

# Health & Safety for: Connect Electrical Contractors (Hertfordshire) Ltd.

# Health & Safety Policy

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# Contents

**Responsibilities**

**Policy Statement**

**Implementation**

**Method Statements & Risk assessments**

**Risk assessments**

**Declaration**

**COSHH**

**Insurance Details**

# Management Responsibilities

## Directors

Directors will have over all responsibility for the company's health and safety scheme. An health and safety statement will be developed and distributed to all employees and subcontractors. The statement will form part of the health and safety policy and support the promotion of a safe working environment. Directors will broaden the statement in to a set of policies to enable all employees and subcontractors to have a reference as to the company's procedures on individual issues. Directors will regularly review the policies to ensure they are compatible with current legislation and practise.

## Managers and Supervisors

Managers and supervisors will have the responsibility to ensure this information is disseminated to all and that it is implemented. They will ensure that the policy and statement is understood by all and where clarification is required provide it. They will also be responsibly for ensuring there is a dialogue between the senior management and operatives to ensure the policy is effective. Where new legislation or changes of practice occur then managers will be charged with implementing reviews of policy and feedback to Directors.

## Operatives

Operatives will ensure they comply with all the companies' policies and procedures. There is a duty that every one is responsible for there and others safety. This duty is hell paramount with in the company and must be followed at all times.

# HEALTH AND SAFETY POLICY STATEMENT

Connect Electrical Contractors are committed to continuous improvement in Health and Safety standards setting clear objectives with effective and regular review of performance.

It is the policy of Connect Electrical Contractors to:

- Conduct its activities in such a way as to take foremost account of the Health and Safety of their Employees and others who may be affected by its activities
- Comply with all relevant Regulatory and Legislative requirements and Codes of Practices
- Operate a Health and Safety management system, the implementation of which is a management responsibility with the active leadership of Managers and participation of all staff encouraged
- Ensure that our staff have a good understanding of the Health and Safety impacts of our business and what they are expected to do to manage these impacts

Steve Cottrell of Connect Electrical Contractors has overall responsibility for this Policy. Details of individual levels of responsibility are published in the Safety Policy and will be revised and reviewed on a regular basis.

Employees are aware that their responsibilities for Health and Safety are no less than for any other of their functions.

Steve Cottrell  
Managing Director

# Implementation

## Risk Assessment

Hazard and risk will be assessed at pre-site planning stages to ensure that any risk known at planning stages are built into safe work methods and implemented by site staff. Situations developing on site will be dealt with where possible or work stopped until all necessary assessments are made.

All relevant information will be obtained prior to taking into use any new process information etc., must be passed to those involved and specific training organised.

Copies of relevant detailed Codes of Practise and other safety literature should be made available covering all aspects of the Company's activities. This information will be distributed as necessary or by request to any person to whom it is relevant.

Steps will be taken to ensure that all necessary authorities are informed and/or consulted when required.

Sub-contractors will be advised of this Safety policy and will be expected to work strictly within the bounds of current legislation and codes of safe working practise. They will also be informed of any known hazards on site.

## Provision and Use of Work Equipment Regulations

Operatives should make sure that equipment is suitable for the use that will be made of it. Taking into account the working conditions and hazards in the workplace when selecting the equipment. They must ensure equipment is used only for operations for which, and under conditions for which, it is suitable. Ensuring that equipment is maintained in an efficient state, in working order, good repair and given adequate information, instruction and training. The equipment will where required be PAT tested and records made available.

### *Personal Protective Equipment at Work*

The policy of Connect Electrical Contractors is to comply with these regulations; following the assessment of risk operatives must ensure PPE is worn and suitable for the purpose to effectively protect the wearer. Ensure PPE is maintained whilst on site/workplace, is clean and is replaced when defective. PPE must be adequately stored when not in use. Ensure PPE is properly used and that training information and instruction is given to those who use PPE, and how to look after it.

## *The Wearing of Safety Helmets*

The wearing of safety helmets on sites is a statutory requirement under the “Head Protection Regulations 1989”. This places duties on employers, visitors, operatives and the self-employed. The duty to wear safety helmets applies to all sites where building or civil engineering operations are taking place, except where management issues instructions to the effect that there is no foreseeable head injury risk. In practise, this will be restricted to situations such as internal finishing of a completed building or works of a minor nature in buildings already occupied. Employers have a duty to provide employees with their own safety helmet and to maintain it in good condition or replace it when necessary. Self employed & contract staff must supply their own equipment. They also have a duty to ensure that all site workers wear safety helmets while working under their control. This includes issuing instructions enforcing the requirement, by disciplinary action if needed.

Site operatives have a duty to wear their safety helmet at all times when working on site, unless they are instructed by their managers that there is “no foreseeable risk of head injury”. (They need not be worn in site offices or mess rooms).

## **Control of Substances Hazardous to Health Regulations.**

Connect Electrical does not envisage any of its employees or subcontractors to use any substances that require control measures. This will be reviewed regularly and where required the following will be implements.

Operatives will not use any substances that fall’s into this category unless an assessment of the substances had been made, after taking into account the locations and purposes for which it is to be used. A relevant “Hazard Data Sheet” will have been obtained from the substance manufacturers or supplier. Safety precautions necessary will be determined and any protective equipment required has been obtained. Operatives will be informed of potential hazards, precautions needed, and the safe system of work to be adopted. Where required training will be given which will be over and above that which is required for normal trade skills, and is that which may be necessary, to enable the operatives to use the substance without risk to the health of either themselves or others. While a substantial proportion of materials used in construction work are not classed as being hazardous to health, many products that contain acids, alkalines, solvents or toxic ingredients, do represent a health hazard. There, in order to identify substances that are subject to these regulations, the criteria adopted will be two-fold, firstly; if a material is required to carry the statutory hazardous substances packaging label. And secondly, if a health hazard is created during a work operation such as dust from machining hardwoods, or cutting stone, brick and concrete etc., or vapours produced by mixing different products, then the COSHH assessment procedures will apply.

Where protective clothing or equipment is needed for the safe use of a particular material, it must be ensured that it is suited for both the risk and task to be carried out. A record will be kept of the use, inspection or checks, and any maintenance that is carried out on that equipment (as required by the regulations).

### *Ensure the Compliance with the Noise at Work Regulations*

These regulations will be achieved within the site/workplace by following the procedures. When noisy plant or equipment is either hired in, or purchased, the suppliers will be asked for the noise information details that they are required to provide under these regulations. Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels that can be expected from that equipment under normal working conditions. Similarly, where it is not possible to establish typical working noise levels due to, say, environmental influences, noise level readings will be taken.

From this information, and the noise duration times that can be expected per day, an assessment of the potential noise hazard will be made. In the event that any of these exceeds any of the action levels, the work operatives will be informed of the risks of hearing damage, and the appropriate measures that are needed to reduced exposure to an acceptable level. Where the “peak action level” is exceeded, then operatives will be instructed in the remedial measures necessary, and that need for such measures to be used at “all times”, will be emphasised. Connect Electrical have carried out a survey on work carried out and found all of its current working practices do not generate significant noise. This will be reviewed regularly and operatives informed of and changes.

### *Electricity at Work Regulations*

In order to comply with the statutory requirements of these regulations, the following Procedures will be adopted within the Company. Connect Electrical will ensure all fixed electrical installations will satisfy the standard specified in the current IEE Wiring Regulations. (This includes site offices, mess cabins and stores etc.) that all temporary and site electrical supplies will meet the requirements of the relevant British Standards for 110 volt centre taped earth, construction site electrical equipment, components, tools and wiring. Regular maintenance inspections will be carried out on all electrical tools, extension leads, transformers and generators etc, to ensure they remain in safe working conditions at all times. The time period between such inspections, will be dictated by the circumstances under which the equipment is required to operate.

### *Manual Handling Operations Regulations*

Connect Electrical will carry out regular reviews of operations to establish manual handling trends. Manual handling will be avoided where ever possible. Mechanical means will be used to reduce the operative’s exposure to an manual handling. Operations will be assessed and any hazardous operations that cannot be avoided guidance will be provided.

### *Construction Design and Management Regulations*

The Company will comply in all respects with the requirements of the above Regulations. Where the Company is nominated and accepts the duty of Principal Contractor, the Site Safety Plan will be drawn up, kept on site and amended or expanded as necessary. Material for the Safety File will be collected and handed to the nominated Planning Supervisor.

## Construction (Health, Safety and Welfare) Regulations

The principal contractor has a duty to ensure welfare regulations are met and adequate provision is available. Operatives also have a duty to carry out their work in a safe way and ensure others are able to. All operatives at any level will co-operate with all others on matters of health and safety and will report any defects to those in control.

## Workplace (Health, Safety and Welfare Regulations)

Ensure that, where applicable, attention is paid to the working environment, general safety, welfare facilities and overall housekeeping.

## Health and Safety (Safety Signs and Signals) Regulations

Safety signs are required to inform, advise, instruct, warn of danger and improve safety in the workplace. Signs incorporating certain colours have specific meanings:-



**You must not. Do not do. Stop.**



**You must do. Carry out the action.**



**Caution. Hazard ahead. Risk of danger**



**The safe way. Where to go in an emergency.**



**To indicate fire equipment.**

## Training

All operatives, whether direct, self employed or sub-contract, will be fully experienced in the type of work they will be expected to undertake. Training records will be made available if required and all operatives will carry CSCS cards. They will have received instruction regarding any site wide hazards/restrictions and the site-specific rules will have been discussed with them.

## *FIRST AID*

First aid will be provided by the principle contractor, the Site Manager or his appointed deputy will be designated as the "Appointed Person" for the project. A First Aid box will be provided and made available at all times that the site is operational and will be under the control of the "appointed person". All injuries will be entered into the site accident book. The name of the "appointed person" will be displayed, along with emergency telephone numbers, within the site office or appropriate location.

## *Accident/Incident Reporting*

In the event of an accident or incidence taking place the person in charge of work will immediately report to the principal contractor's site management and the Director of Connect Electrical. He will assess the seriousness of the accident/incident and ensure that this is properly investigated, recorded and reported to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 1995 (RIDDOR). This will include, when necessary, thorough investigation by a competent person, Safety Officer or adviser with the aim of preventing any similar re-occurrence.

## *Housekeeping*

Connect Electrical will ensure all work carried out will be completed as tidy a manner possible. Where waste is generated it will be kept in a safe condition and cleared away in bins provided by the principle contractor. Waste will not be allowed to accumulate in corridors or stairwells.

# **Method Statements & Risk Assessment**

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# COSHH

NA

# Declaration

## Statement of Intent

Connect Electrical Contractors (Hertfordshire) Ltd recognises the importance of Health & Safety as equal to the productivity and quality of its business.

Connect Electrical Contractors (Hertfordshire) Ltd is committed to achieving and maintaining a high standard of health & safety as required by the Health & Safety at Work Act 1974 and in accordance with the relevant statutory provisions.

Connect Electrical Contractors (Hertfordshire) Ltd will strive to achieve continuous improvement by promoting a positive health & safety culture within the organisation by:

- Provision of safe and healthy working conditions
- Ensuring all work activities are undertaken safely so as not to harm employees or others, or the environment
- Consultation with their employees with regards to health & safety
- Appointment of a competent person as required by the Management of Health & Safety at Work Regulations to assist with health and safety compliance
- Provision of information and training to employees as required
- Monitoring of the Policy to ensure its continuous improvement

All employees of Connect Electrical Contractors (Hertfordshire) Ltd have an active role in the implementation and continuous improvement of the Health & Safety Policy and will adhere to this policy.

Signed.....

S Cottrell  
Director

Date.....