



**Paul Earl Limited**  
Electrical & Environmental

# Health & Safety Policy

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Reviewed December 2018



## Section One – Individual Responsibilities

### 1.1 Managing Director Responsible for Health and Safety

Mr Daniel Moore, Managing Director of Paul Earl Limited is responsible for implementing and co-ordinating this Health and Safety Policy and supporting documentation and he will actively encourage and promote health, safety, and welfare throughout this company's activities. His duties will include, but not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation and ensure that it is distributed to all personnel within the company.
2. Ensure the Management Team are fully conversant with this Health and Safety Policy, supporting documentation and procedures and will monitor, in conjunction with the Health and Safety Adviser, the overall effectiveness of the Company Health and Safety Policy.
3. Ensure that the management team co-ordinate all activities on site between this company, the contractors and individuals to ensure that all statutory requirements are met.
4. Ensure that all employees receive appropriate and adequate training and are competent to carry out their duties.
5. Ensure that any employee who fails to discharge their duties with regard to health, safety and welfare is suitably disciplined.
6. Ensure that adequate funds and facilities are available to meet this Health and Safety Policy's requirements.
7. Set a personal example.

### 1.2 Directors

The responsibilities of the Directors and Company Secretary will include, but not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that health and safety requirements receive adequate considerations.
3. Co-operate with the Nominated Person Responsible for Health and Safety to enable them to discharge their duties under this Health and Safety Policy.
4. Ensure that this Company's activities are conducted in accordance with this Health and Safety Policy and all of our current statutory obligations.
5. Ensure adequate funds are made available to meet the requirements of this Health and Safety Policy.
6. Set a personal example

### 1.3 Project / Contract Managers

The responsibilities of the Project/Contract Managers will include, but not be limited to, the following:

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that staff under their control are trained and competent to carry out their duties and responsibilities
3. Ensure that the Site Management Team and other persons under their control fulfil their duties under this Health and Safety Policy and all current legislation.
4. Ensure that all current Legislation, Approved Codes of Practice, Guidance Notes and company procedures are being implemented.



5. Ensure the relevant technical information and safety legislation is distributed to and understood by all personnel under their control.
6. Ensure contractors fulfil their responsibilities under this Health and Safety Policy and all current legislation, Regulations, Approved Codes of Practice, Guidance Notes, their Health and Safety Policy, Method Statements, Risk Assessments etc.
7. Ensure that contractor's Health and Safety Policies, Method Statements, Risk Assessments etc. are obtained and distributed to the site management team and are actioned on site.
8. Ensure all activities are co-ordinated between contractors and individuals to ensure a high standard of health and safety is achieved on site.
9. Ensure contractors are carrying out their duties in such a way as to minimise risk of injury, damage or loss to persons, buildings, plant or equipment.
10. Set a personal example

#### **1.4 Site Managers, & Site Supervisors**

Their responsibilities will include, but will not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Ensure that employees and contractors under their control implement safe working methods.
3. Ensure that sufficient plant and equipment is available and properly maintained, to enable any operations to be carried out safely.
4. Ensure operatives on site are trained and competent to fulfil their duties under current Health and Safety Legislation and are trained and hold current certification, where required by Regulations or Codes of Practice.
5. Ensure contractors fulfil their responsibilities under this Health and Safety Policy and all other current legislation, Regulations, Approved Codes of Practice, Guidance Notes, their Health and Safety Policy, Method Statements, Risk Assessments etc.
6. Ensure that all current Legislation, Codes of Practice and company procedures are being implemented, ensure that relevant safety legislation and technical information is distributed to personnel under their control.
7. Ensure contractors are carrying out their duties in such a way as to minimise risk of injury, damage or loss to persons, buildings, plant or equipment.
8. Ensure a properly prepared risk assessment is gained for all activities being carried out under their control.
9. Ensure a properly prepared COSHH assessment is gained for each substance being used on site.
10. Set a personal example

#### **1.5 Staff**

The responsibilities of the above will include, but will not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Adopt safe systems of work and develop a concern for health and safety of themselves and others.
3. Co-operate with their Supervisors to enable this company to meet our health and safety obligations.
4. Ensure that only the correct equipment, tools and personal protective equipment for the work that is being carried out is used.
5. Ensure that their department is organised so that work is carried out to the required standards, with minimum risk to fellow employees.



6. Avoid improvisation and ensure that work is carried out in accordance with current Legislation, Codes of Practice, Guidance Notes and company procedures.
7. Report any adverse conditions or inadequate procedures that could affect health and safety, to their Supervisor.
8. Be aware of procedures in case of fire and emergency.
9. Be aware of first aid arrangements and of the procedure for reporting accidents.
10. Ensure that the requirements of any risk assessment for their work activities are observed and actioned at all times.
11. Set a personal example

### 1.6 Operatives

Their responsibilities will include, but not be limited to, the following;

1. Understand this Health and Safety Policy and supporting documentation.
2. Co-operate with the Site Management Team to enable this company to meet our health and safety obligations.
3. Adopt safe systems of work and develop a concern for the health and safety of themselves and others.
4. Ensure that only the correct equipment, plant, tools and personal protective equipment for the work that is being carried out, is used.
5. Report any adverse conditions or inadequate procedures that could affect health, safety and welfare, to their immediate supervisor.
6. Avoid improvisation and ensure that work is carried out in accordance with current legislation, Codes of practice, Guidance Notes and company procedures.
7. Be aware of procedures in case of fire and emergency.
8. Be aware of first aid arrangements and of the procedure for accident reporting.
9. Ensure that the requirements of any risk assessment for their work activities are observed and actioned at all times.
10. Set a personal example.

### 1.7 All Employees

Every individual is reminded of his or her legal duties under the following Acts and Regulation;

#### **The Health & Safety at Work etc. Act 1974;**

##### *Section 7.*

##### General Duties of Employees at Work

It shall be the duty of every individual while at work:

- 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.
- As regards any duty or requirement imposed by their employer or other persons by or under any of the relevant Statutory Provisions, to co-operate with them to enable that duty or requirement to be performed or complied with.



### Section 8.

- Duty not to interfere with or misuse things provided pursuant to certain provisions
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant Statutory Provisions.

### **Management of Health and Safety at Work Regulations 1999**

- Requires employees to use correctly all items provided by their employer, in accordance with their training and the instructions they receive to enable them to use the item safely.
- A duty is placed on all employees to notify their employer of any shortcomings in the health and safety arrangements even if no immediate danger exists.

Further duties are placed on employees in other current health and safety legislation and these duties will be observed when they are applicable to the employee's activities.

### **1.8 Contractors**

The responsibilities of Contractors (this includes sub-contractors) employed on site will include, but not be limited to, the following;

1. Provide copies of their Company Health and Safety Policy, all relevant Risk Assessments for the activities they will carry out on site, a site-specific method statement, employee's health and safety training records, relevant current certification where applicable and any other relevant information required by this Company.
2. Understand and conform to this company's Health and Safety Policy and associated documentation. They must understand and fulfil their statutory obligations and responsibilities whilst employed by this company.
3. Ensure that their operatives comply with all current legislation, Codes of Practice, Guidance Notes and this Company's procedures and rules.
4. Ensure that relevant technical information and safety legislation is distributed to their personnel.
5. Ensure that their work is carried out to a high standard of health and safety in order to minimise risk to employees, other site personnel, the general public and plant, equipment and materials.
6. Be aware of procedures in case of fire and emergency
7. Be aware of first aid arrangements and of the procedure for accident reporting for the site. If an accident occurs whilst contracted to Paul Earl Ltd, involving one of their employees, copies of all reports made must be issued to the Company.
8. Co-operate with Site Management on all matters of health and safety.
9. Ensure that all of their personnel have received health and safety training appertaining to the contract they are working on.
10. Ensure their operatives set a personal example.

### **1.9 Health & Safety Advisor (& External Consultants)**

The responsibilities of Health and Safety Adviser will include, but will not be limited to, the following;

1. Advising on all matters relating to health, safety and welfare.
2. Ensuring management is fully aware of current and impending legislation, Approved Codes of Practice, Guidance Notes etc. and ensuring that they are aware of their statutory and other obligations and responsibilities.



3. Advising management on methods and systems to reduce risk to employees and contractors, and on eliminating risk to persons not employed by the Company.
4. Advising management on the training programmes necessary for staff and operatives to ensure compliance with statutory and other obligations and responsibilities.
5. Carry out accident investigations, preparing reports and recommending measures to prevent a recurrence. Assisting with the reporting incidents, where necessary, to the relevant enforcing authority.
6. Carry out regular monitoring inspection visits to sites, offices, workshops etc., as requested, to ensure compliance with statutory requirements and company procedures. A member of the Site Management should always accompany the visiting Health and Safety Adviser during the monitoring inspection visits.
7. The visiting Health and Safety Adviser will complete a site visit report. A copy will be given to the Supervisor, who will action any discrepancies detailed in the report. This copy will be retained on site. Further copies of the report begin issued to the main contractor & our managing director, saved within the project file & as appropriate issue to the relevant computer database records of the client.

**Note**

In circumstances where the visiting Health and Safety Adviser believes there is a likelihood of serious injury or potential serious injury, they will stop the operation and ensure that the situation is immediately rectified. The Managing Director Responsible for Health and Safety will be notified of the incident by telephone as soon as possible.

**1.10 Vehicle Drivers**

Their responsibilities for use of company vehicles for personal use and for work will include, but not be limited to, the following:

1. Ensure the vehicle is operated in such a manner that it does not pose unacceptable dangers to any person.
2. Ensure that all routine maintenance has been carried out before driving the vehicle,
3. Ensure any defects on company vehicles are reported as soon as possible to the Company and the vehicles not used if deemed unsafe or un-roadworthy.
4. Ensure you observe the traffic regulations
5. Ensure you do not drive whilst under the influence of drugs or alcohol. In the case of medication, the driver must check with a medical practitioner before driving.
6. Ensure regular breaks are taken to prevent tiredness. A rest stop should be taken every two hours of continuous driving.
7. Ensure the Company is informed of any fixed penalty fines incurred whilst driving a company vehicle. These must be paid for by the driver.
8. Do not use a mobile phone whilst the vehicle is in motion.



## Section Two – Arrangements

### 2.0 Contents of Arrangements

The following section contains the arrangements for health and safety within our company and listed below is the contents:

1. Legal Requirements
2. Management of Health & Safety at Work
3. Construction (Design & Management) Regulations 2015
4. Consultation with Employees
5. Health & Safety Communications
6. Reporting of Accidents
7. Reporting of Dangerous Occurrences
8. Reporting of Near Miss
9. Health Surveillance
10. Documentation
11. Assessment of Risks posed by Work Activities and Products
12. Health & Safety Training
13. Personal Protective Equipment
14. Welfare Facilities
15. First Aid
16. Fire & Emergency Situation
17. Electrical Equipment
18. Work Equipment
19. Asbestos
20. Drugs & Alcohol Abuse
21. Smoke free Environment
22. Company Handbook
23. Safety of Hazardous Substances
24. Manual Handling
25. Work at Height
26. Lone Working
27. Vibration Hazards
28. Work in Confined Spaces
29. Management of Contractors
30. Working with Electricity

### 2.1 Legal Requirements

All activities at work are regulated by Legislation.

The Health and Safety at Work etc. Act 1974, provides us with the foundation of legislation to ensure that we achieve a high standard of health and safety for persons at work or persons who may be affected by the activities of persons at work.

The Management of Health and Safety at Work Regulations 1999, requires us to actively, positively and demonstrably manage health and safety duties and obligations.

The Workplace (Health, Safety & Welfare) Regulations 1992, requires us to understand the regulatory requirements on issues related to the site / workplace environment, giving advice on what is required to provide a satisfactory environment in which all can operate in safety.

This company has established management systems to ensure compliance with all of the duties imposed by Regulations. A procedure dealing with risk assessments have been produced as required by certain Regulations.

This company Health and Safety Policy and Manual will be revised and updated as required and as Legislation changes, as new Regulations and Codes of Practice etc. are introduced and as existing Legislation is amended or repealed.

### 2.2 Management of Health & Safety at Work

To assist in health and safety matters, an in-house Health & Safety Adviser has been appointed and he (together with external consultant as required) will monitor our all of our activities on a regular basis.



The Health & Safety Adviser together with senior management and site management will prepare all required risk assessments. The information on the risk assessments will be monitored by site management and changes made as necessary to ensure that risk levels are as low as practically possibly.

The information on the risk assessments along with the method statement will be provided to the workforce. This will be in a format that can be readily understood by the person receiving the information and on site will be discussed / reviewed.

Company management and our Health and Safety Adviser will carry out health and safety monitoring. These inspections will take the format of:

- Health & Safety Tours carried out by the site supervisor or the project manager, identifying obvious hazards. Rectification will be by site supervisor.
- Formal Health & Safety Inspections and Audits carried out. These inspections will monitor and evaluate the Company's health and safety performance. Health & Safety review of audit with Senior Management and advice on statutory requirements and best working practice.

Adequate health and safety information, instruction and training will be given to all employees in a format that can be readily understood by them.

We will only appoint contractors to work on our behalf upon successful and suitable completion of the sub-contractor questionnaire. The person who carries out the evaluation of the information will sign off this form.

We will monitor their health and safety performance throughout our projects. All contractors will provide us with their health and safety documentation, site specific risk assessments and method statements before commencing work on site.

We will ensure that where any other employer is working within our project, full co-operation and co-ordination will be achieved and that each employer has been made aware of the risk to health and safety to their workforce whilst on our contract.

### **2.3 Construction (Design & Management) Regulations**

We will comply with the requirements set out in the Construction (Design & Management) Regulations 2015.

We will ensure that all of our key personnel are trained and competent to carry out their duties under these Regulations. We will ensure that they understand their duties and responsibilities.

We will ensure that where we are appointed as Principal Contractors we will:

- Plan, manage and monitor and co-ordinate health and safety in the construction phase of a project.
- Liaise with the Client and Principal Designer.
- Prepare a written plan that will be developed and implemented throughout the project.
- Organise cooperation between contractors and coordinate their works.
- Set site rules and site induction.
- Ensure suitable welfare facilities are available at the start of the contract and maintained throughout the project.
- Ensure the competency of all contractors employed on the project
- Consult with the workers and engage in securing their health & safety.





We will ensure that where we are appointed as Contractors on a project we will:

- Ensure the competency of all workers and appointees to the project
- Ensure our personnel are trained and competent
- Plan, manage and monitor construction work under our control so it is carried out without risks to health & safety.
- Where more than one contractor is appointed to the project we will coordinate our activities with others in the project team and comply with the direction given by the Principal Designer and/or the Principal Contractor.
- Provide suitable information to our personnel.
- Provide any relevant information that the Principal Contractor may require.
- Inform the Principal Contractor of any reportable accidents or incidents

## **2.4 Consultation with Employees**

Due to the size of our company we do not have a trade union representative and therefore the Health & Safety (Consultation with Employees) Regulations 1996 apply to our company.

The Managing Director Responsible for Health & Safety is ultimately responsible for ensuring that the requirements of this legislation are implemented.

It is our intention to ensure that all employees of the company should have the opportunity to discuss any Health and Safety issues with their immediate supervisor or Project / Contract Managers the Health and Safety Adviser.

We hold regular meetings to discuss on-going and new health and safety issues. These meetings are open to all employees.

Information is distributed to all employees as it is received and where necessary instructions are given to ensure that employees are aware of the requirements and standards expected of them.

We will hold yearly Health & Safety / Management Review Meeting that is attended by the managing directors, member of the project team & the health and safety adviser

## **2.5 Health & Safety Communications**

The following information is used to ensure that all employees have sufficient information regarding health and safety:

- Health & Safety Policy issued to every employee at individual H&S induction, upon joining the company. (This being updated as changes & review make it appropriate)
- Supervision
- Training courses
- Risk Assessments and Method Statements & Instructions
- Tool Box Talks given regularly on site

## **2.6 Reporting of Accidents**

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of our Company's operations, will be entered in the company's Accident Book.



In the event of a fatality accident, or where a specified reportable accident has occurred, the Site Supervisor will immediately notify the Health & Safety adviser & /or the Managing Director, plus the appropriate Project Manager, allowing the incident to be promptly controlled and reported as necessary under RIDDOR 2013.

A list of specified injuries under RIDDOR 2013 (Regulation 4) reportable accident is defined as follows:

- A Death.
- Any fracture, other than the fingers, thumbs or toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss or reduction of sight in one or both eyes.
- Any crush injuries to the head or torso causing damage to the brain or to internal organs.
- Serious burns (including scalding) which covering more than 10% of the body, or causes significant damaging the eyes, respiratory system or other vital organs.
- Any scalping (separation of the skin from the head) which requires 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, heat heat-induced illness that requires resuscitation or admittance to hospital for more than 24 hours.

In the event of an accident occurring that will involve the injured person being absent from work for more than seven days – this is where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident), the Site Manager / Supervisor will notify their appropriate Project Manager, how will in turn notify the Health & Safety Advisor and the Managing Director.

The Health & Safety adviser will advise and assist to notify the Health & Safety Executive of the incident, when the nature of the injuries has been ascertained via their on-line report form.

The Health & Safety adviser will, where necessary, investigate the circumstances of the accident and prepare a report.

All accident statistics will be collated and discussed at the Health & Safety management review.

## **2.7 Reporting of Dangerous Occurrences**

There are certain specified dangerous occurrences which have also changed under the new RIDDOR 2013 regulations that will be notifiable to the Health & Safety Executive, even if an injury does not occur. These are reduced in number and are detailed below.

The procedure for reporting dangerous occurrences will be the same as the procedure for the reporting of accidents.

There are 27 categories of Reportable Dangerous Occurrences, but those related more closely to or works / working environment are:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- Overhead electric lines - Any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or close proximity with such an electric line, such that it causes an electrical discharge.
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either - results in the stoppage of the plant involved for more than 24 hours; or causes a significant risk of death.



- The complete or partial collapse (including falling, buckling or overturning) of - a substantial part of any scaffold more than 5 metres in height; or any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

All accident statistics will be collated and discussed at the Health & Safety / Managers Review Meetings.

### 2.8 Reporting of Near Misses

Where there is an incident that may have led to an injury or dangerous occurrence we will complete an Investigation Report, ensuring that the appropriate corrective action has been implemented to prevent a re-occurrence.

All accident statistics will be collated and discussed at the Health & Safety management review meeting.

### 2.9 Health Surveillance

We will carry out health surveillance checks when:

- It is required by legislation
- The work activity or substance is known to damage health
- It is reasonably likely that damage to health may occur from the work process
- Health surveillance may benefit our employees

It remains our companies primary focus to reduce / manage or eliminate contact with & exposure to elements & tasks which present a risk to the Health of or employees and to those end basic Health surveillance is carried out to monitor general health levels, ensure the recognition of any reduction in the health or abilities of our workforce which is duly highlighted to the senior management of managers director.

| Hazard             | Type of health surveillance carried out                                                   |
|--------------------|-------------------------------------------------------------------------------------------|
| NOISE              | Hearing test by occupational nurse. Monitored by site manager & senior management         |
| ASBESTOS           | Medical examination by occupational nurse. No work allowed in asbestos contaminated areas |
| HAND ARM VIBRATION | "Personal checks<br>Medical examination by occupational nurse"                            |
| LEAD               | Medical examination by specialist doctor                                                  |
| COSHH              | "Personal skin checks<br>Possible examination by occupational nurse"                      |

### 2.10 Documentation

With the majority of our activities being carried out on construction sites, the following documentation will be available, where applicable, on site during our operations:

- Health & Safety Executive "What You Should Know" poster
- Inspection Register for Scaffolding



- Inspection Register for Lifting Equipment
- Inspection Register for Work Equipment
- The Accident Book
- Our Company H&S Information Pack Included
- Company Health & Safety Policy
- Copy of Employers Liability Insurance certificate
- COSHH Assessments
- Noise Assessments and Vibration Assessments as/if applicable
- Risk Assessments
- Method Statements
- Warning Signs
- Plant and Operator Certification
- Inspection Records for Plant

At our offices the following documentation will be available:

- Health & Safety Executive- 'What you should know'- poster
- Accident Book
- Company Health & Safety Policy
- Copy of Employers Liability Insurance certificate
- COSHH Assessments
- Risk Assessments
- Fire and Emergency Plan

### **2.11 Assessment of Risks Posed by Work Activities & Products**

We will carry out Risk Assessments as required by current legislation. These will include but not be limited to:

- Work Activities
- COSHH
- Noise
- Manual Handling
- Vibration
- Work at Height
- Lifting Operations
- Head Office and associated places of work
- Young Persons and New & Expectant Mothers
- Display Screen Equipment
- Lone Working



A member of the Management Team who has received suitable and sufficient training in the risk assessment procedure will carry out these Risk Assessments.

The information provided in the properly prepared Risk Assessment will be given, either in writing or verbally, to the person identified within it.

The appropriate Risk Assessment will be kept at the relevant place of work.

### **2.12 Health & Safety Training**

We recognise the need for on-going health and safety training for our employees under current legislation particularly the Management of Health & Safety at Work Regulations 1999 and the Construction (Design & Management) Regulations 2015.

This company will ensure that all employees will receive adequate health and safety training:

- On being recruited via our Company Health & Safety Induction
- On being exposed to new or increased risks
- On being transferred from contract to contract
- On being promoted
- On the introduction of new work equipment / or the introduction of a new work system

No employee will be expected to carry out a job that they have not been trained to do. This company maintains Health and Safety Training Record.

### **2.13 Personal Protective Equipment (P.P.E.) & Respiratory Protective Equipment (R.P.E.)**

#### **Personal Protective Equipment (P.P.E.)**

The requirements set out in the Personal Protective Equipment Regulations 1992 and the Construction (Head Protection) Regulations 1989 will be strictly adhered to, by our workforce.

Supervision will be responsible for actively encouraging the wearing of Personal Protective Equipment at all times where there is a risk of injury, where a statutory provision applies or where a risk assessment calls for the use of Personal Protective Equipment.

PPE will be provided to all employees and no charge will be levied for this equipment.

All employees will be expected to ensure that the PPE issued to them is kept in good condition, used and stored in the correct manner and as instructed. If new or further PPE is required, a member of the management team must be contacted for issue.

Disciplinary action will be taken if employees disobey the rules set by this company.

Our Sub-contractors will be expected to wear Paul Earl branded Safety Helmets, Hi-vis waistcoats, gloves + safety glasses etc. where appropriate – they will however be expected to provide their own general (more personal) PPE i.e. Safety Boots, overalls/ trousers, tee shirts etc. to meet with the appropriate standard whilst working on our activities.

### **2.14 Welfare Facilities**

We are fully aware of our responsibilities and obligations to ensure that suitable and sufficient welfare facilities are available for our employees at all places of work. We will ensure compliance with the requirements that are clearly stated within the Construction (Design & Management) Regulations 2015 and the Workplace (Health, Safety & Welfare) Regulations 1992.



### 2.15 First Aid

First Aid provision will be available, in compliance with the Health & Safety (First Aid) Regulations 1981 (as amended in 2013) at all of our places of work.

A member of the Senior Management Team will carry out a needs assessment that takes in to account the hazards and risks for each place of work, to establish the number and type of trained first aid personnel and first aid equipment required.

The nominated First Aider for the office will be responsible for ensuring that the contents of the first aid kit are suitable for the activities taking place and meets the required minimum standard.

The name of the designated First Aider and the location of the first aid kit will be displayed in a prominent position at the place of work.

This information will be given to all personnel at the workplace via site induction and through information boards

Site based First Aid Provision is normally provided by the Client / Principal Contractor- although most Paul Earl personnel receive regular Emergency / Appoint Persons First Aid training & are issued with standard "20 Person" first aid kits.

### 2.16 Fire & Emergency Situations

A Workplace Fire Risk Assessment will be completed for all of our premises, together with an Emergency Evacuation Procedure, this procedure will be regularly reviewed.

Suitable fire fighting equipment and signage will be positioned in prominent places around the working area. Where cooking facilities are available in a canteen, a fire blanket will be provided.

A senior manager will be responsible to conduct any emergency and evacuation procedure.

The outbreak of a fire will be reported to the Person Responsible for Health and Safety and to a Director.

If a fire occurs which cannot be safely extinguished with the fire fighting equipment available, the Fire Service will be called. The senior manager will remain at the fire assembly point or if safe, at the main entrance of the place of work to await the Fire Service and guide a crew to the scene of the fire.

It is the Health & Safety Advisors or Senior Manager's responsibility to instigate the fire / emergency procedure and to ensure that all persons within the area are assembled at the nominated assembly points. A Senior Manager will make a roll call.

To aid the above being carried out effectively, emergency lighting will be utilised to minimise the risk to persons during an emergency situation.

Upon site the fire and emergency procedure for each operational project will be clearly detailed in the Main Contractors Site Induction procedure given to all personnel working on site. It will be displayed in a prominent place within the working area. When working in an occupied premise the fire and emergency procedure established by the Occupiers will be adhered to at all times.



## 2.17 Electrical Equipment

The requirements to carry out Portable Appliance Testing will be the responsibility of a member of the Senior Management Team, who will ensure that all electrical equipment has received suitable testing within the specified time limit set out below:

- Site Equipment- every 3 - 6 months
- Temporary Site Electrical Supply- every 3 months
- Office Based Equipment- every 12 months
- Office Fixed Wiring- every 5 years

A register of the test results will be kept at Head Office.

Site Management will carry out a visual inspection of electrical equipment on a regular basis, only 110V electrical equipment or battery power equipment will be used out on site.

Test certificates will be required for hired-in electrical equipment and any equipment supplied or used by Contractors on our activities.

| Hazard    | Type of health surveillance carried out OUT                                                                                                                                                                                                                                                                                               |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CABLE     | <ul style="list-style-type: none"><li>• Sign of mechanical damage or overheating</li><li>• Hardening of outer insulation</li><li>• Kinking of cable</li><li>• Coiling of long length of cable</li></ul>                                                                                                                                   |
| PLUG      | <ul style="list-style-type: none"><li>• Signs of mechanical damage or corrosion</li><li>• Signs of overheating</li><li>• Wires connected to correct terminals and of correct length</li><li>• Uninsulated end of wire completely covered by screws</li><li>• Securing screws suitably tight</li><li>• Correct rated fuse fitted</li></ul> |
| EQUIPMENT | <ul style="list-style-type: none"><li>• Metal casing damaged</li><li>• Grommet at place where passes through casing damaged or missing</li><li>• Plastic casing of double-insulated equipment damaged</li><li>• Damaged or defective switches</li></ul>                                                                                   |

## 2.18 Work Equipment

We ensure that the requirements of the Provision and Use of Work Equipment Regulations 1998 are observed during all work activities carried out, and that:

- All work equipment used is suitable for the task undertaken, constructed of sound material, in good condition and suitably maintained.
- Visual inspection of all access work equipment will be carried out on a daily basis or before use. The users and/or site management will undertake this.
- The results of these sites inspections will be recorded & retained on site – copies will also be issued to the main contractor
- All persons using work equipment will be suitable trained in its use.
- Any work equipment that is hired-in will be accompanied by current certification for inspection and maintenance.



### 2.19 Asbestos

Within our activities, it is a possibility that some of our operatives may encounter Asbestos materials during their working day on site. To combat and manage this risk all operatives will receive Asbestos Awareness Training, currently via the ms.simplecompliance cloud-based training scheme approved by Marks & Spencer.

Information will be requested from the Client and/or the Principal Designer to verify the presence of asbestos within the confines of the contract (normally this information would be in the form of an "Asbestos Register" for the property or if not available then copies of an appropriate "Type 3" or "Refurbishment or Demolition" Asbestos Survey would be requested prior to the commencement of any works on the site.

If asbestos is known to be present, dialogue will be had with the Main Contractor to properly assess the situation and any Asbestos removal works which may be necessary prior to our commencement of works and a site-specific risk assessment and method statement will be written to address the situation and the control measures required.

Due to the nature of our works we are often required to co-ordinate with the Licensed Asbestos Removal Contractor, to isolate electrical services in advance of any asbestos removals – these isolations being done in a non-invasive manner with complete circuits being isolated at the board / breakers. **No contact with possibly contaminated components will be attempted.**

Only when areas are proven to be safe and clear of asbestos contaminants will our employees continue with their normal operations.

If it is suspected that a material of asbestos nature is found once work has commenced and it is considered to be hazardous, the following procedure will be implemented:

- All work in the immediate area will cease and the area evacuated.
- The Main Contractor will be informed immediately and the area sealed off to prevent further access to the hazardous product.
- Our personnel will not be allowed access to the area until it is classified as safe or "clean" by the specialist contractor.

No further access or work will be carried out in the area.

### 2.20 Drugs & Alcohol Abuse

Drugs and alcohol abuse by Employees and Contractors can adversely affect the health and safety of themselves and other persons whilst at work.

Therefore, it is our policy that any person known to be, or strongly suspected of being, under the influence of drugs or alcohol whilst at work, will be referred immediately to the Managing Director responsible for Health & Safety who will decide on the appropriate disciplinary action to be taken, and / or scheme of ongoing treatment or therapy to aid and assist in arriving at favourable possible outcome for all concerned.

### 2.21 Smoke-Free Environment

It is our intention to protect all employees and visitors to our premises and sites from the harmful effects of second-hand smoke.

All of our workplaces are smoke free areas and all of our employees and contractors have a right to work in a smoke free environment.





Smoking is banned in all enclosed and partially enclosed areas within the workplace. This includes company vehicles.

We expect all employees, contractors and visitors to adhere to these rules and support the implementation of this smoke free policy throughout our activities.

Appropriate signage will be clearly displayed at the entrance to each workplace that is a smoke free area. Signage will be displayed in all company vehicles.

Disciplinary action will be taken if an employee does not comply with the smoke free rules.

## **2.22 Company Handbook**

We have produced a company handbook that is provided to all employees – normally upon joining during our company induction, but re-issued and updated as required to maintain its use and relevance.

This handbook gives information on the standards, safe systems and procedures we expect all persons working for us to follow and achieve.

## **2.23 Control of Substances Hazardous to Health (COSHH)**

Manufactured detailed data sheets will be obtained for all products of a potentially hazardous nature, which may be used by our engineers, from the suppliers.

We will use the information contained within them to produce a properly prepared risk assessment for the use of each product (in line with COSHH Regulations). Only persons who are trained and competent will carry out these risk assessments.

Information, instruction and training will be provided to all employees on the safe use of hazardous substances and this will include the findings set out in the specific risk assessment.

An inventory will be kept of all substances hazardous to health stored at any of our places of work. This inventory will be regularly checked and updated. Hazardous substances will be stored in accordance with the requirements contained in the product information.

Products will be segregated and stored as necessary to prevent any adverse effects from multiple storage.

## **2.24 Manual Handling**

We will ensure that the hazards posed by Manual Handling within our company activities are either prevented or where this is not possible, adequately controlled.

Senior Site Management will ensure that manual handling hazards are identified and that suitable and sufficient risk assessments are carried out for all activities that pose a risk.

The risk assessment will take into consideration:

- The task to be undertaken
- The capabilities of the person carrying out the task
- The environment where the task will take place



- How the risk can be eliminated or avoided
- What control measures will be required to reduce the risk to as low as possible
- How the information will be given to the person carrying out the task
- Monitor and review the assessment

Once the assessment has been prepared the information will be given to the person carrying out the task and discussed with them to ensure they are fully aware of the requirements and are adequately trained for the task.

Wherever possible mechanical means will be used to minimise manual handling.

## **2.25 Work at height**

We will ensure that the requirements of the Work at Height Regulations 2005 are observed during all work activities carried out by us.

We are aware of our responsibilities under the regulations and have arrangements in place for controlling work at height activities including:

- The need to eliminate or reduce work at height activities;
- The need to properly plan, risk assess and organise work at height;
- The need to select equipment that is appropriate for the job;
- The need to correctly inspect and maintain work at height equipment;
- The controls needed to ensure safe work at height;
- Monitoring of the work at height arrangements to ensure they remain robust.

Where at all possible, working at height will be avoided. If this is not possible a risk assessment will be carried out for the task. The risk assessment will assist us to decide on the correct type of equipment to be used for working at height.

We will use a hierarchy of suitable equipment:

- Fully erected scaffold Provided by the Client or Principal Contractor.
- Mobile Elevated Work Equipment (MEWP)
- Aluminium Mobile Tower
- Podium Steps
- Stepladders; etc.

All work at height equipment used will be suitable for the task undertaken, constructed of sound material, in good condition, suitably maintained and inspected.

All work at height equipment will be erected, used and operated by trained competent personnel.

Inspection of work at height equipment will be carried out before use, every day by the site supervisor and the results of these inspections will be recorded on the appropriate Site Inspection Form. This statutory weekly inspection will be entered into the appropriate register held at the workplace, and copied to the Principal Contractor on a weekly basis.

Work from a stepladder will only take place if no other suitable means of work at height can be used and after a properly prepared risk assessment has proven that the activity being carried out from the stepladder is of short duration and low risk. The risk assessment for working at height will be discussed with the operative carrying out the work prior to the work being undertaken.



More information working at height can be found in the Paul Earl Limited Work at Height Policy which includes a standard and guidance for assessing tasks and selecting equipment.

### **2.26 Lone Working**

It is one of our main principals that we do not advocate Lone Working, should however this arise a Risk Assessment will be carried out for any person who may be required to work alone.

The risk assessment and its findings will be communicated to the person before lone working takes place.

It will be the responsibility of the lone worker to ensure that the control measures identified in the risk assessment are adhered to and that their whereabouts is known whenever they are away from their normal workplace.

Lone workers will be issued with a system for ensuring regular communications are provided and maintained. The following factors will be taken into consideration for lone working:

- Site specific risks
- Safe access and egress
- Access equipment can be handled by lone person
- Personal security
- If women or young persons are especially at risk
- The medical fitness and suitability of the lone worker
- What supervision is required
- Emergency procedures
- Communication system and contact arrangements

### **2.27 Vibration Hazards**

We will ensure that the requirements of the Control of Vibration at Work Regulations are observed during the use of vibrating tools and equipment.

We will assess the vibration risks to our employees and if they are likely to be exposed to levels exceeding the daily exposure action value we will:

- Put control measures into place to eliminate or reduce the risk levels to an acceptable level
- Provide health surveillance where necessary

We will provide information and training regarding vibration hazards

Health records will be kept for employees undergoing health surveillance checks

### **2.28 Work in Confined Spaces**

If work of any kind has to take place in a space of an enclosed nature, which cannot be avoided, we will ensure that a suitable and sufficient risk assessment will be prepared. The risk assessment will define the correct control measure that will be necessary to ensure that the risks to the health and safety of the persons carrying out the activity will be minimised to the lowest level possible.



The control measures will take into consideration the following:

- The task
- The working environment
- Working materials and tools
- Suitability of those carrying out the activity
- Arrangements for emergency rescue

### **2.29 Management of Contractors**

Where we are unable to use our own in-house resources, we will utilise the services of Specialist Contractors that have been approved through the ISO 9001:2008, Management System.

We will carry out compliance checks using the Company Approval System and completion of the Approved Contractor Questionnaire to ensure that all relevant insurances, experience and competency have been established and confirmed prior to engaging their services.

An annual review of the Company's Approved Contractors list will be carried out as part of our quality monitoring and our commitment to continuous improvement.

Our responsibilities for employing Contractors (this includes sub-contractors) on site are as previously detailed in Section 1.8 for Contractors.

### **2.30 Working with Electricity**

Our company will ensure that the requirements of the Electricity at Work Regulations and the Electrical Equipment (Safety) regulations are observed during all works carried out.

For more details please refer to our separate Company Electrical Policy, which explains our procedures and practices in greater detail.



## Hierarchy of Health & Safety Responsibility

