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Electrical Testing Surveyors Limited is Registered in England  
No: 4342678 Registered Office: as above



## *COMPANY HEALTH & SAFETY POLICY DOCUMENT.*

(Incorporating Environmental Policy and Equal Opportunities Policy)

Director Responsible for Health & Safety:

Mr. M. Lancaster

Appointed Safety Consultant:

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### *GENERAL POLICY STATEMENT*

The prevention of all accidents involving personal injury or property damage is essential to the efficient operation of Electrical Testing Services Ltd herein after referred to as the Company.

It is the policy of this Company that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and all other persons who may be affected by its operations.

In this policy the term 'safety' is defined to mean:

- a) the prevention of all accidents and dangerous occurrences,
- b) the promotion of occupational health and hygiene,
- c) the control of all situations likely to cause damage to property and equipment.

### *ENVIRONMENTAL POLICY*

It is the Company's policy to ensure, so far as is reasonably practicable, that its activities do not cause pollution of the environment. This is taken to mean noise, pollution of the air (including air within buildings and other structures above and below the ground), water and land from any industrial and commercial activity capable of causing harm to man and other living organisms.

***Specialist Electrical Testers.***

Site waste will generally be sorted before being placed in the relevant skip and disposed of by waste disposal contractors. In other cases the Companies Contract Manager will be responsible for making alternative arrangements that comply with statutory requirements and codes of practice.

The burning of waste materials will not be permitted on a Company site nor will it allow their staff to burn waste material on any other employer's site.

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## *EQUAL OPORTUNITIES POLICY*

It is the policy of this company that equal opportunities will be afforded to all employees regardless of their gender, colour, creed or disability.

This policy will extend to persons applying for employment whenever situations become vacant within this organisation.

The accepted disciplinary procedures will be taken against any employee who is proved to be in breach of this Policy.

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## *THE GENERAL DUTIES OF EMPLOYER TO EMPLOYEES*

The matters to which this duty extends will include in particular:

1. The provision and maintenance of safe plant and systems at work.
2. Minimising the risk to health in handling, storing and transporting of materials, in particular, those, which come under the current Control of Substances Hazardous to Health Regulations (see CoSHH later).
3. The provision of adequate information, instruction, training and supervision to ensure the health and safety of employees whilst at work.
4. The provisions of a safe and healthy environment including safe access to and egress from all places of work.
5. The provision of any necessary personal protective equipment such as helmets, gloves, goggles, respirators, footwear, ear defenders, waterproof and chemical proof clothing etc and any specialised safety equipment.

6. The encouragement of discussion on all matters of safety between employees, between employer and employees, between both parties and the appointed Safety Advisers, and any discussion in pursuance of the requirements of the current Health and Safety(Consultation with Employees) Regulations 1996
7. To permit safety representation by employees in accordance with relevant regulations and codes of practice and with such regulations as the Secretary for State may prescribe.
8. The provision of first aid equipment, trained first aiders and first aid appointed persons as may be necessary with regard to the nature of the work undertaken This will normally be provided by the client.
9. The provision of all amenities such as mess rooms, toilets, washing facilities, drying rooms etc. taking into account the maximum number of persons likely to be employed. These will normally be provided by the client in accordance with the current Workplace (Health, Safety & Welfare) Regulations.

## *ORGANISATION*

Mr. M. Lancaster is the director responsible for organising Company health and safety and ensuring that all employees are aware of their duties under the Health & Safety at Work Act, 1974, and subsequent legislation. He is also responsible for the day to day management of health and safety. Safety advice and inspections will be provided, as requested, by Safety Management Services to endorse and enforce these responsibilities. All employees will be responsible for ensuring their compliance and that of others on site and are encouraged to bring any matter relating to health and safety to the attention of the Site Supervisor and or Mr. Lancaster. Company disciplinary matters will rest with him.

He is also responsible for ensuring that all his employees are currently trained and certificated with or through the City and Guilds Certification Scheme and related training bodies for the operations they perform and he will collate the information as regards initial and ongoing training and for the required renewal of certification.

He will ensure that the training records of all employees are electronically maintained, as well as hard copied, and electronically brought forward for updating as they become due for renewal. He will ensure that re-qualification is arranged and also ensure that all new employees complete various new employees' forms as relate to their personal health and qualifications and organise the relevant courses identified. He will also ensure that the relevant personal protective equipment is issued to new employees against signature, and that replacements to existing employees for lost or damaged Personal Protective Equipment are also provided against dated signatures.

## *ARRANGEMENTS*

The Safety Director will induct all new employees with the Companies safety procedures and ensure that the existing employees are advised and kept up to date with all changes relating to the Companies health and safety procedures. The Company Health and Safety Policy, Risk Assessments and Method Statements and the CoSHH Assessments detailing safe working procedures will be supplied to all employees and a copy will be available on site as applicable.

The Company only ever acts as a Contractor on Clients premises. All test engineers carry a full set of the companies Risk Assessments, Method Statements and CoSHH Assessments and these will be available for inspection as required. The information is available on the company we site for public view.

In the event of self employed sub-contractors being employed by the Company they will be required to abide by the Companies Health and Safety Policy and procedures in the same manner as directly employed persons.

Health and safety equipment such as personal protective equipment will be issued on initial employment and replaced as requested all against signature.

Mr. Lancaster, or other Company manager, will brief each person allocated to a particular contract. The Company requires each engineer to ensure that they are inducted into that particular companies health and safety procedures relevant to the works and operation to be carried out.

The Directors will meet regularly to consult with their Safety Advisors to discuss their requirements for health and safety training and ensure all certification is kept current.

### *THE GENERAL DUTIES OF EMPLOYEES*

It will be the duty of all persons, employees and visitors on an Electrical Testing Services Ltd. site to observe the following rules:

1. To take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions.
2. To regard any duty or requirement imposed on their employers or any other persons by relevant Acts of Parliament and to co-operate with such requirements in so far as is necessary to enable that duty or requirement to be complied with.
3. To act with all reasonable haste on advice or instructions given on matters of health, safety and welfare.
4. To inform their Supervisor, the Company Safety Director or the relevant safety person off the premises in which they are working immediately of any breach of health and safety regulation or code of practice and of any potential hazard which they may observe whilst at work.
5. Not to recklessly or intentionally interfere with or misuse anything provided in the interest of health, safety and welfare.
6. Employees are forbidden to operate any plant or machinery unless they have received adequate and suitable instruction in the safe use of such equipment. Where it is a requirement, an employee must hold a valid certificate of competence.

8. Where appropriate, employees will wear protective head gear, high visibility jacket or vest and footwear and other personal protective equipment suitable to afford reasonable safety from the operation in which they are employed.

### *EMPLOYMENT OF YOUNG PERSONS*

It is this Company's policy that no 'child' (a person under the minimum school leaving age) will be employed.

### *AGENCY AND TEMPORARY EMPLOYEES*

These will only be employed through reputable and recognised agencies. They will be required to provide current copies of all trade and health and safety training certification held and made subject to the normal company induction for new employees. They will be inducted into the Companies health and safety procedures in the same manner as all other employees.

### *SUB-CONTRACTORS' CONDITIONS OF EMPLOYMENT*

All sub-contractors and self-employed persons have a duty to comply with the Health and Safety at Work Etc. Act, 1974 and all other relevant legislation and Codes of Practice etc. They must conduct their activities according to the requirements thereof and the regulations embodied therein. In addition, they must comply with the general conditions of the Companies Health and Safety Policy Document when working on this Company's contracts and sites.

### *SAFETY HELMETS*

In accordance with the Construction (Head Protection) Regulations 1989, the Health & Safety at Work Etc. Act 1974 and the National Working Rule for the Construction Industry, the wearing of safety helmets shall extend to all places of work unless there is no foreseeable risk of head injury other than by a person falling.

### *SAFETY FOOTWEAR*

Safety Foot wear will be worn at all times where site rules require it or where there is a risk of injury to feet. Safety footwear will be required to have a steel cap. The company will provide these free of charge to all staff likely to be at risk at any time whilst in their employment.

### *ALCOHOL, DRUG & SOLVENT ABUSE*

Any operative, who in the opinion of the person in charge of the operation, who is suspected of being under the influence of alcohol, drugs or solvent, will be removed from the work area immediately and will not resume work until the situation has been reviewed by the Management. This will include the use of prescribed drugs if they interfere with an operative's safety performance.

*Repeated suspension for drug, alcohol, or solvent abuse reasons could result in the normal disciplinary procedures being taken against the offender.*

## *VIOLENCE AT WORK*

The Company takes a very serious and responsible view in relation to violence at work, which will not be tolerated and as such is included in the disciplinary procedure. Any member of staff subjected to any form of violence or verbal abuse must immediately report this to their line manager or Mr. Lancaster.

### *PHYSICAL VIOLENCE*

Any employee found to be guilty of physical violence against any other member of staff, staff from other contractors or members of the public during working hours will be dismissed forthwith for gross misconduct. The dismissal may be suspended preceding an appeal.

### *VERBAL ABUSE*

Any employee found to be guilty of verbal abuse will have the matter categorised as a serious offence under the disciplinary procedure. They will receive a final written warning, leaving them liable for dismissal for any repeated offence.

The Company reserves the right to dismiss for gross misconduct, in circumstances where verbal abuse is considered very serious, used to incite violence or is racially discriminative.

## *SMOKING POLICY*

In addition to the current legislation on smoking in public access enclosed spaces the following will also apply to the Company sites and vehicles. Smoking on Clients premises will be in accordance with the restriction imposed by them.

## *USE OF MOBILE PHONES*

Without a full hands free mobile phone kit in your vehicle it is illegal to receive and make calls from your mobile phone whilst driving or even sat at the side of the road with the engine running. The law does not accept the use of an ear piece and microphone.

If you do not have the aforesaid kit fitted in your vehicle we, as your employer, expect you to either turn off your mobile phone, ignore the call and let it go to either your voice mail or show as a 'Missed Call' and call back when you are not driving the car.

Failure to comply with this direction will be a breach of company discipline and will result in disciplinary procedure if you fail to comply. The only exception will be the making of 999 emergency calls as allowed for in the legislation. You also need to be aware that the Company will not be responsible for any fines arising from the use of mobile phones in vehicles.

## *DISPLAY SCREEN EQUIPMENT*

All personnel assessed as 'Users' within the Display Screen Regulations, 1992 will be subjected to a yearly assessment of their work station or at an earlier period, i.e. change of equipment or work station, whichever is the earliest. 'Users' will be entitled to be provided with an eye test and free spectacles subject to the result of the eye test for the correction of any vision impairment attributed to the use of the display screen equipment.

## *COOPERATION AND COMMUNICATION*

Notices will be displayed in the company's offices naming the person with whom all persons on site should consult with on matters of health and safety. Line managers will also be available and if not or the matters are not resolved satisfactorily then Mr. Lancaster will be available for consultation on the matters.

Work carried out in other companies occupied premises is only done so after consultation with the occupier's responsible person or appointed agent and agreed systems, safety and fire precautions etc. are in place and understood by all parties concerned.

## *RISK ASSESSMENTS*

No work involving risk to the health and safety of any operative or other person will be allowed to commence without a prior assessment of the hazards being carried out by a competent person. Where appropriate, the findings of the assessment will be recorded on a Risk Assessment Form.

## *DUST CONTROL*

The control of dust is a Company health and safety priority. The main operations carried out by this company do not create dust but may well disturb it. However, you may be required to work in a client's work place that has a dusty atmosphere. Therefore you should, in the first place, immediately report this to your Safety Director or other Director and to the management of the site on which you are working for advice and guidance on the risks and hazards relating to that particular dust and the safety equipment you should be wearing.

## *CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH*

Many of our clients will have their own hazardous substances on the premises and you are not to get involved in their use, movement or interfered with them in any manner. If they are causing an obstruction or likely to obstruct access to your point of work you must report it to the on site manager for him to deal with.

As an electrical testing company we do not use hazardous substances but are likely to find asbestos in fuse boards and certain fuses of the older type. There are various types of asbestos and the HSE has produced guidance on the work methods to be used when dealing with it. Only persons trained and certificated in both the systems of work and wearing the recommended safety equipment will be allowed to work in such areas.

## *WORKING WITH ASBESTOS*

The current Control of Asbestos At Work Regs require that all commercial premises maintain an Asbestos Register. This includes residential properties that are let out. The register details the location of the areas of the building which asbestos is likely to be found. In many instances it has been sampled and analysed and the results are contained in the register. The Clients register should be requested prior to commencing work on their premises and the engineer should acquaint their self with it's contents. If there is any suspicion that asbestos containing materials are present in the work area they must be specified and come within the Companies procedures. Any doubt should be taken up with the Companies Director responsible for health and safety. No employee shall work with or disturb any asbestos based product unless specifically instructed, trained and currently certificated to do so. Any person suspecting any substance to be asbestos or asbestos containing will immediately stop work and report the fact to their Supervisor or directly to the Director Responsible for Health and Safety.

Supervisors must carry out accepted methods of working with the product such as:

1. Obtaining adequate information on the product,
2. Where the premises are non domestic they will require the client to provide them with a copy of the premises asbestos register,
3. Carrying out sampling to establish the type of asbestos,
4. Asbestos insulating board containing Chrysotile a method statement must be in place,
5. Type of personal protective equipment to be worn,
6. Methods of packaging and disposal of waste,

The Health and Safety Executive provides good advice on the controls to be applied when dealing with non notifiable asbestos products on the internet. The details of these sites will help with the writing of suitable method statements and how to control the risks.

Where the Asbestos Regulations require it only Licensed Contractors will be permitted to carry out the work.

## *FIRE PREVENTION AND CONTROL.*

The Company office complex and all work places will have fire control procedures in place. The office has a plan and escape procedure to which all employees will be expected to make them selves aware of the Client's fire procedures will vary and it shall be your duty to make yourself conversant with their procedures.

## *HOT WORK*

This company will not carry out hot work.

## *WORKING IN CONFINED SPACES*

A 'confined space' means any place including any chamber, tank, vat, silo, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature, there arises a foreseeable risk.

No person is permitted to enter a confined space for any purpose unless it is reasonably practicable to achieve that purpose without entry. Once the requirement has been identified then only trained and certificated persons are allowed to enter. Where work has to be carried out in a confined space no person shall enter, carry out work in, or leave the confined space other than in accordance with a safe system of work being in place (Method Statements, Risk Assessments and Permits to Work). This normally requires a three man team to provide sufficient back up and rescue in any situation that may require it.

No person is permitted to enter a confined space unless suitable and sufficient arrangements have been prepared for the rescue of persons in the event of an emergency. Such arrangements must not put at risk any person involved in the rescue operation and to include the provision of maintained resuscitation equipment where it is likely to be required.

## *THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007*

*As Principle Contractor*

The company will not act as the Principal Contractor under these regulations.

*As Contractor*

This company will co-operate with the clients and the principal contractor procedures and provide the latter with details on the management and prevention of risks to health and safety created by our work.

All clients will be required to provide access to suitable welfare facilities on their sites.

## *ELECTRICITY*

All the companies' electrical tools will be currently certificated and marked as such. Where a tool or item cannot be so marked then a current certificate relevant to such item will accompany it to each site.

## *THE CONTROL OF VIBRATION AT WORK REGULATIONS 2005.*

This company will not use vibration producing tools.

## *WORK AT HEIGHTS REGULATIONS 2005*

*General requirements.*

All work at heights must be properly planned and organised.

The planning of work at height will take account of weather conditions if it is likely to endanger health and safety.

All operatives required to work at height will be provided with appropriate training. All places where work at height is carried out will be safe.

All equipment used for work at height will be regularly inspected by competent persons. Ladders, steps and towers owned by this Company will be inspected at least monthly by a competent person and the inspection recorded in the relevant register. Each individual must carry out their own visual inspections of such equipment issued to them before use each day and any defects found are to be reported to their Supervisor and the item taken out of use. The Supervisor will ensure that the defect is recorded in the relevant register.

The risks involved with fragile surfaces will be properly controlled as will be risks from falling objects.

No work will be carried out at height if it is safe and practicable to be done other than at height. Risk Assessments will be carried out, in accordance with the requirements of the Management of Health and Safety at Work Regulations, for work at heights. Risk Assessments will include the selection of the most suitable equipment to be used.

#### *Access equipment for work at height.*

Traditional scaffolding will be erected, altered as required and dismantled by nominated scaffold specialist contractors. Scaffold will be examined by a competent person prior to it being taken into use, after any alteration or the affects of bad weather, and every seven days thereafter.

Mobile tower scaffold will be hired in (complete with manufacturers' erection instructions) and will be erected and dismantled by trained operatives of this Company. Where mobile towers are provided ready erected by the client or his agent then it will be inspected by the user and the inspection register inspected to ensure that it is currently safe to access and work on.

Only authorised experienced competent persons are permitted to erect, alter and dismantle scaffold and towers. An appointed person will inspect scaffold, this includes towers erected for a period of seven days or more, before it is taken into use and every seven days thereafter and enter the results of these inspections in the register provided on site.

Ladders will be secured so as to prevent movement. The base will be chocked and the ladder secured to a wall or other secure fitting to prevent the base from moving out. Three points of contact will be maintained at all times between the ladder and the person using it. If the work to be carried out from the ladder is such that three points of contact cannot be maintained then a full body harness and short lanyard will be both worn and clipped on to a secure point or to the ladder. Tools and materials are not to be carried up a ladder by hand, three points of contact must be maintained at all times but taken up in tool holster fitted to the belt of in bag slung over the shoulder to free both hands up. There is to be no overreaching sideways.

Step ladders will be tall enough to allow a sufficient rise of at least two steps above the step on which the user is required to stand on. This will help to stabilise the steps.

## *NOISE*

The current noise levels at which a person may be exposed to 80 dbA the first action level and 85dbA the second action level. The first action level requires that employers of all persons at risk of being exposed to noise of or above this level are required to make available ear defender to them. At and above the second action level those persons are required, by law to wear them. The Site Supervisor will measure or assess all noise levels on the site.

Noise levels and exposure times to operatives will be reduced wherever possible. Generally, construction plant and power tools will produce a high enough noise level to require operators and any other person in the immediate vicinity of the noise source to wear ear protection.

## *MANUAL HANDLING*

The use of mechanical lifting equipment will take priority over manual handling wherever it is practicable.

Employees must use accepted techniques when manually handling loads. No employee should lift, or attempt to lift, any load that is beyond his or her physical capacity. Where it is known that loads are too heavy employees must consult their Supervisor or Safety Director for the provision of assistance.

Management must allow for an adequate labour force to be available to cope with loads that have to be manually handled.

## *ACCIDENTS AND DANGEROUS OCCURENCES*

Employees are responsible for entering the details of any accident or injury they receive whilst at work, in the Accident Book provided, or ensuring that such an accident or injury is recorded by another person on their behalf.

Where working on a Clients premises the incident will be reported in their on site accident book and then reported to the Company Office in order to make an entry in the Company Accident Book. It is illegal to provide copies of this report page to any person other than the person within the employees company who is responsible for their personal record. To supply any other person is an offence under the Data Protection Act. Refer all applicants to the Company Safety Advisor.

The Safety Advisers must be informed as soon as possible of any 'reportable accident' i.e. an accident which results in a person being absent from work for more than 3 days or results in an injured person being detained in hospital for more than 24 hours. The Safety Advisers may be informed either by using their standard 'Accident Report Form' or by letter or telephoned message.

The reporting of a 'Dangerous Occurrence' must be treated in the same way as a 'Reportable Accident'.

*Examples of 'Dangerous Occurrences' that require reporting are:  
(The first page of the Accident Book defines these in detail).*

- a) electrical short circuit or overload causing fire or explosion,
- b) explosion or fire causing suspension of normal work for over 24 hours.

*In the case of a serious accident or dangerous occurrence the Site Supervisor will:*

- 1. Ensure that any injured person is attended to.
- 2. Isolate plant.
- 3. Not disturb anything at the scene if possible.
- 4. Ensure that any remaining hazard is guarded.
- 5. Note anything significant and make a general observance of the scene.
- 6. Record the names and addresses of any witnesses.
- 7. Advise the Safety Director and Safety Advisers as soon as possible.

*The Safety Advisers will:*

- i) Investigate the accident or dangerous occurrence.
- ii) Obtain written statements.
- iii) Take photographs where necessary.
- iv) Make a written report.
- v) Forward a Form 2508 to the appropriate authority and a copy to the Safety Director.
- vi) Enter the particulars in a register F2509.

## ***COMPLIANCE WITH HEALTH AND SAFETY POLICY AND PROCEDURES***

All employees, temporary or agency staff and subcontractors will be provided with a copy of the Company's Health and Safety Policy and are required to familiarise themselves with and comply with its contents. Any disregard will be considered a serious offence under the disciplinary procedure where a final written warning will be issued. If the offence is considered to be very serious, this will result in being instantly removed from site and if directly employed liable to be dismissed for gross misconduct.

## *SAFETY ADVISERS' INSPECTION*

All sites registered with the Safety Advisers will be inspected regularly when the following procedures will be adopted:-

- a. Site inspections will be carried out in the company of the Site Supervisor or other nominated person whenever possible.
- b. The Site Supervisor will be advised of any defect or potentially hazardous situation found and a written site report will be issued.
- c. The Safety Director will be contacted immediately by the Safety Advisers if situations are found which, in the opinion of the Safety Advisers is dangerous enough to warrant the stopping of the operation. The Safety Advisor retains the right to stop any operation on the grounds of health and safety which he may consider is such that to do so is in the interest of those taking part in it, likely to be affected by it or of a general unsafe procedure.

The Director of Health and Safety is responsible for the organisation of safety matters throughout the Company. Responsibility is then devolved to other Directors, Contracts Managers and Foremen.

Site inspections are carried out by the appointed Safety Advisers on behalf of the Safety Director.

Signed.....Mr. M. Lancaster Director Responsible for Health & Safety.

Dated: 20<sup>th</sup> January 2009.

Previously Dated; 9th March 2003.