



# **HEALTH AND SAFETY POLICY**

**The Health and Safety at Work Etc Act 1974**

# A&A Electrical Services Ltd - Health and Safety Policy

## CONTENTS

## page no:

1. Introduction	3
2. General statement of the policy	4
3. Organisation	5
4. Objectives	6
5. Arrangements	7
6. Monitoring and reviewing health and safety performance	8
7. Specific health and safety responsibilities	9
7.1 Directors	9
7.2 Health and Safety Manager	10
7.3 Supervisors	11
7.4 Foreman and Charge hand	12
7.5 Employees and sub-contractors	13
7. Training and awareness	14

# A&A Electrical Services Ltd - Health and Safety Policy

## 1. Introduction

This document contains the policy statement of A&A Electrical Services Ltd with respect to health and safety.

It is the responsibility of all employees to know and fully understand its contents to ensure that they implement the policy. Within this context there are specific responsibilities for certain employees such as the health and safety manager, supervisors, foreman and charge hands.

The main objective of the Health and Safety at Work Etc Act 1974 (HASAWA) is to involve the employers and all employees in creating an awareness of the importance of adequate health and safety standards and ensuring that these are adhered to.

A&A Electrical Services Ltd as an employer has a duty to ensure:

- So far as is reasonably practicable, the health, safety and welfare at work of all its employees (Section 2 HASAWA)
- Has a duty to persons other than its employees who may be affected by its undertaking or use premises as a place of work (Section 3 and 4 HASAWA)

All employees have a duty of care to his/her fellow employees, themselves and the general public (Section 7 HASAWA)

This document outlines the responsibilities under the Health and Safety at Work Etc Act 1974, and any other legislation made under this act, to all employees of A&A Electrical Services Ltd.

A copy of this document will be sent to all employees and persons acting on behalf of the Company. A copy is also kept within the Company's registered office.

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Loughborough  
Leicestershire  
LE11 5RJ

# A&A Electrical Services Ltd - Health and Safety Policy

## 2. General statement

A&A Electrical Services Ltd recognises and accepts its moral, legal and economic responsibility under The Health and Safety at Work Etc Act 1974 as an employer for providing a safe and healthy work place and environment for all of its employees. These measures will also be aimed at protecting others who may be affected by our day-to-day working activities and service provision.

The Company will take all reasonable steps to meet this responsibility paying particular attention to:

- The provision and maintenance of plant, equipment and systems of work to ensure that they are safe and without risk to health
- Safe arrangements for the use, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety at work
- A safe place of work and safe access to and egress from it, where such a place of work is under the Company's control
- A healthy working environment
- Adequate welfare facilities
- Safe methods of providing services to our customers

It shall be a joint responsibility of the Directors, managers, supervisors and employees to ensure safe and healthy conditions at work. The Company will provide competent technical advice on health and safety matters where this is necessary to assist every manager or supervisor in his or her tasks. The Company will make every reasonable effort to promote amongst its employees a genuine awareness of safety matters and to create an understanding of the importance of safe working practices and the use of protective clothing and safety aids. Employees will be encouraged to involve themselves fully in the safety activities and the reporting of unsafe conditions or practices to their supervisors.

Particular importance will be paid to the requirements of the Management of Health and Safety at Work Regulations 1999 and employees will be required to abide by the risk assessments of all work activities and services provided, made by the Company under these regulations. No health and safety policy is likely to be successful unless it actively involves work people themselves. The Company have appointed a health and safety manager and will provide him with sufficient facilities and training to carry out this task. All employees shall be consulted by the safety manager under the Health and Safety (Consultation with Employees) Regulations 1996. This shall be carried out directly or through the relevant supervisors.

The Company will establish appropriate documentation and procedures and will define responsibility and accountability for safety at all levels. The health and safety manager will advise on all safety matters in accordance with the Management of Health and Safety at Work Regulations 1999.

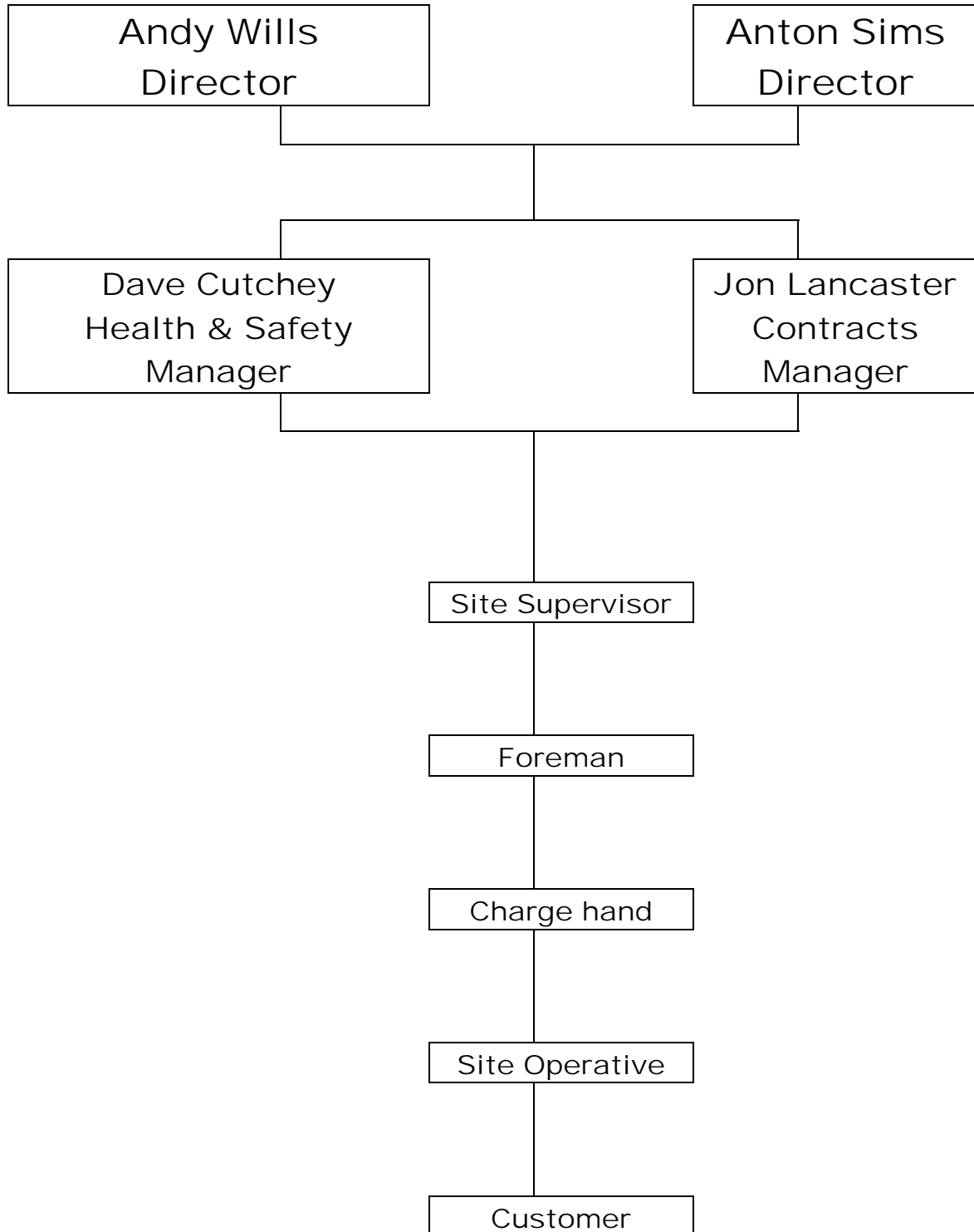
This policy statement may be amended, monitored and added to at appropriate times, and a current copy will be issued to all employees.

Signed:

Anton Sims (Director)

Date: 4th May 2009

**3. Organisation**



#### 4. Objectives

To provide information about health and safety arrangements including a framework for monitoring and reviewing health and safety performance, to provide information about linkages to other health and safety legislation and policies and to identify responsibilities within the organisation in terms of health and safety.

To recognise and evaluate hazardous areas within the Company's full range of activities and provide information to be followed as standard safe systems of working, which will identify:-

- The need for employee training to ensure their competence in working activities and the use of equipment ensures safety to the individual and any others who may be affected
- The need for provision of suitable approved safety clothing and equipment where required by the nature of the task
- The need to promote full involvement in the health and safety culture of the organisation by providing the opportunity for employees to be consulted
- To identify areas or tasks exposing employees, customers or members of the public to health risks which can then preferably be removed or reduced as far as is reasonably practicable
- The need for health surveillance for employees where appropriate

## 5. Arrangements

A&A Electrical Services Ltd health and safety policy is supported by other policies, procedures and legal requirements covering many aspects of health and safety.

These include:-

- Emergency Evacuation Procedures
- Risk Assessment
- Systems of Safe Work (known as Method Statements)
- The Control of Substances Hazardous to Health Regulations
- The Reporting of Injuries, diseases and Dangerous Occurrences Regulations
- Personal Protective Equipment
- Manual Handling
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Display Screen Equipment
- Violence to staff and lone working

This list is not exhaustive

These are available from your health and safety manager and will be amended or added to as appropriate.

Accidents records and statistics will be compiled half yearly by the health and safety manager and reported to the Directors. Representatives of safety can have access to this data and it can be obtained directly from the health and safety manager.

## 6. Monitoring and reviewing health and safety performance

The Company will ensure that managers and supervisors will carry out active monitoring of health and safety by regular inspection and checking to ensure that standards are being maintained and appropriate controls are working. Any items for remedial action should be reported to the health and safety manager. Health and safety will be a standing item on all inspections and site visiting reports.

The need for reactive monitoring shall also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses. This will be carried out and influenced by the health and safety manager.

A report will be produced half yearly by the health and safety manager on health and safety issues including performance, actions from risk assessments and safety inspections and progress on the health and safety plan. This will be discussed at management reviews with the Directors.

The following performance indicators will be reported:

### *Half yearly employee indicators*

- Number of accidents to employees
- Number of accidents to employees that were reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ( RIDDOR)
- Days lost due to accidents to employees

### *Half yearly public indicators*

- Number of accidents to the public

### *Annual indicators*

- Percentage of employees leaving or retiring due to ill health
- Number and value of insurance claims by employees against the Company relating to accidents and ill health due to work

## **7. Specific health and safety responsibilities**

Notwithstanding their areas of responsibilities the Directors have a clear and defined duty to ensure the full implementation of this policy.

### **7.1 Directors**

The Directors will have overall responsibility for the effective implementation of the Company's health and safety policy and in accordance with appropriate legislation, will ensure, through adequate supervision, that all employees observe the safety rules and regulations.

The Directors shall:

- Ensure that the objectives of the health and safety policy are fully understood and observed at all levels of management and by all employees
- Ensure that adequate channels of communication are maintained within the Company so that information concerning health and safety brought up by any employee is communicated to the health and safety manager
- Delegate responsibilities for health and safety matters to all levels of management within the Company and ensure that they are adequately trained and instructed to undertake such responsibilities
- Sanction adequate funds, materials and equipment to meet the health and safety requirements of the Company
- Through managers and supervisors ensure arrangements are in place for suitable and sufficient risk assessments of all work tasks undertaken by the Company, and where necessary the production of a method statement or system of safe work to minimise any risk of injury to the employee or other persons affected by the work activity
- Ensure that a health and safety plan is produced annually and a half yearly progress report from the Health and Safety Manager is discussed at management reviews

## 7.2 Health and Safety Manager

- Shall be required to report immediately to the Directors on all matters concerning health and safety and the implementation of the Company's health and safety policy.
- Will monitor health and safety to ensure that practices are adhered to and that no breach of statute law occurs on health and safety matters. This will be carried out by regular audits of compliance with health and safety legislation and reviews of practices and procedures as agreed with the Directors.
- Will produce half yearly reports on health and safety performance as outlined in section 6 of this policy.
- Will advise the Directors, managers and supervisors of their responsibility and actions to be taken regarding any health and safety issues or new regulations.
- Will be responsible for the interpretation of existing and new legislation relating to health and safety.
- Will arrange the compilation and distribution of relevant health and safety information.
- Will provide information to all personnel within the Company in terms of providing advice and support for the creation of policies and/or guidance notes.
- Will manage and implement the employee training programme.
- Will keep in close liaison with the Health and Safety Executive (HSE) and ensure injuries, diseases and dangerous occurrences are reported on F2508 for RIDDOR accidents or F2508A for RIDDOR diseases if applicable.
- Will be the Company's competent person for health and safety advice under the Management of Health and Safety at Work Regulations 1999.

### 7.3 Supervisors

- Will have direct responsibility for health and safety matters of employees under their control.
- Will ensure that all employees and sub-contractors under their supervision fully understand and observe all aspects of the health and safety policy and procedures that affect them.
- Will influence attitudes towards health and safety and lead others by personal involvement and example.
- Will ensure that all employees are given the appropriate instruction and training.
- Will make every effort to ensure that employees and sub-contractors use safety equipment as and when necessary and report any loss or damage.
- Will ensure that any information concerning health and safety is communicated to all persons under their control and ensure that health and safety is a standing item on activity briefs.
- Will liaise with the health and safety manager on any activities, equipment, or areas deemed to be unsafe and any breach of statutory requirement in any area under their control and which they cannot effectively deal with.
- Will carry out the risk assessments, and ensure that all employees know the outcomes of any risk assessments, what safety equipment is provided, where it is kept, and ensure that employees are familiar with the use of any equipment.
- Will review and update risk assessments as and when it is required, to comply with any change in legislation, procedures or the work activity itself.
- Will provide the necessary safe systems of work to employees when required.
- Will ensure that all employees understand and accept their responsibilities for health and safety and are adequately trained and instructed in those responsibilities.
- Will ensure that all injuries, diseases and dangerous occurrences are reported to the health and safety manager and that the incident report forms are completed.
- Will attend meetings regarding health and safety matters, as required.
- Will maintain records of site Inductions, toolbox training, method statements, risk assessments, COSHH assessments, regular inspections of scaffolds, plant and work equipment, site inspections, incidents, accidents and near miss events for review by the health and safety manager.

#### **7.4 Foreman / Charge hand**

- Will have direct responsibility for health and safety matters of employees and sub-contractors under their control.
- Will ensure that all employees and sub-contractors under their supervision fully understand, accept and observe all aspects of the health and safety policy and procedures that affect them.
- Will influence attitudes towards health and safety and lead others by personal involvement and example.
- Will ensure that all employees and sub-contractors under their control do not undertake any activity without having received the appropriate instruction and training
- Will make every effort to ensure that employees and sub-contractors use safety equipment as and when necessary and report any loss, damage or misuse to the supervisor.
- Will ensure they have received risk assessments and method statements for the activity, what safety equipment is to be used and that employees and sub-contractors under their control are competently trained to use the equipment correctly.
- Will inform the supervisor of any changes occurring, that may cause the risk assessment to become invalid and require the activity to be re-assessed.
- Will ensure employees and sub-contractors under their control follow the necessary safe systems of work whilst undertaking the activity.
- Will ensure that all injuries, diseases and dangerous occurrences are reported to their supervisor.
- Will ensure that they carry out regular safety inspections of their work area and report anything that has the potential to cause harm to their supervisor.

## 7.5 Employees and Sub-Contractors

In addition to the specific roles and responsibilities outlined previously, it is compulsory that all employees and sub-contractors:

- Shall fully observe the rules of the Company's health and safety policy and associated policies and procedures.
- Will conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Will be sensibly and safely dressed for their particular working environment and must use all safety equipment and all protective clothing provided as per the risk assessment for the work activity in question.
- Will avoid any improvisation of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Will maintain all work equipment in good condition and report defects to their supervisor.
- Will report all incidents to their supervisor whether injury is sustained or not, and supply the relevant details for the completion of the investigation.
- Will attend any training designed to further the needs of health and safety as required by the job.
- Will become acquainted with all processes, materials and substances used in connection with their work.
- Will become aware of the fire evacuation procedure and the position of fire alarms and fire equipment.
- In liaison with their immediate supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards, which may be created by the workplace activities they undertake.
- Will not be under the influence of alcohol at work.
- Will not participate in the taking of classified drugs or suffer from the consequences of such drugs whilst at work.
- Will co-operate with the Company managers, its contractors, fellow employees and all others in all matters relating to health and safety.

## 8. Training and Awareness

Providing health and safety training and awareness helps to:

- Ensure employees are not injured or made ill by the work they do
- Develop awareness and a positive health and safety culture, where safe and healthy working becomes second nature to everyone involved
- Find out how we can manage health and safety better
- Meet our legal duty to protect the health and safety of employees, sub-contractors, our customers and members of the public

Health and safety shall be brought to the attention of all new employees, and sub contractors. It shall be informed in an induction by the supervisor on safety measures such as:

- Emergency evacuation procedure
- Welfare facilities
- The provision and use of personnel protective equipment required for the job
- First aid provision and incident reporting procedures
- All health and safety issues identified within a risk assessment
- All health and safety training requirements for the particular job as identified by the risk assessment
- Security arrangements

The Company will ensure that health and safety issues will be an integral part of our induction training and procedures.

Dave Cutchey  
Health & Safety Manager