

SAFETY STATEMENT

Two of Lowestoft's longest established firms are looking to the future under a new Managing Director.

Ken Clarke has returned to the two after 15 years away to take control of Lowestoft Electrical Co. Limited and F G Fennell & Co. Ltd – both based in Wildes Street.

He succeeds John Wilson who has retired after a long career with the firm – the past ten years as Managing Director.

Mr Clarke knows the firm well from his earlier time in the electrical contracting trade. He was an estimating engineer with Lowestoft Electrical until the early 1990's when he left to join North Essex Electrical Limited – part of the same group – in Colchester where he is also Managing Director.

Lowestoft Electrical, established in 1934, has grown as electrical contractors over the years and now undertake projects up to £750,000.

The work team handles domestic, industrial and commercial work throughout East Anglia and the Home Counties including installation of telephone systems, emergency lighting, security systems, fire alarms, CCTV systems and more. Their engineers are also qualified to carry out periodic inspection and testing.

Lowestoft Electrical has recently completed the mechanical and electrical installations services to the new grandstand at the Great Yarmouth Greyhound Stadium. They have also carried out the electrical installation to the new Kirkley Children's Centre, Kirkley Street, Lowestoft and the Kite Media Centre at Kirkley High School, Lowestoft.

The company is a member of the Electrical Contractor Association, NICEIC and is Part P registered.

F G Fennell and Co, founded in 1965, has been a member of the Lowestoft Electrical Group since 1991 and carries out domestic work such as boiler servicing, repairs and replacements, installation of bathrooms, including wall and floor tiling and full central heating systems, landlord reports etc. F G Fennell & Co. is also able to carry out larger industrial and commercial works and has just completed the mechanical services for new extensions at the Ashley School in Lowestoft and Worlingham Middle School. F.G Fennell & Co. is Corgi registered, a member of APHC and is OFTEC regulated.

The work of both companies is fully guaranteed.

Contract Manager for Lowestoft Electrical is Matthew Reeve who can be contacted on (01502) 565484 and Contracts Manager for F G Fennell is Mick Thacker who is on (01502) 572065.

A full design service is available from both companies where autocad is used to produce fully designed and coordinated working drawings.

Both firms are based in the same premises in Wildes Street, Lowestoft and would be only too pleased to assist any new and existing customers with their electrical, mechanical and plumbing and heating requirements.

Introduction

SAFETY STATEMENT

This folder explains Lowestoft Electrical Co. Ltd. Health & Safety Policy. It contains essential information, compiled to help people work safely and without risk to others. It is Lowestoft Electrical Co. Ltd. Policy that the folder **must** be read, understood and signed by all employees of the Company.

This guide does not replace formal instructions from managers but comprises of General Safety Information, which is relevant to everyone regardless of their job or position.

Many activities that we do at work will have a safety instruction or procedure for employees to follow. Employees must make sure that they are aware of these and if in any doubt ask their line manager.

Health & Safety Legislation will be monitored by the Company's retained Health & Safety Consultants, **Safetymen**, to ensure that we are up to date. Lowestoft Electrical Co. Ltd. Health & Safety Policy will be continually monitored and updated.

Before placing any reliance on any health & safety document which has not been issued as a controlled document, check with you line manager or the company safety advisor that it is the current, up-to-date version.

The stipulation contained within the company's Health and Safety Policy is relative to all personnel employed by Lowestoft Electrical Co. Ltd. and is issued to all new employees. The implementation of this policy is manifested in a number of ways:

- No contract, even of a short term nature from an existing client, is accepted without a visit from a Manager or Director to establish that sufficient facilities exist or will be arranged for Lowestoft Electrical Co. Ltd. staff, and that our company's Health and Safety Policy is not compromised. Lowestoft Electrical Co. Ltd. has had no hesitation in terminating: an individual's contract of employment after having given both verbal and written warnings; lucrative contracts where staff were expected to operate in working conditions, which were either unsatisfactory, or illegal.
- All recruits, during their Induction Training, are given the Health and Safety Executive's pamphlet "**Health and Safety Law, What You Should Know**". This is available in different languages and will be supplied accordingly.
- Strict instructions are laid down for Head Office Staff should they receive an enquiry from employees or Clients regarding Health and Safety related matters.
- The implementation of both the company policy and government directives is the responsibility of the Managing Director.

It is the responsibility of Management to ensure that the relevant parts of the Manual are read by ALL EMPLOYEES, SELF EMPLOYED SUB CONTRACTORS AND OTHER EMPLOYEES or alternatively, that the information is communicated to employees, self employed sub contractors and others by some other method – e.g. via staff handbook.

SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

Prepared Exclusively for Lowestoft Electrical Co. Ltd. by Safetymen
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