

SAFETY STATEMENT

LOWESTOFT ELECTRICAL CO. LTD.

The following is a description of the type of work that our Company undertakes:

Description of Work:

A complete electrical and mechanical design, installation and maintenance service.

Industry Sectors:

Industrial, commercial and residential.

General Statement of Policy

As a responsible employer, we recognise our responsibilities for the health and safety of our employees and anyone affected by our actions. We believe our employees, or sub-contractors working on our behalf, have the right to work in safe and healthy conditions. These conditions are created and maintained by having clear health and safety policies systems and procedures.

The Company recognises and accepts the general duties imposed upon the Company as an employer under the Health and safety at Work Act 1974 and subsequent Health and Safety Regulations appertaining to its operation.

Accordingly, we are committed:

- To provide adequate control of health and safety risks arising from our work activities;
- To provide a safe and healthy working environment;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training, including refresher/update training;
- To provide personal protective equipment relevant to working tasks;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this Policy as necessary at regular intervals.

Signed:

Date:

Name:

Position:

ORGANISATION AND RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of:

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Mr Ken Clarke

Title: Director

The Head of the Company has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health and safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take account of health and safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the Company Policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the Company's commitment to effective health and safety management

2. Day-to-day responsibility for ensuring this Policy is put into practice is delegated to:

Mr Ken Clarke

Title: Director

3. Health and Safety Co-ordinator / Representative / Consultant

To ensure health and safety standards are maintained or improved, the following people have the responsibility in the following areas:

Name	Job Title	Area or function	Responsibility
Ken Clarke	Director	Overall	Health & Safety Responsibilities as per Section 1 above.
Graham Healey GradIOSH	Consultant	Company Retained H & S Consultant	Safety advice, audits (when requested) and updates on regulatory requirements.
	Manager	Health and Safety Co-ordinator	Monitoring the implementation of the H & S Policy. Investigating accidents and implementing corrective action. Liaising with managers, employees, sub-contractors and specialists. Collating and reporting RIDDOR reports.
	Employees		To actively observe the Health & Safety Policy and all Safety Regulations and Work Practices

4. All employees have to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work

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- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- Read and understand the Company's health and safety policy and carry out their work safely and in accordance with its requirements.
- Ensure that all protective equipment provided is properly used in relation to any instruction/training given and in accordance with the health and safety policy.
- Report any defects to work equipment immediately to the Site Supervisor.
- Report to the management any incidents, which have led or might lead to injury or damage.
- Report any accidents or near misses, however minor, to their Supervisor.
- Use the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Co-operate with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

ARRANGEMENTS

5. Risk Assessment

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by their work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H & S Co-ordinator / Representative if required. These assessments will meet the requirements of a number of different Acts and Regulations. Namely:

- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2006
- Control of Lead at Work Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive.

The following people have the responsibility for carrying out these Risk Assessments in the following areas:

Name	Job Title	Area or function	Responsibility
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Ken Clarke	Director	Overall	Ensure all appropriate Risk Assessments are completed and controls implemented.
Mr Graham Healey GradIOSH	Safetymen	H & S Consultant	Assist in Generic and Specific Risk Assessments as requested
	Employees		To observe General Risk Assessments and carry out site specific Risk Assessments.

We have given these Risk Assessors the responsibility to record any significant findings and the authority to take action to reduce these risks in conjunction with employers, directors, safety representatives and employees as necessary.

6. Method Statements

Formal Method Statements (Safe Systems of Work) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

7. Consultation with employees

We will consult with our employees on health and safety matters either directly or through managers or safety representatives, whichever is the most effective method.

8. Welfare Facilities

Wherever possible, arrangements will be made with the Client and/or Principal Contractor for the use of welfare facilities at site under their management. As a minimum, the following requirements will be adhered to:

- Toilet / washing facilities accessible on site
- Eating/rest facilities accessible on site

9. Work Equipment

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All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Before new equipment is introduced into the working environment, an assessment will be made by Ken Clarke in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufactures guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on site.

If any faults are found on any equipment, stop using the work equipment, isolate the equipment, tag it "Defective - Do Not Use", and report the fault to your Site Supervisor.

10. Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and a hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defect or malfunction of PPE must be reported to Ken Clarke.

11. Hazardous Substances

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The risks associated with hazardous substances are considered for all work activities. Alternative, less harmful substances are used wherever possible. In cases of risk to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material, safety data sheet (MSDA) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health (COSHH) 2002.

An inventory of all substances and materials hazardous to health is held at head office.

12. Information, instruction and supervision

We issue Health and Safety leaflets to all employees.
Health and Safety advice will be made available to all employees by contacting:

Name: **Graham Healey** GradIOSH of **Safetymen**

We will ensure the supervision of young workers / trainees either at our workplace(s) or any employee working at locations under the control of other employers, are given relevant health and safety information.

13. Competency for tasks and training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations 1999. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology.
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A program of refresher/update training will be undertaken to keep employees up to date with legislation and industry best practice.

14. Manual Handling

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Manual Handling risks are considered prior to each work activity. The method of work is adapted to minimise manual risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

15. Accidents, first aid and work-related ill health

We provide and maintain an appropriate number of first aid boxes and first aid appointed persons at each workplace.

We record all accidents in an accident book located at each location.

We report all accidents and work-related ill health as required by RIDDOR to the relevant authorities.

The following are the major headings that require to be reported:

- Death or Major injury
- Over three day injury
- Notifiable disease
- Dangerous Occurrence

Details of RIDDOR reportable occurrences can be found in the Company Policy Manual.

16. Asbestos

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If the asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of work in older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- Stop work immediately
- Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- Evacuate the immediate area and prevent access by others e.g. the public
- Inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- Do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

17. Monitoring health and safety

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We monitor health and safety by periodically checking working conditions and systems by:

- Carrying out Inspections and Audits
- Having managers / supervisors report on safety performance
- Investigating accidents
- Looking for patterns of accidents, occurrences and absenteeism through work related ill health

Monitoring will be carried out by:

Name: Mr Ken Clarke Title: Director

Monitoring and inspections may also be carried out by Trade Union and Safety representatives and their findings reported to the above person.

18. Emergency procedures – Fire and Evacuation

The following people have been given responsibility, in the following areas, to carry out a fire risk assessment and the authority to implement the findings, and to periodically check all the escape routers, fire alarms and relevant signage. They will also carry out a practice emergency evacuation of the workplace every six months.

Name	Job Title	Area or function	Responsibility
Mr Ken Clarke	Director	Overall	To ensure emergency procedures are in place and observed. Fire Drill and Log Book records

We will also arrange for all fire extinguishers to be maintained and checked by the following contractor at intervals they recommend.

Contractor: First Class Fire Protection

19. Emergency Procedures – Arrangements

In addition to Fire, the Company will also make the necessary emergency arrangements for Violent Occurrences, Major Incidents, Bomb Alerts, Flooding, Major Release of Chemicals and Collapse of Structure.

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20. Public Safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, hazard tape, site safety fencing, hoarding etc) in order to restrict access.

21. Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

22. Policy review

This Policy will be reviewed as often as future health and safety developments dictate. Employees will be advised of any review by the means described in this policy document.

This Policy Statement is signed below by the company's Employer / Chief Executive.

_____ signed

Date _____

Proposed review date: January 2010

Managing Director