



# HEALTH AND SAFETY POLICY

January 2022

Date	Issue	Amended By	Comments/Details
15/01/18	U/K	G Roberts	Reviewed - no amendments
15/01/19	01	M. Lordan	CSOA Updated / No content amendments required
15/01/20	02	M. Lordan	CDM2015 Update / Traffic Management reference / COSHH - Welding fumes
15/01/21	03	M. Lordan	Coronavirus / Covid 19 update
10/01/22	04	M. Lordan	Reviewed - G Barnes added as Director in charge of H&S.

## CONTENTS

### SECTION 1

#### The Elite Electrical Contracting Health and Safety Policy Statement

### SECTION 2 - ORGANISATION

#### 2.1 Organisation

#### 2.2 Responsibilities

- 2.2.1 The Board of Directors
- 2.2.2 The Director Responsible for Health and Safety
- 2.2.3 Contracts Managers and Site Managers
- 2.2.4 Site Supervisors
- 2.2.5 Contractors and Sub Contractors
- 2.2.6 Site Operatives

### SECTION 3 - ARRANGEMENTS

#### 3.1 General (including any offices)

- 3.1.1 Housekeeping and Storage
- 3.1.2 Smoking Policy
- 3.1.3 Electrical
- 3.1.4 Work Equipment
- 3.1.5 Emergency Arrangements
- 3.1.6 Accident Reporting
- 3.1.7 Risk Assessments
- 3.1.8 Hazardous Substances
- 3.1.9 Protective Clothing
- 3.1.10 Manual Handling
- 3.1.11 Falls from Height
- 3.1.12 Fire Safety
- 3.1.13 Young Persons
- 3.1.14 Welfare facilities
- 3.1.15 Stress
- 3.1.17 Policy Monitor & Review

#### 3.2 Construction Works

#### 3.3 Project Planning

- 3.3.1 Communications
- 3.3.2 Asbestos
- 3.3.3 Electrical Safety
- 3.3.4 Unauthorised Access
- 3.3.5 Underground / Hidden or Overhead Services
- 3.3.6 Contractors and Sub Contractors/Consultants
- 3.3.7 Monitoring
- 3.3.8 Training

#### 3.4 CDM Regulations 2015

#### 3.4.1 Contractor and sub-contractors

- 3.5 Emergency Arrangements
- 3.6 Welfare Arrangements
- 3.7 Health Surveillance
- 3.8 Risk Assessments
- 3.9 Protective Clothing and Equipment
- 3.10 Manual Handling & Lifting
- 3.11 Work Equipment
  - 3.11.1 Hand tools
  - 3.11.2 Noise
  - 3.11.3 Vibration
  - 3.11.4 Vehicles
  - 3.11.5 Lifting Equipment
- 3.12 Working at Heights
  - 3.12.1 General
  - 3.12.2 Mobile Towers
  - 3.12.3 Roof work
  - 3.12.4 Scaffolding
  - 3.12.5 Weather Conditions
  - 3.12.6 Ladders and Steps
  - 3.12.7 Safety Harnesses
- 3.13 Lone Working
- 3.14 COSHH
- 3.15 Confined Spaces
  - 3.15.1 Restricted Space
- 3.17 Permits to Work
- 3.18 Demolition
- 3.19 Environmental Controls
- 3.20 Traffic Management
- 3.21 Coronavirus (Covid-19)

## SECTION 1

### POLICY STATEMENT

## **ELITE ELECTRICAL CONTRACTING LIMITED**

### **HEALTH AND SAFETY POLICY STATEMENT**

It is the Elite Electrical Contracting Limited Board's intention to ensure that all work activities are carried out in accordance with this Elite Electrical Contracting Policy and all relevant statutory provisions. This H&S Policy sets out Elite Electrical Contracting Limited's organisation and procedures for managing health and safety throughout its operations.

The Board has nominated Mr Gregg Barnes as having responsibility for Health, Safety and Welfare for Elite Electrical Contracting. Where necessary, and in the interest of operational efficiency, he will delegate specific responsibilities to other Board members or Senior Managers.

Elite Electrical Contracting will provide all practicable measures, including, where appropriate and necessary, equipment, information, instruction, training and supervision for employees and Contractors and Sub Contractors, to ensure that their work activities do not put at risk, themselves, their colleagues, occupiers of premises, Contractors and Sub Contractors, visitors or members of the public.

Elite Electrical Contracting acknowledges that, in carrying out its operations and implementing this policy, it will be cooperating with and receiving assistance from, the Employing Contractor. Elite Electrical Contracting will ensure that the requirements of this policy will be discharged through its working arrangements with the Employing Contractor.

To provide Health and Safety Assistance, as required under current legislation, the services of an external H&S Consultant will be utilised when necessary.

Where the need for additional training of employees is identified all necessary resources will be provided. All sub-contract workers will be required to demonstrate proof of their training and competence prior to their appointment.

Elite Electrical Contracting Limited's policy is that all employees will be consulted on aspects of their work activities that impact upon health, safety and welfare.

This policy will be brought to the attention of all employees and Contractors and Sub Contractors employed by Elite Electrical Contracting Limited.

The contents of the policy will be reviewed annually using the assistance of an external consultant where necessary.

Signed: 

**Gregg Barnes**

**Date:** Jan 2022

Director Responsible for Health and Safety

## SECTION 2

### RESPONSIBILITIES



## **2.1 ORGANISATION**

The effective implementation of this policy is dependant upon the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for health and safety issues.

Responsibility lies with the Board of Directors of Elite Electrical Contracting Limited, but specific duties have been delegated to Mr Gregg Barnes and other employees, taking into account their role, experience and training.

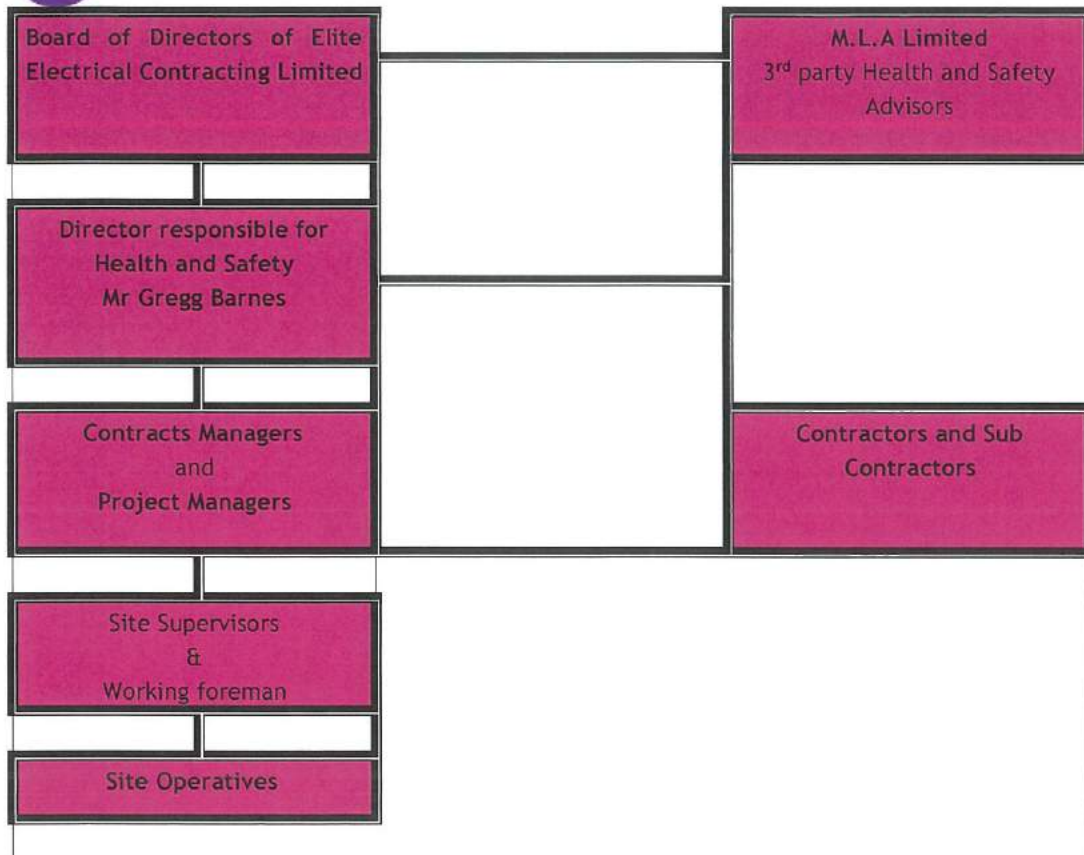
## **2.2 RESPONSIBILITIES**

### **2.2.1 The Board of Directors**

The Elite Electrical Contracting Limited Board of Directors will maintain a responsible attitude for all Health, Safety and Welfare issues, and the implementation of this Health and Safety Policy.

It is the Board's intention that the work of Elite Electrical Contracting will be undertaken in accordance with the Elite Electrical Contracting Health and Safety Policy and that these are promoted within the organisation, as well as with its' consultants, Contractors and Sub Contractors and clients.

To assist in implementing these intentions, the Board has appointed Mr Gregg Barnes to be the Director Responsible for Health Safety and Welfare. The Board insists that sound working practices are observed throughout company operations and they support the necessary arrangements, resources and facilities required, to ensure compliance with this policy.





### 2.2.2 Director Responsible for Health and Safety

The Director Responsible for H&S, Gregg Barnes will be required to know of the appropriate statutory requirements affecting the range of Elite Electrical Contracting Limited operations and ensure that this policy is brought to the attention of all employees.

Specific attention is to be given to the requirements set out in the following:

- The Health and Safety at Work Act.
- The Management of Health and Safety Regulations.
- The Construction (Design and Management) Regulations.
- The Workplace (Health, Safety and Welfare) Regulations
- The Control of Substances Hazardous to Health Regulations
- The Control of Noise at Work Regulations.
- The Control of Vibration at Work Regulations.
- The Manual Handling Operations Regulations.
- The Lifting Operations and Lifting Equipment Regulations
- The Provision and Use of Work Equipment Regulations.
- The Personal Protective Equipment at Work Regulations
- The Construction (Head Protection) Regulations
- The Control of Asbestos at Work Regulations
- The Work at Height Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Control of Pollution Regulations
- The Hazardous Waste Regulations
- The Electricity at Work Regulations
- The Supply of Machinery (Safety) Regulations
- The RIDDOR Regulations 2013
- All associated legislation and guidance

The Director Responsible for Health and Safety will:

- Promote an interest and enthusiasm for health and safety matters throughout Elite Electrical Contracting and foster an understanding that accident prevention and occupational hygiene are an integral part of business and operational efficiency.
- Monitor the effectiveness of implementation of the policy against the health and safety performance of Elite Electrical Contracting.
- Ensure that this policy is reviewed on a regular basis, at least yearly, and is updated as necessary.
- Ensure the allocation of resources for and initiate the presentation of regular training for employees. The training will cover issues such as: Induction for new employees; general Health and Safety awareness; project/site familiarization; safe use of plant; technical update on relevant and appropriate issues; etc.
- Initiate discussion and consultation with Elite Electrical Contracting employees on health and safety issues. Where seen to be beneficial in reducing any risk to the health and safety of

workers, or others who may be affected by company activities, initiate changes to this document as necessary.

- Ensure procedures are implemented to assess all prospective consultants, suppliers or sub-Contractors and Sub Contractors for their competence in health and safety matters linked to their work activities prior to being employed or appointed by Elite Electrical Contracting.
- Ensure that adequate procedures are in place to report all incidents affecting the health and safety of workers or others, and to initiate investigations and implement any remedial measures necessary to prevent, where reasonably practicable, a recurrence.
- Inform the HSE/EHO of any notifiable accidents, ill health or dangerous occurrences that may occur, and also record all such occurrences.
- Report to the Elite Electrical Contracting Limited Board, on a regular basis, information regarding the implementation of this Health and Safety Policy and its procedures and ensure it is recorded in the minutes.
- Set a personal example by wearing appropriate protective clothing on site.

### **2.2.3 Site Management**

The Contracts Managers and Site Managers will:

- Read and understand the Elite Electrical Contracting Health and Safety Policy and procedures and ensure work is undertaken in accordance with its requirements on a daily basis on Company Projects.
- Know the requirements of the appropriate health and safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by Elite Electrical Contracting.
- Ensure all prospective consultants or sub-Contractors and Sub Contractors are assessed for their competence in health and safety matters linked to their proposed work activities prior to being employed or appointed by Elite Electrical Contracting. In carrying out this duty, the Site Manager will make reference to the central database of contractor and sub contractor competence held by the company.
- Ensure that as part of the project/site documentation, adequate written Health and Safety plans, procedures and assessments are provided for all repetitive and site-specific operations and ensure all Contractors and Sub Contractors produce their own site-specific methods of working and risk assessments.
- These procedures shall include where construction work is to be undertaken, consideration of the levels of current occupation in the structure, the degree of risk from occupation, any risks associated with adjacent structures, property or services, members of the public and of vehicle or plant access into or around the site.

- Adequate measures shall be incorporated to minimise the risk to the safety of all persons especially those with disabilities
- Co-ordinate the day-to-day management of health and safety, and liaise with Clients, Designers, CDM Co-ordinator and other Contractors and Sub Contractors. Reprimand any member of staff, consultant or contractor who fails to discharge safety responsibilities satisfactorily.
- Undertake an adequate investigation of accidents, near misses or dangerous occurrences that may occur and report their occurrence to the Director Responsible for H&S for Elite Electrical Contracting Ltd.
- Ensure that all plant or equipment owned or hired by Elite Electrical Contracting or its Contractors and Sub Contractors is of adequate design and specification to carry out the work for which it is to be used.
- Prior to its use, ensure that all plant and equipment has been adequately maintained and has current certificates of inspection, testing and thorough examination as necessary, and operators have a current certificate of competence and records of each are kept on site.
- Ensure suitable and adequate site monitoring of the health and safety standards operating on site are undertaken by site management and an independent external H&S Consultant.
- Set a personal example by wearing appropriate protective clothing on site.

#### **2.2.4 Site Supervision**

The Site Supervisors will:

- Know the requirements of the appropriate health and safety standards or legislation, and ensure these standards are adequately applied to all construction works undertaken by Elite Electrical Contracting, and all in accordance with the health and safety awareness training given to Site Supervisors.
- Read and understand the Elite Electrical Contracting Health and Safety Policy and procedures and carry out work in accordance with its requirements.
- Report any accidents to employees, Contractors and Sub Contractors or members of the public to the Project Manager and all Site Supervisors will be qualified first aiders.
- Ensure that all site health and safety and emergency procedures are brought to the attention of all operatives, consultants or visitors during their site induction training given by the Site Manager upon their first visit to site.
- Organise site activities to ensure that work is carried out to the required health and safety standards or legislation, industry standards and in accordance with this policy, health and safety plans, safety rules, procedures and permits to work, thus reducing the risks to the health and safety of workers or other persons who may be affected.



- Promote co-operation between all Contractors and Sub Contractors and designers working on the project and co-ordinate all construction operations and implement arrangements with sub-Contractors and Sub Contractors and others on site, to avoid confusion about areas of responsibility for health, safety and welfare.
- Plan for and maintain a tidy site and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to health and safety of persons, especially children.
- Undertake all necessary site inspections of workplaces, access equipment, plant, and other equipment and ensure that all the necessary report forms are completed and co-operate with the independent external H&S Consultant undertaking monitoring activities on site.
- Ensure that all registers, records and reports are properly completed and maintained up to date and kept in a safe place. Ensure copies of plans and procedures are available on site and those statutory notices are prominently displayed.
- Where the project information is found not to cover changes to design, specification or working procedures, revisions are to be prepared and given to those working on the project.
- Ensure that all plant and equipment to be used on site has been adequately maintained, tested, thoroughly examined and inspected as necessary, and that operators, drivers, slinger/signaller or banksman have been adequately trained and are competent and all records are kept on site.
- Notify the Site Manager of any accidents, near misses, dangerous occurrences or occupational ill health involving employees, Contractors and Sub Contractors, consultants, occupiers of premises or members of the public, resulting from contract works undertaken by Elite Electrical Contracting, or their Contractors and Sub Contractors.
- Set a personal example by wearing appropriate clothing on site.

#### **2.2.5 Sub Contractors**

Elite Electrical Contracting may be liable for the actions of any Sub Contractors who adversely affect health or safety whilst working on company premises or sites. To minimise the risk of this occurrence, all Contractors and Sub Contractors will be assessed for their competence in health and safety matters linked to their work activities prior to being employed or appointed by Elite Electrical Contracting.

Contractors and Sub Contractors must:

- Adhere to all relevant statutory requirements applying to the work they are carrying out.
- Demonstrate proof of their employees training and competence prior to their appointment, and they must accept and follow Elite Electrical Contracting procedures.

- Ensure that work is adequately discussed with Elite Electrical Contracting representatives to identify potential hazards and risks to the health and safety of occupiers of premises, employees, Contractors and Sub Contractors employees, or members of the public, from the work being undertaken
- Provide detailed methods of working including their sequence of operations and their risk assessments for the specific projects.
- Brief their own employees or sub-Contractors and Sub Contractors on site safety issues, method statements and procedures, in addition to the Elite Electrical Contracting Site Induction.
- Provide suitable and adequate PPE to their employees and sub-contractors so that they fully comply with both the PPE requirements as shown in the site rules and the PPE requirements of relevant method statements and risk assessments.
- Co-operate and co-ordinate their site operations with the Elite Electrical Contracting' Project Manager and Site Supervisor throughout the project work.
- Provide suitably skilled Site Managers and Supervisors who are competent in trade activities and H&S to ensure the work is carried out correctly and in compliance with Elite Electrical Contracting rules and procedures, and the above-mentioned legal requirements.
- All portable electrical equipment will run off 110-volt, PAT tested 3 monthly or lower voltage.
- Contractors and Sub Contractors must comply with the Elite Electrical Contracting Ltd General Site Rules.

#### **2.2.6 Site Operatives**

The Site Operatives will:

- Assist the Site Supervisors in the implementation of the Elite Electrical Contracting Policy and procedures for minimising risk to health and safety.
- Co-operate with all persons who have a legitimate interest in the health and safety of the project works.
- Not to do anything recklessly or interfere or misuse anything or contribute to endangering the health and Safety of any persons who could be affected by the works.
- Ensure that all materials stored on site are kept in a manner that will not cause harm to persons and are adequately secured against interference by non-contracting personnel, especially by children.
- Make the Site Supervisor aware of any issue that may jeopardize the Health or Safety of any person and or cause any detrimental circumstances to the work operations or where changes in procedures may facilitate a healthier or safer work environment.

- Ensure they are fully aware of the site arrangements in the event of fire or other emergencies.
- Report immediately to the Site Supervisor if any employee is involved in an accident, personal injury, or occupational ill health, no matter how slight, who will undertake suitable actions and ensure it is logged in the site accident book.
- Report immediately to the Site Supervisor if an Inspector of the Health and Safety Executive (HSE) or Local Authority (EHO) comes to site.
- Co-operate with their employer and the Principal Contractor and ensure that they wear PPE required in both the Principal Contractors site rules and the PPE required in relevant method statements and risk assessments.
- Carry out their duties in accordance with the appropriate Method Statements and Risk Assessments. In the event that they find they are unable to comply with this requirement they will cease work and report the matter to their supervisor as directed in the Work Safe procedure



## SECTION 3

# ARRANGEMENTS

### 3.0 ARRANGEMENTS

#### 3.1 Offices

All office premises will be provided and maintained in accordance with The Health and Safety at Work Act 1974, The Management of Health and safety at Work Regulations 1999, The Workplace (Health Safety and Welfare) Regulations 1992, The Work at Height Regulations 2005, The Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation.

##### 3.1.1 Housekeeping and Storage

All offices will be maintained in a clean and tidy state, free from tripping and slipping hazards. Where appropriate contract cleaners will be employed to ensure offices are maintained to a satisfactory level, however Line Managers are responsible for their own areas.

All redundant materials or packaging will be placed in proper waste collection areas and not left on floor or under desks to accumulate and become a fire and health hazard.

All stocks of products will be stored in such a way as not to cause risk to the health and safety of persons.

##### 3.1.2 Smoking Policy

No Smoking is allowed in any part of Elite Electrical Contracting premises or sites.

##### 3.1.3 Electrical

Electrical equipment can pose serious risks of injury and cause fires. A competent person will check all electrical services and equipment before being first put into use and will be subsequently checked and tested on a regular basis.

Every employee should visually check plugs and cables for obvious damage, loose connections and faults. If in any doubt about the safety of electrical equipment it should be switched off, isolated or unplugged, if safe to do so, and reported to the Office Manager immediately.

Extension leads can be a potential cause of tripping accidents and, if damaged, can cause fires. The use of such leads should be avoided as far as possible, and then only as a temporary measure. Any coiled extension lead should be fully unwound before use.

Portable equipment should be inspected visually before use for obvious damage or defects as above. Electrical equipment will be subject to periodic check as follows:

Type of equipment	Frequency
All portable electrical equipment	1-2 Yearly
Portable 110v electrical construction equipment	3 Monthly
Permanent electrical systems	5 Yearly

##### 3.1.4 Work Equipment

All work equipment will be suitable and fit for its intended use. Employees using equipment will receive the necessary training in its safe use and where necessary and appropriate will have obtained the required certification prior to using the equipment

### 3.1.5 Emergency Arrangements

During work activities the following emergency procedures will be implemented:

- First aid personnel and equipment will be available
- Fire extinguishers or similar provided
- Methods of raising the alarm and calling emergency services
- Procedures for the emergency release of persons from lifts
- Precautions to facilitate evacuation of the site or work area
- Provision of emergency electrical supplies

Correctly stocked first aid boxes are located at various positions. The name of first aiders and other relevant information is given to all staff.

### 3.1.6 Accident/Incident and Occupational Health Reporting Procedures

Accident prevention is a high priority for all line management and all employees.

Whenever an accident occurs it will immediately be investigated by the line manager and action taken to prevent or minimise the likelihood of a recurrence.

Employees must use the following procedures, to report all injuries or ill health resulting from accidents, and any "dangerous occurrences" at or within work premises.

**These procedures must be operated where any incidents occur, which affect employees, Contractors and Sub Contractors or members of the public.**

Specific categories of injury or dangerous occurrence, as set out in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, have to be reported to the enforcing authorities for the workplace. The report must usually be by the quickest means, i.e. with a follow up, written report on form F2508, within 10 days.

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

In the first instance reportable accidents, dangerous occurrences and occupational health issues should be reported on line to <http://www.riddor.gov.uk>.

The exception to this is fatal and serious injuries and serious dangerous occurrences which should be reported as soon as is practical to the Incident Contact Centre on the telephone number shown below.

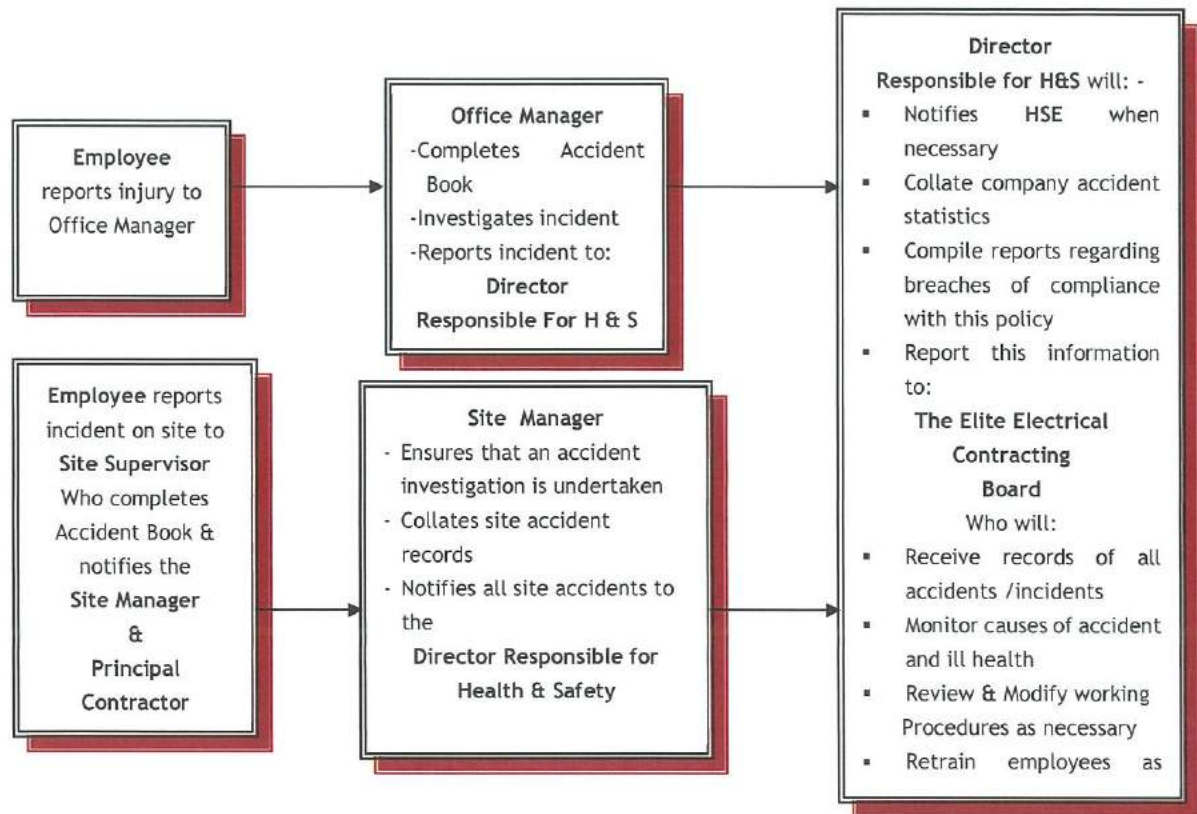
**The Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG**

**Tel: 0845 3009923  
Fax: 0845 3009924  
<http://www.riddor.gov.uk>**

In addition to the requirements of RIDDOR, the details of incidents, however minor, must be entered in an **Accident Book**, as required by the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 19



### Flow chart for accident reporting



#### 3.1.7 Risk Assessment

#### 3.1.7 Risk Assessments

The Management of Health and Safety at Work Regulations 1999, the Health and Safety (Display Screen Equipment) Regulations 1992, The Manual Handling Operations Regulations 1992, The Control of Substances Hazardous to Health Regulations 2002 and other current legislation, require, that for all work activities, the risks to the health and safety of employees and other persons, should be identified and assessed.

When the risks are considered unacceptable, they must be eliminated, minimised or reduced to an acceptable level. Legislation specifies that, as well as the general duties above, certain activities require risk assessments to be carried out, they are:

- Use of visual display equipment (computer screens)
- Fire safety risks
- Substances hazardous to health
- Manual handling operations

Where appropriate the Company will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the necessary means of control.

### **3.1.8 Hazardous Substances (COSHH)**

Assessments will be reviewed normally on an annual basis, when a job, or location changes, or when new equipment, processes or materials are introduced.

Elite Electrical Contracting will ensure the safe storage, transport, handling, use and disposal of all substances and materials on the premises. This will be achieved through compliance with the Control of Substances Hazardous to Health Regulations, other Regulations and relevant guidance.

Health and Safety data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.

Employees who are involved in the use etc. of substances and materials will be told of the hazards and necessary precautions by their line managers. They must work and handle these substances and materials in accordance with the instructions and the training given to them.

### **3.1.9 Protective Clothing and Equipment**

Where required by the work activities, materials, the nature of the work area or local environment, the Company will provide suitable Protective Clothing and Equipment.

All employees will be given adequate training to ensure that they are aware of how such articles/equipment should be used and the reasons for their use.

Records will be kept by the Office Manager of all such provision and training.

### **3.1.10 Manual Handling & Lifting**

The Company will consider, in developing its work procedures, **The Manual Handling Operations Regulations 1992**. To eliminate the need for manual handling by employees, mechanical handling equipment will be utilised where possible.

Where manual lifting/handling is required, the company will provide training or cooperate with the contractor/client in the facilitation of training to employees in an endeavour to reduce the risk of back injury. The Company does not require any operative, particularly a young person, to lift, without assistance a load, which is likely to cause injury.

### **3.1.11 Falls from Height**

To minimise the risk of falls of persons or materials, which may cause injury, Elite Electrical Contracting will:

- Undertake a risk assessment to identify if working at height is required.



- Ensure that work is not carried out at height, where it can be done safely by other means.
- Where work is carried out at height, take suitable and sufficient measures to prevent any person or materials falling a distance liable to cause personal injury.
- Provide training and instruction or take other suitable and sufficient measures to prevent any person falling a distance liable to cause personal injury.

### **3.1.12 Fire Safety**

Detailed instructions on fire prevention and what to do in the event of an emergency will be communicated to all employees and clearly posted on each floor. It is the responsibility of all employees to ensure they are familiar with these instructions.

Fire Marshals are appointed on each floor to control evacuation in the event of fire. Evacuations should take place in an orderly manner and a roll call will be carried out at the assembly points. A number of employees will be trained in use of fire fighting equipment.

New employees will be instructed in fire prevention and evacuation on the first day of employment.

Fire drills will be held at least twice per year and records kept.

Fire fighting equipment is located throughout the premises and is tested at 12 monthly intervals by a contractor, as is the alarm system.

Most site fires have simple causes and can be dealt with by basic precautions. The following are particularly important:

- Make sure that liquid petroleum gas (LPG) cylinders and other flammable materials are properly stored. LPG should be stored outside buildings in lockable purpose made cages. Flammable materials such as solvents and adhesives should be stored in lockable steel containers (flam boxes).
- Stored materials that may be flammable or support fire must be covered with a fire retardant cover. Cardboard boxes can be sprayed with fire retardant spray
- LPG equipment and fittings must be properly maintained. Damaged hoses and fittings or makeshift connections are extremely dangerous because they can easily lead to leaks in tough construction conditions.

If there is any suspicion that LPG is leaking, the equipment should not be used until it has been checked. Leaks can be identified by hissing, smell or using soapy water, but never with a naked flame. Equipment can only be used again when it is certain that there are no leaks and that any vapour which has leaked has dispersed.

Hot work includes anything with a flame, or an operation that creates sparks and heat, such as welding and grinding. In all such circumstances a hot works permit must be used. Make sure extinguishers are at hand and that sparks or heat cannot set fire to surrounding materials.

On most sites there is a risk of fire arising from 'hot-works' carried out to some parts of the building(s) under construction. A Hot-works permit (HWP) must be used for all of the following:-

- Any works with a naked flame,
- Site welding
- Cutting/welding
- Cutting and/or grinding using disc-cutting equipment
- Any other activities that produce heat, sparks or flame.

The risks from these activities can be reduced through basic control systems such as:

- Placing two suitable fire extinguishers close to the works,
- Good housekeeping to limit the supply of flammable material, and
- The use of properly trained and experienced operatives.

A HWP will be issued by a Site Manager. The HWP must relate to clearly defined individual pieces of work. HWP must not be used as blanket authorisations to carry out hot work anywhere on the site at any time. They must be specific to the task and location.

HWPs include:

- The location and nature of the hot work intended,
- The proposed time and duration of the work, - never more than one day
- The precautions which should be taken to promote the safety of personnel,
- The limits of time for which the permit is valid, hot works must finish at least one hour before site closes each day.
- The conditions under which all work should cease even though the time limit for the permit has not expired,
- The person in direct control of the work.

Precautions to be taken before, during and after the work:

- Clear the surrounding area of all loose combustible material,
- Where work takes place on one side of a wall or partition the other side should be checked for combustible material,
- If hot work is to take place near to a riser or floor opening then check the floors below and protect as necessary.
- Have suitable extinguishers at hand and a careful watch maintained for fire during the work, and following completion after it,
- Protect combustible material which cannot be cleared,
- Examine the hot work area thoroughly one hour after the hot works. Though ignition can sometimes occur much later than this. The Site Manager must inform the night security guards, where appropriate, where hot work has been going on and ask them to check these areas),

### 3.1.13 Young Persons

Elite Electrical Contracting when taking into employment persons who have reached the minimum school leaving age but have not yet reached the age of eighteen (18), will follow HSE guidance on the health and safety young workers.

Before taking a young person into employment, Elite Electrical Contracting will make an assessment of the risks to the health and safety and will take account of a number of factors, such as:



- The inexperience and immaturity of young people, and their lack of awareness of risk.
- Type of work equipment and the way it is used.
- Possibility of exposure to physical, biological and chemical agents.
- Health and safety training provided to young people.

Having carried out this assessment, Elite Electrical Contracting will determine whether the young person should be prohibited from doing certain work because of the risks involved.

Where Elite Electrical Contracting are requested to give Work Experience to school age children, they will provide school/parents/guardians with information on any risks identified by their assessment and specify what protective measures are being taken.

Young persons will be made aware of this documentation by the Office Manager who will keep a copy in the office concerned.

#### **3.1.14 Welfare Arrangements**

Suitable welfare facilities will be provided by Elite Electrical Contracting for employees in accordance with the Workplace Regulations. Where activities are taking place on site these welfare facilities may be provided by the Principal Contractor in accordance with the CDM Regulations 2015

#### **3.1.15 Stress**

Elite Electrical Contracting recognise that stress is the adverse reaction people have to excessive pressure, and if stress is intense and goes on for some time, it can lead to mental and physical ill health, although some pressure/stress is important to give motivation to undertake work and other activities to an acceptable standard.

The aim of Elite Electrical Contracting is to ensure that its employees are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practice or a detrimental working environment. In addition, any employee suffering from stress or stress related problem will receive support from Elite Electrical Contracting.

Any individual suffering from stress or stress related issues should, in the first instance, speak with their Line Manager. To minimise work activities creating high stress levels, Elite Electrical Contracting will:

- Manage work activities to minimise such stress levels occurring
- Ensure that staff have the necessary skills, training and resources, so that they know what to do, are confident that they can do it, and they receive credit for it.
- Consult staff on working practices
- Review working hour patterns/change routines
- Follow up any changes made to ensure that they're having the intended effect
- Ensure that managers discuss with the Director Responsible for H&S any staff members who may demonstrate high stress levels
- Support staff, where an employee shows symptoms of stress

#### **3.1.17 Policy Monitoring and Review**

The operation and contents of this Policy will be reviewed at annual intervals. The person responsible for reviewing and updating the safety policy, responsibilities and arrangement is the Director Responsible for Health & Safety.

As part of an ongoing process of monitoring this Policy and its effective implementation, a programme of audits will be carried out of health and safety activities, safe systems of work, compliance with and the adequacy of procedures will be carried out at intervals not exceeding 12 months.

### **3.2 Construction Works-General**

All construction work undertaken by Elite Electrical Contracting, will be planned and managed in accordance with **The Construction (Design and Management) Regulations 2015**, **The Control of Substances Hazardous to Health Regulations**, **The Control of Asbestos At Work Regulations 2012**, **The Work At Height Regulations 2005**, **The Regulatory Reform (Fire Safety) Order 2005** and all other relevant legislation.

General welfare facilities may be shared with a Client or other Principal Contractor with their agreement. Elite Electrical Contracting or their Contractors and Sub Contractors may, under specific circumstances, provide all necessary specialist welfare facilities relevant to their work activities.

Any electrical equipment or installation will be in accordance with the I.E.E. Regulations or the **Electricity at Work Regulations** and will be installed, tested and maintained by qualified electricians only. All portable electrical equipment, and extension cables, will be 110-volt, centre tapped to earth, or lower voltage and will be inspected 3 monthly and proof of testing provided.

Access to and from the work site will be designed to minimise the possibility of risk to the Health and Safety of building occupiers, pedestrians or vehicle traffic from the movement of site plant, equipment or delivery vehicles.

The site layout, where under the control of Elite Electrical Contracting, will be so designed to minimise unauthorised access to the site, to provide safe access for pedestrians and vehicles, safe storage areas and adequate welfare and office facilities.

Prior to works being undertaken, an assessment and survey will be made by a specialist contractor to ascertain the type and position of existing services within the site.

### **3.3 Project Planning**

#### **3.3.1 Communications**

Prior to commencement of Construction works, Elite Electrical Contracting will provide all sub-Contractors and Sub Contractors/designers with the Pre-Construction Information. In practice this will normally mean that the sub contractors will be provided with the appropriate Method Statements and Risk Assessments produced by the Contractor. The sub contractors will be required to confirm that they have read and understood all information provided to them and that they will comply with the requirements of the Method Statements and Risk Assessments.



Regular discussions will take place with all Elite Electrical Contracting employees, the Client, Contractors and Sub Contractors, Designers and the CDM Co-ordinator to ensure that the inter-relationship between the various parties and their effect on Health and Safety is raised and the arrangements kept up to date.

Elite Electrical Contracting will maintain consultation with all Contractors and Sub Contractors working on projects and ensure that they consult with their own employees in due course. Elite Electrical Contracting will, at regular intervals, discuss the task method statements with Contractors and Sub Contractors working on site at that time, to ensure that their views are considered in arranging for future phasing of works to minimise risk throughout a project.

### 3.3.2 Asbestos

Elite Electrical Contracting recognises that, in buildings constructed before 2000, there is a degree of risk from the potential disturbance of asbestos or asbestos containing materials (ACMs).

When preparing the Pre-Construction Information, details will be sought from the Client / Building Managers / Landlords regarding the asbestos content of any work area. If this information cannot be provided, or is considered to be inadequate in any way, a detailed Type 2 (minimum) Asbestos Survey will be required before work commences. **Persons must not assume that there is no asbestos present, positive information must be obtained.**

Where the works involve buildings constructed before 2000 the following actions will be taken

- All personnel will have received asbestos awareness training in line with The Control of Asbestos at Work Regulations 2012 (Regulation 10-Training). This will apply to all Elite Electrical Contracting Project personnel and their sub-contractors.
- All training will be updated at least annually
- Toolbox talks on asbestos will be delivered to the workforce before commencing on site works and periodically thereafter.

Any operative discovering a material suspected of being or containing asbestos will be required to immediately suspend work and report their concerns to the Elite Electrical Contracting (or Elite Electrical Contracting subcontractor) Site Manager. He will convey these concerns to the Principal Contractor and ask for clarification/investigation to satisfactorily resolve the matter.

Where the Principal Contractor has specialist contractors on site to deal with any asbestos related issue, Elite Electrical Contracting personnel will ensure their full cooperation with any directives or requirements

### 3.3.3 Electrical Safety

Prior to works commencing, details of the existing electrical supplies or other services will be obtained from the Client, building managers or the utility companies. Where such information is not available a survey will be undertaken by a specialist contractor to ascertain the presence of: temporary and permanent supplies, overhead and underground services, temporary energised services and the need for isolation, retention or diverting of supplies.

Many occupied premises are in multi-occupancy and there may be a need for retaining services, providing temporary supplies and ensuring that no temporarily energised services exist that may pose a hazard to operatives.

### 3.3.4 Unauthorised Access

All reasonable measures will be taken to minimise unauthorised access to the work areas and other locations that may endanger the health and safety of any persons gaining access adjacent to or under work areas. Where Clients, Building Managers or Contractors have existing security procedures, they will be incorporated within the Elite Electrical Contracting site procedures.

All such protection will be the responsibility of Elite Electrical Contracting or their Contractors and Sub Contractors and where works are to be undertaken in the vicinity of areas in which members of the public, and especially children are at risk, a greater degree of protection will be provided.

Where works access will interfere with normal road traffic, either vehicle or pedestrian, a safe system of work will be developed to provide for barriers, signs or other necessary equipment.

### **3.3.5 Underground/Hidden or Overhead Services**

Prior to works commencing, information from utility companies, the Client, Building Managers or Contractors as appropriate, together with a site survey, will be used to ascertain the exact position of all services.

Specialist Contractors and Sub Contractors will be used as necessary, to isolate services to or within the site and to fix signs as to the location of any retained services, passing across or near to the proposed works, which cannot be isolated, diverted or otherwise made safe.

Overhead services/obstructions will be identified, protection installed as necessary and shown on drawings.

### **3.3.6 Sub contractors**

Elite Electrical Contracting may be liable for the actions of any sub contractor who adversely affect health or safety on our office premises or Construction Work projects. To minimise the risk of this occurrence, all Sub Contractors will be assessed for their competence in Health and Safety issues, prior to their appointment, and they must accept and follow Elite Electrical Contracting procedures. Sub Contractors should adhere to all relevant statutory requirements applying to the work they are carrying out. They must also ensure:

- That all persons visiting sites must wear protective footwear and other PPE as required.
- That work is adequately discussed with Elite Electrical Contracting representatives to identify potential hazards and risks to the health and safety of occupiers of premises, Contractors and Sub Contractors' employees, employees or members of the public, from the work being undertaken.
- Provide detailed methods of working, sequence of operations and their risk assessments for the specific tasks.
- Brief their own employees on premises/task safety issues, method statements and procedures.
- Provide suitable and adequate protective clothing to their employees e.g. safety footwear on all occasions and overalls, helmets, eye, ear and respiratory protection, as necessary.
- Provide suitably skilled Supervision, who are competent in H&S, to ensure the work is carried out correctly and in compliance with Company rules and procedures, and the above mentioned legal requirements



- Liaise with the Project or Site Supervisor, at the start, during and on completion of the work.
- All portable electrical equipment will run off 110-volt or less and tested on a 3 monthly basis.

In addition to task specific rules, Contractors and Sub Contractors must obey the following Elite Electrical Contracting General Site Rules:

- Alcoholic beverages and drugs, other than those correctly prescribed must not be brought onto maintenance premises or construction sites, consumed at the workplace, or personnel are under their influence whilst on the premises.
- All accidents / incidents, no matter how slight are to be reported immediately to the Site Supervisor or Elite Electrical Contracting Limited Site Supervisor / manager.
- Smoking is prohibited in all but designated areas.
- All equipment brought onto, and/or used in the workplace, must be to an appropriate standard, correctly maintained, in good and safe condition and with all relevant test and inspection certificates and suitably labelled.
- All health and safety and other relevant signs must be obeyed.
- Children are not permitted on site

### 3.3.7 Training

The Elite Electrical Contracting policy is to provide all relevant training in health and safety, as well as in technical or managerial issues, when either changes in technology, materials, poor working practices or work location dictate.

All employees receive general health and safety awareness training for either office or construction activities on a regular basis and this training is supplemented by training in specific aspects as shown below as highlighted in various sections of this policy:

- **Site Supervisors H&S** - "General health and safety awareness training is provided to all Site Supervisors as required.
- **All sub-Contractors and Sub Contractors** will be required to demonstrate proof of their training and competence prior to their appointment.
- **The maintenance of office equipment** - All staff required to use office machinery will be given training and instruction in its use.
- **Emergency arrangements** - Elite Electrical Contracting have appointed a staff member to be responsible for ensuring that information regarding all fire, first aid and emergency procedures is available to all staff and that they are all conversant with their operation.
- **Health surveillance** - To help provide employees with information regarding ill health, regular checks will be carried out by questioning employees about illnesses, to establish any pattern or relationship to their work.
- **Hazardous materials and operations** - Elite Electrical Contracting will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the means of control necessary.
- **The Use of Personal Protective Equipment** - All employees will be given adequate training to ensure that they are aware of how such articles / equipment should be used and the reasons for their use.

- **Manual Handling** - Where manual lifting / handling is required, the Company will provide training to employees to reduce the risk of back injury or other muscular / skeletal damage.
- **Work equipment and abrasive wheels** - All operators of plant and equipment shall be in possession of current training certificates. Those persons required to change the wheels on abrasive disc cutting machines will receive the necessary training and hold the appropriate certificate.
- **The use of lifting equipment** - Only trained authorised personnel can co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.
- **The use of Safety Harnesses** - All operatives required to use safety harnesses, will be trained in their fitting, maintenance and use, and also instructed on how to achieve a secure anchorage to various structures.
- **Working in Confined Spaces** - Operatives to be employed in confined spaces will receive adequate training, and certification for confined spaces operations.
- **Managing Permits to Work** - **Site Supervisors** working for Elite Electrical Contracting, are trained in implementing Permits to Work, and must liaise with the Client / building managers, to ensure the permit to work system is understood and enforced among their operatives.

Records of all such training will be held by the Contractor's Site Manager and kept in the company offices.

### 3.4. CDM Regulations 2015-Contractor

Elite Electrical Contracting will ensure full co-operation with the Principal Contractor, and ensure the responsibilities imposed by the Construction (Design and Management) Regulations 2015, are integrated within their overall Elite Electrical Contracting Project activities where necessary, and will ensure the following:

- Check the Client is aware of their legal duties.
- Ensure they and anyone they appoint are competent
- Plan, Manage and Monitor his construction work to ensure there is no H&S risk to persons
- Inform Contractors and Sub Contractors they appoint of minimum time allowed to plan & prepare his works before they commence
- Provide suitable training to employees for the specific project works
- Provide to every person working on construction work:
  - Suitable H&S induction training
  - Information on the risks to their H&S
- Ensure any design work complies with CDM
- Ensure a Construction Phase Health and Safety Plan is available for all projects
- Create and comply with:
  - The Site Rules.
  - The procedures to be followed in the event of serious and imminent danger and the persons appointed to manage the actions.
- Every contractor to provide employees with all required health and safety training
- No Construction Works to commence until Unauthorised Access is prevented on the site.
- Ensure that suitable Welfare Provisions are provided throughout the project.

#### 3.4.1 Sub-contractors



Elite Electrical Contracting will only use approved sub-contractors who have undergone the following accreditation process:

Where SH Ductwork employ the services of sub-contractors, prior to them being employed on site each sub-contractor will be required to demonstrate and prove their competence. They will be required to demonstrate to Elite Electrical that they have the necessary skills, knowledge, training and experience to carry out all of the works within the scope of their sub contract.

### **3.5 Emergency Arrangements.**

Elite Electrical Contracting has appointed the Site Manager to be responsible for ensuring that information regarding all fire, first aid and emergency procedures is available to all site employees, consultants and Contractors and Sub Contractors and that they are all conversant with their operation, during the Site Induction Training.

On work sites, local emergency procedures will be communicated to all workers including local hospital details, HSE offices, first aid arrangements, fire precautions and any other site-specific procedures as set out in the Construction Plan and Method Statements.

Methods of raising the alarm and calling emergency services during work activities and the following emergency procedures will be implemented:

- First aid personnel and equipment
- Fire extinguishers or similar provided
- Methods of raising the alarm and calling emergency services
- Precautions and procedures necessary to facilitate evacuation of the site or work area
- Provision of emergency electrical supplies

Elite Electrical Contracting encourages employees to become properly trained first aiders. The name of first aiders and other relevant information is given to all staff.

Where appropriate, Senior Elite Managers will support Site Managers in terms of Emergency Responses. This will include liaising with Principal Contractors, Clients and Emergency Services. Responses to media enquiries will normally be handled by the Company Directors.

### 3.6 Welfare Arrangements

Where appropriate, Elite Electrical Contracting will provide full welfare facilities, in accordance with legislation, whilst taking into account the specific nature of the site and the works to be undertaken.

Arrangements will be made to utilise their general welfare facilities where they are available from the Clients and Principal Contractor's domain and supplemented by any additional specialist facilities required.

Where the welfare facilities are to be provided by Elite Electrical Contracting suitable accommodation will be provided for rest and eating of food together with means of heating drinks/food. The basic welfare provisions will be:

- A rest area separated from construction operations, with adequate tables and seating with back support for the numbers involved.
- A source of drinking water with cups or fountain.
- A means of heating water for drinks.
- A means of heating food e.g. microwave.
- Hot and cold or warm running water for washing, with soap & towels, in close proximity to toilets.
- Facility/area to store clothing
- Suitable toilet facilities (this means a flushing WC; portable chemical toilets are acceptable for short term use only), for both male and female employees and visitors.
- Depending on the site operations, if there is a requirement for work outside, or wet work is involved, the provision of a drying area for wet clothing may be required.

The welfare facilities will be adequately ventilated and maintained in a clean and hygienic condition at all times. No storage of tools or construction materials is permitted in the rest area and the segregation should be sufficient to prevent dust from construction operations entering the rest area.

Elite Electrical Contracting will ensure a site plan identifying the location of all welfare facilities and emergency means of escape is affixed to this plan and displayed within the welfare facilities and around site.

Where such facilities are provided, they will be cleaned regularly and employees are required to use them properly and see that the area is left clean and tidy, during and at the end of each shift, and ensuring that good hygiene practices are observed.

Ensure that all protective clothing is kept in a clean and serviceable condition and stored in the facilities provided.

### 3.7 Health Surveillance

Risks to health from work activities will be identified as part of the risk assessment process. Having identified risks, their effect on the health of employees and contractors will be monitored and controlled by:

- Providing information to employees and contractors on the risks and their consequences.
- Establishing a health surveillance regime that is appropriate to the level of risk.

In particular, surveillance will be carried out to determine whether there is any on-going risk to health from:

- Noise
- Vibration
- COSHH materials (specifically sealants)
- Manual handling

If this appears to produce evidence linking work activities to illness, medical advice and / or assistance will be sought.

### 3.8 Risk Assessments

The Management of Health and Safety at Work Regulations 1999; The Health and Safety (Display Screen Equipment) Regulations 1992; The Manual Handling Operations Regulations 1992; The Control of Substances Hazardous to Health Regulations 2002, The Work at Height Regulations 2005 and other current legislation require, that for all work activities, the risks to the health and safety of employees and other persons, should be identified and assessed.

When the risks are considered unacceptable, they must be eliminated, minimised or reduced to an acceptable level.

Legislation specifies that, as well as the general duties above, certain activities require risk assessments to be carried out; they are:

- Use of visual display equipment (computer screens)
- Substances hazardous to health
- Manual handling operations
- Design activities for construction projects
- Construction Works

Where necessary and appropriate, Elite Electrical Contracting will allocate one or more persons to carry out risk assessments. Written records of assessments will be produced by those persons and will include hazard identification, those groups of persons especially at risk and the means of control necessary.

Assessments will be reviewed normally on an annual basis or when a job or location change, new equipment, processes or materials are introduced.

Elite Electrical Contracting will ensure the safe storage, transport, handling, use and disposal of all substances and materials on site. This will be achieved through compliance with the Control of



Substances Hazardous to Health Regulations 2002, the Control of Pollution and other specific Regulations and relevant guidance.

Where appropriate, Safety data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.

Employees who are involved in the use etc. of substances and materials will be told of the hazards and necessary precautions by their line managers. They must work and handle these substances and materials in accordance with the instructions and the training given to them

### **3.9 Protective Clothing and Equipment.**

Elite Electrical Contracting Limited will provide employees with suitable Protective Clothing and Equipment where required by the work activities, materials, the nature of the site or local environment together with identification clothing.

All employees will be given adequate training to ensure that they are aware of how such articles/equipment should be used and the reasons for their use. Records will be kept by the Site Supervisor of all such provision and training.

Any person observed not to be wearing Protective Clothing or Equipment, whilst undertaking work, or in a location which requires such articles to be worn/used, will be instructed to stop work or leave the area until the equipment is obtained and worn or used.

### **3.10 Manual Handling & Lifting.**

Elite Electrical Contracting will take into account when developing its work procedures, **The Manual Handling Operations Regulations 1992.**

Where possible, mechanical handling equipment will be utilised in an attempt to eliminate the need for manual handling, but where this is not practicable, then the work will be planned in an attempt to minimise it.

Where manual lifting/handling is required, Elite Electrical Contracting will provide training to employees in an endeavour to reduce the risk of back injury or other musculoskeletal damage. A written risk assessment will be made of those work situations requiring mechanical lifting equipment or manual handling to be used.

Elite Electrical Contracting does not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury, and an adequate supply of suitable gloves or equipment is available for use as required, for the handling of materials, which could cause injuries.

Elite Electrical Contracting will insist that all employees and visitors on site wear safety footwear and the supervisor will remove from site any person not wearing suitable protective footwear.



### **3.11 Work Equipment**

Elite Electrical Contracting will follow the Regulations that are applicable to such specified equipment i.e. **The Provision and use of Work Equipment Regulation 1998, The Lifting Operations and Lifting Equipment Regulations 1998**, and any other relevant legislation or industry guidance.

Elite Electrical Contracting will make sure that all equipment is suitable for its' planned use and will take into account the working conditions and hazards in the workplace when specifying the equipment to be used.

Elite Electrical Contracting will provide adequate information, instruction and training, and will provide equipment that conforms to both, the EC product safety directive and UK Regulations.

Any plant or equipment will only be used for operations for which, and under conditions for which it is suitable, and that the equipment is maintained by the employer in an efficient state, in good working order and in good repair.

Adequate safe clearance is to be maintained around all work equipment, and the local work area is to be kept free of debris, off cuts and tripping hazards.

All equipment will be identified by individual numbers, and will be regularly maintained, inspected, tested and thoroughly examined as required and all records of such inspections etc kept on site.

All operators of plant and equipment shall be in possession of current training certificates. Those persons required to change the wheels on abrasive disc cutting machines, will receive the necessary training and hold the appropriate certificate.

#### **3.11.1 Hand Tools**

All cutting tools e.g. chisels (for wood or metal), saws, knives, files etc. must be sharp and free from chips, cracks burrs and corrosion. Striking faces for hammers, chisels and similar tools must be kept polished and clean. Tools not in use are to be stored in toolboxes or other secure locations in the work area.

Screwdrivers are only to be used for the correct task, using the correct sizes at all times, and they are not to be used as chisels, punches, tin openers, paint stirrers or any other act of misuse.

#### **3.11.2 Noise**

Elite Electrical Contracting accepts that various work activities may create and specific work locations may increase excessive noise levels which could adversely affect the hearing of employees or other persons on site, or may be deemed to be a nuisance by other persons.

All measures will be taken to ensure all plant/machinery and other operations are carried out to an acceptable level of noise or vibration in accordance with legal requirements, building manager rules and any Local Authority Guidelines.

Where such noise levels are above **80 dB(A)** Elite Electrical Contracting will provide hearing protection to its employees.

Where such noise levels are **85 dB (A)** or above, Elite Electrical Contracting will provide hearing protection to its employees, and ensure it is worn.

Where practicable work activities will be designed and planned to minimise noise transmission, and tools and equipment will be selected and maintained so as to minimise the generation of high noise levels and disruption to the activities of other building occupiers.

To minimise the effects of noisy working on the individuals undertaking the work, any noisy operations will be restricted to limited working hours and this detail will be given at the site induction.

Regular toolbox talks will be held to ensure employees are aware of the risks in excessive exposure to noise.

**3.11.3 Vibration** Elite Electrical Contracting accepts that various work activities may create and specific work locations may increase excessive vibration levels which could adversely affect employees or other persons on site, or may be deemed to be a nuisance by other persons.

All measures will be taken to ensure all plant/machinery and other operations are carried out to an acceptable level of vibration in accordance with legal requirements.

Where such vibration levels are above the Exposure Action value  $2.5\text{m}^2(\text{A8})$  as determined by the HSE ready reckoner, then actions will be put in place to ensure exposure to vibration is minimised. Such actions may include, but not be limited to:

- Changing the method of work
- Changing the equipment in use
- Managing the exposure of employees by work rotation and rest periods

Actions will be taken to ensure that no individual exceeds the Exposure Limit Value  $5\text{m}^2(\text{A8})$  as determined by the HSE ready reckoner.

Where practicable work activities will be designed and planned to minimise vibration transmission, and tools and equipment will be selected and maintained so as to minimise the generation of vibration and disruption to the activities of other building occupiers.

Regular toolbox talks will be held to ensure employees are aware of the risks from excessive exposure to vibration.

#### 3.11.4 Vehicles

Only personnel who have a valid operating or driving licence of the class applicable and authorised by the Board may drive Elite Electrical Contracting vehicles. The drivers must inspect their vehicles on a daily basis, and any defects found are to be reported to their manager on the appropriate defect report form.

Where provided, seat belts must be worn. Loads must not exceed the capacity of the vehicle and must always be secured in a safe manner. Passengers are not allowed to ride on/in a vehicle unless there is adequate seating and they are on Elite Electrical Contracting business.

Any Company employee either directly or indirectly tampering with vehicle restrictive devices will be subject to immediate dismissal

All incidents or accidents involving Company vehicles must be reported immediately to the head office. All road traffic signs speed limits and legislation must be adhered to at all times. Parking or other violations are the responsibility of the driver; however any fines or convictions must be notified to Elite Electrical Contracting.

#### Mobile Telephones

The law regarding the use of mobile telephones in vehicles has been strengthened and Elite Electrical Contracting does not endorse the use of mobile telephones whilst driving, and any call which is made or received using a proprietary hands free device, should be only undertaken while the car is parked up and it is safe to do so.

#### 3.11.5 Lifting equipment

All lifting equipment owned or hired by Elite Electrical Contracting or its Contractors and Sub Contractors must be individually identified and records of maintenance, inspections, testing and thorough examination where required are kept in the appropriate register on site.

Before using lifting equipment all equipment and operator training records must be checked by the Site Supervisor. Only trained authorised personnel are permitted to co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.

Those involved in lifting operations must ensure that all other persons are clear of the work area and adequate barriers and signs erected. **A minimum clearance of 0.5m must be maintained between a crane body and any other object, the crane slewing motion must be accounted for when siting a crane for lifting operations.**

Lifting equipment that is hired must be checked to ensure that its documentation is up to date and that its operator is in possession of a current operator's certificate.



### **3.12 Working at Height**

#### **3.12.1 General**

When working at heights is required, suitable access equipment will be provided, in accordance with the Work at Heights Regulations 2005 (WAHR). Elite Electrical Contracting will undertake a risk assessment to identify if working at height is required, and will ensure that work is not carried out at height, where it can be done safely from another position.

Where work is carried out at height Elite Electrical Contracting will take suitable and sufficient measures to prevent any person falling a distance liable to cause personal injury:

Elite Electrical Contracting will:

- Ensure that work, or gaining access or egress, is carried out from an existing place of work or an existing means of access.

Where this is not practicable:

- Elite Electrical Contracting will provide suitable and sufficient work equipment to prevent a fall occurring.

Where the measures do not eliminate the risk of a fall occurring:

- Elite Electrical Contracting will provide suitable work equipment to minimise the distance and consequences of a fall.
- and
- Provide training and instruction.
- and
- Take any other necessary measures to prevent any person falling a distance liable to cause personal injury.

Where maintenance works are to be undertaken whether internally or externally to the buildings, a suitable means of access will be provided in accordance with the WAHR 2005.

An adequate system of security will be incorporated when working at heights is required, to safeguard the health and safety of third parties, who may inadvertently pass adjacent to or below the working area, from any falling objects.

Where an existing workplace is not suitable for undertaking works at height, Elite Electrical Contracting will provide a suitable means of work equipment. The work equipment chosen will depend on the type of work being undertaken and its location, but may include the following

- a mobile tower
- a mobile elevated work platform

Working from stepladders may be permitted at the Site Supervisors discretion, only for work of a short duration and only where risk assessment shows the stepladder is a suitable form of access.

#### **3.12.2 Mobile Alloy Towers and MEWP's**

Mobile Alloy Towers will only be erected, dismantled or altered by approved, competent Contractors and Sub Contractors. This will mean they are in possession of a PASMA certificate of training. Elite

Electrical Contracting personnel, or their sub-Contractors and Sub Contractors, must never interfere with a mobile alloy tower structure erected by a competent person.

Mobile Alloy Towers will be inspected, by a person holding a PASMA certificate, prior to their use and thereafter every seven days if they remain in the same location, or after modification or alterations.

The results of inspections will be recorded in the appropriate register and kept on the premises. On completion of the works, these records will be kept in Elite Electrical Contracting Limited offices for a further three-month period.

Mobile Alloy Tower structures will be provided with suitable and sufficient means of access/egress with properly constructed working platforms for the works to be undertaken. All working platforms will be maintained in a clear and uncongested condition to ensure the safety of all persons who require access around the site.

Mobile Elevated Work Platforms (MEWPs) will only be operated by competent personnel holding an IPAF certificate for the type of machine in use.

Prior to machines entering service on any site, SH Ductwork will be in possession of a certificate of test issued by the manufacturer/hirer within the last 6 months stating that the machine is in good condition and satisfies the inspection criteria.

MEWPs will be inspected by the operator each day prior to use and the results recorded on an inspection sheet. If any defects are found, the machine will be taken out of use immediately.

Before use operatives will ensure that they are familiar with all the operating characteristics of the machine, including the emergency lowering system. The site supervisor will ensure that operatives at ground level (who may not necessarily hold an IPAF certificate) are familiar with and competent to operate the emergency lowering system.

When working at heights an adequate system of security will be incorporated, to safeguard the health and safety of third parties who may inadvertently enter the site, adjacent to or below the working area.

### **3.12.3 Roof Work**

If work is undertaken on sloping roofs, which may be fragile or of unknown strength, safe systems of access must be used at all times.

Asbestos sheeted, other fibre cement sheeted roofs, or roofs with integral in-plane roof lights or other fragile roofing systems, will be accessed by the use of a perimeter scaffold, scaffolding towers or tied ladders, in association with crawl boards with guard rails, roof ladders or other safe system.

### **3.12.4 Scaffolding**

Scaffolding will only be erected, dismantled or altered by approved, competent scaffolding Contractors and Sub Contractors and scaffolders.

Elite Electrical Contracting personnel or their sub-Contractors and Sub Contractors must never interfere with a scaffold structure erected by a contractor.

Scaffold structures will be inspected prior to their use and thereafter every seven days or after



modification or alterations. The results of inspection will be recorded in the appropriate register and kept on the premises. On completion of the works, these records will be kept in Elite Electrical Contracting offices for a further three-month period.

No scaffold structure will be accepted for use until a competent person approved by the company has inspected.

Scaffolding structures will be provided with suitable and sufficient means of access/egress with properly constructed working platforms designed for the works to be undertaken. All working platforms will be maintained in a clear and uncongested condition to ensure the safety of all persons who require access around the site.

All access equipment; ladders, scaffolding or roof ladders etc. must also be inspected prior to their use both for their condition and security.

### **3.12.5 Weather Conditions**

When working at high level external parts of a structure, consideration must be given to prevailing weather conditions, such as high winds, rain, snow, frost or any other factor which may increase the likelihood of a person slipping, falling or dropping materials and equipment.

Arrangements will be put into place on each specific task, regarding the actions to be taken if any of the above weather conditions are likely to occur while operations are in progress.

### **3.12.6 Ladders and Steps**

Ladders or steps will only be used after an assessment has been undertaken and they are the only suitable form of access equipment to be used in a specific work area. Care must be taken when using ladders. They must be positioned on a firm standing, lashed to the structure or footed to prevent slippage. The ladders must be fixed around the stiles and erected at an angle of 75 degrees (1 in 4).

No ladder will be used for a vertical height in excess of 9 m, without a rest platform being provided. The ladder should extend above a working platform by 1m unless an alternative handhold is provided.

All ladders and steps are to be inspected regularly to check for damage, taken out of use if not serviceable and records of inspections kept by the Company.

Steps provided by the company will be of an industrial specification and conform to BSEN 131 as a minimum standard.

### **3.12.7 Safety Harnesses**

When working at heights and the risk of falling exists, guardrails or other solid protection will be provided. Where solid protection is not practicable, personal suspension systems will be considered.

Where these systems are not practicable, the use of safety harness will be implemented to minimise the effect of any fall, which may occur.



All operatives required to use safety harnesses, will be trained in their fitting, maintenance and use, and also instructed on how to achieve a secure anchorage to various structures.

All the equipment provided by the contractor will be maintained in a serviceable condition, and must be used and maintained in accordance with legislation, Elite Electrical Contracting Health and Safety Policy and training provided.

The Site Supervisor / Operative will inspect the harnesses and associated equipment, prior to their use, and records of such inspections will be retained.

When the Elite Electrical Contracting introduces new equipment, the Director Responsible for Health and Safety will ensure information on new equipment, for its use and maintenance, will be made available and that all employees are instructed in its correct use.

### **3.13 Lone Working**

Lone working is to be avoided where possible, and not permitted in Confined Space Operations

In the event that any operative is required to work alone, an assessment shall be made of the work location and suitable safe systems of work will be developed and written for the particular situation.

This assessment shall include any information on existing safe systems of work that may be provided by the Client or building managers etc.

Any equipment required will be provided (e.g., personal alarm transmitter) to minimise risk to the operative during the work period, and summon immediate assistance should the operative become incapacitated. Reliance will not be placed on mobile phones due to areas of low signal strength.

The guidance provided in the HSE Leaflet "Working Alone In Safety" will be referred to when making an assessment of any work location, in which an operative may be required to work alone.

### **3.14 COSHH**

Materials covered by the COSHH Regulations will only be used by competent persons, who are in possession of an adequate risk assessment, carried out in accordance with the COSHH Regulations, the manufacturers' or suppliers' safety data sheets and a written procedure for the operative involved.

The risk assessment will consider hazards posed to other Contractors and Sub Contractors, building occupants and members of the public. Chemicals and other materials will be stored and transported in accordance with the manufacturers / supplier's recommendations.

Welding of steel and the fumes generated are now considered carcinogenic, therefore all welding activities must be risk assessed by the company health and safety professional. Operatives working close to those welding must not do so unless the fumes are controlled by LEV systems or the area is extremely well ventilated.

### **3.15 Confined Spaces**

If any operative is required to carry out work activities in an area that is a Confined Space, as defined in The Confined Spaces Regulations 1997, then the provisions of those regulations will be followed.

Each confined space will be assessed by a competent person, to ascertain the specific risks involved and control measures required.

Operatives to be employed in confined spaces will receive suitable training and certification for confined spaces operations. All specific safety equipment, communications systems and trained rescue personnel will be provided, and an adequate rescue plan will be developed and operatives briefed on its implementation.

#### **3.15.1 Restricted Space**

Restricted space is applicable to any area where room to carry out work operations is limited, or to which access points are smaller than a normal doorway. Risks to be considered include:

- Difficulty in removing a casualty from the workplace, particularly if they are unconscious or otherwise incapacitated.
- Hazards posed by pipe / ductwork, possible contact with live services in the restricted work area (meter reading in an Electrical Cupboard).
- The possibility of claustrophobia.
- The onset of cramp while in a restricted location can make egress from the location impossible for the victim without assistance.

While a restricted space is not necessarily a confined space, the risk associated with any limitation on freedom of movement or access and egress during work activities requires an assessment to be made and suitable safe systems of work to be implemented.

Site Supervisors will carry out assessment at the work location; if necessary, assistance will be sought from the Project Manager.

#### **3.17 Permits to Work**

Risks involved in site operations particularly where hot works, working on live services etc may include the implementation of a Permit to Work System, and in some situations "lock off" procedures.

Site Supervisors employed by Elite Electrical Contracting are trained in implementing Permits to Work and must liaise with the Client / Building Managers to ensure that any existing building permit to work system is understood and enforced among their operatives.

All site operatives must be made aware if a Permit to Work system is implemented and abide by its provisions for the duration of the task.

#### **3.18 Demolition and strip out**

Before any demolition and strip out works are undertaken, a Safe System and Sequence of Work will be developed with a detailed written method statement, to ensure that all works are adequately planned. All operatives will be made aware of this documentation by the Site Supervisor, who will keep a copy on site.

### **3.19 Environmental Controls**

The Elite Electrical Contracting Board takes a close and responsible interest in the environmental impact arising from the company's activities. The Board's intention is to ensure that all work activities are carried out in accordance with this policy and all relevant statutory provisions.

This Policy sets out the Elite Electrical Contracting organisation and procedures for managing environmental issues throughout its operations.

The Board has nominated Mr Gregg Barnes as having particular responsibility for Environmental issues for Elite Electrical Contracting.

Elite Electrical Contracting will provide all practicable measures, including information, instruction, training and supervision for employees and Contractors and Sub Contractors, to ensure that they act in accordance with good practice, therefore preserving and enhancing the environment.

This policy will be brought to the attention of all employees and Contractors and Sub Contractors/designers employed by Elite Electrical Contracting. The contents of the policy will be reviewed annually using the assistance of an external consultant where necessary.

When undertaking Construction works, consideration is to be given to the environmental impact of the operations, processes or products.

Serious damage can be caused to the local eco-system due to the run-off of chemicals getting into watercourses, poor storage of products or the lack of equipment for dealing with emergency spillage etc.

The Control of Pollution Act imposes restrictions on work activities, which may create an adverse effect to the condition of the ground, air or water.

During the planning stage of work, the environmental impact will be assessed by Elite Electrical Contracting and suitable controls developed and implemented.

Elite Electrical Contracting will when undertaking work activities with hazardous products or chemicals, are to provide:

- Suitable and sufficient bunded storage areas.
- Suitable and sufficient spillage control kits for the materials in use.
- Suitable protective clothing and equipment.
- Suitable washing and welfare facilities.
- Training in the reasons why controls are required and the procedures to be adopted in emergency situations.



Such pollution may also create a nuisance to other persons in residence or using the area. Again these issues are to be considered during planning e.g. noise emissions, dust or chemical pollution, especially if food is prepared in the area, and suitable controls put in place.

### **3.20 Traffic Management**

Due to the risks associated with the movement of traffic on and around construction sites it is necessary to operate a traffic management system to prevent any accidents occurring involving construction vehicles and pedestrians, both on and off site. Therefore, Operatives must follow site traffic management plans and report unsafe conditions.

Sites should always have separate pedestrian vehicles entrances along with segregated and safe access/egress routes.

### **3.21 Coronavirus (Covid-19)**

#### **Safe working procedures and risk assessment**

The Coronavirus pandemic requires employees to complete a covid-19 risk assessment and ensure that their workplace or others are "covid-19 secure". To that end, Elite Electrical will do the following:

- Complete and regularly review our own Covid-19 risk assessment.
- Request copies of Clients Covid-19 risk assessment and ensure their sites or premises are "Covid-19 secure".
- Follow and adhere to the most recent and up to date government and industry advice.
- Insist anyone working for Elite or living with someone who displays symptoms to self-isolate for no less than 10 days.
- Ensure our staff maintain high levels of personal hygiene and keep our work areas clean.
- Ensure there are hand washing and welfare facilities on all our projects.
- Adjust site and office procedures and policies according to the latest Gov guidance or industry SOP.