our sub contractor questionnaire will be able to do this work. No employee to work on pressure systems.
When installing pumps and compressors from our workshop repairs if a certificate is required then a registered sub contractor will be used.

25) WORK ON GAS APPLIANCES

Only Gas Safe registered sub contractors assessed by our sub contractor questionnaire will be able to do this work. No employee to work on gas appliances.

26) INFORMATION

As and when requested a copy of this Policy Statement will be supplied to our customers.
A copy will be supplied to all existing employees and to new employees as part of their induction training. Together with the staff handbook it will form an integral part of the Terms and Conditions of Employment with the Company and as such it is the responsibility of each employee to be aware of the contents.

27) LIGHTING

Should the power be isolated while work is continuing then sufficient lighting will be provided for the work to carry on in a safe manner. In each instance a method statement will be established and agreed with the supervisor before work progresses.

28) LONE WORKING

The company requires individuals to work on their own in occupied premises as long as it is not a breach of H & S Laws. In general the Company's Generic Risk Assessment accounts for lone working. Should an additional risk be apparent it will be added to the generic risk assessment and if the risk cannot be eliminated or satisfactorily reduced then a method statement shall be established with the Field Supervisor. For night work, if no Security on-site or Buddy System can be established or lone worker device in use, CEI Ltd will provide an additional competent operative, for which an additional charge may apply.

29) NOISE

Excessive noise from plant and tools on site can cause progressive loss of hearing. It can also make communication difficult, which can result in accidents through instructions not heard or misheard.
Should there be the need to work where there is excessive noise then a Risk Assessment will be established and agreed with the supervisor before work progresses.
As working with noise will be for a limited time ear defenders will be provided.

30) HEALTH HAZARDS – ASBESTOS etc

All information about materials for use especially if working on a site for first time, must be studied and understood, and any potential hazards and necessary precautions fully explained to those likely to be affected.
The following hazardous materials if found on site will cause work to cease immediately, the customer informed and the Supervisor contacted.

a) **Asbestos dust**
   i) **Before work has commenced all workers need to ask for an asbestos report.**
   ii) Should exposure to asbestos have been incurred then the Manager/Supervisor informed and as necessary advice sought.
b) **Lead**
c) **Petroleum Gases**
d) **Sewers**

The Company does not expect to work where above hazards are present. It is likely the client will be expected to employ specialist sub-contractors. If there is an absolute need for us to work in the hazardous area a detailed method statement will be established (including the provision of full protective clothing and training) and agreed with the client prior to work recommencing.
Substances affecting the skin: Generally the processes the company employs do not use hazardous substances that can cause irritation or skin trouble. Should an employee experience difficulty the substance will be identified and PPE provided as necessary.

31) SAFE SYSTEMS OF WORK – METHOD STATEMENTS & RISK ASSESSMENTS

Risk Assessments will be established to identify the relevant risks on all jobs. If the risks cannot be eliminated or satisfactorily reduced, any significant aspects including precautionary and preventative measures are brought to the attention of those placed at risk. In this respect a Method Statement will be issued for the job should the risk be such that it is necessary.
Due to the repetitive nature of the tasks and locations of the majority of the employees then generic risk assessments are completed. At each site the employee **before work commences must complete a risk assessment** to ensures there are no additional risks to those covered in the generic risk assessment. **On completion of this risk assessment the Worksheet will be ticked in the RAR box** indicating the assessment has been made prior to work commencing. Additional risks must be noted on the assessment and if not easily minimised then the supervisor must be informed prior to work taking place.
The generic risk assessments will be reviewed at regular intervals and updated as necessary. This will be the responsibility of the Safety Committee.
All work that is quoted for, be it a single event or part of a preventative maintenance contract, will be priced taking risk assessments into account.
Once an assessment is established, training will be given as necessary to the employee and all protective clothing, plant and equipment, and any other needs identified by the Risk Assessments must be in place prior to work commencing.
Other than for testing and inspection the company does not undertake 'live working' and all circuits and electrical apparatus must be isolated before any work commences.
Should a risk assessment for either site or office work, establish a risk for pregnant females or new mothers, than the necessary actions will be taken to provide information to the relevant staff.

32) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Should a Risk Assessment indicate a probability of an employee coming into contact with a hazardous substance then the relevant hazardous information data sheets on materials to be used will be obtained from the manufacturer or supplier or client as appropriate.
If the working atmosphere needs monitoring then this will be indicated on the relevant COSHH assessment.
The COSHH assessment will be completed where operations/substances known to be a possible hazard to health are present. Once the assessment is complete work will not commence until the risk has been assessed.
General precautions apply as follows:

a) Hazardous substances should not be used in areas where food is being prepared or eaten.
b) Substances spilt should be cleared up immediately and waste and used containers disposed of properly.
c) Contact of substances with eyes, skin and mucous membranes should be avoided wherever possible. Protective clothing and equipment must be used when specified.
d) Chemical products and materials should be stored in proper areas where the correct ventilation and environmental aspects are addressed.
e) Any assessment sheets and additional information must be read before using any hazardous materials.

Specific precautions will be detailed in the written assessments.

33) ACTS AND REGULATIONS

The following Acts and Regulations have been referred to in the compilation of this Policy:

- Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- Regulatory Reform (Fire Safety) Order 2005,
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Personal Protective equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- The Workplace (Health, Safety and Welfare) Regulations 1992
- IET Code of Practice for In-service Inspection and Testing of Electrical Equipment 5th Edition
- The Health & Safety (Display Screen Equipment) Regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998
- The Working at Height Regulations 2005
- The Manual Handling Operation Regulations 1992
- First Aid at Work Regulations 1981
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- BS 7671 18th Edition of the IET Regulations
- The Construction (Design and Management) Regulations 2015
- Waste Electrical Equipment Regulations 2013
- Hazardous Waste Regulations 2005
- Carriage of Dangerous Goods & use of transportable pressure equipment regulations 2009
- The Control of Asbestos Regulations 2012
- Health Act 2006
- Electricity at work regulations (EAWR) 1989

RISK ASSESSMENT FORM

Clark Electrical Industries Ltd

Location:		**Assessment of:**	Risks involved in Electrical Site Work.
Assessment Date:		**Review dates:**	At each new site
Record Number	PCL101		

Significant Hazards	Those at Risk	Existing Controls or Information. Uncontrolled Risks and Action

Signed:…… Name (Print):…… Dated: ……..

NOTE: The above assessment must list all risks that may be encountered on the specified site.
If the risk cannot be minimised by reasonable action and remains high then work should not proceed, the client notified and your management informed. Work not to recommence until risk satisfactorily minimised and/or a method statement established.

Key: Figure by each risk represents the remaining assessed risk after actions taken:
High – 3 Medium – 2 Low – 1

The above does not preclude any employee responsibilities that are established in the Company's Health & Safety Policy and must be read by each employee or subcontractor.

Assessment Number…….

COSHH RISK ASSESSMENT RECORD

MATERIAL		
HAZARDS		
PRECAUTIONS		
PROTECTIVE CLOTHING AND EQUIPMENT		
OTHER INFORMATION		
ASSESSMENT COMPLETED BY:		