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HEALTH & SAFETY

POLICY & PROCEDURES

MANUAL

2026/27

HARVEY ELECTRICAL SERVICES

HEALTH & SAFETY

POLICY & PROCEDURES MANUAL

RECORD OF AMENDMENTS

Date	Issue	Amended By	Comments/Details
July 2023	1	PM	New H&S Policy and Arrangements
July 2023	2	PM	Reviewed and updated
August 2026	3	PM	Reviewed and updated

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

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Section 1

General Statement of Health & Safety Policy

HARVEY ELECTRICAL SERVICES

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Harvey Electrical Services is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day work.

Harvey Electrical Services will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

Harvey Electrical Services will take all practical steps to ensure that potential hazards and risks are identified, and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personnel protective equipment will be provided to all employees. Furthermore, the necessary financial resources will be made available by the company in order for Harvey Electrical Services to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Signed: E Yilmaz

Date: 24/08/2026

Managing Director

Section 2

Organisation & Responsibilities

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ORGANISATION

The effectiveness of the Safety Policy is dependant on 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 safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Director / Deputy will ensure that this policy is adopted by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees of Harvey Electrical Services. The contact details for this person will be clearly displayed on the company notice board.

IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with the Company Directors, responsibility for the day to day application of the policy is delegated to the Managing Director.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees and must be carried out.

- | | |
|-------------------------------|---------------------|
| ➤ Induction Training | - Director / Deputy |
| ➤ CoSHH Assessments | - Director / Deputy |
| ➤ Risk Assessments | - Director / Deputy |
| ➤ DSE Assessments | - Director / Deputy |
| ➤ Portable Appliance Testing | - Director / Deputy |
| ➤ Manual Handling Assessments | - Director / Deputy |
| ➤ Fire Warden | - Director / Deputy |
| ➤ First Aid Appointed Person | - Director / Deputy |
| ➤ PPE Inspections | - PPE Users |

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all safety procedures

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g. programme and profit) are to take proper account of health and safety requirements.

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Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times.

High standards are to be applied in complying legislation regarding the health and safety of members of staff and others affected by our acts and omissions, proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The accident book is located in the following location:

- **Main Office**

All accidents and incidents should be reported to:

- **Directors**

Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required.

Arrangements for the implementation of the Policy are the responsibility of the Directors.

The Policy is to be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff.

An annual review of the Health and Safety Policy and Procedures Manual will be carried out in conjunction with our safety advisors to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all of the Company's Personnel.

RESPONSIBILITIES

Managing Director

The Managing Director has responsibility for:

- The overall implementation of the company's Health and Safety policy for to prevent injury, ill health, damage and wastage.
- Ensuring that adequate financial provisions are made available for the implementation of the policy.
- Agreeing targets for the reduction of accidents.
- Ensuring Company Directors and senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Encouraging training for all levels of employees.
- Ensuring that safety directives (new legislation, etc) are conveyed through all management levels down to site.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.

Directors

The responsibilities of Director's include:

- Knowing the appropriate statutory requirements affecting the company's operations.
- Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on health and safety matters between the company and others working on the site, including the Principle Designer, Principal Contractor, Designers and other Contractors.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site

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management teams are made aware of any potentially unsafe conditions or practices which he may come across.

- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.

Office Staff

The responsibilities of the Office Staff include:

- Reading and understanding the company's Safety Policy and carrying out all work in accordance with its requirements.
- Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to the Director / Deputy.
- Identifying the position of the First Aid Box, fire fighting equipment and emergency exits. Knowing the procedure in the event of a fire.
- Reporting any accident or damage, however minor, to the Director / Deputy. Ensuring that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Co-operating with the employer on all safety matters.
- Suggesting ways of eliminating hazards and improving working methods.
- Warning new employees, particularly young people, of known hazards and office procedures.

Employees (Including Labour Only Contractors)

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

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Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools equipment in good condition
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, eg safety helmets, respirators, etc
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself, eg remove or flatten nails sticking out of timber, tie unsecured access ladders, etc
- Warn other employees, particularly new employees and young people, of particular known hazards
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it
- Report to your Manager any damage to plant or equipment
- Do not play dangerous practical jokes or “horseplay” on site
- Report to your Manager any person seen abusing welfare facilities provided
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working
- Suggest safer methods of working

Sub-Contractors

All sub-contractors will be expected to comply with the companies Health and Safety Policy and submit their own Health and Safety Policy and procedures to the company for verification.

Sub-contractors will receive a copy of this company's Safety Rules and Requirements and sub-contractor's operatives will be expected to be fully aware of what is required of them whilst working on the company's sites.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site including the general public. All sub-contractor's employees must comply with any safety instruction given to them by the Company.

All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any

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necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of their competence.

Employees of sub-contractors are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site unless authorised and competent to do so. Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to the directors.

Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the Company with the name of the Responsible Person they have appointed to manage and control their works.

Suitable welfare facilities and first-aid arrangements in accordance with the Regulations must be provided by subcontractors for their employees, unless arrangements have been made for sub-contractor's employees to have the use of shared facilities, in which case notification will be issued detailing the shared facilities provided. Subcontractors will be required to provide, when appropriate, that at least one of their workforce on site is a suitably trained first-aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Company and any other person who may be affected on or off the site.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc cleared as work progresses.

It is our policy that all operatives, sub-contractors, visitors, etc on the company's sites will wear safety protective footwear at all times other than in areas specifically designated "no risk" areas by the Company or Principal Contractor. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

Harvey Electrical Services will only appoint competent contractors, an assessment of each contractor engaged by the company will be carried out before such contractors are employed for the first time and at regular intervals thereafter.

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Health and Safety Consultants

Harvey Electrical Services may from time to time appoint Health and Safety Consultants with responsibility for:

- Advising senior management of any new safety legislation or changes in existing legislation
- Providing general assistance to the company in the fulfillment of its obligations and duties as set out in statutes and by clients/principal contractors
- Providing assistance in the formulation of safe systems of work and project specific method statements
- Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation
- Assisting, where required, with the initial implementation of the changes required by changes to safety legislation
- Suggesting suitable training for employees, posters, reference texts, films etc to provide awareness of safety management, accident prevention and hazards to health
- Recommending to senior management ways to improve working conditions
- Investigating notifiable accidents or dangerous occurrences and submit to the company a written confidential report, when required by the company
- Carry out pre-arranged site inspections, as required by the company

It is the responsibility of the company to ensure that the Safety Consultants are notified whenever assistance or support is needed.

The Safety Consultants should ensure that regular systematic inspections are carried out on all sites through scheduled and un-scheduled visits where requested to do so. Formal inspection reports will be completed for all such inspections and issued to the company's Director / Deputy. Such reports will not only identify potential hazards and comment on employee's compliance with the safety policy and procedures but will also recommend improvements to working methods and any training considered necessary for the site operatives and all staff.

The visiting Safety Inspector shall, wherever possible, be accompanied by a company representative when making his inspections.

The Safety Inspector will keep and analyse site inspection reports and concentrate on weaknesses that may become evident from such reports. The Safety Inspector will stop work if, in his opinion, the place, condition or method of work is dangerous.

The contact details for the company's nominated Safety Consultant will be displayed on the company notice board.

Section 3

Arrangements

GENERAL ARRANGEMENTS & PROCEDURES

This section details the arrangements and procedures that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

Tendering & Planning

At planning stage the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the Director / Deputy and written procedures defined. If necessary pre-contract meetings will be held and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

Training

All staff shall receive appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

Consultation and Participation

All employees are encouraged to provide suggestions and recommendations for continual improvement of the Health & Safety management system.

Regular staff and managers meetings are held to facilitate communication and to generate ideas. Individual meetings are held with employees to determine their aspirations and to discuss their future training and career plan. This is an informal meeting. An evaluation of training against objectives and outcomes is also made to ensure that all objectives were met. Where they were not met, further training may be required.

Site requirements, contractual, objectives, legislation applicable, etc are communicated at company / site induction as applicable. This is undertaken at the start of a project and thereafter whenever a subject or topic requires communicating. Each attendee (employee

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or contractor working on our behalf), identifies that they have attended the induction by inclusion of their name, date and signature on the applicable documentation.

Notifications

The Director / Deputy will make any necessary notifications to the Fire Service, Ambulance Authority and HSE.

The Director / Deputy will notify relevant authorities as required by specific policy sections, eg Underground and Overhead Services, Explosives, Demolition, etc.

The Director / Deputy will satisfy himself that the Health and Safety Executive have been informed of all new sites which are notifiable under the CDM Regulations. Where appropriate, the Director / Deputy will ensure that details of the Client, the Principle Designer and the Principal Contractor are displayed on site using Form F10, as required by the CDM Regulations.

Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS 7 - Accidents to Children on Construction Sites.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

Documentation

The Director / Deputy will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractor's site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Engineers should ensure all documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

Monitoring Policy

Employees are encouraged to bring to the attention of their immediate Manager areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

CDM Notifiable Projects

Harvey Electrical Services will ensure that the client is fully aware of his duties under the Construction (Design and Management) Regulations 2015 (CDM). Where necessary the site manager will provide the client with further information in this respect.

Harvey Electrical Services will on all notifiable CDM projects not commence the construction phase of the project until a satisfactory Construction Phase Health and Safety Plan has been prepared, furthermore no site works will be permitted until satisfactory welfare provisions have been provided for those working on the site; a Principle Designer has been appointed by the client and a Principal Contractor has been appointed. In addition to this, where the company fulfills the role of the Principal Contractor, a copy of the signed F10 will be clearly displayed on site.

CDM 2015 Notifiable Criteria

It is the Clients responsibility to notify the enforcing authority if your project is expected to last longer than 30 working days and have more than 20 workers working on the project at any one time or exceed 500 person Days.

Display Screen Equipment (DSE)

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations 1992 and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Assessment factors considered include:

- I. The identity of persons at risk.
- II. The duration of exposure to DSE risks.
- III. Provision of breaks, task rotation and requirement for constant information transfer.
- IV. Ability of the 'user' to dictate the pace of the work.
- V. The physical environment such as: temperature; level of desk clutter; adjustability of furniture/monitors and glare factors.
- VI. Software features such as: ability to recover from errors; colour contrast; size of fonts
- VII. Individual factors such as health, level of training/experience and pre-existing health conditions.

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The company does not underestimate the impact of such factors (if adverse) on the health of employees and shall endeavour to control such risks by means as stringent as is reasonably practicable.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person and the findings of the assessment shall be communicated to those affected.

The safe use of Display Screen equipment and workstations in general are covered in the Health and Safety (Display Screen Equipment) Regulations 1992.

Further information is contained in the appropriate Approved Code of Practice.

The use of display screen equipment and workstations should be planned so that there are regular breaks or changes of activity. All display screen equipment and workstations should be subjected to a specific risk assessment and any identified risks should be dealt with appropriately.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. Display screens, seating and workstations should all be fully adjustable to suit the individual.

The Director / Deputy (or other nominated person) will be responsible for ensuring that the requirements are adhered to.

The company will provide all information and training necessary to comply with the relevant regulations.

The company will provide appropriate eye and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions shall be provided and maintained in accordance with the requirements of Regulatory Reform (Fire Safety) Order 2005 and recommendations given by the Fire Service.

The Director / Deputy, (or alternatively a nominated person), will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer. All fire alarms will be checked monthly and the test recorded. All fire exits will be checked at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

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Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

Fire Precautions

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the management of Health and Safety At Work Regulations 1999.

A fire risk assessment will be completed for each of the companies premises, including any temporary site offices, the fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

The company will where applicable, enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

Safe System of Work - Office

The Director / Deputy, (or alternatively a person nominated by the company), will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Safe System of Work - Site

The Engineers will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



The most widely used and available fire extinguisher. Used for **SOLIDS** such as paper, wood, plastic etc. NOT suitable for use on electrical or flammable liquids.



More versatile than water extinguishers. Used for **SOLIDS** such as paper, wood, plastic and **FLAMMABLE LIQUIDS** such as paraffin, petrol, oil etc



Multi-purpose extinguisher, can be used on: **SOLIDS**; Paper, wood, plastic, fires. **FLAMMABLE LIQUIDS**: Paraffin, petrol, oil. **FLAMMABLE GASES**; Propane, butane, methane.



Carbon Dioxide Extinguishers are ideal for fires involving **ELECTRICAL APPARATUS**.

Carbon Dioxide will also extinguish **FLAMMABLE LIQUIDS** such as paraffin, petrol and oil.

Emergency Procedures

On all sites a means of warning of a fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site. A copy of the pro forma to be used on all sites is attached within Section 9.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, must be briefed to unlock gates, doors, etc in the event of an alarm.

Accident Reporting

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the Director / Deputy, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc as well as company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Health and Safety Executive must be notified by telephone immediately by the Director / Deputy, (or Director / Deputy).

Form 2508 should then be completed and sent to the Health and Safety Executive within seven days.

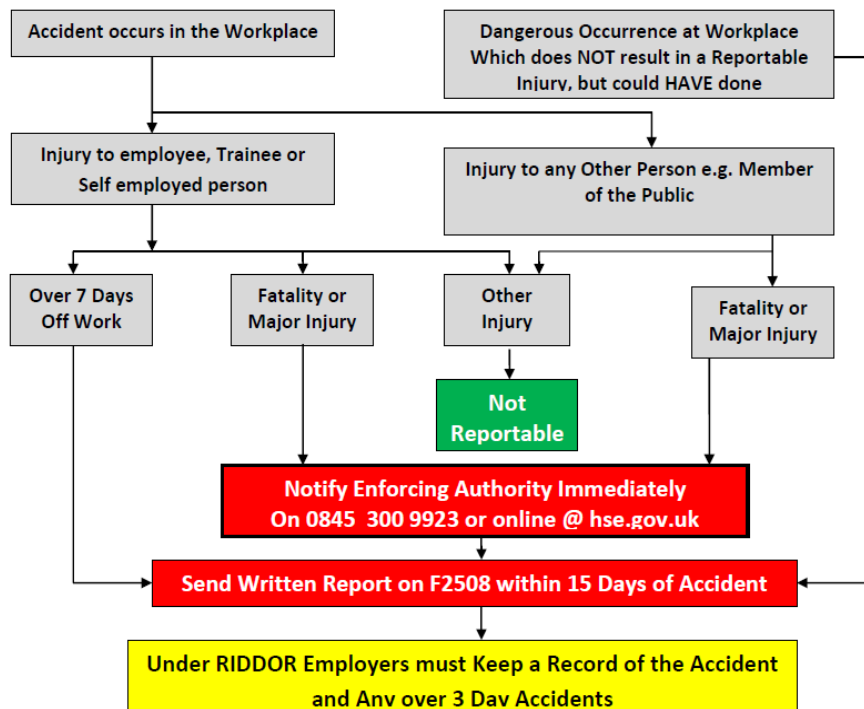
An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident.

All fatalities, major injuries, dangerous occurrences and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents resulting in damage to premises or plant and machinery on site must be investigated by the Director / Deputy and details reported to the company.

Accident Reporting Procedures

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Welfare and First-Aid

The Construction (Design and Management) Regulations 2015 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Director / Deputy will ensure that the welfare and first-aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities and that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The Director / Deputy will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

A First Aid box is provided in the kitchen/staff welfare area. The contents will be monitored and maintained by the company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any existing on-site first aid arrangements provided by the client or Principal Contractor (where applicable) and in such cases all such arrangements will be confirmed prior to starting work.

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The company will carry out a first aid risk assessment to determine the number of trained first aiders (in-date HSE approved course) to be employed by the company, additional first aiders will be provided in accordance with HSE guidance and subsequent first aid risk assessments.

Communal Areas

Where work has to be undertaken in communal areas such as hallways, passageways and staircases, or occupied premises, provision will be made to ensure the safety, including access and egress, of all users.

The Directors will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot safely be used while work is in progress, the Site Manager will make arrangements for alternative access routes, or for such work to be undertaken outside of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area whilst not being allowed to encroach into the area set aside for pedestrian access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs and/or barriers where practical at all times.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

The Workplace (Health Safety and Welfare) Regulations 1992

These regulations do not apply to construction sites, reference should be made to the Construction (Design and Management) Regulations 2015 already referred to within this policy. They do, however, apply to all other workplaces.

The Workplace (Health, Safety and Welfare) Regulations 1992 replace the main requirements of the Factories Act 1961 and the Offices, Shops and Railways Act 1963.

Further information is contained in the appropriate Approved Code of Practice.

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The company's Safety Consultants will provide advice on the requirements as required.

All work will take into account the requirements of the above regulations.

The Director / Deputy, or person responsible for the offices, will ensure that the welfare and first-aid requirements are provided.

The Director / Deputy, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards through regular inspections.

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The company will provide working conditions in accordance with the regulations, in particular:

Temperature

All offices will be maintained at a minimum temperature of 16°C.

Ventilation

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

Suitable and sufficient lighting will be provided and, where possible, this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working Areas

Sufficient space will be provided in the workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved.

Floors and traffic routes will be kept free from obstructions at all times.

Effective measures will be taken to prevent persons being struck by falling objects etc.

Wherever possible regularly used and heavy files, boxes etc, will not be stored at high level.

All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

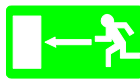
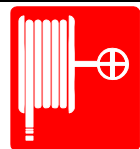
Health and Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g. safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of **road traffic signs** in workplaces to regulate road traffic and pipework markings where **pipework** contains dangerous substances.

Health and Safety Signs normally consist of the follows types of signs:

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
RED	Prohibition/ Danger	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	

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Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
YELLOW	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes equipment and facilities Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED	Fire fighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

Definitions

- **Young person** – An employee or work placement student who has not attained the age of eighteen.
- **Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees, and require a specific assessment of risks to young persons.

Usually the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However where this is not the case additional measures should be determined and implemented before the young persons commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

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Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young person's risk assessment:-

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

Work Equipment

The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

Further information is contained in the appropriate Approved Code of Practice.

The specific requirements of this legislation cover the following:

The guarding of dangerous parts of machinery. Protection against specific hazards, ie falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

The company will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

The company will provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms to the EC product safety directive.

The company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

Management of Health and Safety at Work

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice.

The company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees.

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.
- This risk assessment will be recorded and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.
- Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.
- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters

The Director / Deputy will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Before commencing work on a new site, all employees will receive a site safety induction

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by a competent person. The competent person may be the Director / Deputy or the Principal Contractor.

Control of Noise

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work etc Act.

British Standard Code of Practice — British Standard 5228: 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise. The HSE Guidance IND(G) 127 - Noise in Construction and the CITB Construction Site Safety Notes (GE700 Module 8) - Control of Noise both provide useful sources of information on the control and assessment of noise in construction.

All tasks and work activities will be planned and arranged to take the above standards into account.

The Director / Deputy must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Director / Deputy will ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use by site personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Company will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc, and that all equipment and noise reducing doors etc are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the responsible person immediately.

The Directors will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will not longer be present

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- Consider alternative methods of working
- Provide suitable noise control mechanisms and personnel protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health eg:

The Control of Asbestos Regulations 2012
The Construction (Design and Management) Regulations 2015
The Control of Substances Hazardous to Health Regulations 2012 (COSHH)
The Management of Health and Safety at Work Regulations 1999
The Personal Protective Equipment at Work Regulations 1992
The Chemicals (Hazard Information and Packaging) Regulations 1994

The General Guidelines to be applied are covered in HSE Guidance Notes:

EH 18 Toxic Substances, a precautionary policy
EH 26 Occupational Skin Diseases Health and Safety Precautions
EH 40 Occupational Exposure Limits
EH 44 Dust in the Workplace: General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

The Director / Deputy will ensure that, before work starts on site, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc, must be planned and in place before any such work commences.

Directors must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc, as required before they start using the product.

The Directors will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances, and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

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Any necessary air sampling, medical examinations, testing etc, will be carried out as required and records will be kept on site during the operations.

Ill health effects can be obtained from hazardous or toxic substances through:

- **External contact** — corrosive, skin absorption, dermatitis etc (eg: cement, acids, epoxy resins etc)
- **Inhalation** — gases, fumes, dusts, vapours
- **Ingestion** — swallowing

Control of Substances Hazardous to Health (COSHH)

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2012.

The company will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the Director / Deputy will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Directors will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires the Company to take the following steps to comply with the regulations:

1. Identify the problem
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (ie: Alternative product, method of working or personnel protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary equipment is present and precautions are implemented.
5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use, material safety data sheets will be issued for each product and control methods will be devised.

The company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The company will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

Hazard Warning Symbols



Corrosive



Environment



Explosive



Flammable



Serious Health
Hazard



Irritant



Toxic



Radioactive



Oxidising



Gas Under
Pressure

Asbestos

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his Manager so that further investigations may be carried out.

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators. Under the Control of Asbestos Regulations 2012, all persons involved with building; construction; installation of services and pipework etc; maintenance; refurbishment; repair of existing structure where asbestos may be present, must be provided with compulsory Asbestos Awareness Training.

Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Noise at Work Regulations 2005

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

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All work will be planned to take the above standards into account.

Before work starts, the Director / Deputy will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept. The Director / Deputy will also ensure that satisfactory facilities are provided for the storage and where appropriate, the drying of all protective clothing and equipment.

The Director / Deputy will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide all necessary PPE to all of their employees, and that they are instructed in the requirements of this company's policy.

The Directors will ensure that when sub-contractors employees are set to work they have been provided with any necessary protective clothing and equipment.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All management staff will set a good example by wearing safety helmets, protective footwear etc, and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Manager any loss or defect in the equipment.

Manual Handling and Lifting

The following regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations 1992
The Lifting Operations and Lifting Equipment Regulations 1998

The current regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of crane.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required. Unless the assessment is very simple a written record is required.
3. The general guidance will include some guidelines to help with the assessment and

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reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem, but will also point to where the problem lies.

The Directors will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- I. Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- II. Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- III. Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- IV. Individual factors such as health, level of training, mobility and pre-existing injuries.

Construction Design and Management

Harvey Electrical Services will fulfill its duties under the Construction (Design and Management) Regulations 2015 (known as CDM), this may be as the Client, Principal Contractor, Designer, Principle Designer or Contractor. In most cases it is likely our involvement will be as a contractor working for the Principal Contractor. We will also on certain projects act as a Designer, particularly in the design of temporary works.

A series of HSE guidance notes have been issued, together with more detailed

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information is contained in the Approved Code of Practice.

All work will be tendered for, negotiated and planned in accordance with the CDM Regulations.

A pre-construction Health and Safety Information Pack may be required, depending on our role, where required this will be issued to all designers and contractors by the client or client's Principle Designer. All tenders must include sufficient resources and time allocation to carry out the work safely and in accordance with the plan.

The appointed Principal Contractor will develop the Health and Safety Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from contractors carrying out specific work packages. Where we act as a contractor we will assist the Principal Contractor in planning the works in a safe and controlled manner, notifying him of any specific requirements and/or hazards which are likely to be encountered.

The company will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

The Directors will ensure that any information relevant to the Health and Safety Plan/File is complied with throughout the contract and issued to the Principal Contractor/ Principle Designer. The Principal Contractor is responsible for developing the Health and Safety Plan and passing any relevant information to the Principle Designer for the Health and Safety file.

The Director / Deputy will ensure that all the necessary precautions have been taken to comply with this legislation and ensure that any necessary additions to the Safety Plan and information for the Health and Safety file are passed to the Principal Contractor/ Principle Designer.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Principle Designer, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

Electrical Risks

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

- I. Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- II. 5 yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
- III. Any power tools used, including drills etc are to be of low voltage type and must be stringently inspected and maintained.
- IV. Prohibition of any employee to access live electrical installations.

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VISUAL INSPECTIONS BY THE USER

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of hand held and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!). **Checks must be made for:**

- i) damage, eg cuts, abrasion (apart from light scuffing) to the cable covering;
- ii) damage to plug, eg the casing is cracked or the pins are bent;
- iii) non-standard joints including taped joints in the cable;
- iv) the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- v) equipment that has been used in conditions where it is not suitable, eg a wet or dusty workplace;
- vi) damage to the outer cover of the equipment or obvious loose parts or screws;
- vii) signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to 'the Director / Deputy' and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults eg sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

TESTING OF PORTABLE ELECTRICAL EQUIPMENT

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- a) whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
- b) after any repair, modification or similar work;
- c) at regular intervals.

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

FREQUENCY OF INSPECTION

The initial frequency for inspection/testing suggested by the Health and Safety Executive follows. This frequency can be shortened or lengthened in the light of practical experience i.e. number of faults which appear.

Offices and Other Low-Risk Environments

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Equipment/Environment	User checks	Formal visual inspection	Combined inspection & testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment	No	No	No
Information technology: eg desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1) eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
(a) Cables (leads) and plugs connected to the above equipment and	Yes	Yes, 6 months - 4 years	Yes, 1-5 Years
(b) Extension leads (mains voltage)		depending on the type of equipment	depending on the type of equipment

Higher Risk Environments

In higher risk environments such as construction sites, factories and manufacturing environments, the HSE suggests that formal visual inspections need to be carried out every 3 months and combined inspection and electrical tests every 6-12 months.

Control of Vibration at Work

Harvey Electrical Services will comply with its duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:

Hand-arm Vibration (HAV) – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

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Whole Body Vibration (WBV) – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

Controlling the Risk

The risk of permanent damage depends on a number of factors including:

For HAV:

- How high the vibration levels are.
- How long the equipment is used for.
- How awkward the equipment is to use.
- How tightly the equipment is gripped.
- How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- Operative's posture.
- The design of the controls.
- The driver visibility.
- Handling and lifting operations associated with machine's operation.
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

Elimination – Seeking alternative ways of carrying out the task **without** using high vibration tools i.e. hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint.

Reduction – several methods should be employed, including:

- making sure that all new tools have vibration control built in;
- modifying existing tools to reduce vibration levels or the grip force needed;
- use of the right tools for the job;
- limiting the usage time to those recommended by the manufacturer or supplier;
- keeping all tools and machines in good working order;
- not using more force than necessary when using tools and machines;
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands and fingers to improve blood flow.

Isolation – Job rotation.

Control – methods include:

- information, instruction and training in the correct use of tools and equipment;
- method statement and safe systems of work briefings;
- recognition of early symptoms of injury;

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- arranging advice and routine health checks if the use of high vibration tools is unavoidable;
- assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

Work at Height Regulations 2005

Harvey Electrical Services will comply with its duties under the Work at Height Regulations 2005 (WAHR), as part of its risk assessment procedures. All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Work at Height Regulations are:

- Avoid work at height
- Prevent any person from falling
- Use an existing place of work which complies with Schedule 1 of the Regulations
- Use work Equipment
- Mitigate falls by using work equipment to minimize the distance and consequences of a fall
- Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder / step ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes.

What are the main rules to follow when working at height?

- First, as a part of the planning of the work, carry out a Risk Assessment
- Plan to do as much of the work as possible at low level.
- Do not work at height unless it is absolutely unavoidable
- Provide a secure platform which will:
 - be securely footed on stable ground
 - support the weight of the personnel and equipment to be used
 - provide a stable access and will not overturn
 - be secured to an existing structure, where necessary and wherever possible
- Take account of the gradient of the ground, especially where mobile platforms are used
- Provide guard rails to any platform

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- Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas

What can be done to help prevent falls?

- Plan all instances of working at height
- Think about where and how the work is to be done
- Where possible use an existing structure, which will allow safe access and provide a safe working platform. Where this is not possible, a safe working platform will need to be provided.
- Consider any lifting and handling requirements needed to carry out the work
- Be aware and prevent possible electric shock dangers that may initiate accidents

Remember to allow adequate clearance when equipment is used, particularly near overhead power lines; and around nearby structures when mobile equipment is being used.

Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height. Domestic grade ladders and step ladders should NOT be used, all ladders used are of the correct type for the specific task, should be inspected before use, subject to regular checks and maintenance, and meet appropriate legislative and equipment standards. These are summarised below:

- Keeping wooden ladders free of paint or any other coating which could hide cracks or splits
- Marking of ladders with a unique number to aid recognition
- Securing and footing of ladders as soon as possible after erection
- Use of ladders at the correct angle (75 degree from horizontal)
- Provision of ladder attachments as necessary
- Marking of safe zones around ladders where persons are working above or below ground, plus use of barriers and warning notices

Step-Ladders

All step-ladders will be provided and used in accordance with the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All step ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

All work will be planned to take the above standards into account.

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are

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no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The main hazards associated with step-ladders are:

- Unsuitable base, eg unlevelled, packing pieces, loose material etc
- Unsafe use of equipment (ie: placed onto scaffold platforms, roofs etc, where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Using defective equipment

Step ladders should only be used for short term work (<30 minutes).

Ladders

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

Only ladders constructed in accordance with current British/European Standards and has been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe use of Ladders, Step-ladders and Trestles" will be applied to all ladder work.

All work will be planned to take the above standards into account.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects, and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (eg carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

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The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders
- Failure of the ladder causing persons or equipment to fall
- Items falling from the ladder
- The ladder touching / earthing an electrical supply
- Slipping of the ladder due to not being correctly secured
- Overloading of the ladder

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

Lone Working

In the event of employees being required to work alone, the following is mandatory:

- I. Access to contacting assistance (mobile phone or radio device in areas without signal)
- II. The employee is required to inform his immediate line manager of where he is going and for how long.
- III. No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
- IV. No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
- V. Employees are required to call the office on a regular basis to confirm their whereabouts.

Violence and Harassment

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work. The risk of such instances are to be controlled by arrangements including:

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- I. Employees being instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
- II. Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible.
- III. Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Directors. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR 2013.
- IV. Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary.

An Overview of the Construction (Design & Management) Regulations 2015

This overview provides general guidance and a brief summary of the requirements of the Construction (Design and Management) Regulations 2015 (CDM); it should not be taken as being a definitive guide to the regulations or their statutory requirements. For further information, reference should be made to the HSC's Approved Code of Practice and Guidance; Managing Health and Safety in Construction (L144).

WHAT IS CDM?

The CDM Regulations were originally introduced by the UK Government to comply with EC Directive 92/57.

The aims of the regulations are to not only reduce the unacceptable level of fatalities and major injuries associated with the construction industry, but also to positively influence related aspects of occupational health, safety & welfare. This can be achieved through improving the overall management and co-ordination of health, safety and welfare throughout all stages of a construction project.

The regulations place specific duties on all those who can contribute to the health and safety of a construction project. Duties are placed on clients, designers and contractors, as well as having created a new duty holder – the Principle Designer.

The regulations also make reference to specific documents, these being the Pre-Construction Information Pack and the Health & Safety File.

One new and significant element of CDM 2015 when compared to that of CDM 1994/2007, is that CDM 2015 now also incorporates the requirements of the former Construction (Health, Safety and Welfare) Regulations 1996, these place significant duties and requirements on all organisations involved in undertaking building, construction and associated works.

Under CDM 2015, competence is a key issue and all those involved in the project MUST ensure that they themselves are competent and adequately resourced to carry out the project, this should include having the necessary experience, man power, plant, equipment and access to both competent health and safety advice and competent construction safety advice. Any organisation that accepts an appointment under CDM 2015 for which they are not competent, are automatically committing a criminal offence.

The following text provides a brief summary of the key duty holders and the requirements placed upon them under CDM 2015. For a fuller explanation of the roles and duties, reference should be made to the full text of the regulations and the associated Approved Code of Practice (ACOP).

THE CLIENT

Clients are individuals or organisations for whom construction work is carried out.

The key duties placed upon the client, are to:

- Determine if a project falls within the scope of the CDM Regulations.
- Check the competence and resources of all appointees
- Ensure there are suitable management arrangements for the project including the provision of adequate welfare provisions by the contractor
- Allow sufficient time and resources for all stages of the project to be implemented safely
- Provide pre-construction information to designers and contractors

In addition to the above, on all Notifiable projects including notifiable domestic projects, the client must also:

- Appoint a competent Principle Designer for the duration of the entire project
- Appoint a competent principal contractor for the duration of the entire project
- Make sure that the construction phase does not start unless there are:
 - Suitable welfare facilities on site, and
 - A suitable construction phase health and safety plan in place
- Provide information relating to the health and safety file to the Principle Designer
- Retain and provide access to the health and safety file to those who may need access to it.

In assessing the allocation of resources and competence of individuals/organisations, and in the assessment of the Construction Phase Health and Safety Plan, the client is required to make all reasonable enquires, including the seeking of expert advice, where applicable, he should therefore consult with the Principle Designer on notifiable projects. In all cases the CDM ACOP provide guidance and information on the assessment of competence for each of the key duty holders, this can be used to assist with such assessments.

THE DESIGNER

Designers are organisations or individuals who carry out design work for a construction project, including temporary works design. Designers may include architects, consulting engineers, quantity surveyors, chartered surveyors, technicians, specifiers, contractors, principal contractors and specialist contractors. The term 'design' is a wide term under CDM and includes drawings, design details, specifications, instructions and BoQ's.

The designer plays a key role in the development of a construction project through ensuring that the health & safety of those who are to construct, maintain, operate, repair or use the facility, as well as the deconstruction/demolition is considered during the design and development phases of a project.

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Failure to do this could delay the project, make it more difficult for contractors to devise safe systems of work, and cause the client to make costly changes so that the structure can be maintained and operated safely.

Designers from all disciplines have a contribution to make in avoiding and reducing health and safety risks which are inherent in the construction process and subsequent work (e.g. maintenance). The most important contribution that a designer can make to improve health and safety will often be during the concept and feasibility stage, when the main considerations will be about different design options which are available, and so therefore potential hazards can be avoided early on.

Once the design process has moved into detailed design and specifications, designers can continue to make a significant contribution to avoidance and reduction of risks to health and safety, particularly in relation to the specification of materials, substances and the general layout and arrangement of the structure.

The key duties applicable to the designer under the CDM Regulations are:

- Make clients aware of their duties and responsibilities.
- Give due regard to health and safety in your design work.
- As far as reasonable avoid any foreseeable risks to the health and safety of any persons working on the project.
- Combat all risks that cannot be avoided at the source of the risk.
- Give priority to health and safety measures that protect all of the people on site, rather than measures that protect individuals.
- Provide adequate information about the health and safety risks of the design and any other residual risks, to those who need it.
- Supply the Principle Designer with any information that is needed for or should be included in either the Health and Safety Plan or the Health & Safety File.
- Co-operate with the Principle Designer and other designers involved in the project.

THE PRINCIPAL CONTRACTOR

The Principal Contractor must be a contractor in his own right, he will be responsible for planning, managing and controlling health and safety during the construction phase of the project.

Site works should not commence until the principal contractor has developed a satisfactory construction phase health and safety plan, this should be based upon the information provided in the pre-tender plan.

The key duties applicable to the Principal Contractor under the regulations include:

- To ensure that you only accept contracts for which you are competent to undertake

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- To develop a suitable and satisfactory Construction Phase Health & Safety Plan that addresses the key hazards associated with the implementation of the works
- To ensure, as far as practical, that all contractors/persons at work on the site comply with the provisions of the Construction Phase Health & Safety Plan.
- To ensure co-operation between contractors.
- To ensure that they have access to competent health and safety advice and support.
- To allow only authorised persons on to site.
- To obtain from other contractors details of their risk assessments, method statements and safe systems of work etc.
- To ensure a copy of the F10 is displayed on site.
- To liaise with the Principle Designer regarding ongoing design.
- To provide the Principle Designer with any information that is needed for inclusion within the Health & Safety File.
- To provide the Principle Designer with the principals of the design relevant to the health and safety of those working on the project (for example, erection sequences which must be followed to ensure stability).
- To provide the Principle Designer with descriptions of special requirements for safe working (for example, temporary propping of unstable structures).
- To ensure that the designers they appoint, or use are competent.
- To ensure that the sub-contractors they appoint, or use are competent
- To monitor health and safety performance of persons or companies working on the project.
- To provide health and safety information to every other contractor on risks associated with the project or construction techniques used.
- To ensure, as far as is reasonably practical, that all employees have received proper information, instruction and training.
- To ensure that everyone working on site has the opportunity to discuss and to make known to the principal contractor their views on any health and safety matters.
- To secure the site.
- To provide safety inductions and any further training needed to carry out their works safely.

CONTRACTORS

The term contractors is used to cover all other contractors (other than the Principal Contractor) irrespective of whether they are a sub-contractor or not. It also covers self employed persons in most instances. On non-notifiable projects there is no Principal Contractor and the client will generally appoint a contractor to oversee and manage the works.

The general requirements of contractors are to:

- Check that the client is aware of his duties under CDM 2015.

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- Plan, manage and monitor their own work and that of their workers and sub-contractors.
- Check the competence of all their appointees and workers.
- Provide health and safety information to their workers.
- Ensure that the site is properly managed and safe, and that the provisions of Part 4 of CDM 2015 are complied with.
- Ensure that adequate welfare provisions are provided.
- To notify the HSE of the project using form F10 (When working for domestic clients on notifiable projects)

Additional requirements for notifiable projects:

- Check that the client is aware of his duties and a Principle Designer has been appointed and the HSE notified before starting work.
- Provide the principal contractor with information about the hazards and risk assessments associated with their works, how they intend to carry out the works and their general safety management proposals.
- Co-operate with the principal contractor.
- Comply with any directions given by the principal contractor.
- Manage their work to comply with any site safety rules and the provisions stated in the Construction Phase Health and Safety Plan
- Inform the principal contractor of any reportable accidents, illness or dangerous occurrences.
- Provide details to the principal contractor of any contractor who he engages in connection with carrying out the work.
- Supply the principal contractor with any information relevant to the health and safety file.

THE PRINCIPLE DESIGNER

The Principle Designer is instrumental to the successful implementation of the CDM Regulations. The Principle Designer (be it an individual, company, partnership or other organisation) has a key role to play in the overall coordination and management of health and safety issues through the life of the project.

The main responsibilities placed on the Principle Designer are to:

- Ensure that they are themselves competent and adequately resourced to take on the role.
- Give suitable and sufficient advice and assistance to clients to enable them to comply with all their duties, including ensuring that they appoint competent designers and contractors; and ensuring that adequate arrangements are in place for managing the project.
- Ensure the HSE is notified of the project.
- Manage the flow of health and safety information between clients, designers and contractors.
- Ensure designers comply with their duties.
- Co-ordinate the Health & Safety aspects of the project design, planning and preparation for construction.

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- Ensure the principles of Prevention & Protection are adhered too.
- Identify and collect the pre-construction information.
- Advise the client if surveys or investigative works are required to fill significant gaps in the information.
- Advise on the need for relevant health and safety related training
- Distribute all relevant pre-construction information to the relevant parties.
- Advise the client as and when requested to do so.
- Give advice to the contractors as and when requested to do so.
- Advise the client on the suitability of the contractors Construction Phase H&S Plan and the arrangements made to ensure that welfare facilities are on site from the start.
- Produce or update, a relevant, user friendly, Health & Safety File suitable for future use at the end of the construction phase.
- Ensure the H&S File is delivered to the client.

PRE CONSTRUCTION INFORMATION

Designers and contractors are to be provided with 'Pre-Construction Information' the purpose of this information is to enable those involved with the design, planning and implementation of the construction works to be aware of any hazards and restrictions that may affect the health, safety or welfare of those constructing, using, maintaining or ultimately demolishing the works.

The intention of the information is to improve the management of health and safety on site, and also to reduce the number of accidents and the incidents of ill health that occur.

The pre-construction information is to be used by those involved with the project to develop proposals and management arrangements that will enable the project to be implemented in a safe and controlled manner.

The pre-construction information may include:

- A general description of the works and details of the projects timescales.
- Details of health and safety risks as far as they are known, including information provided by designers about particular risks that they are unable to eliminate and assumptions in broad terms they have made about precautions which will need to be taken.
- Information required by possible principal contractors to allow them to identify the health and safety competencies and resources they will need for the project.
- Information on which to base a construction phase health and safety plan.
- Copies of project drawings, historic as-built drawings, details of any surveys and site investigation works and information on any hazardous substances likely to be encountered such as asbestos, lead or contaminated ground.

THE CONSTRUCTION PHASE HEALTH & SAFETY PLAN

The Construction Phase Health & Safety Plan may be regarded as the most important document in the regulations. If it is properly prepared and subsequently properly used by the Principal Contractor, compliance with it will have the potential to improve the management of health and safety on site, and also to reduce the number of accidents and the incidents of ill health that occur.

The Construction Phase Health and Safety Plan may include all or selected details from the pre-construction information, together with management proposals and arrangements for addressing site safety issues which are relevant to health, safety and welfare of those involved in the project.

The construction phase Health & Safety Plan will often need to be reviewed as the works progress to account for changing project circumstances/work phases.

THE HEALTH & SAFETY FILE

The Health & Safety File is a record of information for the client or end user. The Principle Designer is responsible for ensuring the Health and Safety File is prepared and passed onto the client. The File should give details of health and safety risks that will have to be managed during maintenance, repair, renovation or demolition, together with information concerning those who built the facility, how it was built and how it should be maintained. It does not need to repeat information contained in other documents such as Operation and Maintenance Manuals, though where necessary it should make reference to them.

DUTIES RELATING TO HEALTH AND SAFETY ON CONSTRUCTION SITES

Part 4 of the Construction (Design and Management) Regulations 2015 specifies specific requirements that all contractors and principal contractors must comply with insofar as they affect him or any person carrying out construction work under their control. Naturally not all items will be relevant to all projects. The following list provides only a very brief summary of the main points, full details are provided in the CDM Regulations and the associated ACOP.

- **Safe places of work** – ensure that working environments are safe, including access and egress to the site
- **Good order and site security** – sites shall be maintained in a safe and tidy condition, whilst being properly signed to warn of any dangers and secure from unauthorised entry
- **Stability of structures** – all necessary measures shall be taken to prevent harm to any person from any unstable structure
- **Demolition or dismantling** – all demolition or dismantling work must be carried out without risks to any person, it must be carefully planned and all arrangements for carrying out demolition/dismantling work **MUST** be

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recorded in writing

- **Explosives** – all explosives must be carried, stored and used safely in accordance with current legislation and best practice arrangements, explosives shall not be used where a risk exists to any person from the explosion or any flying or projected material
- **Excavations** – these must be regularly inspected by a competent person, adequately shored and measures taken to prevent persons, materials or equipment falling into excavations, measures must also be taken to prevent excavations collapsing and no work is to be allowed in an excavation where the risk of injury exists
- **Cofferdams and caissons** – these must be regularly inspected by a competent person and be properly designed, maintained and equipped with all necessary equipment for the safety and evacuation of any person(s) working within them
- **Reports of inspections** – must be recorded and where unsatisfactory items are identified, the person in charge must be informed and the problem rectified before work is allowed to recommence, reports must be available for inspection by a HSE inspector
- **Energy distribution installations** – measures and precautions must be taken to prevent persons coming into contact with installations such as electricity cables, this may involve disconnecting the source of electricity, diverting the cables away from the working area or where this is not possible, providing warning signs and barriers
- **Prevention of drowning** – measures to prevent persons falling into any body of water or liquid must be implemented, together with the provision of rescue equipment and procedures
- **Traffic routes** – dedicated pedestrian accesses and routes should be provided where practicable to ensure that vehicles and personnel do not come into conflict with each other, all traffic routes (pedestrian and vehicular) must be suitable and sufficient for their intended use
- **Vehicles** – all vehicles should be properly maintained and operated by competent persons, be fitted with means of preventing unintended movements and give warnings to any operative or others in the vicinity of such vehicles. No vehicle is to carry passengers unless specifically intended for that purpose, operatives should also leave the vehicle whilst it is being loaded unless the vehicle has been designed to provide a safe place of work for such persons
- **Prevention of risk from fire etc.** – suitable and sufficient steps shall be taken to prevent any risk from fire, flooding, explosion or any substance liable to cause asphyxiation

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- **Emergency procedures** – suitable procedures must be developed and implemented to deal with any foreseeable situation, this must address any specific risks and hazards on the site and the precautions that may need to be taken by those working for the emergency services
- **Emergency routes and exits** – emergency exits and routes shall be provided on the site, indicated by suitable signage, to enable any person on the site to quickly leave the site and access a safe location
- **Fire detection and fire-fighting** – where necessary suitable and sufficient fire fighting and detection equipment shall be provided, indicated by suitable signage, to safeguard the health and safety of anyone on the site
- **Fresh air** – a suitable source of fresh or purified air must be provided on all construction sites
- **Temperature and weather protection** – workplaces must be maintained at a suitable temperature, though where this is not possible, suitable protective clothing must be provided and used
- **Lighting** - every place of work and approach thereto and every traffic route shall be provided with suitable and sufficient background lighting, this should be supplemented with task lighting where necessary to enable any work to be carried out safely and without risk to the health and safety of those doing the work

HEALTH SAFETY AND WELFARE REQUIREMENTS

Under CDM 2015, all contractors and principal contractors must also provide satisfactory welfare arrangements for those carrying out the works on site, this should include:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest

Full details of the specific provisions are outlined in Schedule 2 of the CDM Regulations 2015.