

**CJ Electrical Contracting  
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**Company Policy on Health, Safety and Welfare at Work in  
accordance with Section 2 (3) of the Health and Safety at Work  
(etc) Act 1974.**

## **CJ Electrical Contracting Services Ltd Health and Safety Manual Index**

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## SECTION 1

## **CJ Electrical Contracting Services Ltd Policy Statement**

### **SECTION 1 STATEMENT OF GENERAL POLICY**

- 1.1 **CJ Electrical Contracting Services Ltd** has a commitment to achieving high standards of Health and Safety.

**CJ Electrical Contracting Services Ltd** acknowledges and accepts its statutory responsibilities for securing the health, safety and welfare of all its employees, of contractors working for the company, of the employees of clients where it is carrying out direct business on site and of members of the public who could be affected by its activities.

- 1.2 **CJ Electrical Contracting Services Ltd** will provide and maintain safe and healthy working conditions, in particular ensuring, as far as reasonably practicable that:

1.2.1. Adequate resources are provided to ensure that proper provision can be made for health and safety matters.

1.2.2. Risk assessments are carried out and periodically reviewed.

1.2.3. Current Health and Safety legislation is recognised and where relevant is incorporated in to the Business activities.

1.2.3. Systems of work are provided and maintained that are safe and with minimal risks to health and safety.

1.2.4. All employees receive information, training and supervision in how to carry out their work with regard to their safety and the safety of others.

1.2.5. Arrangements are established for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.

1.2.6. The provision and maintenance of all plant and equipment is safe and without risk to Health and Safety.

1.2.7. The working environment is safe and without risks to Health and Safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.

1.2.8. Health surveillance is carried out, where required.

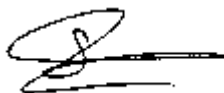
1.2.9. Safety performance is monitored to maintain the agreed standard and a system for monitoring improved standards is implemented.

1.2.10. Contractors and visitors are made aware of the procedures and rules in place to safeguard health and safety.

1.2.11 Safety factors are given important consideration when any changes are made to the **CJ Electrical Contracting Services Ltd** modus operandi or when new equipment is specified and installed.

- 1.3 **CJ Electrical Contracting Services Ltd** will encourage all employees to be actively involved in maintaining the safest possible operating conditions and practices, including contributing to risk assessments for novel tasks undertaken within the normal operation of the business.
- 1.4 **CJ Electrical Contracting Services Ltd** will carry out a regular review of this policy to ensure that the highest standards of health and safety are maintained. The policy will also be reviewed every year or if there is a significant change in the business. Any changes will be made known to all employees.

Signed:

A handwritten signature in black ink, consisting of a stylized 'C' followed by a horizontal line.

Position: Managing Director

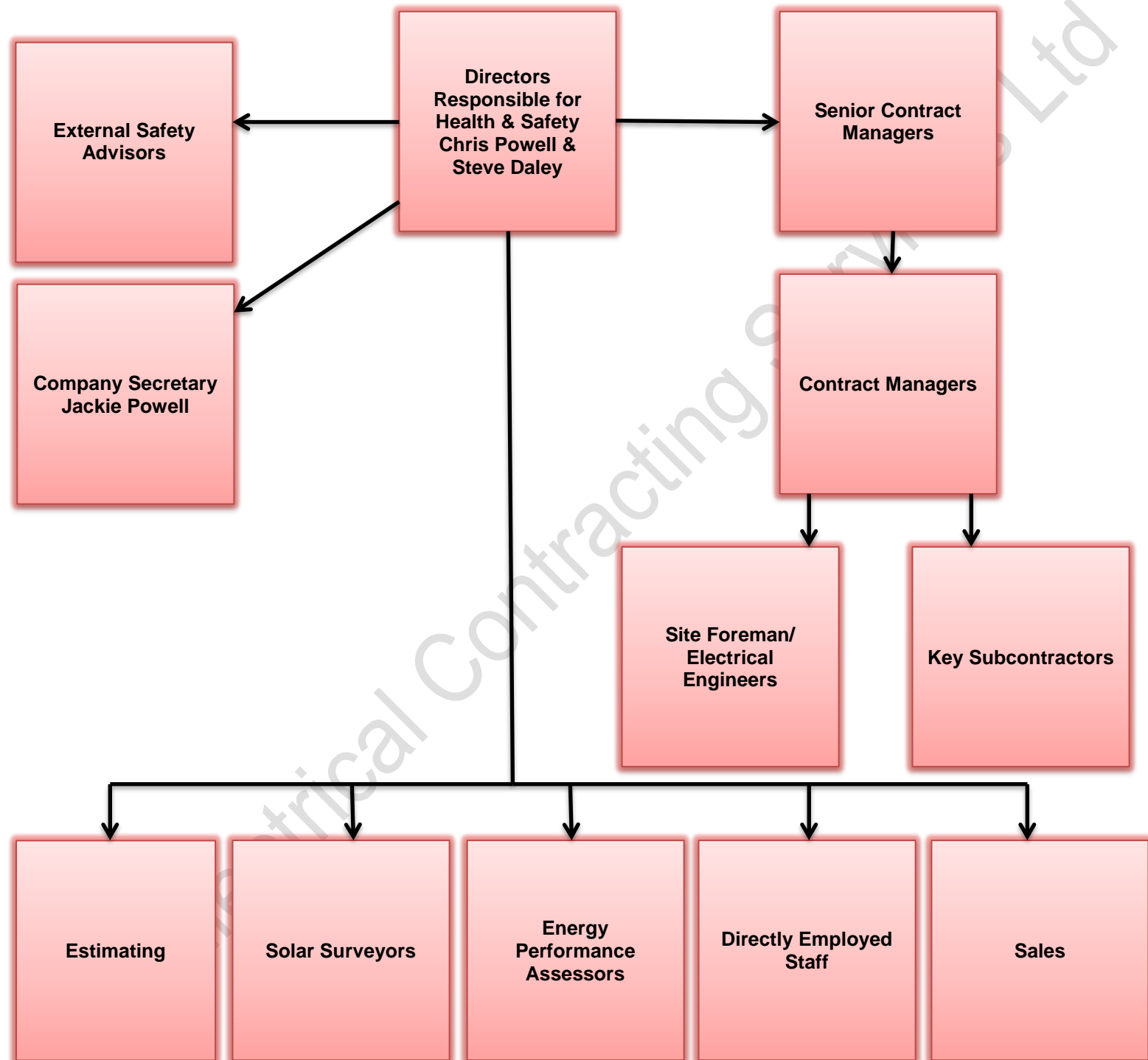
Date: 19/12/2019

## SECTION 2

CJ Electrical Contracting Services Ltd

## SECTION 2 - HEALTH AND SAFETY ORGANISATION

The Health and Safety responsibilities of CJ Electrical Contracting Services Ltd are devolved according to the following organisational scheme:



## **SECTION 2 - HEALTH AND SAFETY RESPONSIBILITIES**

Health and safety responsibilities for all the employees, including those of senior directors and managers based off site, are detailed below. Hard copies of this information are also provided for all new employees as part of their induction information. This forms part of the contract of employment. Employees signing their Individual Statements accept their Health and Safety responsibilities.

### **2.1 Managing Director**

The Managing Director has overall responsibility for Health and Safety within CJ Electrical Contracting Services Ltd. The Managing Director is responsible for the planned implementation of effective Health and Safety standards within the company according to agreed objectives and for ensuring the Health and Safety standards are taken into account in planning and organising work effectively.

The Managing Director is responsible for ensuring that:

- Staff are given correct information and training for them to do their job safely
- Staff reporting to him are properly resourced and supported to enable them to reach the correct decisions in respect of Health and Safety matters.

The Managing Director is responsible for monitoring the performance of those to whom Health and Safety responsibility has been delegated.

### **2.2 Director with Health and Safety responsibilities**

The Director with Health and Safety responsibilities has operational responsibility for the Health, Safety & Welfare within the company. The Director will ensure that all aspects of the company's activities are undertaken in accordance with this policy, current legislation and industry standards.

The Director:

- i. Will ensure that adequate resources are available at all reasonable times to meet the requirements of this safety policy, current legislation and industry standards at the time of quoting for the work and whilst work is in progress.
- ii. Will ensure that at every workplace provided or used by the company, there is safe access and egress and adequate welfare facilities. Ensure that emergency procedures and arrangements have been considered and are in place, and that the place of work is intrinsically a safe place where risks have been considered, controlled or reduced to their lowest level possible.
- iii. Will ensure that appropriate training plans are put in place and training is given to all employees as required to fulfil their responsibilities and duties under health and safety



regulations and specific workplace activities, this extends to induction training for new employees or existing employees entering in to a new workplace.

- iv. Will have an understanding of the statutory undertakings affecting the company's operations and keep up to date with current industry standards and best practice.
- v. Will ensure the company Health, Safety and Welfare Policy is prepared and kept up to date, and ensure it is brought to the attention of all employees, administering the policy throughout the entire company.
- vi. Will ensure any employee, temporary, permanent or sub contract, before they commence work, are supplied with comprehensible information concerning any special occupational qualifications or skills required, in order that the work can be carried out safely. In addition provide employees with comprehensible information concerning the risks involved in undertaking the work and the control measures to be adopted and used.
- vii. Will carry out investigations of all accidents with a Health & Safety consultant if applicable, with a view to learning for the prevention of or repetition of an occurrence.
- viii. Will make provision for regular proactive safety checks and audits to ensure safe systems of work are being implemented and maintained. Review and inspect periodically, and in accordance with the relevant regulations company accident statistics all plant and equipment and other areas of the company's operations.
- ix. Will insist that sound working practices are observed as laid down by approved codes of practice and guidance, and that all work is carried out in accordance with statutory provisions. Reprimand any member of the company failing to discharge their responsibility and commend employees who, by their actions or initiatives eliminate hazards and constantly achieve high levels of safety. Ensure that employees understand that a high level of safety performance is expected of everyone.
- x. Will ensure that there is liaison on Health and Safety matters between employees and management and other employers as necessary. Ensure that everyone within the company has sufficient representation at meetings where health, safety and welfare is discussed, and that anyone can talk about health & safety concerns throughout the whole company.
- xi. Will arrange for regular meetings with an appointed person in accordance with the Management of Health and Safety at Work Regulations 1999 Regulation 7 to discuss accident prevention, Health and Safety Performance and possible improvements.

## 2.3 Company Secretary

The Company Secretary has the following health & safety responsibilities:

- i. To read and understand this policy ensuring that adequate resources are available at all reasonable times to meet the requirements of this safety policy.
- ii. To ensure that at all registers, records of training and accident statistics are filled in and completed.
- iii. To ensure that training is documented along with the dates when refresher training is due, bringing this to the attention of the Director.
- iv. To bring to the attention of the Director any deficiency in this policy document or any new processes you become aware of.
- v. To plan and carry out your work in accordance with the company Health, Safety and Welfare policy.
- vi. To bring the contents of this policy and any risk assessment to the attention of any administration staff in your control and ensure that employees work in accordance with the policy requirements, legislation or industry standard. Reprimand any member of the company failing to discharge their responsibility and commend employees who, by their actions or initiatives eliminate hazards and constantly achieve high levels of safety.
- vii. To ensure that there is liaison on Health and Safety matters between employees and management and other employers as necessary. Ensure that everyone within the company has sufficient representation at meetings where Health & Safety is discussed, and that anyone can talk about Health & Safety concerns throughout the whole company. Ensure that information is issued at all levels in the company.
- viii. To set standards for Health & Safety compliance and by their actions demonstrate a level of health & safety that you would expect from anyone employed by the company or engaged to carry out works on the company's behalf.
- ix. To remind the Directors of their responsibilities under this policy.

## 2.4 Senior Contract Manager

The Senior Contract Manager has the following Health and Safety responsibilities:

- i. To have responsibility for the Health, Safety & Welfare for the works you control and ensure that all aspects of the company's activities are undertaken in accordance with this policy, current legislation and industry standards.
- ii. To bring to the attention of the Director responsible for Health and Safety any deficiencies in this policy document or process you become aware of.
- iii. To ensure there is liaison between the company and any other employer or workplace where employees are going to or are expected to work.
- iv. To ensure that adequate resources are available at all reasonable times to meet the requirements of this safety policy, current legislation and industry standards at the time of quoting for the work and whilst work is in progress.
- v. To ensure that at all registers, records of inspection carried out are kept up to date and are kept on file.
- vi. To bring the contents of this policy or any risk assessment to the attention of any staff in your control and ensure that employees work in accordance with the policy requirements, legislation or industry standard.
- vii. To reprimand any member of the company failing to discharge their responsibility and commend employees who, by their actions or initiatives eliminate hazards and constantly achieve high levels of safety.
- viii. To set standards for Health & Safety compliance and by your actions demonstrate a level of health & safety that you would expect from anyone employed by the company or engaged to carry out works on the company's behalf.
- ix. To ensure that at every workplace provided or used by the company, there is safe access and egress and adequate welfare facilities.
- x. To ensure that emergency procedures and arrangements have been considered and are in place, and that the place of work is intrinsically a safe place where risks have been considered, controlled or reduced to their lowest level possible.
- xi. To ensure that appropriate training plans are put in place and training is given to all employees as required to fulfil their responsibilities and duties under health and safety regulations and specific workplace activities, this extends to induction training for new employees or existing employees entering in to a new workplace.
- xii. To have an understanding of the statutory undertakings affecting the company's operations and keep up to date with current industry standards and best practice.
- xiii. To ensure any employee, temporary, permanent or sub contract, before they commence work, are supplied with comprehensible information concerning any special occupational qualifications or skills required, in order that the work can be carried out safely. In addition provide employees with comprehensible information concerning the risks involved in undertaking the work and the control measures to be adopted and used.

- xiv. To ensure that there is liaison on Health and Safety matters between employees and management and other employers as necessary.
- xv. To ensure that everyone within the company has sufficient representation at meetings where health, safety and welfare is discussed, and that anyone can talk about health & safety concerns throughout the whole company.

## 2.5 Contract Manager

The Contract Manager should have the following health and safety responsibilities:

- i. To assist the Senior Contract manager in ensuring that any work undertaken by the Company follows the correct health and safety procedures and safety practices.
- ii. To follow all the Health and Safety requirements of the Senior Contract Manager.

## 2.6 Estimator

The estimators have the following Health and Safety responsibilities:

- i. To read and understand this policy and any risk assessments undertaken.
- ii. To carry out your work in accordance with the requirements of these documents or systems of work.
- iii. To seek advice and guidance on any part of this policy or any risk assessment that you do not understand.
- iv. To ensure that all tenders are adequate to cover sound working practices and any requirements of the Principle Contractor, including adequate welfare facilities.
- v. To report to the Directors or stop any work practices that you may see when visiting site.
- vi. To set a personal example when visiting site by wearing the appropriate Personal Protective Equipment.
- vii. To ensure that suppliers provide where necessary, information on hazards associated with the use or installation of their product.
- viii. To ensure that any negotiations or quotations received from sub-contractors take full account of the requirements of their policy and any requirements of the Principal Contractor as applicable.
- ix. To ensure that materials and equipment proposed are to the required standards of this policy and current legislation.
- x. To observe all safety warnings and follow signage, this includes no smoking or wearing of protective equipment.
- xi. To make sure you are aware of the emergency procedures for first aid and fire and follow them when necessary.

## 2.7 Site Managers/Foremen

The Site Managers/Foremen have the following health and safety responsibilities:

- i. To carry out work for the company in full accordance with all statutory provisions taking in to the consideration the health, safety and welfare of all those directly or indirectly affected by the work being carried out.
- ii. To recognise the safety issues around the work and should a situation arise where you are unhappy to speak to a director straight away before the works proceed.
- iii. To read and understand this policy and any risk assessments undertaken.
- iv. To carry out work in accordance with the requirements of these documents or systems of work.
- v. To seek advice and guidance on any part of this policy or any risk assessment that you do not understand.
- vi. To only use work equipment provided you or the persons working for you are trained and competent to do so, this includes the maintenance of the equipment or tool. Only use the correct work equipment for the application or task in progress, this includes using the correct power rating on equipment where practicable.
- vii. To work in a safe manner at all times and to insist those working for you do the same. Do not instigate or become involved in horseplay in the workplace where this could endanger the Health, Safety or Welfare of yourself or anyone else nearby.
- viii. To bring to the attention of a director any deficiency in this policy document and any risk assessment, any shortcoming at any workplace where you are engaged. Suggest ways of improving tasks or workplaces to make them safer.
- ix. To report any accident or any other occurrence that goes wrong to a director immediately. In addition report any equipment or area that you find or come across as being broken or defective.
- x. To observe, along with those working for you, all safety warnings, specific site rules and follow signage provided for the purposes of Health & Safety, this includes no smoking or wearing of protective equipment. Make sure you are aware of the emergency procedures for first aid and fire and follow them when necessary.
- xi. To co-operate with the company with regards to your health, safety & welfare, this extends to complying with reasonable directions and providing information about the risks associated with the work you are undertaking.

## 2.8 Key Sub contractors

The key subcontractors have the following Health and Safety responsibilities:

- i. To read and understand this policy and any risk assessments undertaken.
- ii. To carry out work in accordance with the requirements of these documents or systems of work.
- iii. To seek advice and guidance on any part of this policy or any risk assessment that you do not understand.
- iv. To undertake training activities to ensure you are up to date with current legislation and best practice, provide information on this training to the company.
- v. To carry out all work for the company in full accordance with all statutory provisions. Should a situation arise where you are unable to comply you should speak to a director straight away before the works proceed.
- vi. To only use work equipment provided you are trained and competent to do so, this includes the maintenance of the equipment or tool. Only use the correct work equipment for the application or task in progress, this includes using the correct power rating on equipment where practicable.
- vii. To work in a safe manner at all times. Do not instigate or become involved in horseplay in the workplace where this could endanger the Health, Safety or Welfare of yourself or anyone else nearby.
- viii. To bring to the attention of a director any deficiency in this policy document and any risk assessment, any shortcoming at any workplace where you are engaged. Suggest ways of improving tasks or workplaces to make them safer.
- ix. To report any accident or any other occurrence that goes wrong to a director immediately. In addition report any equipment or area that you find or come across as being broken or defective.
- x. To observe all safety warnings, specific site rules and follow signage provided for the purposes of Health & Safety, this includes no smoking or wearing of protective equipment. Make sure you are aware of the emergency procedures for first aid and fire and follow them when necessary.
- xi. To co-operate with the company with regards to your health, safety & welfare, this extends to complying with reasonable directions and providing information about the risks associated with the work you are undertaking.

## 2.9 Directly Employed Personnel (including administrative staff)

Directly employed staff have the following Health and Safety responsibilities:

- i. To read and understand this policy and any risk assessments undertaken.
- ii. To carry out your work in accordance with the requirements of these documents or systems of work.
- iii. To seek advice and guidance on any part of this policy or any risk assessment that you do not understand.
- iv. To attend and enter in to the spirit of any training required for you to do the work you are employed for safety reasons.
- v. To select and use the correct equipment for the work you undertake, this includes the equipment and any personal protective measures such as eye protectors, gloves etc.
- vi. To always come to work suitably dressed, in particular wearing sensible footwear.
- vii. To work in a safe manner at all times. Do not involve yourself in horseplay in the workplace, especially where this could endanger the Health, Safety or Welfare of yourself or anyone else nearby.
- viii. To bring to the attention of a manager any deficiency in this policy document and any risk assessment. Suggest ways of improving tasks or workplaces to make them safer.
- ix. To report any accident or any other occurrence that goes wrong to a manager immediately. In addition report any equipment or area that you find or come across as being broken or defective.
- x. To observe all safety warnings and follow signage, this includes no smoking or wearing of protective equipment. Make sure you are aware of the emergency procedures for first aid and fire and follow them when necessary.
- xi. To carry out checks and remain alert at all times to make sure equipment, machinery or systems are in good order and remain in good order, check equipment visually before each use. Look after all work equipment in your control.



## 2.10 External Health and Safety Advisor

The Company Health and Safety Advisor will be responsible for assisting with the implementation of the company Health and Safety policy within the company and will include:

- i. Liaising with the Managing Director and Director responsible for Health and Safety on Health and Safety matters as required.
- ii. Assisting with the completion of risk assessments where required.
- iii. Ensuring that relevant current legislation is recognised and disseminated to the company.
- iv. To provide the Employee Health and Safety Representatives with information as required under the Consultation with Employees Regulations 1997.
- v. To receive information on Health and Safety matters, hazards, dangerous occurrences etc. from the Employee Health and Safety Representative.
- vi. To monitor accident reports and dangerous occurrences and safety trends and report these to the Managing Director.
- vii. To suggest further developments in the light of operational experience of the Health and Safety system and to arrange training and disseminate information to ensure the effectiveness of such procedures and safety systems.
- viii. To work with the Director responsible for Health and Safety in setting health and safety objectives and targets and be looking for continual improvement.

## SECTION 3

CJ Electrical Contracting Services Ltd

## SECTION 3 – HEALTH AND SAFETY ARRANGEMENTS

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## **SECTION 3 – HEALTH AND SAFETY ARRANGEMENTS**

### **3.1 Risk assessments**

Risk assessments are completed for the work activities carried out by the CJ Electrical Contracting Services Ltd field and office staff. The risk assessments consist of Planned Risk Assessments which are routine assessments related to the day to day work of the employees and Site Specific assessments Risk Assessments which are risk carried out specific to the area where the employees are working. The Planned Risk Assessments are completed by the Director responsible for Health and Safety within the business. They are reviewed at least annually.

The action required to remove/control risks will be approved by the Company Health and Safety Advisor.

The risk assessments are stored electronically and distributed as hard copies to the field staff during routine meetings and tool box talks.

Whenever new risks are identified, these will be assessed and controlled through the completion of a new risk assessment.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

### **3.2 Consultation with employees**

Employees are consulted on all matters relating to their health and safety at work, including:

- Any change which may substantially affect their health and safety at work
- The planning of Health and Safety training
- The Health and Safety consequences of introducing new technology.

### **3.3 Safe plant and equipment**

The Company Contract Manager will be responsible for identifying all equipment/plant needing maintenance to ensure its safe use. He will also be responsible for ensuring effective maintenance procedures are drawn up.

Employees are encouraged to report any problems found with plant/equipment immediately to the Contract Manager.

### **3.4 Safe handling and use of substances**

The Director responsible for Healthy and Safety, together with the Company Health & Safety Advisor will be responsible for identifying any substances used by the employees which need a COSHH assessment. They will also be responsible for undertaking COSHH assessments.

The Contract Managers will be responsible for ensuring that all actions identified in the assessments are implemented. They will also be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

### **3.5 Information, instruction and supervision**

The Health and Safety Law poster is displayed in the staff rest area at the CJ Electrical Contracting Services Ltd Office.

Health and Safety advice is available for all employees by contacting the Contract Manager who will then pass it on to other advisors if necessary.

Supervision of young workers/trainees (i.e. persons below 18 years of age) is arranged/undertaken/monitored by their immediate Operations Manager.

The Contract Manager is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

### **3.6 Training**

Induction training is provided for all new employees through a mentor who has worked for CJ Electrical Contracting Services Ltd for some time and has the relevant experience.

Job specific training will be provided by the mentor under the supervision of Contract Manager.

On-line training is provided for all employees and included in their training records at CJ Electrical Contracting Services Ltd.'s Main Office.

Training is identified, arranged and monitored by the Contract Manager.

### **3.7 Accidents, first aid and work-related ill health**

#### **3.7.1 Health surveillance**

No statutory health surveillance is required for CJ Electrical Contracting Services Ltd.'s employees. However CJ Electrical Contracting Services Ltd is responsive to any of its employees health needs.

#### **3.7.2 First aid**

First aid boxes are kept at each CJ Electrical Contracting Services Ltd office.

#### **3.7.3 Accidents**

All work-related accidents are reported and recorded in CJ Electrical Contracting Services Ltd.'s accident report book. Where relevant, accident reports will be passed to the Director responsible for Health and Safety and the company's Health and Safety Advisor. These accidents are reviewed and where necessary steps are taken to prevent recurrence of these types of accidents.

Accidents requiring reporting to the enforcing authority RIDDOR 2013 are reported through the health and safety director.

#### **3.7.4 Responsibilities towards contractors, visitors and third parties**

CJ Electrical Contracting Services Ltd recognises that it has a responsibility towards contractors, visitors and any other third parties who may be affected by our work activities.

#### **3.7.5 Monitoring**

To check the working conditions and ensure that safe working practices are being followed CJ Electrical Contracting Services Ltd will monitor its Health and Safety standards through routine audits by the Company's Health and Safety Advisor. These audits will be carried out at least annually.

#### **3.7.6 Emergency procedures**

##### **Fire and evacuation**

A fire risk assessment is undertaken and implemented for the CJ Electrical Contracting Services Ltd offices.

Escape routes are checked daily by Steve Daley at each office.

Fire extinguishers are maintained and checked by the approved contractors every 12 months.

Fire alarms are tested weekly by Steve Daley the Company Director and annually by our approved contractors.

Emergency lighting is checked monthly by the Steve Daley at the CJ Electrical Contracting Services Ltd Head Office.

**Reference: AS001**

## **ACCIDENT, INJURY AND NEAR MISS REPORTING INCLUDING INVESTIGATION**

### **Applicable Legislation:**

RIDDOR 2013

Management of Health & Safety at Work Regulations 1999

Data Protection Act 1995

### **Identified Hazards:**

Failure to report accident or incident.

Failure to learn from the accident or incident leading to repetition.

Staff unaware of what should be reported and when.

### **Arrangements:**

All persons are to be aware of these arrangements through knowledge transfer.

All management and staff must report all accidents, incidents, work related diseases and near misses when they occur to the company directors using the accident book

(BI510) or by other practical means, this could be a telephone call to a company director.

The directors will assess if the accident, disease or incident should be reported under RIDDOR95.

If the accident, disease or incident is reportable under RIDDOR95. The Director responsible for Health & Safety will undertake this using a prescribed form (F2508) within 10 days of the accident occurring.

In the case of a serious injury or a fatality the Director with responsibility will notify the incident by telephone.

In the event of a reportable incident, the directors will instigate or carry out an investigation with the purpose of establishing what went wrong and what can be done to prevent a reoccurrence.

The directors will consult externally as appropriate to assist with this investigation.

Any investigation will be carried out diligently by the Directors or Health & Safety consultants, the findings and resulting solutions will be considered by the directors with a view to implementation of controls to prevent a reoccurrence, this will include revision of the risk assessment.

The company Directors will keep up to date a register of occurrences for the purpose of auditing performance and identification of trends that may need investigation.

### **Additional Information:**

All accidents that cause a personal injury must be reported to the company, no matter how minor you think the injury is. In addition all near misses (something that has happened that has potential to cause injury) must be reported.

If you injure yourself at a workplace of one of our clients you must also report the incident in their accident book.

Under RIDDOR the following must be reported (refer to HSE31) if you are in any doubt seek advice:

Fatality

Major Injury (broken bones etc.)

Over 3 day's injury

A Disease contracted at work, notified by a medical practitioner (F2508A)

Certain Dangerous Occurrences

Reporting under RIDDOR can be by the following means;

Telephone 0845 3009923

Fax 0845 3009924

[www.riddor.gov.uk](http://www.riddor.gov.uk)

[riddor@natbrit.com](mailto:riddor@natbrit.com)

All accident or incident reports will be kept at our offices taking in to full account the implications of the Data Protection Act and personal or sensitive information collected.



**Reference: AS002**

## **FIRST AID**

### **Applicable Legislation:**

Health & Safety (First Aid) Regulations 1981  
Management of Health & Safety at Work Regulations 1999

### **Identified Hazards:**

Worsening of an injury due to no or inadequate first aid procedures.  
Infections and illnesses due to injuries inadequately treated.  
Worsening of a situation or no help being available to an injured person.

### **Arrangements:**

The Director/appointed person with responsibility for health and safety will ensure that adequate first aid provision is provided at all places of work.

All persons are to be aware of these arrangements through knowledge transfer.

Employees and subcontractors will be aware at all times of how to obtain first aid, this information will be made available to all staff at induction or through refresher training, visitors are to be advised as necessary by the employee they are visiting.

Employees/subcontractors when arriving at a new site must familiarise themselves as to the first aid facilities including the names and location of the appointed persons at the place they are visiting.

Training will be given and kept up to date by the company if any employee is required to be a first aider or an appointed person with basic first aid skills.

All first aid facilities provided will be clearly identified along with the names of persons who are first aiders or appointed persons.

Persons who become ill or injured must report the injuries in accordance with the company procedure and consult a first aider or appointed person.

The company directors/appointed person will hold at all times supplies for the purpose of first aid to replenish first aid kits as required.

### **Additional Information:**

First aid boxes must contain:

- Individually wrapped sterile plasters
- Individually wrapped sterile eye pads
- Individually wrapped sterile medium bandages
- Individually wrapped sterile large bandages
- Individually wrapped sterile extra-large bandages
- Triangular bandages
- Saline eye wash if no tap water is available
- Latex free gloves
- Guidance card for basic first aid

First aid boxes must not contain:

- Lotions or potions
- Drugs or medications
- Scissors or tweezers

Any one undertaking first aid should only carry out treatment in accordance with the training they have been given.

If in any doubt dial 999 immediately.

Anyone who has carried out first aid and are concerned about how it went, are able to speak to the external advisors for information. (01473 276688)

Other arrangements support the above and should be considered. (AS001 Accident reporting and investigation)

**Reference: AS003**

## **NEW EMPLOYEES**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999

### **Identified Hazards:**

Lack of awareness of hazards in the workplace.  
Lack of awareness of emergency procedures at the workplace.  
Injury as a result of being unaware.

### **Arrangements:**

The following procedure is to be carried out by the Directors or a person instructed by a director prior to engaging a new employee:

Explain what they will be expected to do and whom they will be responsible to.

Issue the company Health and Safety policy. Explain the purpose of any procedure.

Ascertain if the new employee has any disability or illness that could prevent them from carrying out operations or tasks safely or if they need any additional protective measures to be in place.

Show or advise the new employee where copies of regulations, risk assessments and method statements are kept and how to obtain them.

Warn and give advice on any significant risks to the Health, Safety or Welfare of the employee.

Warn and give guidance on any potential danger or prohibited areas or operations.

Warn and give advice on any prohibited actions not to be taken by the employee unless specifically authorised to do so.

Ascertain whether any training or instruction is required to enable the employee to work safely and in accordance with the company Health and Safety Policy and any statutory provisions.

Issue personal protective clothing free of charge that will need to be worn.

Advise the employee of any tools, plant, equipment or vehicle servicing procedures that are to be observed.

Check the competency of any new employee by way of their CV or by way of direct supervision to ensure competence.

### **Additional Information:**

A copy of the company Health & Safety policy will be made available to the new employee.

Having undertaken the above an Induction will be carried out to support the above procedure.

Personal protective equipment will be provided in accordance with current legislation, guidance or industry standards.

The employee will sign for the receipt of personal protective equipment.

Employees 18 years old or less

Must not operate any plant or equipment, give signals to any crane operator, unless they have received specific instruction and training and under the supervision of a competent person.

Must not operate any power tools or equipment unless they are trained to do so and are under a sufficient level of supervision.

Directors will ensure that a young person risk assessment is undertaken and available for the person to read and be aware of.

**Reference: AS004**

## **TRAINING & INDUCTION**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Any task specific regulations

### **Identified Hazards:**

Lack of awareness of hazards in the workplace.  
Lack of awareness of the task requirements or safe systems of work.  
Injury as a result of being unaware or untrained.

### **Arrangements:**

The Directors will keep up to date a training matrix identifying individual employees and the training they have received, the training they are required to have and the training they are going to receive.  
The Directors will update and evaluate the training matrix twice yearly.  
Health & Safety training will be given at regular intervals as will task or work specific training. Training will be repeated as required and whenever changing legislation or working methods require the training to be more frequent.  
Retraining will be given where individuals or the company fail in Health & Safety or when a serious incident occurs.  
All supervisory staff will receive training in their responsibilities as defined in the company Health and Safety policy.  
Employees will receive training as required in order to carry out defined tasks, maintenance or work with specified equipment safely.  
Training will be provided for the competent person appointed in accordance with the Management of Health and Safety at Work Regulations 1999 (Regulation 7) if that person is a direct employee.

### **Additional Information:**

The above training will be provided on request from the Director with responsibility for Health and Safety via an approved training provider.  
Any training given will be arranged in such a way as to be undertaken in working hours and will be free of charge to the employee where it is specifically required for the employee to fulfil their work responsibilities.  
Training will be recorded this includes induction training. The following information will be documented as a minimum:

Employee  
Training Given  
Health & Safety Awareness  
Work equipment  
Date of training  
Training provider or instructor  
Refresher date

In addition to new employee training, Induction training will be administered to any employee that enters into a new or different working environment or changing process. Induction training will consist of the following as a minimum where applicable:

The Management Team

Names of any appointed person in the work place.

The Site or Work Location (Address)

Telephone facilities

Welfare facilities

Methods of consultation

Actions in the event of a fire

Actions for accident reporting

Location of fire fighting equipment and means of raising the alarm

Smoking restrictions

Specific site rules and specific risks

Requirements for personal protective equipment

Reporting procedures for near misses or occurrences

Danger areas

Access arrangements

Housekeeping arrangements

Environmental issues

Personal responsibilities

**Reference: AS005**

## **FIRE PRECAUTIONS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Regulatory Reform (Fire Safety) Order 2005

### **Identified Hazards:**

Workplace fire.  
Injury or loss of life due to fire or explosion.  
Injury as a result of being unaware or untrained.

### **Arrangements:**

The Directors to determine the fire plan will carry out a risk assessment. In carrying out the Risk Assessment particular attention will be given to  
Flammable materials and products  
Sources of potential Ignition  
Methods of storage  
Procedures for good housekeeping and disposal of waste  
Means of fighting a fire  
Means of raising the alarm  
Means of escape from the premises including appropriate signage  
Methods of communicating procedures to staff  
From the risk assessment the directors will provide and maintain a suitable means of raising the alarm in the event of a fire, suitable means of fighting a fire and suitable safe means of escape, this will include an exit route to a place of safety, and a safe assembly point.  
The directors will ensure that all persons are aware of the above, in doing so fire drills will be carried out at a frequency of not less than 6 monthly.  
All employees and persons will be made aware of any emergency procedures, the directors will provide and maintain evacuation procedures in respect of fire.  
Persons expected to use fire-fighting equipment will be provided with training to ensure they are competent in the selection and use of any fire extinguisher.  
Any fire fighting equipment or means of raising the alarm provided will be inspected visually on a monthly basis and a thorough inspection yearly, with any defects being rectified immediately.

### **Additional Information:**

In providing the above the directors will provide a register for the signing in and out of staff and visitors so this may be used to identify person in the building.  
In providing a safe mean of escape full consideration will be given to persons with a disability to ensure that they are afforded the same protection irrespective of mobility, sight, hearing or other impairment.  
The Directors or a nominated person, for the inspection and testing of the procedures supplied for this arrangement, will keep a register up to date and maintained.

**Reference: AS006**

## **PERSONAL PROTECTIVE CLOTHING**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Personal Protective Equipment Regulations 1992  
Construction (Head Protection) Regulations 1989  
Job or task specific requirements

### **Identified Hazards:**

Personal injury.

### **Arrangements:**

All safety equipment purchased for use at work will be in accordance with the above and the appropriate British / European Standards.

Before work commences the Director/appointed person will establish what protective clothing will be required and will ensure that it is available. A responsible person will also ensure that employees are made aware of their responsibilities to wear the clothing or equipment.

The Directors/appointed person will ensure that the necessary personal protective equipment or clothing is worn as and when required.

When personal protective equipment is issued to employees the Director/appointed person will log and keep a record of what was issued and when it was issued in a suitable register.

Any personal protective equipment or clothing specifically required to be worn due to a working process will be provided to employees free of charge.

Employees will report any defective equipment to the directors for replacement.

The Directors/appointed persons will when engaging sub-contractors ensure that they have and understand the requirements for personal protective equipment for the particular workplace they are engaged.

The Directors/appointed person will ensure that any personal protective equipment provided is suitable for the individual and fit for its intended use, and that employees receive instruction in its correct use.

### **Additional Information:**

All Supervisory and Management staff will set a personal example by wearing personal protective equipment and clothing when visiting sites.

All Management and Operatives are required to wear suitable safety footwear whilst on construction sites.

All Management, Operatives are to wear suitable head protection where an area is designated as requiring head protection.

Where there is a risk to the person carrying out the task of damage to their eyes, suitable eye protection will be worn to BSEN166.

Where there is a risk to the person breathing in dusts or substances, suitable respiratory Protective Equipment will be worn.

When noisy processes are undertaken, appropriate ear defenders will be worn by the person carrying out the task and anyone working in the vicinity.

The personal protective equipment register will be kept and updated regularly when PPE is issued.

The Directors will ensure there is provision for suitable storage and drying facilities for personal protective clothing or equipment.

Persons using PPE must ensure a good fit at all times to ensure effective use. If you are in any doubt you should stop work and consult a manager.

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**Reference: AS007**

## **MANUAL HANDLING OPERATIONS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992

### **Identified Hazards:**

Back strain / slipped disc  
Hernias  
Lacerations or crushing of hands and fingers.  
Tenosynovitis  
Bruised, broken toes and feet  
Various sprains, strains etc.

### **Arrangements:**

The Director/appointed person will ensure that materials are handled as far as possible by mechanical means. Where machinery is unavailable or impracticable a risk assessment on the lifting operation will be carried out.

All employees where necessary will receive training in the correct manual handling techniques to be used relating to their work.

A competent employee will instruct other employees in the correct handling and lifting of loads as required.

The Supervisor will ensure that where required suitable quantity and types of gloves are made available and distributed to employees when required to lift or transport materials and substances which could cause injury to the hands.

The Director/appointed person will ensure that persons carrying out manual handling activities wear appropriate foot wear.

Supervisors will not require any young person or operative to lift without assistance any load, which is likely to cause injury.

The Directors/appointed person will ensure that employees are briefed into and understand any manual handling risk assessment carried out.

### **Additional Information:**

Manual Handling activities will be assessed by the Directors and employees undertaking them considering the following topics:

TASK  
INDIVIDUAL  
LOAD  
ENVIRONMENT

If any doubt arises an external consultant will be approached for clarification.

The Directors will consult externally on a regular basis with a view to considering and eliminating manual handling, activities will be assessed and considerations given to changes in process or machinery. Training will be considered as a way of reducing injury or risk.

**Reference: AS008**

## **WORKING FROM LADDERS & STEP LADDERS**

### **Applicable Legislation:**

The Work at Height Regulations 2005  
Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
The Work at Height Regulations 2005

### **Identified Hazards:**

Not securing the equipment correctly.  
Failure to maintain three points of contact  
Unsafe use of the equipment  
Using a ladder or steps when a safer system is available.  
Using the equipment with a defect.  
Unsuitable base to the equipment.  
Insufficient handhold at the top of the equipment.  
Insufficient foot hold at each rung of a ladder.  
Using equipment near overhead power cables.  
Ladder set at incorrect angle. Should be 1 in 4 or 75 Deg.  
Insufficient overlap of extension ladders.

### **Arrangements:**

The company will use only ladders constructed in accordance with appropriate British and European standards (EN131, BS1129 and BS2037) and of the correct capacity for the load conditions whilst in use.

The Directors arrange for and ensure that the required number and types of ladders and steps are available for use and are in accordance with the above standards taking into account the work to be undertaken.

The means of securing ladders will be checked and planned to meet the requirements of the above information with sufficient materials made available to comply.

Training will be provided to ladder and steps users, this will include the hazards associated with using them and the precautions to be taken.

Equipment will be checked for suitability (type and condition) by the supervisor before use to ensure they are defect free, defects will be reported to the Director. The ladder should then be taken out of use immediately.

Employees will check ladders and steps are secured correctly, have a solid base and are used correctly.

Ladders will be used to access work areas and will not be used to work from unless they are specifically designed to do so.

Employees should not carry large or heavy items up ladders. Alternative access arrangements for plant tools and materials will be sought wherever practicable.

Methods of use, which could result in damage to a ladder or steps, will not be permitted, i.e. securing wooden ladders with scaffold clips, placing boards on ladders to create ramps or platforms.

Employees will ensure that ladders and steps are removed and secured at the end of each working day, where the company has provided the ladder.

The provider of the equipment will check the condition of ladders at regular periods, a record of inspections will be held at head office for inspection.

### **Additional Information:**

Only use a ladder if there is no other reasonably practicable way to do the work.

Ensure that the correct ladder is selected before use, do not use a domestic ladder for industrial work.

Employees will never work on a ladder or step ladder unless additional precautions are considered and taken, the following should be considered:

Tie the ladder or steps to a structure.

Have a colleague with you to foot the ladder and pass tools and equipment.

Have a colleague with you who can call for help if needed.

Only have one person on a ladder at a time.

Make sure the ladder is on firm level ground when in use.

Make sure people cannot walk under a ladder where tools, materials or equipment can fall on them.

If in any doubt as to the use of a ladder consult with the company Directors.

**Reference: AS009**

## **WORKING ON MOBILE TOWER SCAFFOLDS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Construction Health, Safety & Welfare Regulations 1996  
The Work at Height Regulations 2005

### **Identified Hazards:**

Not erecting the equipment correctly.  
Falling from the equipment.  
Unsafe use of the equipment.  
Falling materials or equipment.  
Using the equipment with a defect.  
Unsuitable base to the equipment.  
Incorrect assembly or erection leading to collapse.  
Contact with overhead power lines.

### **Arrangements:**

Mobile tower scaffolds constructed from tubular steel scaffolding will be erected in accordance with appropriate British and European standards and HD1004.  
Aluminium mobile tower scaffolds will be erected and used in accordance with manufacturer's instructions. The Prefabricated Access Suppliers and Manufacturers Association (PASMA) operator's code will also be complied with.  
The Director/appointed person will ensure that any mobile tower scaffold can be used safely on site and take into account any existing floor or bearing conditions, working heights and the environment.  
Training will be provided to employees who are required to erect, dismantle and inspect scaffolds.  
Directors/appointed persons will ensure that all mobile towers will be erected, dismantled or adapted by trained operatives or by operatives under the direct supervision of a competent person.  
No person is to carry out any alterations or adaptations to any mobile scaffold without authorisation from the Director or a nominated person.  
All mobile towers to be used on site will be inspected for suitability and stability before each use by a competent person appointed by the Directors.  
All employees using mobile tower scaffolds will receive as part of their induction, training in the correct procedure to be observed when moving tower scaffolds.  
All mobile tower scaffolds will be inspected by a competent person before first use, after an adaptation and at 7-day intervals, reports of inspections are to be produced on a scaffold that has remained in-situ for a period of 7 days or more.

### **Additional Information:**

The following precautions must be considered when using Mobile Tower Scaffolds:  
The Height of the scaffold must not exceed the manufacturer's instructions.  
Outriggers should be extended and used where fitted.  
Towers should not be used on sloping ground unless additional precautions are in place.  
Tower scaffolds must be erected vertically.

Towers should where reasonably practicable be tied to the structure.

Floors must be clear of debris and holes.

No persons are to remain on a work platform whilst the tower is being moved.

Materials and equipment should be removed or secured to the platform when in use.

Overhead obstructions must be considered when using tower scaffolds.

All components must be supplied and used in accordance with the manufacturer's instructions this includes toe boards, outriggers, bracing members, handrails, castors.

Any castors fitted must be locked into position when the tower is in use.

Tower scaffolds should not be used externally in adverse weather conditions.

The safe working load should not be exceeded for any mobile tower scaffold.

Inspect the scaffold before use, referring to the manufacturer's guidance sheet.

**Reference: AS011**

## **POWER TOOLS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998

### **Identified Hazards:**

Not using the equipment correctly.  
Injury when in contact with moving parts.  
Injury through flying projectiles.  
Damage to hearing.  
Ejection of the cutter or work piece.  
Entanglement.

### **Arrangements:**

The Director/appointed person will ensure that any of the above tools either hired or owned by the company will be provided and maintained in accordance with the above regulations. Power Tools are only to be used by those persons that are competent to do so, persons who have little previous experience of using such equipment may use the equipment but only under the close supervision of a competent person. To reduce the risk of electrical shock to its employees, the company will select portable electric equipment where appropriate in the following order:

Battery operated

110volt

240 volt fitted with residual current device RCD

Director/appointed person will ensure that power tools are to be maintained in a good sound working order and be regularly tested (Portable Appliance testing) at a frequency determined by current guidance, this is 3 monthly for any 110 volt tools used on site, all such tests are to be recorded and a record kept for the duration of the life of the tool.

The operators should check the equipment before use, with any defects being rectified immediately or the tool taken out of use if it not possible to rectify the defect.

Immediate action will be taken by the supervisor should any misuse or abuse becomes apparent whilst using power tools.

The Director/appointed person will ensure that any generator used, portable or otherwise is fitted with a suitable earth rod and that the connection to earth is maintained in a good condition.

Only persons authorised by the Directors are allowed to maintain, repair alter or adapt electrical power tools.

Operatives are to ensure that all cable connections are properly made and maintained at all times.

**Additional Information:**

Operators are to check the tool or equipment before each use, the following should be looked at:

The cable and lead for damage.

The plug for damage or scorching.

The tool for damage or cracks.

The mountings or moving parts for wear.

Any defects found should be reported to the Directors, the tool should not be used.

**Reference: AS012**

## **DISPLAY SCREEN EQUIPMENT**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Display Screen Equipment Regulations 1992

### **Identified Hazards:**

Tiring / Fatigue.  
Aches and pains in arms, back, hands and shoulders.  
Repetitive Strain Injury.  
Work Related Upper Limb Disorder.  
Stress.  
Headaches.

### **Arrangements:**

The Director will undertake a risk assessment and analysis of the workstation to ensure that the workstation is ergonomically suitable for the user or operator in accordance with the guidance contained in the regulations.

The Director will ensure that all persons who are display screen users are provided with training to include guidance on the requirements of the regulations.

Where required arrangements will be made for eyesight testing as part of routine health surveillance.

All display screen equipment users are required to assist in co-operating with the company to enable the directors to achieve compliance with the regulations and so reduce the risk of injury and ill health to employees.

Any defect in display screen equipment or the workstation generally will be reported to the Director for attention.

### **Additional Information:**

Employees are to check the equipment before each use, the following should be looked at:

The monitor is located in front of the operator at the correct height.

The keyboard is located correctly to aid in comfort.

The chair is adjusted for height and lumbar support.

The lighting is adequate in the work area.

The seating position is arranged so you do not need to twist.

Any defects found should be reported to the Directors.

Any employee using VDU equipment should contact a Director if they feel that their health is being affected by the use of computer equipment or VDU's.



**Reference: AS013**

## **ABRASIVE WHEELS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998

### **Identified Hazards:**

Bursting of the wheel or disc.  
Injuries from flying particles.  
Cuts to hands and legs.  
Dusts from the process.  
Clothing tangled in the disc.  
Electric shock.  
Noise.  
Hand Arm Vibration Syndrome.  
Asphyxiation from fumes.  
Fire and explosion.

### **Arrangements:**

The Director will ensure that any of the above machinery either hired or owned by the company will be provided and maintained in accordance with the above regulations and guidance issued by the HSE, (HSG17).

The Director will ensure that operatives using this equipment have received the correct training in selection and mounting of blades or wheels, the type of machine to be used and the necessary personal protective equipment to be used.

The Director will ensure that any operative required changing discs or wheels on cutting or abrasive tools is competent in the task required.

The Director will ensure that suitable storage facilities are made available for abrasive wheels and cutters and that suitable quantities and type of personal protective equipment are available and used as required.

Employees should check the equipment before use, with any defects being notified to the directors, the machinery should be taken out of operation immediately a defect is found.

### **Additional Information:**

Employees are only allowed to replace an abrasive wheel providing they have been trained and are authorised to do the task.

Operatives are to consider the dangers in using the equipment, and wear the necessary personal protective equipment, such as ear defenders, eye protection and dust or face masks if dust is produced.

Operatives should consider other hazards listed at the start of this sheet and take precautions as required.

Employees should consider the vibration effect in using the equipment, any problems with pains in the fingers should be reported to the directors immediately.

**Reference: AS014**

## **CONSULTATION**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
The Safety Representatives and Safety Committee Regulations 1977  
The Consultation with Employees Regulations 1996

### **Identified Hazards:**

Lack of awareness of Directors or staff on issues that could lead to injury or ill health.

### **Arrangements:**

The Director will conduct regular meetings to allow all employees views regarding health & safety to be considered.

The Director will consult at all levels on the following:

Changes in Legislation.  
Changes in working processes.  
Failings identified in risk assessments.  
Recurring hazards that cannot be controlled.  
Hazards that have been realized and are inadequately controlled.  
Welfare arrangements.  
Accidents that had occurred and lessons to be learnt.  
Selection and use of Personal Protective Equipment.  
Training Needs or Requirements.  
Suggestions for safer working practices.  
Prior to any meeting or consultation taking place the Directors will formally discuss the above points with employees under their control, asking for feedback both positive and negative, safe or unsafe working procedures for inclusion into the meetings.  
Once the above has taken place the appointed person will then hold a meeting with the Company Director and any external Health & Safety consultants as necessary to review the existing procedures and discuss or implement as required any changes to systems, risk assessments, working procedures or any other needs directly attributable to Health & Safety. All meetings will be documented and these documents discussed and made available at all levels.

### **Additional Information:**

Employees must cooperate with the employer and provide information as necessary to enable the employer to comply with this arrangement.

Employees must report any health & safety failings to the employer.

**Reference: AS015**

## **RISK ASSESSMENT**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Other work specific legislation.

### **Identified Hazards:**

Lack of awareness of Directors or staff on issues that could lead to injury or ill health.

### **Arrangements:**

The Director will ensure that at the planning stage of all works arrangements will be made to comply with the above requirement and any other statutory obligations imposed by the above regulations and other regulations specifically requiring risk assessments.

The Director will ensure that the requirements of the above and any risk assessment are complied with together with the requirements of any project specific health & safety plan.

The Director and Managers will ensure that risk assessments are given to employees, sub-contractors or the principal contractor and other host employers as appropriate.

The Director and Managers will ensure that risk assessments are complied with in every respect, additionally risk assessments will be reviewed and modified as required from time to time or where failings occur, technical or work processes change. In any event they will be reviewed on an annual basis.

The Director with responsibility for health and safety will ask for advice from a Health & Safety consultant where there is any doubt concerning the writing or implementation of a risk assessment and the controls identified within.

Specific risk assessments will be carried out for any works that pose a significant risk to persons and are not covered by a generic risk assessment.

### **Additional Information:**

Employees must cooperate with the employer and provide information as necessary to enable the employer to comply with this arrangement to produce a risk assessment, this includes advising if impractical.

Employees must report any Health & Safety failings to the employer.

The Management of Health and Safety at Work Regulations 1999 Regulation 3 require the provision of risk assessments, as does Regulation 19 the protection of young persons and Regulation 17 women of child bearing age.

The above risk assessments should be written identifying the hazards associated with the working process and subsequent controls identified to minimise the risks in accordance with Regulation 4 the principles of prevention, these being:

Avoid the risks.

Evaluate the risks that cannot be avoided.

Combating the risks at source.

Adapt the work to the individual.

Adapt to technical progress.

Replace the dangerous by the non-dangerous or the less dangerous.

Develop a coherent prevention policy.

Give collective protective measures priority over individual protective measures.

Give appropriate instructions to employees.

Risk assessment controls are ineffective or risk assessments will be given a rating based on the following formula, regular checks will be made with a Health & Safety Consultant to ensure consistency of information and control measures are appropriate.

Risk Rating is Equal to:

	(Hazard Severity	x	Likelihood)
Scale: 1	Negligible		Unlikely
2	Minor injuries could occur		Still a risk
3	Major/Minor Injuries could occur		Could Happen
4	Major Injuries could occur		Likely to Happen
5	Fatality could result		Will Happen

Tasks with a rating of 9 or more should not be commenced until competent health & safety assistance has been sought.

Completed assessments should be forwarded to the Directors where high scores can be identified so that further controls can be considered.

#### **Hazard is:**

Something with the potential to cause harm.

#### **Risk is:**

The chance (likelihood), high or low, that somebody will be harmed by the hazard.

Realisation of a Hazard. i.e. fire in building, allergic reaction, cross infection, back pains, knee pains, exhaustion, and collapse.

#### **Controls are:**

Things, systems or processes put in place to eliminate, control or reduce hazards (see principles of prevention).

#### **Health surveillance is:**

The continual monitoring of persons, carrying out the tasks in a risk assessment, for any identified conditions, i.e. dermatitis, allergic reactions.

More specialist monitoring may be required if dealing with hazardous substances.

#### **Training Required:**

Make employees and others aware of the risks associated via induction talks and reminders. Include fire awareness and first aid at regular intervals.

**Reference: AS016**

## **ENVIRONMENTAL**

### **Applicable Legislation:**

The Health & Safety at Work (etc.) Act 1974.

The Management of Health & Safety at Work Regulations 1999.

The Control of Substances Hazardous to Health Regulations 2002.

European CLP Regulations.

The Environment Protection (Duty of Care) Regulations 1991.

Controlled Waste Regulations 1992 and Special Waste Regulations 1996 with Amendment 2000.

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991.

### **Identified Hazards:**

Lack of awareness of Directors or staff on leading to environmental failings.

### **Arrangements:**

We are committed to protecting the environment and are aware of our general duties under the Health & Safety at Work (etc.) Act 1974 section 5 in as such as:

Provide procedures for the prevention of harmful emissions or contaminants relating to prescribed operations into the atmosphere.

The Director will take the above regulations into consideration when quoting for or carrying out any work.

Any chemicals or substances that are used on any project will have attached to the packaging the hazard symbol relating to the product, this will be made aware to each person using the product, detailing the symbol and the meanings, i.e. toxic, harmful, irritant, poisonous, explosive, marine pollutant, etc.

Any substance that contains a hazard warning notice will be accompanied with a Material Data Safety Sheet.

The Director will ensure that any Materials Safety Data Sheets are available and passed to anyone using such substances or chemicals.

Employees will read and understand the material Safety Data Sheet paying particular attention to the precautions required for storage, safe disposal and accidental release or spillage.

The Managers will ensure that the relevant information is passed to Operatives working with the substances.

Having read the Material Safety Data Sheet and identified the measures to be taken in the event of a spillage or accidental release, the Director will ensure that provision is made to deal with any accidental release or spillage prior to the work being commenced.

### **Additional Information:**

The Managers will ensure that the above provision is available on site before the work commences.

In general provision could comprise of any of the following dependant on the substance or material in use:

(This is a guide only and the Material Safety Data Sheet Must Be Consulted)

Absorbent material to soak up spillage.

Bunds to prevent spillage.

Inert Liquid to dilute substances.

The Materials Safety Data Sheet will be consulted with regards to the safe disposal or any substance or material or its packaging or container, the

Director will ensure that any special requirements are considered and that the above is disposed of in the correct manner at all times, to a licensed tip having full regard for the Controlled Waste Regulations 1992 and Special Waste Regulations 1996 with Amendment 2000.

The Director will ensure that any skip or other disposal means classed as a carrier are licensed to carry the waste in accordance with the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991.

Waste leaving the site will become the property of the carrier by way of a transfer note and the Director will ensure that the material or substance or its packaging is to be disposed of at a licensed disposal centre in accordance with the Waste Management Licensing Regulations 1994.

**Reference: AS017**

## **WELFARE**

### **Applicable Legislation:**

The Health & Safety at Work (etc.) Act 1974.

The Workplace (Health, Safety & Welfare) Regulations 1992

Construction (Design and Management) Regulations (latest version 2015)

### **Identified Hazards:**

Problems with health through lack of hygiene

### **Arrangements:**

The Director will ensure that welfare facilities are available at each work location in accordance with the above regulations and any HSE guidance detailing the numbers required or capacities. If the company is working as a contractor the Director will arrange with the Principal Contractor before any employees are sent to site that all the necessary welfare arrangements are provided in accordance with the above regulations.

The Managers will ensure that all planned welfare facilities are provided and maintained in accordance with the above standards.

Where the company has arranged for the use of facilities provided by another contractor or the client the Manager will report back to the Director with responsibility for Health & Safety any deficiencies in the facilities provided.

Where the company has provided the facilities, the Directors will ensure that adequate time and resources are made available to maintain the facilities.

Employees will use all facilities provided and leave them in as clean a condition as possible.

Employees will not interfere with any facilities provided and any deficiency or defects will be reported to the Manager.

### **Additional Information:**

Where short-term work or general work is to be undertaken the minimum equipment will be provided by the company as follows:

Drinking Water Container.

Means of Boiling Water.

Hand Cleaner and dispenser.

Paper towels or other means of drying.

Storage for protective clothing.

Before the work commences arrangements will be made for the use by operatives of convenient sanitary facilities throughout the duration of the works. This can be the use of the client's or other company's facilities, this will be notified to the employees before commencement.

**Reference: AS018**

## **NOISE**

### **Applicable Legislation:**

The Health & Safety at Work (etc.) Act 1974

Noise at Work Regulations 2005

The Personal Protective Equipment at work Regulations 1992

### **Identified Hazards:**

Health risk leading to hearing impairment or loss.

### **Arrangements:**

The Director will arrange for an assessment of the risk that operatives and anyone in the vicinity are likely to be exposed to; this will assess the expected level of exposure so that adequate control measures can be put into place.

The following statement can be used as a guide and each Operative is to be aware of this statement:

If you can only hear by shouting above background noise when approximately 2 metres apart, then ear protection is recommended although all practical steps must be used to reduce noise levels, in accordance with the Noise at Work Regulations 1989. If employees/sub-contractors are likely to be exposed to noise at or above this first action level or peak action level (85db), a noise assessment should be made by a competent person and records kept.

If you can only hear by shouting above background noise when approximately 1 metre apart, then ear protection must be worn. This being the second action level (90db). Where levels are high and everything practicable has been done then ear protection should be worn.

Ear protectors will be provided by the Director and will be suited to the user and suitable for the type of noise.

Employees will sign to confirm issue and then inspect them regularly for damage, storing them in a clean place when not in use.

The Director will ensure that the following arrangements are planned taking into account advice from the company's health and safety consultants after a noise assessment is carried out as applicable.

Correct selection of hearing protection.

Correct use of hearing protection.

Adequate provision of warning signage.

Protective clothing storage facilities.

Medical examinations / Health Surveillance.

Training.

Information for employees on the risks associated with Noise at Work.

Records of assessments, monitoring and medical examinations.

The noise assessment and control measures identified must be reviewed and revised where there is reason to believe that it may be inadequate, where there is a material change to the work process or where requested to do so by an enforcement officer.

All assessments will be reviewed and or documented by the Directors.

All the above planned arrangements and facilities should be in place before any work commences where identified.

The Managers will check that employees are correctly using all Personal Protective Equipment.



Employees will co-operate with the directors and under their duty will as requested wear all the necessary protective measures and present themselves, in normal working hours, for medical examination or such tests as may be necessary.

**Additional Information:**

As a guide all wood work machinery when in operation will be running at about 89 to 100 db (a) this means that hearing protection must be worn.  
If in any doubt consult the Health & Safety Consultant.

**Reference: AS019**

## **GENERAL HEALTH**

### **Applicable Legislation:**

Several regulations also impose requirements for the safe working processes to prevent the causation of health problems whilst at work.

The Health & Safety at Work (etc.) Act 1974.

The Control of Lead at Work Regulations 2002.

Control of Asbestos Regulations 2012

The Control of Substances Hazardous to Health Regulations 2002.

Manual Handling Operations Regulations 1992.

Display Screen Equipment Regulations 1992.

Noise at Work Regulations 2005.

### **Identified Hazards:**

Health risk leading to varied health hazards in the workplace.

### **Arrangements:**

A wide range of guidance notes and advisory literature is available on the precautions required for various substances and all the recommendations will be applied where applicable.

All work will be carried out taking into account the above requirements.

The Director will ensure that before any work commences, information is obtained on any health risks associated with the work or health risks that are likely to be encountered.

If possible less hazardous substances or processes will be adopted.

Any necessary protective equipment, enclosures, extraction equipment, hygiene facilities, medical examinations will be planned before the work commences.

All employees engaged in working and at risk from the above will be given information relating to the risks involved to their health in carrying out the works or using substances by the Director/appointed person.

Training will be given to employees as required along with the correct levels of supervision or information to ensure everyone is aware of the health risks associated with the work.

Health surveillance will be afforded to employees as required.

Personal protective equipment will be given to employees as required.

Measures to protect other workers and the general public from any substance hazardous to health or process will be provided and maintained

Any working process or substance used envisaged to pose a risk to health will be subject to a Risk Assessment by the Director or an external Health & Safety Consultant prior to carrying out the works.

The Risk assessment will identify any controls including levels of training and supervision along with requirements for Health Surveillance or monitoring of the atmosphere.

The Director will ensure that any risk assessment is followed and all its provisions are implemented.

Employees will co-operate with the company and use the controls or provisions identified in a Risk assessment along with making themselves available for any Health Surveillance carried out by a Medical Practitioner.

The Director will discipline any employee who disregards the provisions of any assessment or flagrantly disregards measures provided to protect the Health & Safety of themselves or others.

### **Additional Information:**

Health Hazards can take many forms the following should considered:

#### **Physical**

Heat

Sun

Electric

Radiation

Others

#### **Chemical**

Dusts

Substances

Gasses

Others

#### **Biological**

Leptospirosis

Legionnaires

Tetanus

Others

#### **Ergonomic**

Stress

Back pains

WRULD'S

VWF

Others

**Reference: AS020**

## **LIFTING OPERATIONS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998

### **Identified Hazards:**

Overloading of the appliance.  
Overloading or incorrect use of lifting gear.  
Incorrect positioning of the equipment.  
Insecure load.  
Contact with overhead services.  
Improper use of equipment.  
Failure of equipment due to poor maintenance.  
Incorrect signals given to an operator.

### **Arrangements:**

At tender or negotiation stage, the requirements of the above standards will be allowed for or negotiated with any principal contractor providing such equipment for our use.

The Director/appointed person will ensure that lifting operations are planned taking into account the location of any equipment or appliances, the provision of suitable lifting gear and that it has been tested, regularly inspected and certificated with its safe working load. The weights of any load and positioning will be considered.

Suppliers will be consulted and asked to provide comprehensible information on the weights of products, lifting points, safe slinging procedures of all articles to be lifted.

Any height, weight, overhead service or other restriction on or adjacent the site will be ascertained and considered before the work commences, taking into account the operator and any other person in the vicinity of the works, the directors will do this by way of a risk assessment.

Servicing and maintenance of all lifting appliances and lifting gear must be planned and taken into consideration at all times in accordance with the above regulations.

Training will be provided for any person required to sling a load, provide directions or signs to any operator of any appliance, or to operate any lifting equipment.

Lifting equipment will only be used for the purpose for which it is designed by any operative or employee.

A person will be appointed to be responsible for each lifting operation by the director/appointed person.

The site operatives will check to ensure that gin wheels or pulley blocks etc. are correctly used and installed.

Only persons authorised by the Director with Responsibility for Health & Safety will be permitted to operate lifting appliances, sling loads or give signals. The person authorised must be over 18 years of age, have received adequate training and be competent in the task they are expected to carry out.

Any defects noted on any lifting appliance or lifting gear must be notified to the Director immediately and the equipment taken out of use, until a competent person can carry out a repair or the item is replaced.

The person in charge will monitor weather conditions at the time of any lift, should weather conditions change so as to make the operation unsafe the person in charge is to stop the operation immediately until such time as the conditions improve.

The Senior Site Operatives will check all lifting appliances and equipment weekly and enter the information on the prescribed reporting form.

**Additional Information:**

In addition to the above requirements, Site Operative should carry out or consider the following:

All lifting appliances or equipment must be left in a secured condition at the end of each working day.

An area where a lifting operation is carried out is to be clean and clear of materials and debris.

Loose items to be securely bagged or covered when lifting.

Persons should be excluded from the lift zone whilst the operation is in progress.

Any failure or collapse is to be notified to the Director immediately.

**Reference: AS021**

## **OVERHEAD CABLES**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Electricity at Work Regulations 1989  
Management of Health & Safety at Work Regulations 1999  
Lifting Operations and Lifting Equipment Regulations 1998

### **Identified Hazards:**

Electrocution.

Power cuts and disruption.

Arrangements:

At tender or negotiation stage, the presence of any overhead cables will be noted and controls allowed for in the tender submission or negotiations.

The Director will as necessary arrange for any necessary diversions, making dead or confirm safe working distances, clearances and other precautions with the local electricity provider or principal contractor or client as appropriate.

Before company employees are sent to site, the Director/appointed person will ensure that the above has been carried out.

All persons on site or contractors attending will be notified of the presence of overhead power lines, this being reinforced with adequate signage throughout the area.

The Director will ensure that all the necessary protective measures are put in place in accordance with the above prior to commencement of any works.

Any protection provided will be inspected weekly and maintained when required. This is to include any sleeving, signage, barriers or other protective device.

Disciplinary action will be taken against any employee failing to have regard for any protective measures or willingly interfering or removing them.

All Employees will be made aware of the dangers associated with working near to power lines along with the arcing capabilities of electricity.

The Director will ensure that adequate emergency procedures are in place where power lines cannot be made dead or diverted, i.e. first aid provision.

### **Additional Information:**

In addition to the above requirements, Site Operative should carry out or consider the following:

Electricity can Arc or jump if the cable is on a wooden pole a safe distance is 9 metres, if the cable is on a pylon a safe distance is 15 metres.

A wooden ladder can conduct electricity if it is wet or damp or has metal

Always check for cables.

Any failure is to be notified to the Director immediately.

**Reference: AS022**

## **LONE WORKING**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999

### **Identified Hazards:**

Worsening of a situation due to person being on own.  
No one to raise the alarm in an emergency.

### **Arrangements:**

The Director are aware by way of this policy that is their responsibility to ensure the Health, Safety & Welfare of its employees at work, so far as is reasonably practicable, this includes providing safe systems of work, this extends to employees that are working alone. We ensure that any lone worker has received proper and adequate training or possesses sufficient competence and experience to carry the tasks required.

The Director will inform the employee of any specific risks associated with the works.

We will undertake to limit any lone working to tasks that are low risk. In determining low risk a risk assessment will be carried out by the Director.

We will ensure that the lone worker is in contact with a responsible person and they possess a means of communicating with the emergency services or each other during any lone work operation.

The Lone worker will be required to contact the responsible person by phone on commencement of the works and immediately on completion of the works, or at other predetermined times. The completion time and other predetermined times will be approximated at the commencement of the task and the time(s) will be made known to the Lone worker and the Responsible person.

The Responsible person will undertake to contact the Lone worker should they have made no contact by the approximated predetermined time(s).

The Responsible person shall undertake to attempt to locate the Lone worker or contact the emergency services as appropriate should contact not be made.

When an employee is working alone on any site managed by a Principal Contractor the lone worker must sign in or make his presence known to the responsible person identified by the Principal Contractor and must also sign out when leaving the site.

The lone worker will abide by any site rules put in place by a Principal Contractor or follow any reasonable directions given to protect their Health, Safety & Welfare.

Any lone worker must comply with the above procedure and any risk assessment provided inclusive of wearing all Personal Protective Equipment as necessary.

The Director will invoke disciplinary procedures on any employee who disregards the above procedure.

### **Additional Information:**

The company will ensure that emergency procedure information is available to the lone worker and the responsible person, including the following information as a minimum:

Local Hospital Location  
Emergency phone numbers  
Fire procedures for the work area or site  
First Aid Kit and procedure

Name and contact number of a responsible person / the lone worker  
Name and contact numbers for security arrangements

**Reference: AS023**

## **INSPECTIONS**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Construction (Design and Management) Regulations (latest version 2015)  
Work at Height Regulations 2005

### **Identified Hazards:**

Failure of workplace or equipment due to wear of fatigue.

### **Arrangements:**

The Directors acknowledges varied and comprehensive inspections have to be carried out, the following will be adopted and followed by this Company.  
A competent person appointed by the Company Directors (unless identified the responsibility rests with an employer or another Contractor), will carry out inspections.  
In any event, the Director with responsibility for Health & Safety has overall responsibility to ensure checks/inspections are carried out, and where remedial action is required, ensure that it is acted on swiftly to ensure the Health, Safety & Welfare of the company's employees.

### **Office Location**

<b>Item</b>	<b>Frequency</b>	<b>By</b>
Accident Records	Quarterly	Director
Statutory Forms, Registers	Quarterly	Director
General Cleanliness	Monthly	Company Secretary
Fire Precautions	Monthly	Company Secretary
Seating	Monthly	Company Secretary
Access/Egress	Weekly	Director
Alarms, Notices	3 Monthly	Director
Welfare Facilities	Weekly	Company Secretary
First Aid Box	Weekly	Company Secretary
Protective Equipment	Weekly	Director
Electrical Equipment	Yearly	Company Secretary
Storage Facilities	3 Monthly	Company Secretary
Trailing Leads	Weekly	Qualified Electrician
Storage Procedures	Monthly	Company Secretary

All of the above Annual Visiting Consultant

The findings from the above shall be entered onto the prescribed form.



Additional Information:

### Site or Workshops

Item	Frequency	By
Accident Records	Quarterly	Director
Statutory Forms, Registers	Quarterly	Manager
General Cleanliness	Monthly	Manager
Fire Precautions	Monthly	Manager
Seating	Monthly	Manager
Access/Egress (Ladders)	Weekly	Manager
Alarms, Notices	3 Monthly	Manager
Welfare Facilities	Weekly	Manager
First Aid Box	Weekly	Manager
Protective Equipment	Weekly	Manager
Work machinery	Weekly	Operator
PPE	Before use	Operator
Electrical Equipment	3 Monthly	Competent person
Storage Facilities	3 Monthly	Manager
Trailing Leads	Weekly	Manager
Storage Procedures	Monthly	Manager
Scaffolds	7 days	Competent person
LEV	14 Months	Competent person
All of the above	Annual	Visiting Consultant

**Reference: AS024**

## **VEHICLES (DRIVERS)**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Road Traffic Act

### **Identified Hazards:**

Failure of vehicle or load leading to accident.  
Accident due to driver error or fatigue.

### **Arrangements:**

Vehicle drivers are to read the individual responsibility section or the company policy that relates to them specifically and work to the requirements contained within.  
Drivers must not drive any vehicle they have not been trained to drive or a vehicle they do not hold a suitable licence for.  
The Directors will check the licence entitlement of every driver of any vehicle owned or leased or hired by the company.  
Drivers will consider any vehicle as work equipment and treat it in accordance with their personal responsibilities identified in this policy.  
Before each use the equipment will be checked for visible defects, any defects found will be reported to the manager responsible immediately.  
Drivers of company vehicles will abide by all legislation and codes of practice for the equipment in use and the location for where it is being used. For example the Highway Code must be followed.  
Drivers are to report all traffic violations to the company secretary as soon as possible after they occur.  
Drivers, if you have to reverse your vehicle always check that there are no obstructions or persons behind you.  
Drivers must check to ensure that the vehicle in use is maintained in full accordance with the manufacturer's instructions and any statutory testing.  
Mobile phones will not be used whilst driving unless the mobile phone is of a type that makes it legal to use.  
Drivers will not operate any vehicle if they are under the influence of non-prescribed drugs or alcohol. Drivers should not use vehicles if they are feeling the effects of a prescribed drug, in any of these circumstances a manager should be consulted.

### **Additional Information:**

If the vehicle you are using is a Forklift or other type of mobile plant.  
Driver  
Carry out a visual inspection before use.  
Use all safety devices provided, flashing beacon, horn, and seat belt.  
Do not overload the vehicle or have an unstable load.  
Observe all signs and speed restrictions.  
Wear protective equipment, visibility jacket, and ear defenders.  
Do not reverse unsupervised.  
Do not sit on or ride on if there is no seat for that purpose (passengers)  
Directors  
Arrange for annual and weekly inspections.

Arrange for a list of authorised drivers.

Check training certificates and provide training or refresher training.

Make sure the work area is safe.

If the vehicle is a road vehicle.

Driver

Only drive if you are licensed.

Check the vehicle for defects.

Make sure the vehicle is serviced.

Do not have dangerous loads on the vehicle.

Comply with the Road Traffic Act and the Highway Code.

Do not drive for longer than 2 hours without a break.

Plan breaks and the route in advance.

Directors

Check licences of drivers.

Authorised drivers only.

Make sure that drivers are insured.

Ensure that the vehicle is serviced and is road worthy.

Remind drivers of their responsibilities.

**Reference: AS025**

## **COSHH ASSESSMENT**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations 2002  
European CLP Regulations

### **Identified Hazards:**

Lack of awareness of Directors or staff on issues that could lead to injury or ill health.

### **Arrangements:**

The Directors will ensure that at the planning stage of all works, arrangements will be made to comply with the above requirement and any other statutory obligations imposed by the above regulations and other regulations specifically requiring risk assessments.

The Directors will ensure that wherever practicable exposure to substances classified as hazardous will be eliminated or controlled.

Any hazardous substance that is in use will be assessed taking information from the manufacturers Data Sheet, from the assessment it will be decided if the individuals using or coming in to contact with the substance will be given any health surveillance to monitor potential adverse health effects.

The Director and Managers will ensure that COSHH assessments are given to employees, sub-contractors or a principal contractor or other host employer as appropriate to make individuals aware of the hazards associated with a particular work process or substance to which the COSHH assessment is applicable, in addition the managers will ensure that any operative working to a risk assessment understands the assessment and the control measures to be adopted, this will be undertaken via a tool box talk on the assessment as a minimum.

The Director and managers will ensure that COSHH assessments are complied with in every respect, additionally assessments will be reviewed and modified as required from time to time or where failings occur, technical or work processes change, the substance changes or in any event on an annual basis.

The Director with responsibility for health and safety will ask for advice from a Health & Safety consultant where there is any doubt concerning the writing or implementation of a risk assessment and the controls identified within.

Specific COSHH assessments will be carried out for any works that pose a significant risk to persons and are not covered by a generic assessment.

### **Additional Information:**

Employees must cooperate with the employer and provide information as necessary to enable the employer to comply with this arrangement to produce a COSHH assessment; this includes advising if an assessment is unsuitable or ineffective.

Employees must report any health & safety failings to the employer.

Assessments should be written identifying the hazards associated with the working process and subsequent controls identified to minimise the risks in accordance with the following hierarchy, this being:

Eliminate the substance, replace with a less dangerous one.

Reduce exposure, could be dilution of the substance or the time it is used.

Isolate the employees from the substance by enclosure.

Control exposure with ventilation or other means.

PPE provision of the correct type.

Discipline, giving of the correct information and supervision.

Employees must report any adverse health effects that are occurring through using substances or chemicals in the workplace, you must also take and use all the precautions and advice or guidance given to you.

Everyone should look for warning labels on containers, substances can be hazardous, some substances are very hazardous and do not come with a label or a warning such as dusts, in particular some wood dusts and board material dusts can cause nasal cancers.

Always ask your manager for the material safety data sheet for the substance you are using so you can read it.

Anyone can carry out a COSHH assessment on the task or substance they are using by visiting the Health & Safety Executive website:

<http://www.coshh-essentials.org.uk>

**Reference: AS026**

## **YOUNG PERSONS**

### **Applicable Legislation:**

**Health & Safety at Work etc. Act 1974**

**Management of Health & Safety at Work Regulations 1999**

### **Definitions of young people and children by age:**

- A young person is anyone under 18.
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

### **Identified Hazards:**

- Lack of experience
- Being unaware of existing or potential risks
- Not able to raise the alarm in an emergency.

### **Arrangements:**

CJ Electrical Contracting Services Ltd Directors and Managers are aware by way of this policy that it is their responsibility to ensure the Health, Safety & Welfare of its employees at work, so far as is reasonably practicable, this includes providing safe systems of work, this extends to employees that are considered young.

CJ Electrical Contracting Services Ltd will:

- Take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically and mentally immature;
- Put into place control measures to eliminate or minimise the risks of the work activities;
- Keep a record of the main findings of the risk assessment.
- Review the risk assessment if you have reason to believe that the original assessment no longer holds good; and bear in mind any information about the Young Persons needs which may be passed on by the experience organiser, the School/Unit and/or the parents.

In accordance with the law all risks must be taken into account in the risk assessment before a young person starts work or work experience.

CJ Electrical Contracting Services Ltd will look at our young person's point of view. What dangers will they recognise? They may not be fully grown - will they find their workplace awkward and tools too big?

In particular we will look at:

- How the workplace is fitted and laid out (and the particular site where they will work);
- What type of equipment will be used and how will it be handled;
- How the work is organised;
- The need to assess and provide health and safety training;

- The nature of any physical, biological and chemical agents they may be exposed to, for how long and to what extent; and
- The risks from certain hazards

**Additional Information:**

CJ Electrical Contracting Services Ltd will ensure that emergency procedure information is available to young workers and the responsible person, including the following information as a minimum:

- Local Hospital Location
- Emergency phone numbers
- Fire procedures for the work area or site
- First Aid Kit and procedure.

**Reference: AS028**

## **CONTROL OF VISITORS**

### **Applicable Legislation:**

Construction (Design and Management) Regulations 2015  
The Personal Protective Equipment (at work) Regulations 1992

### **Identified Hazards:**

Lack of awareness by visitors of the potential hazards, and site rules associated with the works.

### **Arrangements:**

When acting as a contractor we will comply with the provisions of any Principal Contractor in control of a site or project when accepting visitors, in full accordance with any laid down site procedures or site rules.

Conditions for visitors

All visitors will be expected to report to reception, or the persons controlling the works.

Visitors will then receive a site induction where they are to be regular visitors to the site or are to remain on site for a long period usually a full day

All visitors of a short duration to a site or a place of work will be accompanied at all times when walking the site or going from place to place on a site, by a responsible person who is familiar with the hazards on that particular site

Personal protective equipment will be available for use exclusively by visitors attending the site or place of work and this will be issued and worn where applicable

Visitors to sites that are under the control of a Principal Contractor or ourselves will be expected to wear as a minimum safety footwear and high visibility vest, head protection will be issued as applicable

On completion of any visit the visitor will be escorted to a point of exit where they are to sign out or ensure that the person responsible knows that they have left the site

If any project is not carried out under CDM or is not notifiable to the health and safety executive the above will be followed so far as is reasonably practicable

### **Additional Information:**

The Directors will ensure that emergency procedure information is available and the responsible person, including the following information as a minimum:

Local Hospital Location

Emergency phone numbers

Fire procedures for the work area or site

First Aid Kit and procedure

Name and contact number of a responsible person

Name and contact numbers for security arrangements



**Reference: AS029**

## **CONTROL OF LEAD**

### **Applicable Legislation:**

The Control of Lead at Work Regulations 2002

The Personal Protective Equipment (at work) Regulations 1992

### **Identified Hazards:**

Headaches

Tiredness

Irritability

Constipation

Nausea

Stomach pains

Anaemia

Loss of weight

Continued uncontrolled exposure could cause far more serious symptoms

Kidney damage

Nerve and brain damage

Lead may be a hazard when the following operations are being carried out

Cutting and welding painted iron or steel

Lead burning

Paint removal

Grit blasting painted surfaces

Soldering

Handling lead sheet

Work with petrol tanks

Disc grinding/cutting painted surfaces

### **Arrangements:**

The Director will arrange for a written assessment of the risk that operatives and anyone in the vicinity of lead are likely to be exposed to by lead ingestion, inhalation or absorption through the skin prior to any work involving lead, or is suspected of involving lead. This will assess the expected level of exposure so that adequate control measures can be put in place.

Typical control measures identified by the assessment could include:

Sampling, analysis and monitoring

Ventilation natural or forced

Local exhaust ventilation

Respiratory protective equipment

Protective clothing and storage facilities

Washing facilities

Health surveillance

Training

Instruction and supervision

Information to workers on the dangers of working with lead

Records of assessments, monitoring and medical examinations.

Monitoring and review

Any of the above measures identified, as part of the assessment must be in place before any work commences

**Additional Information:**

Lead poisoning is a reportable occurrence under The Reporting of Injuries Deceases and Dangerous Occurrence Regulations

The Directors will ensure that emergency procedure information is available and the responsible person, including the following information as a minimum:

Local Hospital Location

Emergency phone numbers

Fire procedures for the work area or site

First Aid Kit and procedure

Name and contact number of a responsible person

Name and contact numbers for security arrangements

**Reference: AS030**

## **WORKING AT HEIGHT**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
The Working at Height Regulations 2005

Provision and Use of Work Equipment Regulations 1998

Construction (Design and Management) Regulations (latest version 2015)

### **Identified Hazards:**

Using equipment near overhead power cables.  
Not securing the equipment correctly.  
Unsafe use of the equipment.  
Using the equipment with a defect.  
Unsuitable base to the equipment.  
Falling materials or equipment.  
Incorrect assembly or erection leading to collapse.  
Falling from the equipment.

### **Arrangements:**

We shall ensure that any job, where a person could be injured by falling even if it is at or below ground level is suitably assessed for risk.

We will avoid working at height wherever reasonably practicable. When this has to be undertaken we shall use suitable work equipment or other measures to prevent falls. Where the risk of a fall cannot be eliminated the company will use work equipment or other measures to minimise the distance and consequences of a fall.

The Director/ appointed person(s) will ensure that any work equipment will be erected, dismantled or adapted by trained operatives or by operatives under the direct supervision of a competent person.

No person is to carry out any alterations or adaptations to any work equipment without authorisation from the Director or a nominated person.

Training will be provided to all employees who will use any work equipment or means of access/ egress.

The Director/appointed person will ensure that any work equipment can be used safely on site and take into account any existing floor or bearing conditions and the environment.

The company will ensure that collective fall equipment is always in place as far as reasonably practicable. The company must ensure that top guard rails or other means of protection shall be greater than or equal to 950mm as well as making sure that the intermediate guard rail does not exceed 470mm. Toe-boards need to be suitable enough to prevent the fall of any person or material.

All work equipment shall be inspected for suitability and stability before each use by a competent person appointed by the director(s).

The Directors will make sure all work equipment owned by the company is inspected on a 6 monthly basis and a maintenance log is kept. Where equipment is hired the company will check the maintenance logs provided by the hire company.

The company shall only use personal fall equipment where work can be performed safely and where the use of other safer work equipment is not reasonably practicable.

**Additional Information:**

Only use work equipment if there is no other reasonably practicable way to carry out the work.

All work equipment must be used in accordance to the manufacturer's instructions.

All equipment should be certified to British standard.

If in any doubt as to the use of any equipment consult with the company directors or any trained and competent person.

The area around the work equipment should be clean, clear and free of materials/debris.

**Reference: AS033**

## **ASBESTOS**

### **Applicable Legislation:**

The Health and Safety at Work (etc.) Act 1974  
The Control of Asbestos at Work 2002  
The Management of Health and Safety at Work Regulations 1999  
The Control of Asbestos Regulation 2012

### **Identified Hazards:**

Asbestosis  
Mesothelioma  
Lung Cancer  
Respirator Disorders

### **There are three common types of asbestos:**

1. Chrysotile (White)
2. Amosite (Brown)
3. Crocidolite (Blue)

Blue is generally regarded as the most hazardous, although all types can cause lung damage and deserve the same caution.

### **Arrangements:**

As from the 6th April 2012 'The Control of Asbestos' Regulation 2012 came in effect. At CJ Electrical Contracting Services Ltd our Contract Managers are responsible for their jobs and ensuring that an assessment is carried out to identify whether asbestos is present on site. The Contract Managers will approach the existing building managers or the principal contractor to obtain, if available, the asbestos register. Before work commences an assessment will be undertaken by the Contract Manager to identify if Asbestos is suspected. All results of assessments undertaken are to be recorded with a clear indication of the location of any asbestos found. All information must be provided to all those liable to work on or likely to disturb the material. After the risk associated with the material has been thoroughly assessed the relevant Contract Manager will devise a written plan detailing how the risk is to be managed. Depending on the nature of the risk; this may be to do nothing, or to organise full removal. The management plan must be reviewed and kept up to date as necessary. All information including the management plan will be recorded through the Asbestos register. This ensures that all information regarding Asbestos including training given to employees is readily available. Should any employee or sub-contractor suspect any type of asbestos based product in the vicinity of the works they must not damage it. They should contact the Contract Manager or the Directors for further advice. Any works that involve fixing or fitting of Asbestos based products will be discouraged by this company.

### Additional Information:

NO PERSON OR EMPLOYEE SHOULD WILLFULLY DAMAGE, CUT, REMOVE OR DRILL ANY SUSPECT ASBESTOS MATERIAL. HEAD OFFICE MUST BE NOTIFIED OF ALL SUSPECT ASBESTOS FOUND WHERE FURTHER GUIDANCE AND MANAGEMENT PLAN WILL BE GIVEN.

Places where asbestos may be found.

Roof and Exterior Walls

Roof sheets and tiles.

Guttering and drainpipe.

Wall cladding.

Soffit boards.

Panel(s) beneath window.

Roofing felt and coating to metal wall cladding.

Ceilings

Spray coating to ceiling, walls, and beams/columns.

Loose asbestos in ceiling/floor cavity.

Tiles, slates, canopies and firebreaks above ceilings.

Textured coatings and paints.

Air Handling Systems

Lagging.

Gaskets.

Anti-vibration gaiter.

Other

Water tank

### Asbestos Management Plan

Issue/Action point	How	Who	When
Implement policy	Convey contents to employees and Contractors. Instigate training programme where required. Online Asbestos training to be completed by all staff.	Health & Safety Co-ordinator with the assistance of Contract Managers	On going
Action recommendations from survey reports	As stated in asbestos report	External Consultant	As stated in Asbestos report
Inspections and updating of register	Review all inspection dates and register	External Audit report	Annually
Ensure Asbestos Management Policy and procedures are updated	Review	Health & Safety Co-ordinator	Minimum 12 months

CJ Electrical Contracting Services Ltd maintains an effective management of any asbestos present with a competent person is responsible and oversees all aspects of asbestos.

There are three common types of asbestos

1. Chrysotile (White)
2. Amosite (Brown)
3. Crocidolite (Blue)

Blue is generally regarded as the most hazardous, although all types can cause lung damage and deserve the same caution.

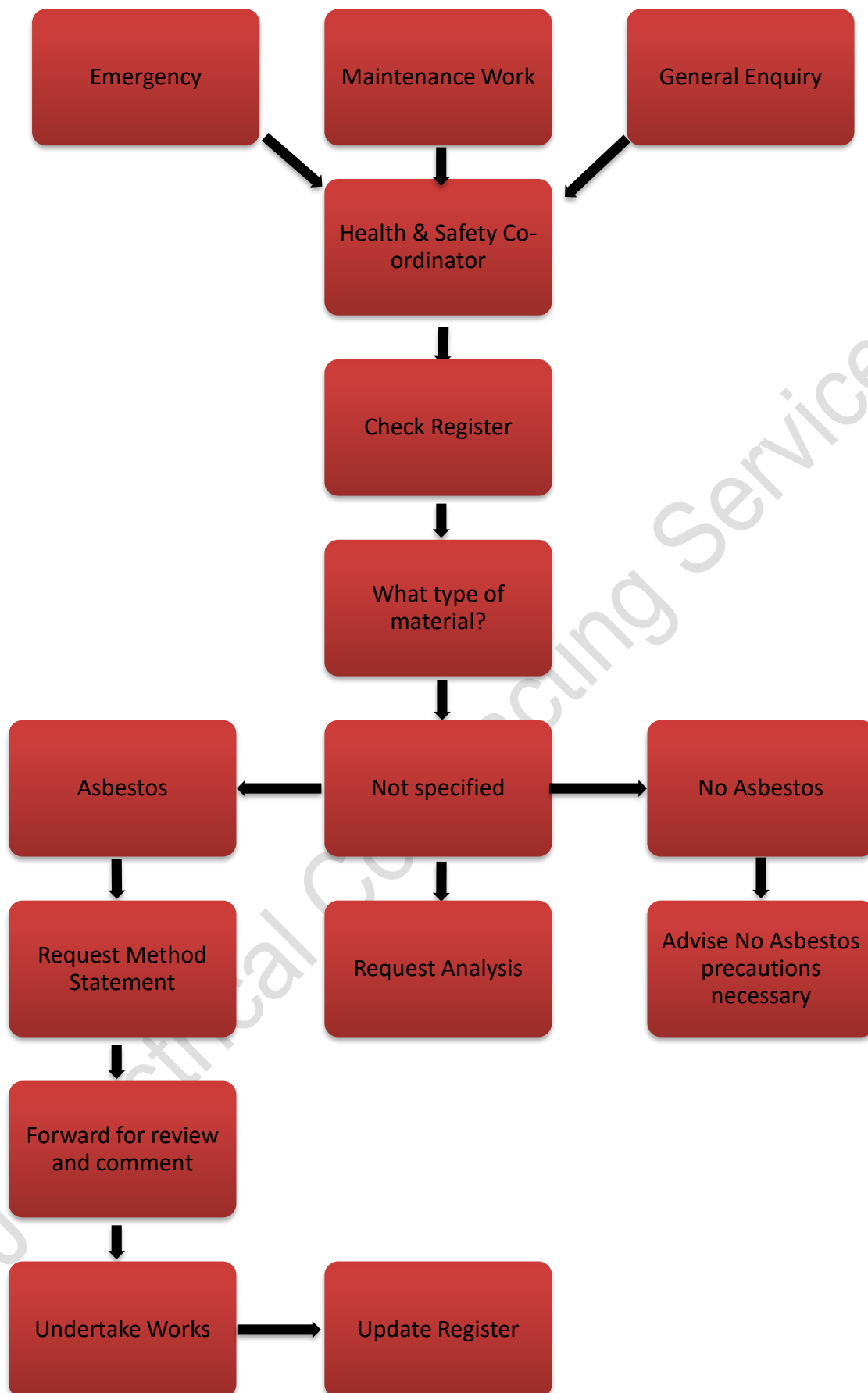
**Duty to Manage**

As from the 6<sup>th</sup> April 2012 'The Control of Asbestos' Regulation 2012 came in effect.

At CJ Electrical Contracting Services Ltd our Contract Managers are responsible for their jobs and ensuring that an assessment is carried out to identify whether asbestos is present on site. All results of assessments undertaken are to be recorded with a clear indication of the location of any asbestos found. All information must be provided to all those liable to work on or likely to disturb the material. After the risk associated with the material has been thoroughly assessed the relevant Contract Manager will devise a written plan detailing how the risk is to be managed. Depending on the nature of the risk; this may be to do nothing, or to organise full removal. The management plan must be reviewed and kept up to date as necessary.

All information including the management plan will be recorded through the Asbestos register. This ensures that all information regarding Asbestos including training given to employees is readily available.

Contract Managers will report all relevant information to Steve Daley our Health and Safety Director.





**Reference: AS034**

## **GENERAL ACCESS SCAFFOLDING**

### **Applicable Legislation:**

The Health and Safety at Work (etc.) Act 1974  
Construction (Design and Management) Regulations (latest version 2015)  
The Management of Health and Safety at Work Regulations 1999  
Working at Height Regulations 2005

### **Identified Hazards:**

Falling from height.  
Not erecting the scaffolding correctly.  
Materials and tools falling.  
Incorrect assembly or erection leading to collapse.  
Contact with overhead power lines.

### **Arrangements;**

The Directors will ensure that any scaffold can be erected and used safely on site and take into account any existing floor or bearing conditions, working heights and the environment.  
All scaffold structures to be used on site will be inspected for stability and suitability before each use by a competent person.  
All scaffold will be inspected at 7-day intervals, by the senior operative where requested by the client or principal contractor, these inspections being recorded, all reports are to be recorded and documented. Inspections will also be carried out after adverse weather conditions that could have affected the stability of the structure or after any adaptations as requested by the client or principal contractor.  
No person will be permitted to work on any scaffold or roof structure until the senior operative has issued a handover certificate.  
Adequate signage will be provided whilst the scaffold is being erected to warn persons that the scaffold is incomplete.  
Operatives will ascend and descend the scaffold structure in accordance with the above guidance at all times.  
Operatives will wear safety harnesses/lanyard when erecting scaffolds in excess of six metres high wherever reasonably practicable; the company will issue harnesses to individuals.  
Operatives will be responsible for keeping harnesses/lanyards safe and in good condition, making them available for inspection by a competent person as directed by the company.  
The Directors will ensure that persons required to use a harness/lanyard as a means of fall arrest will receive the correct training in its use, and visual inspection. The directors will ensure that there is a provision to affect a rescue of an operative in the event of a fall resulting in harness or lanyard deployment.

### **Additional Information:**

The following must be considered when erecting Scaffolds:  
The height of the scaffold must not exceed the insured height.  
Ground conditions should be inspected and consideration given to excavations.  
Scaffolds must be erected vertically.  
Floors must be clear of debris and holes.  
A design loading should be considered when erecting or handling over a scaffold.  
Overhead obstructions must be considered when erecting scaffolds.

All components must be supplied and used in accordance with the manufacturer's instructions this includes toe boards, bracing members, handrails.

Scaffolds should not be used or erected externally in adverse weather conditions.

Design considerations to be given to wind loads when using external sheeting.

Design loads to be considered when attaching rubbish chutes, hoists or gin wheels.

The safe working load should not be exceeded for any scaffold.

Licences are obtained when erecting over or on a public highway or pavement.

Adequate lighting is to be provided where required externally.

Design is to consider the prevention of falling materials.

Design is to consider the safe egress from the structure in an emergency and prevention of unauthorised access.

**Reference: AS035**

## **MOBILE ELEVATED WORK PLATFORMS (MEWPs)**

### **Applicable Legislation:**

The Health and Safety at Work (etc.) Act 1974  
The Provision and Use of Work Equipment Regulations 1998  
The Management of Health and Safety at Work Regulations 1999  
The Personal Protective Equipment Regulations 1992  
The Work at Height Regulations 2005  
Lifting Operations and Lifting Equipment Regulations 1998

### **Identified Hazards:**

Falling from height.  
Contact with overhead services.  
Improper use of equipment.  
Failure of equipment due to poor maintenance.  
Incorrect signals given to an operator.  
Other vehicles or plant striking the MEWP.  
The operator leaning out too far out of the basket or loses balance.  
Lack of information, instruction and training.  
Overturning due to adverse weather conditions or inadequate ground bearing.  
Crushes or Traps.  
Arrangements  
The company will ensure that all MEWP's are covered by a current thorough examination certificate.  
Operators to carry out a daily visual inspection of the equipment even if it comes with a ticket from the hire company.  
Unless identified by a specific risk assessment, operatives are required to wear a harness and a lanyard (adjusted to be as short as possible) clipped on to a secure point on the working platform.  
The company will ensure that guard-rails are fitted to the platform or the basket and that toe-boards are fitted to the working platform.  
The Directors will ensure stability devices provided are used, i.e. outriggers.  
The Directors will ensure that work equipment is only used by operatives who are properly trained and are competent in its use.  
Before using any MEWPs a risk assessment must be carried out to take in to consideration: Ground and weather conditions, loads, overhead cables, site wide issues e.g. other items of plant/people etc.

### **Additional Information:**

In addition to the above requirements, Site Operative should carry out or consider the following:  
All MEWP's must be left in a secured condition at the end of each working day.  
An area where a lifting operation is carried out is to be clean and clear of materials and debris.  
Persons should be excluded from the lift zone whilst the operation is in progress.  
Any failure or collapse is to be notified to the Director immediately.

**Reference: AS037**

## **WORK EQUIPMENT**

### **Applicable Legislation:**

Health & Safety at Work (etc.) Act 1974  
Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Personal Protective Equipment Regulations 1992

### **Identified Hazards:**

Incorrect use of equipment.  
Crushes or Traps.  
Contact with various cutting mediums.  
Entanglement with rotating parts.  
Injury through flying projectiles.  
Damage to hearing.  
Fumes.

### **Arrangements:**

The Director/appointed person are aware of the high-risk nature of much of the equipment provided for use,

Through the process of Risk Assessment, paying particular attention to the ACOP and other Health and Safety Executive Guidance, the Directors will establish strict control measures on the way in which specific pieces of equipment can be used.

In addition the directors will specify the range of work equipment that each employee is competent to use.

A register identifying authorised users will be maintained by the Directors and kept on display for all to see.

Persons undergoing training may use the machines providing that they are under the close supervision of a person who has a thorough knowledge and experience of the risks associated with that type/class of machine and the safe systems of work to be adopted in the use of that equipment.

All training is to be documented by the Directors. .

The Directors will ensure that all equipment used is suitable for the task for which it is intended and that equipment is maintained in accordance with manufacturer's instructions where available.

To ensure that machines function safely and effectively, routine machine inspections and maintenance will be carried out and a record kept for future reference by a nominated person.

Operatives will be encouraged to carry out their own daily visual inspection of the machine reporting any defects immediately to the person in charge.

The Directors will provide and instruct employees in the use of personal protective equipment.

The Directors will provide and maintain adequate washing facilities with suitable hand care products.

### **Additional Information:**

All operatives of equipment must follow the safe system of work and safe operating procedure for machinery in use.

All operatives must consider the following before they use work equipment:

Correct machine for the work being undertaken.

Are cutters/abrasives/tooling secured in the equipment?

Is the work piece secure in the equipment?

Guards are always in place and correctly adjusted.

Protection is afforded to protect hearing.

Protection is in place to protect eyes.

In providing Local Exhaust Ventilation (LEV), care is to be exercised to ensure the equipment is regularly cleaned and maintained, in particular LEV should be tested and inspected at no less than 14 month intervals.

**Reference: AS038**

## **APPOINTMENT OF SUB CONTRACTORS**

### **Applicable Legislation:**

Construction (Design and Management) Regulations 2015  
The Health and Safety at Work Act 1974  
The Management of Health and Safety at Work Regulations 1999

### **Identified Hazards:**

Insufficient health and safety knowledge and experience  
Lack of resources  
Lack of risk assessment and planning

### **Arrangements:**

The Directors will assess the competence of all subcontractors before they are appointed to carry out work which comes within the scope of the Construction (Design and Management) regulations.  
We will only appoint Sub Contractors who show that they have the necessary competence and resources to complete the work safely.  
We will monitor the health and safety performance of sub-contractors to ensure compliance with all current legislative or contract requirements on an individual project basis.  
The Company will ensure that all sub-contractors cooperate with the Principal Contractor and our company.  
We will ensure that all sub-contractors provide information to the Principal Contractor about risks to others created by their work.  
We will ensure that all sub-contractors comply with any reasonable directions from the Principal Contractor and with any relevant rules in the health and safety plan.  
We will ensure that all sub-contractors inform the Principal Contractor about accidents and dangerous occurrences.  
We will ensure that all sub-contractors provide information for the health and safety file.  
We will ensure that all sub-contractors provide information and training to their employees.  
We will restrict access to sub-contractors not in possession of suitable Personal Protective Equipment.

### **Additional Information:**

#### **SELECTION PROCEDURES**

Contractors appointed during the construction phase will be required to demonstrate they are competent to undertake the work required and that their employees have received an adequate level of training. It is a pre-requisite that each completes the Construction (Design & Management) Regulations assessment questionnaire. Advice and guidance, where requested, will be provided by the Health and Safety Consultants prior to the appointment of the contractor.  
Where contractors have been nominated by the client, checks are to be made on the knowledge, ability and resources of the contractor to carry out their duties in compliance with health and safety legislation.  
This will include all contractors who employ 5 or more persons to provide a safety policy together with risk assessments for all operations to be undertaken. A person to be appointed in accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999.  
All contractors will be required to complete the Contractor Health and Safety

Assessment questionnaire. This is the duty of the person making the appointment.

The checks made will be in two stages.

**Stage 1:**

The initial assessment as part of pre-contract or pre-engagement qualification.

**Stage 2:**

Specific assessment against the project requirements taking into account the following:

- The Health and Safety Plan.
- Experience and qualifications of people to be employed on the project, both internally and from other sources to perform the various functions in relation to the project.
- The management systems which will be used to monitor the correct allocation of people and other resources in the way agreed at the time when these matters were being finalised.
- Allocation of time to carry out those duties.
- The technical facilities available to and staff in carrying out their duties.
- With the progression of the works the Health and Safety plan will be further developed on selection of contractors by the provision of detailed Health and Safety plans/method
- Statements which will be included in this document when available and appointed.

## **CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 1994 CONTRACTOR /SUBCONTRACTOR HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE**

Contract Title:

Date: .....

Company Title and Address:

.....  
.....

The purpose of this document is to assist us in assessing the capability of your company to effectively control risks to the health and safety of your employees and others who may be affected by your work operations.

### **HEALTH AND SAFETY POLICY**

1. Please enclose a copy of your latest policy statement, organisation and arrangements, as required under the Health and Safety at Work etc. Act 1974.

2. Please give the name and title of the person in your company responsible for coordinating Health and Safety matters and reporting on these to your senior executive.

.....

3. Please indicate the methods you adopt to promote and enforce your Company Health and Safety Policy at sites.

.....  
.....

### **SAFETY SURVEILLANCE AND ADVICE**

4. Please give the name, title and qualification of your competent person who has been appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This may be your Safety Officer, Adviser or Consultant.

.....  
.....

### **HEALTH AND SAFETY TRAINING**

5. Please give details of what Health and Safety training has been given, or would be given, to your managers and foremen involved in the project (identify any specialist training for scaffold inspection, confined space working etc.).

.....  
.....

6. Please give details of what Health and Safety training has been given, or would be given, to the operatives involved (identify any specialist training for plant and equipment etc.)

.....  
.....

7. Please enclose a copy of your company safety handbook issued to your employees.



## ACCIDENT INVESTIGATION AND RECORDS

8. Please attach your company accident statistics for the year-to-date and the previous year and indicate their basis.

9. Please give details of your procedure for investigating and reporting accidents, dangerous occurrences or occupational illnesses.

.....  
.....

10. Please attach a copy of your Company Accident Report Form

## SAFETY PERFORMANCE AWARDS

11. Please give details, with dates, of any awards received (e.g. ROSPA, British Safety Council).

.....

## MEMBERSHIP OF SAFETY GROUPS

12. Please give membership details of groups such as ROSPA, British Safety Council, local industry safety groups etc.

.....

## HEALTH AND SAFETY EXECUTIVE NOTICES OR PROSECUTIONS

13. Please give details of any improvement or prohibition notices issued, or prosecutions against your company, or sub-contractors to your company, by the enforcing authorities.

.....  
.....

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## PLANT AND EQUIPMENT MAINTENANCE AND INSPECTION

14. Please give details of the procedures to ensure that plant and equipment, for use on site, is issued and kept in a safe condition.

.....  
.....

## SAFE SYSTEMS OF WORK

15. Please give brief details of any laid-down safety procedures or permit-to-work systems that you have developed.

.....  
.....

16. Please give details of all substances used in your work operations that are classified as hazardous to health and attach an example copy of an assessment record as required under statutory regulations (e.g. C.O.S.H.H., Control of Lead at work, Control of Asbestos at Work etc.).

.....  
.....

**17.** Please give details of your formal system for monitoring and auditing the safety of your systems of work at sites.

.....  
.....

**18.** Please attach a copy of your Company Site Inspection Report Form.

## **CONTRACTORS**

**19.** Please give details of how you assess the competency and health and safety record of companies with whom you place contracts and the means to ensure that subcontractors comply with your own safety policy.

.....  
.....

## **SAFETY COMMUNICATIONS**

**20.** Please give details of your systems for communicating safety information (e.g. Bulletins, memoranda etc.).

.....  
.....

**21.** Please give details of the structure and frequency of safety meetings held with members of staff/site representatives.

.....  
.....

## **FURTHER INFORMATION**

**22.** Please include any other relevant information we should have to assist us in assessing the capability of your company to effectively control risks to the health and safety of your employees and others who may be affected by your work operations.

.....

Signed:

.....

Name of Signatory (block capitals):

.....

Position in Company (block capitals): .....

On behalf of (name of Company):

.....

Date: .....

**Reference: AS039**

## **BULLYING AND VIOLENCE AT WORK**

### **Applicable Legislation:**

The Health and Safety at Work (etc.) Act 1974  
The Management of Health and Safety at Work Regulations 1999  
RIDDOR 2013.

### **Identified Hazards:**

Depression / Stress  
Physical Harm from Attack

### **Arrangements:**

#### **Bullying**

Bullying and intimidation at work, in whatever form, be it physical, verbal or physiological, perpetrated by any member of staff will not be tolerated.

If proven the perpetrators will be subject to company discipline. Bullying of junior staff will be viewed with particular concern.

Should any member of staff suffer what they consider to be bullying, harassment or intimidation then that person should notify the Director responsible for Health and Safety. All complaints will be treated in the strictest confidence.

The company's Equal Opportunity and Diversity policy must be adhered to at all times

#### **Customer and Public Abuse.**

Always endeavour to try and defuse any potentially threatening situation by:

Not raising your voice or argue, as this may inflame the person.

Give the person the opportunity to get their point across, however laboured, as his or her steam will be vented and tension will be lowered.

Do not interrupt their argument however far-fetched or unreasonable.

Be calm and reassuring, avoid patronising.

Avoid prolonged eye contact as this can be used as being aggressive by some people.

Get help from another colleague, particularly one senior to yourself, both for moral and physical support.

Always report any problem situations to the Director Responsible for Health and Safety so that a record can be kept.

### **Additional Information:**

If you are able to implement these procedures, any threatening situation can be defused before it gets out of hand.

It is recommended that all acts of violence to staff which results in physical injury should be reported to the police.

**Reference: AS040**

## **STRESS AT WORK**

### **Applicable Legislation:**

The Health and Safety at Work (etc.) Act 1974  
The Management of Health and Safety at Work Regulations 1999  
RIDDOR 2013.

### **Identified Hazards:**

Acute Stress  
Chronic Stress

### **Arrangements:**

The company recognises the harmful effects of chronic stress both for the individuals affected and on their work performance. Whilst we can usually do little to lessen non- occupational stress, we strive to lessen chronic stress at work by: -

Setting reasonable and fair challenging work targets for all employees.

Avoiding long-term high work rate levels.

Allowing fair rest periods.

Involving all employees in setting as far as possible their work tasks and sharing or swapping their work where possible.

### **Additional Information:**

If, however things get too much, see the Director Responsible for Health and Safety. Where applicable, stress counselling may be arranged, and your work pattern will be investigated to see if it can be modified to relieve stress on your return to work. Your stress levels will be periodically monitored to see if you have overcome the problems.

**Reference: AS042**

## **FALSE FIRE ALARMS**

### **Applicable Legislation:**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work 1999  
Provision and use of Work Equipment Regulations  
Dangerous Substances and Dangerous Atmospheres Regulations 2002

### **Identified Hazards:**

Unnecessary inconvenience to Staff, Patients and the Fire Service  
Poor ventilation  
High levels of smoke, fume or dust

### **Arrangements:**

A permit to work system may be set up or required by the Client, Principal Contractor, Building Manager or CJ Electrical Contracting Services Ltd.

A permit system will describe the methods employed to minimise the risk of accidental triggering of the Fire Alarm. This will normally involve covering/sealing of detector heads or temporary isolation of the system. Additional controls may be needed and could include forced ventilation or use of local exhaust ventilation systems.

Where the procedure is set up by others it will be complied with in full by this company

The management will ensure that all employees understand the permit to work procedure and that it is adhered to.

Where the procedure is set up by this company, managers will ensure that all employees' who operate the system will be instructed into its requirements.

Where appropriate, notices and signs will be set up throughout the work area advising persons as to where permits are required.

The directors or their health and safety consultants will monitor the permit to work system to ensure that it is being complied with.

Where the company's employees are not satisfied with the established arrangements, clarification will be sought prior to commencing work.

### **Additional Information:**

First Aid provision appropriate to the level of risk will be provided by the Client, Principal Contractor, Building Manager or CJ Electrical Contracting Services Ltd.

**Reference: AS045**

## **VIBRATION**

### **Applicable Legislation:**

The Health and Safety at Work (etc.) Act 1974  
The Management of Health and Safety at Work Regulations 1999  
The Personal Protective Equipment Regulations 1992  
The Control of Vibration at Work Regulations 2005  
The Provision and Use of Work Equipment Regulations 1998

### **Identified Hazards:**

Vibration White Finger.  
Hand Arm Vibration.  
Carpal Tunnel Syndrome.

### **Arrangements:**

The Directors will wherever reasonably practicable avoid the risk altogether by eliminating the exposure to vibration and finding an alternative vibration free way of undertaking the job.  
The Directors will where no alternative is possible minimise the risk of exposure to vibration by reducing it to as low as is reasonably practicable ( $5\text{m/s}^2$ ).  
The Directors shall carry out a Risk Assessment when an employee is exposed to vibration. This is to assess which control measures need to be put into place.  
The Company will provide suitable Health surveillance when the risk assessment indicates either a risk to the health of employees or that an action value is exceeded.  
Health Records will be kept for employees under health surveillance for 40 years.  
The Company shall provide vibration reducing gloves to all employees using tools and equipment associated with vibration.  
All equipment owned by the company will be maintained in an efficient working state to assist in Vibration Reduction

### **Additional Information:**

The Exposure Action Value for Hand Arm Vibration is  $2.5\text{m/s}^2 \text{ A (8)}$ . This is the daily amount of vibration exposure above which employers are required to take action to control exposure. The limit is daily over an eight hour period.

The Exposure Limit Value for Hand Arm Vibration is  $5\text{m/s}^2 \text{ A (8)}$ . This is the maximum amount of vibration an employee may be exposed to on any single day.

By July 2007 the Company shall ensure that all new tools and equipment purchased / hired by the company comply with the regulations.

CJ Electrical Contracting Services Ltd

By July 2010 the Company will ensure that all work equipment already in use before July 2007 will conform to the regulations.

The tools that are likely to cause harmful levels of vibration are:

- Road and concrete breaking drills
- Concrete vibro thickeners
- Concrete Pokers
- Plate vibrators
- Chisels (air or electric)
- Compressor guns
- Pneumatic drills
- Angle grinders

- Percussion drills
- Sanders, and other similar 'rotary' tools
- Abrasive wheels
- Cutting-off wheels and discs
- Power hammers and chisels, including 'Kango' hammers and alike.
- Needle guns
- Chainsaws
- Woodworking machinery

**Reference: AS046**

## **BRIBERY AND CORRUPTION**

### **General Statement**

This document sets out the Anti-Bribery and Bribery prevention procedure of CJ Electrical Contracting Services Ltd, which applies to all employees. This policy includes information on how the Business will meet the regulatory requirements of the Financial Services Authority (FSA) and Statutory compliance under the Bribery Act 2010 (See Section 2 below).

CJ Electrical Contracting Services Ltd is committed to the promotion of bribery prevention good practice. The Bribery Act 2010 will introduce a clear and robust approach and is intended to encourage commercial organisations to take steps to address the risks of bribery. CJ Electrical Contracting Services Ltd must also ensure that a culture is established whereby Bribery of any form is unacceptable in all parts of the Business operations.

When something goes wrong we need to ensure that procedures are in place to comply with the correct enforcement and reporting procedures of the Serious Fraud Office (SFO) and the FSA. All employees of the CJ Electrical Contracting Services Ltd have a duty and a responsibility to deal promptly, in line with this policy, to any allegations of Bribery or acts of Bribery themselves be they made by an employee of the Business or any agent or client.

### **Legislative Background**

The purpose of the Act is to reform the criminal law of bribery to provide for a new consolidated scheme of bribery offences to cover bribery both in the United Kingdom and abroad. The Bribery Act was enacted on the 8th April 2010 and came into force on the 1st July 2011.

The Bribery Act creates a new offence under section 7 which can be committed by commercial organisations which fail to prevent persons associated with them from committing bribery on their behalf. It is a defence for an organisation to prove that despite a particular case of bribery it nevertheless had adequate procedures in place to prevent persons associated with it from bribing. This policy has been prepared in line with the guidance supplied by the Secretary of State.

The law on Bribery can be summarised into four key crimes.

1. Bribing
2. Receiving a bribe
3. Bribing a foreign public official; and
4. Failing to prevent bribery

All of these are offences. Directors, Partners and Employees of a business will all be guilty of the above offences if they are implicated either actively or passively.

The fourth offence, failing to prevent bribery, can be committed outside the UK so long as there is still a connection with a UK based business. This could be relevant for overseas investments and consideration should be given to this when undertaking due diligence for investments of this nature.



## **Business Procedures and Compliance Officer**

CJ Electrical Contracting Services Ltd.'s Bribery Act Compliance Officer for the purposes of the 2010 Bribery Act is David Smith, who will report any suspicious activity to the SFO or the FSA as necessary.

## **Risk Assessment**

CJ Electrical Contracting Services Ltd Risk Assessment procedures are set out within our Health and Safety policy. This procedure should be referred to in conjunction with this policy.

## **Top Level Commitment**

Bribery is unacceptable. CJ Electrical Contracting Services Ltd undertakes to conduct business in an openly transparent and honest way with all Clients, Agents and Investment Management companies. CJ Electrical Contracting Services Ltd has a commitment to its Employees, Clients and Investment Management companies to counteract bribery in all parts of our operations.

Employees are expected to behave in a way so as to ensure that they are not committing an Offence of bribery or become involved in an offence with others. Employees must report to the Compliance Officer any concerns about the effect of this Policy or situations in which they consider may be caught by the remit of the Bribery Act 2010 so these concerns can be fully addressed.

Employees must report all incidents of bribery or any act which the Employee is concerned could amount to an offence (no matter how trivial they may seem) to the Compliance Officer. Full details of the Incident must be recorded and if necessary the Compliance Officer will consider whether to report the incident to the relevant authorities.

Employees will be expected to cooperate fully in any Business Investigation where a bribery offence is alleged against employees, clients or agents of CJ Electrical Contracting Services Ltd.

## **Corporate Hospitality and Promotional Gifts**

Reasonable and proportionate hospitality which seeks to improve the image of the CJ Electrical Contracting Services Ltd will not be considered a bribery offence. Promotional expenditure, where the expenditure is of a small or insignificant value will be assessed on a case by case basis. The purposes of such expenditure must be ethically sound and transparent in all cases.

Other business courtesies and standard hospitality arrangements are unlikely to have any impact on decision-making in the context of a business opportunity and as a result are unlikely to be considered as an offence under the Bribery Act 2010.

Guidance on making legitimate corporate hospitality or promotional gifts can be given by the Compliance Officer where an employee is at all unsure of their position.

## SECTION 4

### SECTION FOUR

#### Risk Assessments and Control Measures

The risk assessments listed below have been carried out. In addition, specific site risk assessments have been completed where additional or heightened risks have been identified. These site specific risk assessment are recorded separately.

#### Risk Assessment Records

Risk Assessment Ref	Risk Assessment Title	Assessment Frequency	Last Assessment
RA001	Accident, Injury and near miss reporting and investigation	Annually	01/11/2019
RA002	First Aid	Annually	01/11/2019
RA003	New Employees	Annually	01/11/2019
RA004	Training and induction	Annually	01/11/2019
RA005	Fire Precautions	Annually	01/11/2019
RA006	Personal Protective Equipment	Annually	01/11/2019
RA007	Manual Handling	Annually	01/11/2019
RA008	Working with Ladders and Steps	Annually	01/11/2019
RA009	Working with Mobile Tower Scaffolds	Annually	01/11/2019
RA010	Working with Electricity	Annually	01/11/2019
RA011	Power Tools	Annually	01/11/2019
RA012	Display Screen Equipment	Annually	01/11/2019
RA013	Abrasive Wheels	Annually	01/11/2019
RA014	Health and Safety Consultation	Annually	01/11/2019
RA015	Risk Assessments	Annually	01/11/2019
RA016	Environment	Annually	01/11/2019
RA017	Welfare	Annually	01/11/2019
RA018	Noise	Annually	01/11/2019
RA019	General Health	Annually	01/11/2019
RA020	Lifting Operations	Annually	01/11/2019
RA021	Overhead Cables	Annually	01/11/2019
RA022	Lone Working	Annually	01/11/2019
RA023	Inspections	Annually	01/11/2019
RA024	Vehicle Drivers	Annually	01/11/2019
RA025	COSHH (Hazardous Substances) Assessments	Annually	01/11/2019
RA026	Young Persons	Annually	01/11/2019
RA028	Control of Visitors	Annually	01/11/2019

RA029	Control of Lead	Annually	01/11/2019
RA030	Work at Height	Annually	01/11/2019
RA033	Asbestos	Annually	01/11/2019
RA034	General Access Scaffolding	Annually	01/11/2019
RA035	Mobile Elevated Platforms	Annually	01/11/2019
RA037	Work Equipment	Annually	01/11/2019
RA038	Appointment of Contractors (CDM)	Annually	01/11/2019
RA039	Bullying and Violence at Work	Annually	01/11/2019
RA040	Stress at Work	Annually	01/11/2019
RA042	False Fire Alarms	Annually	01/11/2019
RA045	Vibration	Annually	01/11/2019
RA046	Store/Office Assessment	Annually	01/11/2019
RA047	Powered Access Equipment Tools	Annually	01/11/2019
RA048	Trenching	Annually	01/11/2019
RA049	Column Erection	Annually	01/11/2019
RA050	Blank Risk Assessment Form	Annually	01/11/2019
RA051	Planned Fire Safety and Emergency Plan	Annually	01/11/2019
RA004PV	Planned Training and Induction (Solar PV Installers)	Annually	01/11/2019
SWG01	Use of the Shrink Wrap Gun	Annually	01/11/2019

ASSESSMENT DETAILS	PERSONS AT RISK	1.1.1.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																				
<b>ACCIDENTS AND INCIDENTS</b>  <b>1.1.1.1.1.1 Assessment No. RA001</b>  Sheet 1/2  External Assessor	Employee ✓  Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public ✓	All injuries and potential deaths	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>
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Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>																				
<b>1.1.2 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury whilst carrying out work.	<p>All efforts should be made to ensure accidents do not happen. These should be minimised through training, experience and following the necessary work procedures.</p> <p>In the event of an accident at work then the CJ Electrical Contracting Services Ltd employee should carry out any necessary first aid. This should be carried out by an appointed person or trained first aider.</p> <p>If the accident happens at a client's site then the client should be informed.</p> <p>If necessary the accident should be reported under the terms of RIDDOR. .</p>	<p>Toolbox talks should be carried out on how to avoid accidents..</p> <p><b>RESIDUAL RISK: LOW</b></p>																					

ASSESSMENT DETAILS	PERSONS AT RISK	1.1.2.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																
<b>FIRST AID</b>  <b>Assessment No. RA002</b>   External Assessor & Steve Daley	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public ✓	Prolonged injury due to there not being sufficient first aid cover in the CJ Electrical Contracting Services Ltd offices	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> </table> Other (specify)      Wrist/ arm support <input type="checkbox"/>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>
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<b>1.1.3 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																		
<b>Prolonged injury due to there not being sufficient first aid cover in the CJ Electrical Contracting Services offices</b>	<div> <b>Provision of First Aid Facilities</b>             The CONTRACT MANAGER will ensure that:             - The type of work taking place is considered when deciding on the number of First Aid Kits required.             - Sufficient standard First Aid Kits are provided in areas where risks of injury may be highest, e.g. workshops.             - Written notices are provided in conspicuous positions giving the names of the trained First Aiders and the location of the First Aid Kits. This should include the staff notice board.             - Employees are notified of the location of the First Aid Kits and the names of Appointed Persons/trained First Aiders during induction training and when changes are made.             The following will enable you to assess the first nature and extent of first aid facilities required:         </div> <div> <b>Trained First Aiders</b>             The CONTRACT MANAGER must ensure that:             There are sufficient First Aiders on the site during normal working hours, including shifts, and to take account of absences. The minimum requirements are as follows:   <table border="0"> <tr> <td>Less than 50 employees</td> <td>1 Appointed Person</td> </tr> <tr> <td>50 - 100 employees</td> <td>1 First Aider</td> </tr> </table>             CJ Electrical Contracting services Ltd has less than 50 employees therefore require only an Appointed Person.             Consideration is given to the public, where they are present on a site where work is being carried out.             First Aiders hold a current Certificate of Competence in First Aid at Work issued by an HSE approved organisation. Refresher training is required every 3 years.         </div>			Less than 50 employees	1 Appointed Person	50 - 100 employees	1 First Aider												
Less than 50 employees	1 Appointed Person																		
50 - 100 employees	1 First Aider																		

	<ul style="list-style-type: none"> <li>- The risk assessments provided in this system.</li> <li>- Specific risk assessments required by Regulations, e.g. COSHH.</li> <li>- Results of any risk assessments carried out by you.</li> </ul> <p><b>First Aid Kits</b></p> <p>The CONTRACT MANAGER will nominate one person to ensure the First Aid Kits remain correctly stocked.</p> <p>First Aid Kits should contain only the following:</p> <ul style="list-style-type: none"> <li>- 1 First Aid Guidance card (HSE publication);</li> <li>- 20 individually wrapped sterile adhesive dressings (assorted sizes);</li> <li>- 2 sterile eye pads with attachment;</li> <li>- individually wrapped triangular bandages;</li> <li>- safety pins;</li> <li>- medium sized individually wrapped sterile un-medicated wound dressings (approx. 12 x 12 cm);</li> <li>- 2 large sterile individually wrapped un-medicated wound dressings (approx. 18 x 18 cm), and</li> <li>- 1pair of disposable gloves</li> <li>- Clinical waste bags for disposal of contaminated materials</li> </ul> <p>In addition a mouthpiece and connecting tube should be included for use during artificial respiration.</p> <ul style="list-style-type: none"> <li>- Any treatment is recorded on an incident report. Where an accident or near miss has occurred, the accident procedure is followed.</li> <li>-Records of incident reports are kept and their location marked.</li> </ul>	<p>Appointed persons receive emergency first aid training (a 6 hour course, over a 1 day period). They should not give first aid treatment. Their role should be limited to maintaining first aid boxes and assisting trained First-Aiders.</p> <p>The names of trained first-aiders are displayed on the health and safety notice board.</p> <p>First aid kits are readily available to employees who work outside normal hours, e.g. night workers.</p> <p><b>Accident Or Injury To Any Employee, Contractor Or Visitor</b></p> <p>The CONTRACT MANAGER will ensure that:</p> <ul style="list-style-type: none"> <li>- First aid treatment is normally limited to employees, contractors and the public where their injuries were sustained in common areas or as a result of the site work activities.</li> <li>- The Appointed Person is called immediately, and decides whether the emergency services need to be notified. In cases of doubt, particularly when a member of the public is affected, always call for an ambulance.</li> <li>- The Appointed Person uses their training and experience to make the patient(s) comfortable prior to the arrival of the emergency services where relevant. If possible, and if the movement of the patient is not likely to cause risk of further injury, they should be taken to a place of safety, using a wheelchair if appropriate.</li> <li>- For minor injuries which are within the Appointed Person's capability to treat, appropriate treatment is provided.</li> <li>- Any contaminated waste is safely disposed of.</li> </ul> <p style="text-align: right;"><b>RESIDUAL RISK: LOW</b></p>
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CJ Electrical Contracting Services Ltd



ASSESSMENT DETAILS	PERSONS AT RISK	1.1.4.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>Training and Induction</b>  <b>1.1.4.1.1.1 Assessment No. RA004</b>   External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Accident or injury due to new employee being inexperienced.	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			
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Other (specify)																							
<b>1.1.5 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury due to new employee being inexperienced and not having sufficient information on the areas he/she will be working in.	New employees should be inducted in to the business by : Checking their formal qualifications. Being aided by an experienced member of staff. Being assessed at the end of their induction period Completing the attached induction form.	Basic health and safety and other relevant online training should be completed successfully.																					
<div>RESIDUAL RISK : LOW</div>																							

Form No.

## RECORD OF INDUCTION TRAINING (OFFICE & FIELD WHERE RELEVANT)

To be used for office based and field based employees where relevant,

Office :	Department:
Employees Name:	Occupation:

Site Safety Management Matters - Identify points covered by induction by ✓ in box

1. OFFICE SAFETY SUPERVISOR'S NAME		8. CAR PARK APPROACH ROAD <i>speed limit for traffic/pedestrian routes.</i>	
2. COMPANY SAFETY & ENVIRONMENT STRUCTURE & Local arrangements, contacts.		9. WELFARE <i>detail office arrangements include smoking arrangements.</i>	
3. EMERGENCY <i>alarm procedure/muster point.</i>		10. OFFICE RULES <i>give details (if relevant).</i>	
4. FIRST AIDER <i>name and location.</i>		11. ACCESS RESTRICTIONS <i>detail any areas which are out of bounds.</i>	
5. ACCIDENT and INCIDENT <i>reporting procedures including near miss incidents.</i>		12. DISCIPLINARY ACTION <i>for safety related failings.</i>	
6. SAFETY POLICY <i>refer to policy and forms.</i>		13. SECURITY <i>arrangements &amp; right of search etc.</i>	
7. ENTRY ROUTES TO OFFICE <i>give details for both Pedestrian &amp; vehicle routes.</i>		14. ALCOHOL <i>consumption of alcohol, taking of non prescribed drugs is not permitted.</i>	

VIEWES OF EMPLOYEES. You are encouraged to discuss any constructive aspects of safety.

WORKING ARRANGEMENTS - Identify points covered by induction by ✓ in box

15. SAFETY PROCEDURES <i>Explain safety management policies/procedures &amp; forms applicable to employees job.</i>		22. SAFETY ARRANGEMENTS VISITING PREMISES <i>Explain safety requirements for persons conducting site inspections for estimating, maintenance, purposes etc.</i>	
16. OFFICE EQUIPMENT <i>identify equipment restricted to authorised operators only.</i>		23. PERSONAL EQUIPMENT ITEMS <i>you must present them to your manager for authorisation before use. Failure to do so is a disciplinary offence.</i>	
17. FIRE PREVENTION <i>location and type of fire fighting equipment, fire evacuation routes.</i>		24. MANUAL HANDLING <i>maximum weights &amp; assessment.</i>	
18. COSHH <i>before using chemicals, commercial products obtain assessment. If in doubt ASK!</i>		25. WASTE DISPOSAL <i>arrangements &amp; procedures.</i>	
19. PPE <i>requirements for boots, eye &amp; hearing protection, respirators &amp; overalls etc.</i>		26. PLANT & MACHINES <i>identify machines only to be operated by authorised persons.</i>	
20. COMPUTER WORK STATIONS <i>explain policy on work station assessment, (VDU operators).</i>		27. SAFETY MONITORING ARRANGEMENTS <i>safety inspections &amp; instructions etc.</i>	
21. SAFETY ARRANGEMENTS SITE VISITS <i>Explain safety requirements to persons visiting working sites.</i>			

To be completed by the person receiving induction training ✓

✓ Appropriate box	YES	NO
28. Have you been issued with CJ Electrical Contracting Services Ltd Policy Part 1 Organisation, and Part 2 Arrangements. Do you agree to read and implement those policies applicable to your job?		
29. Do you understand the safety requirements as explained to you and agree to comply?		
30. *Do you suffer from epilepsy, asthma, hearing or visual disability, (colour blindness etc.)?		
31. *Are you taking any medication?		
32. *Do you have any disability or condition, which requires special medical attention or treatment?		

\* **PERSON CONDUCTING INDUCTION - INFORM FIRST AIDER** and arrange special training if required.

**I have been instructed on the above items**

Employees Name:	Signature:	Date:
Instructors Name:	Signature:	Date:

ASSESSMENT DETAILS	PERSONS AT RISK	1.1.5.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<p>Training and Induction for (Solar PV Installer)</p> <p>1.1.5.1.1.1 Assessment No. RA004A</p> <p>External Assessor</p>	<p>Employee ✓</p> <p>Other Operatives ✓</p> <p>Visitors ✓</p> <p>Apprentice</p> <p>Members of the Public</p>	<p>Accident or injury due to new employee being inexperienced.</p>	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input checked="" type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input checked="" type="checkbox"/></td> <td>Fall Arrest</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input checked="" type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input checked="" type="checkbox"/>	Other (specify)			
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Other (specify)																							
1.1.6 DESCRIPTION OF HAZARD	Control Measures Required																						
<p>Accident or injury due to new employee being inexperienced and not having sufficient information on the areas he/she will be working in.</p>	<p>New employees should be inducted in to the business by :</p> <p>Checking their formal qualifications.</p> <p>Being aided by an experienced member of staff.</p> <p>Being assessed at the end of their induction period</p> <p>Completing the attached induction form.</p>	<p>Basic health and safety and other relevant online training should be completed successfully.</p> <p><b>RESIDUAL RISK : LOW</b></p>																					

# RECORD OF INDUCTION TRAINING (SOLAR PV INSTALLER)

## To be used for Solar PV Installers

Office :	Department:
Employees Name:	Occupation:

### Site Safety Management Matters - Identify points covered by induction by ✓ in box

1. <b>CONTRACT MANAGERS NAME</b>		8. <b>CAR PARK APPROACH ROAD</b> <i>speed limit for traffic/pedestrian routes.</i>	
2. <b>COMPANY SAFETY &amp; ENVIRONMENT STRUCTURE</b> <i>&amp; Local arrangements, contacts.</i>		9. <b>WELFARE</b> <i>detail office arrangements include smoking arrangements.</i>	
3. <b>EMERGENCY</b> <i>alarm procedure/muster point.</i>		10. <b>OFFICE RULES</b> <i>give details (if relevant).</i>	
4. <b>FIRST AIDER</b> <i>name and location.</i>		11. <b>ACCESS RESTRICTIONS</b> <i>detail any areas which are out of bounds.</i>	
5. <b>ACCIDENT and INCIDENT</b> <i>reporting procedures including near miss incidents.</i>		12. <b>DISCIPLINARY ACTION</b> <i>for safety related failings.</i>	
6. <b>SAFETY POLICY</b> <i>refer to policy and forms.</i>		13. <b>SECURITY</b> <i>arrangements &amp; right of search etc.</i>	
7. <b>ENTRY ROUTES TO OFFICE</b> <i>give details for both Pedestrian &amp; vehicle routes.</i>		14. <b>ALCOHOL</b> <i>consumption of alcohol, taking of non prescribed drugs is not permitted.</i>	

**VIEWS OF EMPLOYEES.** *You are encouraged to discuss any constructive aspects of safety.*

### WORKING ARRANGEMENTS - Identify points covered by induction by ✓ in box

15. <b>SAFETY PROCEDURES</b> <i>Explain safety management policies/procedures &amp; forms applicable to employees job.</i>		22. <b>SAFETY ARRANGEMENTS VISITING PREMISES</b> <i>Explain safety requirements for persons conducting site inspections for estimating, maintenance, purposes etc.</i>	
16. <b>OFFICE EQUIPMENT</b> <i>identify equipment restricted to authorised operators only.</i>		23. <b>PERSONAL EQUIPMENT ITEMS</b> <i>you must present them to your manager for authorisation before use. Failure to do so is a disciplinary offence.</i>	
17. <b>FIRE PREVENTION</b> <i>location and type of fire fighting equipment, fire evacuation routes.</i>		24. <b>MANUAL HANDLING</b> <i>maximum weights &amp; assessment.</i>	
18. <b>COSHH</b> <i>before using chemicals, commercial products obtain assessment. If in doubt ASK!</i>		25. <b>WASTE DISPOSAL</b> <i>arrangements &amp; procedures.</i>	
19. <b>PPE</b> <i>requirements for boots, eye &amp; hearing protection, respirators &amp; overalls etc.</i>		26. <b>PLANT &amp; MACHINES</b> <i>identify machines only to be operated by authorised persons.</i>	
20. <b>COMPUTER WORK STATIONS</b> <i>explain policy on work station assessment, (VDU operators).</i>		27. <b>SAFETY MONITORING ARRANGEMENTS</b> <i>safety inspections &amp; instructions etc.</i>	
21. <b>SAFETY ARRANGEMENTS SITE VISITS</b> <i>Explain safety requirements to persons visiting working sites.</i>			

To be completed by the person receiving induction training ✓

✓ Appropriate box	YES	NO
28. Have you been issued with CJ Electrical Contracting Services Ltd Policy Part 1 Organisation, and Part 2 Arrangements. Do you agree to read and implement those policies applicable to your job?		
29. Do you understand the safety requirements as explained to you and agree to comply?		
30. *Do you suffer from epilepsy, asthma, hearing or visual disability, (colour blindness etc.)?		
31. *Are you taking any medication?		
32. *Do you have any disability or condition, which requires special medical attention or treatment?		

\* **PERSON CONDUCTING INDUCTION - INFORM FIRST AIDER** and arrange special training if required.

**I have been instructed on the above items**

Employees Name:	Signature:	Date:
Contract Managers Name:	Signature:	Date:

ASSESSMENT DETAILS	PERSONS AT RISK	1.1.6.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>Fire Precautions</b>  <b>1.1.6.1.1.1 Assessment No. RA005</b>   External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Accident or injury due to employees not being familiar with the fire drills and fire precautions whilst working on the CJ Electrical Contracting Services Ltd site and more importantly their client's site.	<div> <div> <input type="checkbox"/> Head  <input type="checkbox"/> Foot  <input type="checkbox"/> Hearing   <input type="checkbox"/> Eye            Other (specify)         </div> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest   <input type="checkbox"/> Wet weather         </div> </div>
1.1.7 DESCRIPTION OF HAZARD	Control Measures Required		
Accident or injury due to employees not being familiar with the fire drills and fire precautions whilst working on the CJ Electrical Contracting Services Ltd site and more importantly their client's site..	All employees including new employees should make themselves familiar with the fire drill procedure and other fire precautions on the CJ Electrical Contracting Services Ltd site and also their client's site.  Client should be asked as to what the procedure is in the event of a fire.	Basic fire safety and other relevant online training should be completed successfully.	

RESIDUAL RISK : LOW





ASSESSMENT DETAILS	PERSONS AT RISK	1.1.8.1.1 <b>POTENTIAL HARM</b>	MINIMUM PPE REQUIREMENT																				
<b>MANUAL HANDLING</b>  <b>Assessment No. RA007</b>  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Injuries (strains, breakages, cuts, lacerations, abrasions to hands, arms, legs and backs) Injuries or fatalities due to falling objects Musculoskeletal Injuries	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input checked="" type="checkbox"/></td> <td>Body</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify)</td> <td colspan="2"><input type="text"/></td> </tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)		<input type="text"/>	
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Other (specify)		<input type="text"/>																					
1.1.9 DESCRIPTION OF HAZARD	Control Measures Required																						
Slips, trips and falls  Lacerations  Manual handling / sprains  Stock/Equipment  Public interface	<p>Before carrying out any handling the route to the new location will be checked for any hazards.</p> <p>Personnel will all be trained in safe handling techniques.</p> <p>To prevent the possibility of cuts from sharp edges, nails, staples etc. safety gloves shall be worn when lifting / carrying  Prior to lifting always attempt to move load slightly to decide if you can move it safely.  If you have any doubts do not move the object and obtain help. Where possible always use mechanical means to move objects, e.g. Trolleys.</p> <p>CJ Electrical Contracting Services Ltd shall not move significant amounts of stock or equipment without the consent of the client.  The new location must not create further hazards, i.e. blocking passageways, fire exits, etc. Use mechanical means to move items especially when they are housed.</p> <p>Second person will be used whilst manual handling in public area where members of the public could be at risk to warn of dangers and guide public to safety.</p> <p>Where an object may be temporarily insecure, a barrier should be put around it to prevent the public gaining access to it or injuring someone should it fall.</p>	<p>CJ Electrical Contracting Services Ltd toolbox talk on safe handling techniques (manual handling) shall be undertaken.</p> <p>Where possible ask the client about the availability of trolleys, etc.</p> <p>Inform your Contract Manager, if a considerable amount of stock/equipment is to be moved.</p>																					

**RESIDUAL RISK : LOW**





<b>Manual Handling / Strains</b>	Personnel instructed in safe lifting techniques. Operatives to undertake a 'trial' lift. Items they consider beyond their capability require a 2 man lift	<b>Toolbox talk on manual Handling</b> <b>Reduce need for Manual Handling be utilising mechanical means</b>  <b>RESIDUAL RISK : LOW</b>
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		Access ladders to mobile scaffolding must be removed or boarded out of hours. <b>RESIDUAL RISK: LOW</b>
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ASSESSMENT DETAILS	PERSONS AT RISK	1.1.11.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>ELECTRICAL WORK</b>  <b>Assessment No. RA010</b> Sheet 1/4  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Serious or fatal injuries from contact with live services Burns from contact with live services Damage to property from fire Back injury and other musculoskeletal injury	Head <input checked="" type="checkbox"/> Foot <input checked="" type="checkbox"/> Hearing <input type="checkbox"/> Eye <input checked="" type="checkbox"/>  Other (specify) <input type="text"/> <input type="text"/> <input type="text"/>
1.1.12 <b>DESCRIPTION OF HAZARD</b>	Control Measures Required		

Electrocution	<b>All work on electrical equipment, appliances, wiring to be carried out by a competent person as defined by Electricity at Work Regulations 1989 regulation 16 and IEE Wiring Regulations BS 7671:2008 (17<sup>th</sup> Edition). All PAT to also be carried out to this standard</b>	Schematics of the client's electrical system must be obtained prior to commencement (Commercial or Industrial work).
Burns	<p>No work, other than the use of test meters, will be carried out live.</p> <p>Prior to working on any circuit a positive isolation must be carried out (locked off &amp; warning notice placed).</p> <p>Only competent persons or supervised apprentices are allowed to undertake electrical work.</p> <p>All works will be carried out dead, to reduce the risk of burns.</p> <p>Where live work may have to be considered detailed risk assessment and method statements shall be prepared.</p>	If live work must be considered an CJ Electrical Contracting Services electrical manager must be informed and a specific risk assessment and method statement produced.
Stores / Stock / Equipment	<p>All items that require to be moved will be done so in a safe manner, preferably by the client prior to CJ Electrical Contracting Services Ltd commencing on site.</p> <p>Items will only be moved to a position that in itself does not create any other hazards. I.e. by obstructing fire doors, routes and fire fighting equipment.</p> <p>See manual handling assessment.</p>	Before moving items consult the client / tenant for a safe location to move the item to.
RESIDUAL RISK: LOW		

## 2 Electrical Maintenance and Testing

### What does this involve?

For portable/transportable electrical equipment in low risk environments this will often involve a competent member of staff carrying out a simple periodic visual inspection of the equipment concerned. The member of staff should have basic electrical knowledge and common sense, and basic training may be all that is required.

### What should they be looking for?

Initially you need to identify what equipment you have and how it is used. You should check the equipment, cable and plug for signs of:

- Damage to cable coverings;
- Damage to the plug;
- Non-standard joints;



- Equipment being used in conditions where it is not suitable (e.g. wet);
- The outer covering of the cable not being gripped where it enters the equipment (or plug);
- Overheating such as burning or staining;
- Damage to the outer cover of the equipment.

You should also check whether the correct type of fuse is being used, but where moulded plugs are not used; you can remove the cover and check:

- The outer part of the cable is held tightly by the cord grip;
- Wires are attached to the correct terminals;
- No bare wire is visible other than at the terminals;
- Screws are tight;
- There are no signs of internal damage, or entry of dust or liquid.

## 1.2 *Testing*

Visual inspections may suffice for many types of equipment, but it is recommended that earthed equipment should have an occasional combined inspection and test (carries a “double square” symbol). Combined inspection and testing ought to be done following repair or modification and when there is reason to believe that equipment is faulty, damaged or contaminated in a way that cannot be confirmed by visual inspection alone.

Testing of simple low risk equipment doesn’t have to be carried out by an electrician, although a higher level of competency will be needed than for inspection alone. They will need to have the right equipment, and know how to use it properly.

## 1.3

## 1.4 *Frequency of Checks*

This will depend upon the type of equipment in question. The following table can be used as a guide for initial intervals (this should be kept under review):

Equipment/ Environment	User Checks	Formal Visual Inspection	Combined inspection and testing
Battery-operated: (less than 20 volts)	no	no	no
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	no	no	no

Information Technology: e.g. desk top computers, VDU screens	no	Yes, 2 - 4 years	No if double insulated -otherwise up to 5 years
Photocopiers, fax machines: NOT hand held. Rarely moved	no	Yes, 2 - 4 years	No if double insulated -otherwise up to 5 years
Double insulated equipment: NOT hand held. Moved occasionally, e.g. fans, table lamps, slide projectors	no	Yes, 2 - 4 years	no
Double insulated equipment: HAND-HELD e.g. some floor cleaners	yes	Yes, 6 months - 1 year	no
Earthed Equipment (Class1) e.g. electric kettles, some floor cleaners	yes	Yes, 6 months - 1 year	Yes, 1 - 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes, 6 months - 4 years depending on the type of equipment it is connected to	Yes, 1 - 5 years Depending on the type of equipment it is connected to

## 1.5 **Records**

You are not required to keep records of maintenance of portable/transportable electrical equipment. It is however, good practice because it will help you to keep track of what has been tested or inspected, and when they are next due. It can also give you a clearer picture when deciding if the suggested intervals above need to be altered depending on past experience. An example Portable Appliances Register is contained in the document library.

## 1.6 **Installations**

The Institution of Engineering and Technology (IET) has set out their recommendations for the intervals of testing electrical installations. They suggest that the maximum period between inspections and tests for general commercial premises is five years, but also give more specific guidance for industrial premises; buildings open to the public and other special installations.

ASSESSMENT DETAILS		PERSONS AT RISK	1.6.1.1.1 <b>POTENTIAL HARM</b>	MINIMUM PPE REQUIREMENT		
<b>POWER TOOLS</b>  <b>Assessment No. RA 011</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Eye injuries from flying pieces of tool or material, Noise induced hearing loss Hand / arm injuries from damaged tools / jarring or sudden failure, serious foot injuries, General cuts and bruises Fire if flammable material present	Head <input checked="" type="checkbox"/> Foot <input checked="" type="checkbox"/> Hearing <input type="checkbox"/> Eye <input checked="" type="checkbox"/>  Other (specify) <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hand <input checked="" type="checkbox"/> Body <input checked="" type="checkbox"/> Fall Arrest <input type="checkbox"/> Wet weather <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.6.2 DESCRIPTION OF HAZARD		Control Measures Required				
Slips, trips and falls	So far as possible power tools shall be battery operated to prevent the use of cables and transformers and so limit trip hazards.		Toolbox talk on housekeeping.			
Electrocution	All tools and equipment shall be PAT tested and records kept. All tools and equipment shall be checked prior to use.					
	As far as possible power tools shall be battery operated. Where cables and transformers must be used, tools must be limited to 110V.					
Flying particles	Eye protection will be worn during the use of power tools.					
Public interface	If tools with high peripheral speeds are to be used in a public area, screens shall be erected to protect members of the public.					
	Power tools will be kept shut in a toolbox or kept on the employee's person whilst working in public areas of the store. On no account shall tools be left unattended in areas where the public may have access.		Discuss with client whether this work can be undertaken out with trading hours.			
Noise	Refer to specific noise assessment.		Refer to specific noise assessment.			
Asbestos / Hazardous Materials	Where Asbestos is suspected, work must stop IMMEDIATELY and the area in question secured to prevent accidental		Contact your CJ Electrical Contracting Services Ltd Contract Manager to give advice on the			

	disturbance Power tools shall not be used where it is believed they may come into contact with asbestos.	situation. A Specialist Asbestos contractor must be appointed to deal with the suspect material.  <b>RESIDUAL RISK: LOW</b>
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ASSESSMENT DETAILS	PERSONS AT RISK	1.6.2.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																				
<b>DSE</b>  <b>Assessment No. RA012</b> Sheet 1/6  Steve Daley & External Assessor	Employee ✓ Other Operatives Visitors Apprentice Members of the Public	Straining of neck, eyes, arms and back	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td colspan="2">Wrist/ arm support</td> <td><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	Wrist/ arm support		<input type="checkbox"/>
Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>																				
Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>																				
Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>																				
Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>																				
Other (specify)	Wrist/ arm support		<input type="checkbox"/>																				
<b>1.6.3 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Persons straining their eyes, arms, back and neck due to having poor set up DSE, tables, chairs, keyboard and screen	<p><b>USE OF DISPLAY SCREEN EQUIPMENT</b></p> <p><b>DSE Use</b></p> <p>As an office worker or consultant working at home, and using DSE equipment provided by the company you should make sure it is CE compliant and suited to the work that you are required to undertake with it.</p> <p>In order to ensure that the workstations are regularly assessed by you as an employee the attached Display Screen Assessment Form has been adopted. These should be complete by yourselves or your manager on an annual basis or when items of DSE are changed or updated significantly.</p> <p>Your Manager should ensure that the assessments are distributed to you and that defects and requirements identified in the returned copies are action-ed.</p> <p>Where the DSE assessment identifies requirements you should report these to your Manager. The Manager will arrange for any items of equipment to be acquired for you.</p> <p>Eye site tests where required will be refunded along with the costs of single focus glasses for DSE use for all staff requiring these.</p> <p><b>LOW</b></p> <p><b>RESIDUAL RISK</b></p>																						

# CJ Electrical Contracting Services Ltd Display Screen Assessment Form

## WORKSTATION (DISPLAY SCREEN EQUIPMENT) ASSESSMENTS

### 2 WORKSTATION SELF-ASSESSMENT CHECKLIST

Name:

Dept.

Location:

#### Do you use a laptop, desktop or both?

(Under normal circumstances laptop computers are not suitable for persons determined by this assessment as VDU operators. Such operators should be allocated desk machines).

#### On an average, how many hours do you spend at your workstation?

The completion of this checklist will enable you to carry out a self-assessment of your own workstation. Your views are essential in order to enable us to achieve our objective of ensuring your comfort and safety at work. Please place a tick in the box next to the answer that best describes your opinion, for each of the questions listed. The form should be returned to your Line Manager as soon as it has been completed.

### ENVIRONMENT

#### 1.0 LIGHTING

1.1 Describe the lighting at your usual workstation.

About right ☐ Too Bright ☐ Too Dark ☐

1.2 Do you get distracting reflections on your screen?

Never ☐ Sometimes ☐ Constantly ☐

#### 2.0

#### TEMPERATURE & HUMIDITY

2.1 At your workstation, is it usually:

Comfortable ☐ Too Warm ☐ Too Cold ☐

2.2 Is the air around your workstation:

Comfortable ☐ Too Dry ☐

#### 3.0 NOISE

Comments

Action Taken

3.1	Are you distracted by noise from work equipment?		
	Never <input type="checkbox"/> Occasionally <input type="checkbox"/> Constantly <input type="checkbox"/>		
<b>4.0 SPACE</b>		<b>Comments</b>	<b>Actions Taken</b>
4.1	Describe the amount of space around your workstation.		
	Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/>		
<b>5.0 TELEPHONE</b>			
5.1	Are you using the telephone constantly? Should you be using a headset?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>FURNITURE</b>			
<b>6.0 CHAIR</b>			
6.1	Can you adjust the height of your seat?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.2	Can you adjust the height and angle of the backrest?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.3	Is the chair stable?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.4	Does it allow movement?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.5	Is the chair in a good state of repair?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.6	If your chair has arms, do they get in the way?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>7.0 DESK</b>			
7.1	Is the desk surface large enough to allow you to place all your equipment where you want it?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.2	Is the height of your desk suitable?		
	Yes <input type="checkbox"/> Too High <input type="checkbox"/> Too Low <input type="checkbox"/>		



7.3	Does the desk have a matt surface (non-reflective)?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>8.0 FOOTREST</b>		<b>Comments</b>	<b>Actions Taken</b>
7.1	If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>9.0 DOCUMENT HOLDER</b>			
9.1	Would be of benefit to use a document holder, has one been supplied?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
9.2	If you have a document holder, is it adjustable to suit your needs?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>DISPLAY SCREEN EQUIPMENT</b>			
10.1	Can you easily adjust the brightness and the contrast between the characters on screen and the background?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.2	Are the characters on the screen well defined and clearly formed  Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.3	Does the screen tilt and swivel freely?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.4	Is the screen image stable and free from flicker?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.5	Is the screen at a height that is comfortable for you?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.6	Are cleaning materials for the screen available?  Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>11.0 KEYBOARD</b>			
11.1	Is the keyboard separate from the screen?  Yes <input type="checkbox"/> No <input type="checkbox"/>		

11.2	Can you raise and lower the keyboard height?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

	Comments	Actions Taken
11.3 Can you easily see the symbols on the keys? Yes <input type="checkbox"/> No <input type="checkbox"/>		
11.4 Is there enough space to rest your hands and wrists in front of the keyboard? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>12.0 SOFTWARE</b>		
12.1 Is the software suitable for the task? Yes <input type="checkbox"/> No <input type="checkbox"/>		
12.2 Do you understand how to use the software? Yes <input type="checkbox"/> No <input type="checkbox"/>		
12.3 If no to the above, is there a H&S Impact? If so please describe.		
<b>13.0 TRAINING</b>		
13.1 Are you aware of how to use and adjust the equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
13.3 If you were to have a problem relating to display screen work, would you know the correct procedures to follow? Yes <input type="checkbox"/> No <input type="checkbox"/>		
13.4 Do you understand the arrangements for eyesight tests? Yes <input type="checkbox"/> No <input type="checkbox"/>		
13.5 Do you understand the need to break up display screen work with non-screen related tasks? Yes <input type="checkbox"/> No <input type="checkbox"/>		
13.6 Are you aware of the need for correct posture when using display screen equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**REVIEW**

Having completed the self-assessment, I have the following comments to make:

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.1.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>ABRASIVE WHEELS</b>  <b>Assessment No. RA013</b> Sheet 1/2  External Assessor	Employee ✓ Other Operatives ✓  Apprentice ✓	Burst wheel / disc Contact with wheel / disc Entanglement in moving parts Noise Flying particles of stone etc. Inhalation of stone and / or silica dust, contact with mortar	Head <input checked="" type="checkbox"/> Foot <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Eye <input checked="" type="checkbox"/>  Hand <input checked="" type="checkbox"/> Body <input checked="" type="checkbox"/> Fall Arrest <input checked="" type="checkbox"/> Wet weather <input checked="" type="checkbox"/>  Other (specify) <input type="text"/>
2.1.2 DESCRIPTION OF HAZARD	Control Measures Required		
<b>Burst Wheel / Disc</b>          <b>Public Interface</b>  <b>Contact and entanglement with wheel / disc</b>     <b>Noise</b>          <b>Flying Particles</b>	<b>Operatives must be trained and appointed by the Company to change abrasive wheels. Select correct type of wheels / discs to suit both the type of work and the spindle speed of the machine. Abrasive wheels must be fitted with a guard that will contain every part of the wheel if it fractures.</b>          <b>Abrasive wheels must be fitted with appropriate guard, suitably adjusted where necessary. Under no circumstances must an unguarded machine be used.</b>          <b>Operatives must be issued with and don suitable ear defenders prior to using machine. Work exceeding the 2<sup>nd</sup> action level requires ear protection to be worn by all affected by the activity</b>          <b>Grade 1 impact goggles must be worn during powered cutting operations and all overhead working.</b>	<b>All discs must be inspected by trained operatives for signs of damage prior to mounting. Different classifications of discs shall be stored separately to avoid confusion. Abrasive wheels to be stored in a dry area that is not susceptible to extremes of temperature</b>          <b>Physical barriers and warning notices to be erected around the work area to prevent unauthorised access PRIOR to commencement. Barriers to be maintained in a secure condition.</b>          <b>Operatives must inspect the machine to ensure that the guard is securely in position and operating correctly prior to use. Loose items of clothing must not be worn during operations.</b>          <b>Where required, hearing protection zones shall be established suitably identified with mandatory hearing protection signs. The 2<sup>nd</sup> action level is reached when you cannot hold a normal conversation at a distance of 2m apart</b>          <b>Operative to inspect goggles for damage prior to use and replace if necessary.</b>	

Inhalation of stone / silica dust	Adequate containment facilities must be provided where cutting local to public places / thoroughfare. Adequate dust control measure must be provided (Extraction), or suitable respirators worn. Stone to be cut wet when possible to minimise dust liberation.		A specific COSHH assessment will be required for silica dust.  See attached	
ASSESSMENT DETAILS	PERSONS AT RISK	2.1.2.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT	
<b>ABRASIVE WHEELS</b>  <b>Assessment No. RA013</b> Sheet 2/2  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓  Members of the Public	Burst wheel / disc Contact with wheel / disc Entanglement in moving parts Noise Flying particles of stone etc. Inhalation of stone and / or silica dust, contact with mortar	Head <input checked="" type="checkbox"/> Foot <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Eye <input checked="" type="checkbox"/>  Other (specify) <input type="checkbox"/>	Hand <input checked="" type="checkbox"/> Fall Arrest <input type="checkbox"/> Wet weather <input type="checkbox"/>
2.1.3 DESCRIPTION OF HAZARD	Control Measures Required			
Vibration  Young Persons  Slips, Trips and Falls	All tools and equipment must be inspected by the user prior to use and defective items removed from use immediately.  Persons under the age of 18 years shall not use powered abrasive wheels unless required to do so as part of a training programme, monitored continuously by experienced supervision.  Good housekeeping practices to be maintained at all times to control trip hazards.		Young persons risk assessment to be undertaken to identify potential hazards and risks  Where appropriate, trenches, chases etc. to be suitably covered immediately following cut. Toolbox talk on housekeeping.	

		RESIDUAL RISK: LOW
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ASSESSMENT DETAILS	PERSONS AT RISK	2.1.3.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>HEALTH AND SAFETY CONSULTATION</b>  <b>2.1.3.1.1.1 Assessment No. RA014</b>   External Assessor	Employee ✓  Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public ✓	Accident or injury due to inadequate health and safety consultation.	<div> <div>Head</div> <div>Foot</div> <div>Hearing</div> <div>Eye</div> <div>Other (specify)</div> </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div>           Hand            Body            Fall Arrest            Wet weather         </div> <div> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div>
<b>2.1.4 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>		
Accident or injury due to inadequate health and safety consultation.	All employees should have the opportunity and be encouraged to take part in health and safety consultation. They should be allowed to present any health and safety concerns that they might have. This should be done through site meetings, office meetings and toolbox sessions.	Basic health and safety and other relevant online training should be completed successfully.   <div>RESIDUAL RISK : LOW</div>	

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.4.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>RISK ASSESSMENTS</b>  <b>2.1.4.1.1.1 Assessment No. RA015</b>   External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Accident or injury due to no or inadequate risk assessments being carried out.	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td colspan="3"><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		
Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>																				
Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>																				
Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>																				
Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>																				
Other (specify)	<input type="checkbox"/>																						
<b>2.1.5 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury due to no or inadequate risk assessments being carried out.	Risk assessments should be completed for all jobs undertaken. Where the task is routine then the <b>PLANNED</b> risk assessments should be used.  Where the task is not routine then a site/job specific risk assessment should be carried out. This is attached to this assessment.	Basic 'How to carry out a risk assessment' and other relevant online training should be completed successfully.   <div>RESIDUAL RISK : LOW</div>																					



ASSESSMENT DETAILS	PERSONS AT RISK	2.1.5.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>ENVIRONMENT</b>  <b>2.1.5.1.1.1 Assessment No. RA016</b>  Sheet 1/3  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Contamination of the environment due to poor waste management	<div> <div> <input type="checkbox"/> Head  <input type="checkbox"/> Foot  <input type="checkbox"/> Hearing   <input type="checkbox"/> Eye   <input type="checkbox"/> Other (specify) </div> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest   <input type="checkbox"/> Wet weather </div> </div>
<b>2.1.6 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>		
Contamination of the environment due to poor waste management	Employees should follow the attached work procedure to ensure that waste is disposed of correctly.	Basic waste management online training should be completed successfully.  <div>RESIDUAL RISK : LOW</div>	

# OPERATIONAL PROCEDURE: WASTE MANAGEMENT

## 1. Aim

To ensure all waste is disposed of correctly according to the latest waste management regulations, and to try and recycle as much waste as possible.

## 2. Responsibility

### **Environmental Office Champion**

- Ensure waste is segregated correctly by employees within their office
- Ensure the waste management contractor is suitably licensed
- Obtain Duty of Care notes for waste transfer
- Obtain a Consignment note for each hazardous waste transfer
- Ensure the waste management form is correctly completed

### **Environmental Advisor**

- Assist Environmental Office Champion with waste issues if contacted

## 3. Method

1. Ensure the waste management contractor taking the waste is suitably licensed (by demanding their waste carriers licence and waste management licence and checking they are in date). Further checks may also be done on the Environment Agency website to ensure their licences haven't been revoked by the Environment Agency.

**Note:** Waste management licences are now called environmental permits. They do not expire like waste carrier registrations/licences but instead are surrendered as and when the operator wants to cease the waste operation. This means they might be legitimately be many years old.

2. A CJ Electrical Contracting Services 12 month 'duty of care note' (located on the matrix as HSE-ER-10) will be filled in for each different waste scenario. It is acceptable for a waste management contractor to provide these if they contain the same relevant details which comply with waste duty of care laws. (Contact the Environmental Advisor for assistance if required)

3. Segregate waste into necessary waste containers.

4. By law waste electrical and electronic equipment (WEEE) and hazardous waste must be segregated from the rest of the office waste. WEEE must be removed by a WEEE handler or a waste management contractor who is licensed to take WEEE (the requirements are the same as for other waste – a registered/licensed waste carrier can take any waste) and hazardous must be taken by a waste management contractor who is licensed to take hazardous waste (as above, the waste carrier can take any waste.)

5. When waste is removed from site, ensure a duty of care note is obtained for the transfer of waste (or covered by a 12 month duty of care note for repeat transfers). Ensure a consignment note is filled in correctly when dealing with hazardous waste. It is a requirement for registering premises as hazardous waste producers before any hazardous waste is removed from the premises. Offices which generate less than 500kg a year are exempt. There is also a requirement for 'hazardous' waste returns' to be issued by the disposal site to all producers of hazardous waste from whom they receive such waste. There is a requirement for you to keep these on file with your consignment notes.

6. At some point, an employee may 'follow' the skip/waste vehicle to ensure the waste is being disposed of properly and according to the duty of care notes.

This is done to ensure our waste is not fly-tipped or land filled before pre-treatment. This is optional and not a requirement of the EMS. Regardless of whether a site follows their waste, all waste must be pre-treated before land filling. This is most easily achieved by segregating

at source a proportion of waste for recycling. The remaining waste can then be land filled without further treatment. Remember also that the duty of care requires waste to be kept safely and securely at all times.

7. Ensure the waste is recycled as much as possible. Some waste companies are better than others at recycling. Contact the Environmental Advisor for assistance if required.

8. Obtain a recycling report from the waste management contractor every month detailing how much has been received, recycled or disposed of. This is usually in a percentage format. (For example 90% recycled, 10% land-filled.)

9. All duty of care notes will be archived for at least 2 years at the local regional office. All consignment notes will be archived for at least 3 years at the local regional office.

10. All this information must be recorded on the Waste Management form (blank records are located on the intranet).

11. When completed this form must be sent to the IMS Team for document control. Based on this information, targets and objectives can be set at a management review meeting.

12. To increase recycling figures, please:

- Recycle all:
  - Paper
  - Cardboard
  - Ink cartridges
  - Toner cartridges
  - Plastic cup/bottles
  - Aluminium cans
- Ensure they all go in the right bin!!

**Note:** There is no need to fill in a serial number at this time

**Records:**

Record: Waste Management form

**References:**

- Management Procedure: Monitoring and Measuring

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.6.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>WELFARE FACILITIES</b>  <b>2.1.6.1.1.1 Assessment No. RA017</b>   External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Accident or injury due to inadequate welfare facilities on the site.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td colspan="3"><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		
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2.1.7 DESCRIPTION OF HAZARD	Control Measures Required																						
Accident or injury due to inadequate welfare facilities on the site.	<p>Employees should make sure that there are adequate welfare facilities on site.</p> <p>These should include the following:</p> <ul style="list-style-type: none"> <li>i. Toilet facilities</li> <li>ii. Adequate heating, ventilation and light.</li> <li>iii. An area to eat and drink</li> <li>iv. Access to drinking water</li> <li>v. Access to washing facilities</li> </ul>	Basic health and safety and other relevant online training should be completed successfully.																					
RESIDUAL RISK : LOW																							

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.7.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>NOISE</b>  <b>Assessment No. RA018</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Noise induced hearing loss, Tinnitus Acoustic trauma Occupational deafness Threshold shift Inability to hear warning signals - resulting in other injuries	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input checked="" type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify)</td> <td colspan="2"><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)		<input type="checkbox"/>	
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2.1.8 DESCRIPTION OF HAZARD	Control Measures Required																						
<p>Exposure to noise generated from construction activities and equipment leading to chronic and acute hearing problems such as tinnitus, threshold shift and noise induced hearing loss.</p>	<p>Where noise from activities is expected to or does exceed the first action level hearing protection must be provided to those who ask for it. A general rule of thumb is that were people are unable to speak normally without shouting at a distance of 3 metres then the first action level has been exceeded.</p> <p>Were the noise level is anticipated to exceed the second action level then ear protection zones must be established and suitable signs displayed to indicate the mandatory wearing of hearing protection. He second action level will have been exceeded when a normal conversation cannot be held at a distance of 2 metre.</p> <p>When selecting equipment, consideration must always be given to the likely noise that will be generated by such equipment. Quieter alternatives should, where possible be sourced such as plant equipped with silencing apparatus.</p> <p>Activities liable to generate noise should where possible, be carried out out-with normal working hours in occupied buildings.</p>	<p>Where background noise levels are liable to interfere with the hearing of audible alarms then suitable alternative measures must be put in place to alert employees or others of impending danger.</p> <p>A specific noise assessment may be required dependant on the activity being undertaken. Supervisory checks should be made to enforce the wearing of hearing protection when the noise exceeds the second action level.</p>																					

	<p>Silencers or other noise dampening equipment or guards must not be removed from items of plant or equipment</p>	<p>RESIDUAL RISK: LOW</p>
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ASSESSMENT DETAILS	PERSONS AT RISK	2.1.8.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>GENERAL HEALTH</b>  <b>2.1.8.1.1.1 Assessment No. RA019</b>  External Assessor	Employee ✓ Other Operatives Visitors  Apprentice ✓ Members of the Public	Accident or injury due to employees working when they are ill or incapacitated.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td colspan="3"><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		
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<b>2.1.9 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury due to employees working when they are ill or incapacitated.	<p>Employees should not work when they are ill or incapacitated as this might endanger themselves and others.</p> <p>When employees are ill they should take the necessary time off work and if necessary contact a doctor.</p> <p>Employees should contact the CJ Electrical Contracting Services Ltd office when they are off ill.</p>	<div>RESIDUAL RISK : LOW</div>																					

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.9.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>LIFTING OPERATIONS</b>  <b>2.1.9.1.1.1 Assessment No. RA020</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors  Apprentice ✓  Members of the Public	Accident or injury due to employees not performing any lifting operations satisfactorily.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>
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2.1.10 DESCRIPTION OF HAZARD	Control Measures Required																						
Accident or injury due to employees not performing any lifting operations satisfactorily.	<p>Where employees are performing manual handling operations then they should follow the risk assessment procedure for manual handling.</p> <p>Where other equipment is used for lifting then employees should be fully trained in its use. If this is not the case then this equipment should not be used.</p>	<p>Basic manual handling and other relevant online training should be completed successfully.</p> <p style="color: red; text-align: right;"><b>RESIDUAL RISK : LOW</b></p>																					



ASSESSMENT DETAILS	PERSONS AT RISK	2.1.10.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>OVERHEAD CABLES</b>  <b>2.1.10.1.1.1 Assessment No. RA021</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice  Members of the Public	Accident or injury due to employees not taking in to consideration the presence of overhead cables.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>
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2.1.11 DESCRIPTION OF HAZARD	Control Measures Required																						
<p>Accident or injury due to employees not taking in to consideration the presence of overhead cables.</p>	<p>Employees should, as part of the general risk assessment, take in to consideration the presence of overhead and underground cables.</p> <p>Where these are present then all concerned should be informed and the present of these cables should be highlighted to others. This is general done by signage or warning tape.</p> <p>.</p>	<p>Basic health and safety and other relevant online training should be completed successfully.</p>																					
<div>RESIDUAL RISK : LOW</div>																							

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.11.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT
<b>WORKING ALONE</b>  <b>Assessment No. RA022</b>  External Assessor	Employee ✓ Other Engineers ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Isolation Becoming unwell without support and assistance Personal attack by 3 <sup>rd</sup> parties	Head <input checked="" type="checkbox"/> Foot <input checked="" type="checkbox"/> Hearing <input type="checkbox"/> Eye <input type="checkbox"/>  Other (specify) <input type="checkbox"/> Hand <input type="checkbox"/> Body <input type="checkbox"/> Fall Arrest <input type="checkbox"/> Wet weather <input type="checkbox"/>
2.1.12 DESCRIPTION OF HAZARD	Control Measures Required		
Depending upon the specific work activity any or all of the hazards identified on the front cover sheet of the CJ Electrical Contracting Services Ltd General Risk Assessment document may be present	<p>Where Engineers are working alone in OCCUPIED premises they MUST sign – in to the Clients establishment in order to make the client aware of exactly where and how long they will be working</p> <p>Where Engineers are working alone in an UNOCCUPIED establishment during normal working hours the relevant office must physically check their well-being (either site visit or telephone) on a regular basis</p> <p>Where Engineer are working alone undertaking EMERGENCY work at NIGHT then the CJ Electrical Contracting Services Contract Manager who instructed the Engineer to attend the work must ensure the Engineers well-being (either site visit or telephone) on a regular basis</p> <p>Where an Engineer feels that they are being physically threatened during lone working, they must stop work immediately, clear all tools and equipment and make the area as safe as possible then leave the area immediately</p> <p style="text-align: center;"><b>WALK AWAY FROM CONFRONTATION</b></p> <p>If Engineers start to feel unwell, they must stop their work activity immediately, report to their line supervisor and leave site.</p>	<p>In order to ensure that contact can be established between the CJ Electrical Contracting Services Ltd office and the person undertaking the lone working, mobile telephone (or other such device) must be issued</p> <p>On NO ACCOUNT shall ANY Engineer (whether working alone or not) undertake any external work at height after normal lighting up time for the area of work in question</p> <p>On no account shall any Engineer attempt to undertake work that would normally be undertaken by a Plumber or an Electrician unless they are qualified to do so</p> <p>Where Engineers have stopped work due to threats of physical violence etc. they MUST report the situation immediately to their line manager</p> <p>Portable 1<sup>st</sup> aid kit will be supplied for all Engineer undertaking lone working</p>	



ASSESSMENT DETAILS	PERSONS AT RISK	2.1.12.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>INSPECTIONS</b>  <b>2.1.12.1.1.1 Assessment No. RA023</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public	Accident or injury due to employees not adequately inspecting the work before, during and after the work is being carried out.	<div> <div> <input type="checkbox"/> Head  <input type="checkbox"/> Foot  <input type="checkbox"/> Hearing   <input type="checkbox"/> Eye   <input type="checkbox"/> Other (specify) </div> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest   <input type="checkbox"/> Wet weather </div> </div>
2.1.13 DESCRIPTION OF HAZARD	Control Measures Required		
Accident or injury due to employees not adequately inspecting the work before, during and after the work is being carried out.	<p>Employees should always be aware that they should stand back and inspect their work to ensure it is being carried out in a safe manner. This should be carried out before, during and after the work has been completed.</p> <p>The Contract Manager should periodically inspect the work that is being carried out in the form of a formal health and safety audit. The results of these audits should be recorded and any necessary actions completed.</p>	Basic health and safety and other relevant online training should be completed successfully.	
RESIDUAL RISK : LOW			

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.13.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>INSPECTIONS</b>  <b>2.1.13.1.1.1 Assessment No. RA023</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public	Accident or injury due to employees not adequately inspecting the work before, during and after the work is being carried out.	<div> <div> <input type="checkbox"/> Head  <input type="checkbox"/> Foot  <input type="checkbox"/> Hearing   <input type="checkbox"/> Eye   <input type="checkbox"/> Other (specify) </div> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest   <input type="checkbox"/> Wet weather </div> </div>
<b>2.1.14 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>		
Accident or injury due to employees not adequately inspecting the work before, during and after the work is being carried out.	<p>Employees should always be aware that they should stand back and inspect their work to ensure it is being carried out in a safe manner. This should be carried out before, during and after the work has been completed.</p> <p>The Contract Manager should periodically inspect the work that is being carried out in the form of a formal health and safety audit. The results of these audits should be recorded and any necessary actions completed.</p>	Basic health and safety and other relevant online training should be completed successfully.	
RESIDUAL RISK : LOW			

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.14.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>DRIVING VEHICLES</b>  <b>2.1.14.1.1.1 Assessment No. RA024</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Accident or injury to themselves and other due to employees not driving their vehicles correctly.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td colspan="3"><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		
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2.1.15 DESCRIPTION OF HAZARD	Control Measures Required																						
Accident or injury to themselves and other due to employees not driving their vehicles correctly.	New employees should have their driving licenses checked to ensure that they are valid.  Driving licenses should be viewed every 3 years.  Any vehicle accidents that occur should be investigated to determine whether the employee needs additional driver training.	Basic health and safety and other relevant online training should be completed successfully.																					
RESIDUAL RISK : LOW																							

ASSESSMENT DETAILS	PERSONS AT RISK	2.1.15.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>Handling of Hazardous Substances</b>  <b>Assessment No. RA025</b> Sheet 1/7  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Respiratory systems, organ, digestive tract, eyes and / or skin problems Possible injury / fatality due to collapse or falls of persons or materials Asphyxiation	<table> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other (specify)</td> <td colspan="2"><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)		<input type="checkbox"/>	
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2.1.16 DESCRIPTION OF HAZARD	Control Measures Required																						
<b>Poisoning or injury due to incorrect use, handling and disposal of hazardous substances</b>	<p><b>Work With Hazardous Substances</b></p> <p>This procedure details CJ Electrical Contracting Services Ltd policy for the safe use of hazardous substances.</p> <p><b>.1. Identification Of Substances</b></p> <p>The CONTRACT MANAGER will ensure that all substances used on site by CJ Electrical Contracting Services Ltd employees are identified and entered on the INVENTORY OF HAZARDOUS SUBSTANCES (See Attached).</p> <p>Hazardous substances can be identified using information provided by manufacturers and suppliers datasheets and labels.</p> <p><b>2. Elimination And Substitution</b></p> <p>The CONTRACT MANAGER will ensure that where hazardous substances are identified:</p> <p>Wherever possible there use is eliminated.</p> <p>Where not possible they are substituted with a less hazardous substance.</p> <p><b>3. Assessment</b></p> <p>The CONTRACT MANAGER will ensure that where hazardous substances cannot be eliminated or substituted:</p>																						

**An assessment is carried out using the HAZARDOUS SUBSTANCES ASSESSMENT FORM attached.**

**This assessment is carried out by a trained, experienced employee and will identify existing control measures and additional measures that are needed.**

#### **4. Control of Hazardous Substances**

**The CONTRACT MANAGER will ensure that where hazardous substances are used:**

**Then only competent, trained employees are using the chemicals.**

**Employees are informed of the results of the Hazardous Substances Assessment.**

**The control measures identified on the Hazardous Substances Assessment Form and on supplier's datasheets are in place.**

**Protective equipment (PPE) is provided where no other controls are possible, is worn and maintained, e.g. gloves, goggles and aprons.**

**Employees are trained in line with the controls identified in the Hazardous Substances Assessment form and information contained in suppliers datasheets.**

**Employees are aware of emergency procedures, e.g. washing with distilled water.**

**Eye wash facilities are provided and maintained where necessary.**

**Provision is made for dealing with leaks and spillages.**

**Employees are prohibited from using substances purchased by them or brought from home.**

#### **5. Storage of Hazardous Substances**

**The CONTRACT MANAGER will ensure that:**

**All hazardous substances are stored in line with manufacturer recommendations.**

**Hazardous substances are never stored outside specified containers and never in unmarked containers.**

**Storage areas are secured and access is restricted to authorised employees.**

**Storage areas are well ventilated.**



Incompatible substances are stored in separate areas, to avoid accidental mixing.

A procedure is provided for dealing with spillages.

Hazard data sheets and Hazardous Substances Assessment are displayed in areas where hazardous substances are used/stored.

#### 6. Highly Flammable Substances

The CONTRACT MANAGER will ensure that all highly flammable substances are stored and used as per manufacturer's recommendations. In particular:

They are stored in containers with half hour fire resistance


Hazard warning signage is provided on the storage container.

#### Management Summary

**SITE NAME** (Inventory of Hazardous Substances)

This inventory is designed to identify hazardous substances present on site.

Information about hazard ratings can be found on the label or hazard data sheet, if available i.e.:


Very Toxic  1

Toxic  2

Harmful  3

Irritant  4

Highly Flammable  5

Corrosive  6

Hazardous substances also include those listed in HSE Guidance Note EH40, dusts, and biological agents.

Products containing substances listed as being dangerous under the current CHIP Regulations (Chemicals Hazard Information and Packing for Supply Regulations), should also be included on this Inventory.

**RESIDUAL RISK: LOW**

## CJ Electrical Contracting Services Ltd CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH CARRYING OUT LEGAL ASSESSMENTS

### 1. **Legal and Company Requirements**

- 1.1 Health and Safety at Work etc. Act 1974 Section 2 (2b) "It shall be the duty of every employer to ensure, so far as is reasonably practicable to health, safety and welfare at work of his employees and that there shall be arrangements for ensuring, the safety and absence of risks to health in connection with use, handling, storage and transportation of articles and substances;"
- 1.2 Control of Substances Hazardous to Health Regulations 2002 Regulation 6. "An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health unless he has made a suitable and sufficient assessment of the risks created by the work to the health of those employees."
- 1.3 There is a requirement in law to make assessments of all hazardous chemicals and substances which employees may be exposed to at work and to take any necessary steps in order to prevent exposure which may cause short or long term harm.

### 2. **Exposure Risks**

- 2.1 When considering carrying out your legal obligations under the COSHH Regulations all areas should be surveyed in order to ascertain chemicals and substances used.
- A high percentage of accidents in the work place involve chemicals and substances. The heads of departments must ensure COSHH (control of substances hazardous to health) assessments are in place. This is basically a Risk Assessment for Chemicals.

Firstly, all substances in use or present throughout the premises must be identified and recorded on - *COSHH Form - Register of substances & COSHH Assessment to follow..* COSHH records need to be kept for 40 years.

The list below may help you:

Area	2.1.16.1 Examples Chemicals and Substances
Offices	Correction fluid, thinners, solvents, methylated for photocopying, duplicating fluids and chemicals, polishes spirits, toner
Maintenance	Cleaning chemicals, adhesives, solvents, paint, LPG, salts for water softening etc., paint stripper, varnishes, sewage and body fluids, legionnaires disease from cooling towers and water tanks

Cleaning	Cleaning chemicals including detergents, sanitisers, descalents, polishes, carpet cleaning products, Legionnella in shower heads, floor care products, body fluids and sewage.
Kitchen areas	Cleaning chemicals including alkalis and acids detergents, sanitisers, descalers. Chemicals associated with burnishing, possibly some oils associated with machines. Food poisoning Pathogens in raw food. micro-organisms in grease traps and drainage areas

Secondly, who uses the product, for how long and do they wear anything to protect themselves during use (i.e. rubber gloves). Next, use the information provided by the Supplier on 'technical data sheets' and on the labels of products to determine whether there is a risk to health from the product. If there is a risk to health, either stop using the product, find a safe alternative to do the same job or get some protective equipment for the user.

All this information needs to be included in *COSHH Form*. The data sheets from the supplier should also be kept with the COSHH Form. The staff using the substances need to be trained, with training recorded. The COSHH assessment must be monitored and reviewed to check that the safety control measures are effective. This should be done on a yearly basis or when new products are used. Chemicals should be stored in a locked, well-ventilated area (in original, labelled containers).

## Basic Sequence of Control

The Contract Manager will undertake the following steps:

- 1 Recognition: it is necessary to identify the substances in use throughout the Unit.
- 2 Measurement: it is necessary to investigate who is exposed to the substances, how they are exposed and for how long they may be exposed.
- 3 Evaluation: it is necessary to judge against information provided by the Supplier (technical data sheets) and on the labels of products whether there is a risk to health from the product.
- 4 Control: it is necessary to ensure that the best possible control measure is implemented regarding the nature of the substance, the risk to health and the way that it is used within the unit.

The following control measures are available:

- a. Elimination: there may be no real need for a dangerous product to be used in the unit and a safer product is available.
- b. Substitution: a risk to health has been identified from the particular substance being used in the unit and a safer product is available.
- c. Containment: in order to prevent a risk to health to user fumes or vapors may be extracted to the atmosphere, so as contamination of the immediate environment is prevented.
- d. Personal Protection: where none of the above control strategies are suitable and there is a necessity to use the substance which may be hazardous to health, adequate personal protection in the form of respiratory apparatus, goggles, gloves, overalls, aprons and/or footwear must be provided.

### Register of Substance and COSHH Assessment

Substance being assessed (trade name):	Areas used: ..... ..... ..... ..... .....	Stored: ..... ..... ..... ..... .....
Date of Assessment:		
Supplier .....		
Telephone Number .....		
<b>2.2 Have you received a Data Sheet from Supplier?</b> Yes/No		

<b>DO YOU NEED TO USE THIS SUBSTANCE?</b>	<b>YES</b>		<b>NO</b>	
<b>CAN YOU SUBSTITUTE IT USE FOR A SAFER ALTERNATIVE?</b>	<b>YES</b>		<b>NO</b>	

ABOUT THE SUBSTANCE					
HAZARD WARNINGS				LIKELY ROUTE OF ENTRY TO THE BODY	
2.2.1 IRRITANT		2.2.2 FLAMMABLE/H.FLAMMABLE		INHALATION	
CORROSIVE		EXPLOSIVE		INGESTION	
HARMFUL		OXIDISING		ABSORPTION	
TOXIC/V TOXIC		2.2.3 IS IT SOLID, LIQUID OR GAS?		CONTACT	
2.2.4 HARMFUL CHEMICAL CONSTITUENTS					

3 USE OF THE SUBSTANCE					
FREQUENCY OF USE (no. per day)		HOW IS IT APPLIED?	4		
LENGTH OF TIME SPENT EACH USE		PROTECTIVE EQUIPMENT USED			
5 LIST EMPLOYEES WHO USE THE SUBSTANCE	6 AREA OF PREMISES (DEPARTMENT)	HAVE THEY BEEN TRAINED IN:			
		PROTECTIVE EQUIPMENT	CORRECT USEAGE	ASSOCIATED DANGERS	
7	8	9			
10	11	12			
13	14	15			

16 THIS ASSESSMENT					
COMPLETED BY		POSITION		SIGNATURE	

ASSESSMENT DETAILS	PERSONS AT RISK	16.1.1.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>YOUNG PERSONS</b>  <b>16.1.1.1.1.1 Assessment No. RA026</b>  Sheet 1/4  External Assessor	Employee ✓ Other Operatives ✓ Visitors  Apprentice ✓ Members of the Public	Accident or injury to young employees due to their inexperience and age.	<div> <div>Head</div> <div>Foot</div> <div>Hearing</div> <div>Eye</div> <div>Other (specify)</div> </div> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest   <input type="checkbox"/> Wet weather </div>
16.1.2 DESCRIPTION OF HAZARD	Control Measures Required		
Accident or injury to young employees due to their inexperience and age.	<p>New young employees should be inducted in to the business by :</p> <p>Being aided by an experienced member of staff.  Being assessed at the end of their induction period</p> <p>Young persons should not be given jobs that may cause injury as a result of their age and inexperience.</p> <p>Wherever possible they should be accompanied when carrying out work.</p>	<p>Basic health and safety and other relevant online training should be completed successfully.</p> <p style="color: red; text-align: right;">RESIDUAL RISK: LOW</p>	

Name: ..... (Young Person)  
 Site: ..... Contract Ref No.: .....  
 Date: .....

### YOUNG PERSON(S) RISK ASSESSMENT

17 Hazard	18 Risk	19 Control
<b>20 OFFICE ENVIRONMENT</b>		
Use of general office/IT equipment	Electrocution	<ul style="list-style-type: none"> <li>Regular inspection of electrical system</li> <li>Regular inspection of portable appliances</li> </ul>
Errands off company premises	General harm	<ul style="list-style-type: none"> <li>Apply risk assessment to errand</li> <li>Agree and confirm route</li> <li>Time period to be allowed</li> </ul>
Manual handling Lifting, pulling, moving etc.	Physical injury	<b>Young persons only to lift loads within their capability taking into account physical ability, inexperience.</b> Lifting technique training may be required.
<b>20.1 SITES and WORK SHOPS</b>		
Trailing cables, stored boxes etc.	Slips & trips	Tidy work environment
Manual handling Lifting, pulling, moving etc.	Physical injury	<b>Young persons only to lift loads within their capability taking into account physical ability, inexperience.</b> Lifting technique training may be required.
Errands off company premises	General harm	<ul style="list-style-type: none"> <li>Apply risk assessment to errand</li> <li>Agree and confirm route</li> <li>Time period to be allowed</li> </ul>
Use of hand tools	Cuts, abrasions & bruises	<ul style="list-style-type: none"> <li>Tool inspection</li> <li>Assess young persons competence</li> <li>PPE</li> </ul>
Use of machinery and power tools	Amputation, cuts, lacerations, electrocution	<ul style="list-style-type: none"> <li>Prohibit use by under 18s unless undergoing training</li> <li>Regular inspection</li> <li>Appropriate guards in place</li> <li>PPE</li> </ul>
Work at height	Physical injury	<ul style="list-style-type: none"> <li>Young person will not access height unless supervised.</li> <li>Training, instruction</li> </ul>



		<ul style="list-style-type: none"> <li>• Guards in place</li> <li>• Equipment inspected &amp; tested</li> <li>• PPE</li> </ul>
Traffic interface	Physical injury	<ul style="list-style-type: none"> <li>• Traffic/pedestrian segregation where possible</li> <li>• Dangers identified to young person</li> <li>• PPE (high visibility)</li> </ul>
Electricity	Electrocution	<ul style="list-style-type: none"> <li>• Regular inspection</li> <li>• Battery tools</li> <li>• 110V</li> <li>• RCDs</li> <li>• Dangers of using electrical tools explained</li> <li>• Young person will not work on live circuits or apparatus</li> </ul>
<b>Hazard</b>	<b>Risk</b>	<b>Control</b>
Chemicals Solvents Acids	<ul style="list-style-type: none"> <li>• Burns, ingestion,</li> <li>• inhalation,</li> <li>• absorption,</li> </ul>	<ul style="list-style-type: none"> <li>• Health check</li> <li>• Store chemicals correctly</li> <li>• Use under controlled conditions</li> <li>• PPE</li> </ul>
Dust, Fumes	<ul style="list-style-type: none"> <li>• Inhalation</li> <li>• Allergic response</li> <li>• Sensitisation</li> </ul>	<ul style="list-style-type: none"> <li>• Health check</li> <li>• Suppression methods</li> <li>• Local ventilation</li> <li>• General ventilation</li> <li>• PPE</li> </ul>
Noise	Hearing damage	<ul style="list-style-type: none"> <li>• Explain noise risks,</li> <li>• Suppress</li> <li>• PPE</li> </ul>
Vibration	Health risk hand, arm vibration	<ul style="list-style-type: none"> <li>• Eliminate where possible</li> <li>• Select low Vibration tools</li> <li>• Assess exposure</li> </ul>
Dealing with aggressive tenants	<ul style="list-style-type: none"> <li>• Physical injury</li> <li>• Stress</li> <li>• Trauma</li> </ul>	<ul style="list-style-type: none"> <li>• Young person will not be left alone with tenants</li> <li>• If confrontation situation experienced, remove young person from scene.</li> </ul>
Other site specific risk etc.		

I acknowledge I have understood all of the above risk and hazards that may be present on site and that my induction training has covered all of the company procedures on this site.

Signed: .....

Name: .....

Nominated Supervisor: .....  
on this site

Project Manager: .....

## EMPLOYING YOUNG PERSONS AT SITES AND OFFICES



Health and Safety at Work Regulations 1999 create a requirement for employers to specifically assess and review the risks to health and safety of children and young persons. This is hardly surprising considering their lack of maturity, and understanding of the potential risks. There is also a directive that they should not carry out certain types of work, except in circumstances of training, where the young person is no longer a 'child'

A 'child' is anyone under the minimum school leaving age (16 years of age) and a *young person* is anyone under 18 years of age. Generally speaking, children under 13 years cannot be employed at all, and those between 13 and the minimum school leaving age (16) cannot be employed in the building or construction industry.

However, children between 13 and the minimum school leaving age (16) may attend a construction site for site visits and organised work experience with the permission of the local authority.

Before a young person is employed, a risk assessment must be carried out by the **person's employer**, covering the following points:

- Their inexperience
- Their immaturity and lack of awareness of risks
- Tools and equipment to be used
- Layout of the workplace and environment
- Hazardous substances with which they may come into contact
- Any possible exposures to chemical, physical or biological hazard
- The organisation of work activities
- The extent of health and safety to be provided

Careful consideration must be given to the way in which information is conveyed to *young persons* to ensure that it is fully and readily understood. Where *children* are employed either for work experience or in offices, then the employer must provide the child's parents or guardians with details of the risk assessments carried out.

Employers are further required to consider the special nature of young persons due to their lack of experience, knowledge of risks and the fact that they are not fully mature. Consequently young persons should not be employed in any work:

- Which they cannot physically or psychologically cope with
- Which exposes them to a range of hazardous substances including carcinogen, toxic or radiation
- In situations where the risk of accidents might not be recognised due to inexperience or lack of training
- Where their health would be at risk from excessive cold, heat, noise or vibration.

**EXCEPT** – where it is necessary for the purpose of training and the young person is properly supervised by a competent person and any risks identified in a risk assessment have been reduced to the lowest reasonably practicable level.

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.1.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>CONTROL OF VISITORS</b>  <b>20.1.1.1.1 Assessment No. RA028</b>  External Assessor	Employee Other Operatives Visitors ✓  Apprentice Members of the Public	Accident or injury to visitors visiting the CJ Electrical Contracting Services Ltd offices.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td></td><td></td><td><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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Other (specify)			<input type="checkbox"/>																				
20.1.2 DESCRIPTION OF HAZARD	Control Measures Required																						
Accident or injury to visitors visiting the CJ Electrical Contracting Services Ltd offices.	Visitors to the offices should sign in using a visitor's book.  Where visitors are working alone in the offices they should be informed of what to do in the event of a fire or incident.  Visitors should sign out in the visitor's book.	<div>RESIDUAL RISK : LOW</div>																					

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.2.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>CONTROL OF LEAD</b>  <b>20.1.2.1.1.1 Assessment No. RA029</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public ✓	Accident or injury due to the incorrect handling of lead.	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input checked="" type="checkbox"/></td> <td>Body</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input checked="" type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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Other (specify)			<input type="checkbox"/>																				
<b>20.1.3 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury due to the incorrect handling of lead.	When handling lead caution should be exercised especially when it is being:  Handled in large quantities – weight considerations Heated - fumes	Basic health and safety training on the use of lead and other relevant online training should be completed successfully.   <div>RESIDUAL RISK : LOW</div>																					

ASSESSMENT DETAILS	PERSONS AT RISK	POTENTIAL HARM	MINIMUM PPE REQUIREMENT
<b>WORK AT HEIGHT</b>  <b>Assessment No. RA030</b> Sheet 1/2  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Serious or fatal injuries due to falls Injuries or fatalities due to falling objects Damage to property from falling material	<div> <input checked="" type="checkbox"/> Head             <input checked="" type="checkbox"/> Hand             <input checked="" type="checkbox"/> Foot             <input checked="" type="checkbox"/> Hearing             <input checked="" type="checkbox"/> Eye           </div> <div>             Body             Fall Arrest             Wet weather           </div> Other (specify)
20.1.4 DESCRIPTION OF HAZARD	Control Measures Required		
Falls of persons and materials from height	<p>All work at height must be carried out from an approved method of access, such as structure, steps, scaffold, MEWP etc.</p> <p>Subject to a risk assessment being undertaken, work above ground level may require, full edge protection must be provided encompassing two guard rails and toe board or similar.</p> <p>Brick guards, fans etc. must be installed as required to prevent falling materials. Safe access to the work area must be provided, such as suitably lashed ladders, scaffold tower etc.</p> <p>Safe means of raising and lowering materials must be provided e.g. rope and gin wheel, mechanical hoist.</p> <p>All temporary coverings over openings or roof-lights etc. must be securely fixed and identified by suitable warning signs etc. Barriers, fixed warning notices, crawling boards etc must be used for work on fragile roofs. Signs indicating fragile roof must be displayed at all access points. Work at height shall not take place during periods of high winds, gusting etc. The decision to suspend work lies with the CONTRACT MANAGER.</p>	<p>A separate risk assessment will be required for the use of access equipment.</p> <p>For complex works a safety method statement will be required detailing the arrangements for any permanent access ladders, eaves and valley gutters, duck boards, roof edge barriers etc.</p> <p>All barriers, access points, covers etc. must be maintained in a safe condition.</p> <p>Where edge protection cannot be provided, then safety harness must be used, anchored to a safe point or node.</p>	
Public Interface	Physical barriers and warning notices to be erected around the work area to prevent unauthorised access to the work area.	Physical barriers to be inspected daily and maintained in a secure condition.	

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.4.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																
<b>ASBESTOS</b>  <b>Assessment No. RA033</b> Sheet 1/1  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice ✓ Members of the Public ✓	Mesothelioma Lung Cancer Pleural Plaques / Thickening Asbestosis	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input checked="" type="checkbox"/></td> <td>Body</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> </table> Other (specify) <input type="checkbox"/>	Head	<input checked="" type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>
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Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>																
20.1.5 DESCRIPTION OF HAZARD	Control Measures Required																		
Inhalation of Crocidolite, Amosite, Chrysotile and other respirable asbestos fibres leading to chronic and potentially fatal lung disease such as Lung Cancer, Pleural Plaques, Mesothelioma and Asbestosis	<p>Prior to the removal of any lagging, insulation board, cement roof sheet or fire protective coatings the Client should be contacted to determine whether any asbestos is present. If the Client does not know this then work should stop until a survey has been completed to rule out the possibility of asbestos content within the material. Particular care should be paid to materials installed prior to 1980.</p> <p>Under no circumstances will CJ Electrical Contracting Services Ltd employees remove or undertake work that is liable to disturb known asbestos materials.</p> <p>Where asbestos has been identified from samples or on site identification no work liable to disturb that asbestos shall take place at any time until such time as the asbestos has been removed.</p> <p>Where suspected Asbestos is discovered during operations, work must stop IMMEDIATELY and the area in question secured to prevent accidental disturbance.</p> <p>Physical barriers should be erected to prevent third party entry to the suspect area.</p>																		
	<p>Contact your <b>CONTRACT MANAGER</b> to advise of the situation. A Licensed Specialist Asbestos contractor must be appointed to deal with any suspect material.</p> <p>All operatives should ensure that have attended an approved asbestos awareness training course.</p> <p>Any work on low level asbestos (detailed on the Permit to Work) must be carried out in accordance with the Permit to Work.</p> <p>Follow appropriate control measures of low risk asbestos (cement, floor tiles, water cisterns, rainwater pipes). Other materials contact your supervisor before continuing.</p>																		

	<p>Power tools shall not be used where it is believed they may come into contact with asbestos.</p>	<p>RESIDUAL RISK : LOW</p>
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<p><b>Falling Objects</b></p> <p>SCAFFOLD OTHER THAN SIMPLE TO BE ERECTED BY A COMPETENT SCAFFOLDER!</p>	<p>Work from platforms to have toe boards to prevent items falling. No work to be permitted underneath any work at height. Materials and debris must not be "bombed"</p>	<p>Subject to a risk assessment, work above ground level may require double guardrails and toe boards around the Working Platform. Eye protection required when working above head height.</p> <p>RESIDUAL RISK: LOW</p>
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ASSESSMENT DETAILS	PERSONS AT RISK	20.1.6.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>MOBILE ELEVATED WORK PLATFORMS (MEWP)</b>  <b>Assessment No. RA035</b>  External Assessor	Employee ✓  Other Operatives ✓ Visitors ✓ Apprentice Members of the Public ✓	Serious or fatal injuries due to falls Injuries or fatalities due to falling objects Damage to property from collision Electric shock Entrapment between MEWP and fixed object	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input checked="" type="checkbox"/></td> <td>Body</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="3">Other (specify)</td> <td><input type="checkbox"/></td> </tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input checked="" type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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Other (specify)			<input type="checkbox"/>																				
20.1.7 DESCRIPTION OF HAZARD	Control Measures Required																						
	ONLY SUITABLY TRAINED PERSONS ARE ALLOWED TO OPERATE MEWP's																						
Slips, Trips & Falls  Falls from height  Public Interface  Overhead Services / Electrocution  Moving Vehicles	<p>The working platform of the MEWP must be kept as clear as possible of plant and equipment to prevent trip hazards</p> <p>All operatives to be fully trained in use of MEWP.</p> <p>The MEWP must have a fully enclosed working platform comprising of double guardrails and toe boards. On no account must operatives stand on the guardrail to attempt to further their reach.</p> <p>Physical barriers and warning notices to be erected around the work area to prevent unauthorised access PRIOR to commencement</p> <p>MEWP must not be used in the vicinity of overhead power lines which can cause a danger of arcing</p> <p>The MEWP must not be manoeuvred with the working platform at height unless it is specifically designed for that purpose</p>		<p>Do NOT use the MEWP if the working platform is covered with snow and/or ice until such time as it is cleared</p> <p>Operatives must secure themselves to the guardrail of the working platform by use of a safety harness / lanyard. Operatives must not over-reach for danger of falling or overturning the MEWP.</p> <p>A survey of the work area must be undertaken prior to commencement to identify any possible overhead cable or similar obstruction in the work location.</p>																				

Falling Objects	Material and debris must not be 'bombed' from the working platform to the ground below. No work to be permitted beneath the MEWP when in use	Eye protection will be required when working above head height.
Collapse of Structure	MEWP must be marked with the safe working load, which must not be exceeded. Load to distributed evenly along the working platform	Stabilisers must be used when necessary.
RESIDUAL RISK: LOW		

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.7.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>USE OF WORK EQUIPMENT</b>  <b>Assessment No. RA037</b> Sheet 1/3  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors Apprentice ✓ Members of the Public ✓	Injury through the poor use, siting or maintenance of work equipment	<table border="0"> <tr> <td>Head</td><td><input checked="" type="checkbox"/></td><td>Hand</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input checked="" type="checkbox"/></td><td>Body</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input checked="" type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input checked="" type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td colspan="2">Other (specify)</td><td colspan="2"><input type="text"/></td></tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)		<input type="text"/>	
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Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input type="checkbox"/>																				
Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>																				
Other (specify)		<input type="text"/>																					
20.1.8 DESCRIPTION OF HAZARD	Control Measures Required																						
Injury through the poor use, siting or maintenance of work equipment	<p>Suitability and Selection of Work Equipment</p> <p>The Contract Manager will ensure that:</p> <ul style="list-style-type: none"> <li>- The correct work equipment is provided for the task planned.</li> <li>- All employees are aware of the best equipment to use for each task. i.e. a chisel should not be used as a replacement for a screwdriver.</li> <li>- When selecting/ purchasing new work equipment it is appropriate for the use intended and take account of ergonomic design so that operators can achieve a comfortable position.</li> </ul> <p>Maintenance</p> <p>The Contract Manager must ensure that, as far as is reasonably practical, all work equipment is maintained in an a safe condition:</p> <ul style="list-style-type: none"> <li>- All work equipment is entered on the Maintenance Schedule.</li> <li>- Equipment is provided with the manufacturers or suppliers maintenance manual which clearly states when equipment should be maintained and what should be done.</li> </ul>																						

- Where equipment is hired long-term, responsibility for maintenance will be confirmed in writing with the hirer.
- Maintenance of all powered equipment will only be undertaken after the equipment has been isolated.
- Maintenance work is limited to trained authorised employees and approved contractors in possession of a valid Permission to Work Certificate.
- Where equipment is found to be defective it is isolated from its power source, e.g. fuse removed, and marked 'Out of Order – Do Not Use'.
- All defective equipment is entered in the Defects Log – along with the remedial action taken.
- Maintenance records are kept.

#### Inspection

The Contract Manager will ensure that where the safety of work equipment depends upon correct installation, an inspection by a competent person, who is familiar with the equipment, is undertaken prior to putting the equipment into service for the first time.

Inspections will also be undertaken if the equipment is relocated.

#### Information and instruction

The Contract Manager will ensure that all employees who use work equipment have been provided with adequate health and safety information and, where appropriate, written instructions giving the correct use of the equipment.

#### Training

The Contract Manager must ensure that all competent employees have received training.

This must include the procedures that must be followed when using the equipment, the risks the equipment poses and precautions to take when operating the equipment.

Where necessary to operate the equipment safely, close supervision should be provided until the person is deemed to be competent.

#### Dangerous Parts Of Machinery

	<p>The Contract Manager must ensure that measures are taken to prevent access to any dangerous part(s) of machinery. Wherever possible this must be by physical guards or protection devices.</p> <p>All guards or protective devices must be suitable for their purpose, of good construction, sound material and adequate strength.</p> <p>They will be designed to prevent them being easily bypassed or disabled.</p> <p>Guards must be maintained in good repair.</p> <p>Guards must not obstruct the view of the operating cycle of the machinery.</p> <p>Controls</p> <p>The Contract Manager will ensure that work equipment controls are:</p> <ul style="list-style-type: none"> <li>- Able to bring the equipment to a complete stop.</li> <li>- Able to safely start the equipment.</li> <li>- Easy to operate.</li> <li>- Easily recognisable and visible.</li> <li>- Positioned to prevent inadvertent contact.</li> <li>- Positioned as not to expose the operator to additional hazards.</li> <li>- Maintained in a good working order.</li> </ul> <p>Isolation From Sources Of Power</p> <p>The Contract Manager will ensure that work equipment can be isolated from its source of energy. These means must be clearly visible and readily accessible.</p> <p>Emergency stop buttons must be provided for each item of equipment in readily accessible positions.</p> <p>Employees must be trained to isolate all work equipment during maintenance or if it becomes defective.</p> <p>Where the equipment is positioned in such a manner, which would allow it to be accidentally reconnected, a suitable locking device(s) should be introduced.</p> <p>Stability</p> <p>The Contract Manager must ensure that all significant work equipment, which may fall over, collapse or overturn is adequately secured in place. This should be achieved by fixing such to the floor by bolting, tying, fastening or clamping.</p>	
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	RESIDUAL RISK : LOW	
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ASSESSMENT DETAILS	PERSONS AT RISK	20.1.8.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>APPOINTMENT OF CONTRACTORS (CDM)</b>  <b>20.1.8.1.1.1 Assessment No. RA038</b>  External Assessor	Employee ✓  Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Not applicable – CJ Electrical Contracting Services Ltd are not involved with this work.	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="3">Other (specify)</td> <td><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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<b>20.1.9 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
<b>Not applicable – CJ Electrical Contracting Services Ltd are not involved with this work.</b>	Not applicable – CJ Electrical Contracting Services Ltd are not involved with this work.	<b>Not applicable – CJ Electrical Contracting Services Ltd are not involved with this work.</b>																					



ASSESSMENT DETAILS	PERSONS AT RISK	20.1.9.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>BULLYING AND VIOLENCE AT WORK</b>  <b>20.1.9.1.1.1 Assessment No. RA039</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Injury due to bullying or violence at work.	Head <input type="checkbox"/> Foot <input type="checkbox"/> Hearing <input type="checkbox"/>  Eye <input type="checkbox"/> Other (specify) <input type="text"/> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest  <input type="checkbox"/> Wet weather           </div>
20.1.10 DESCRIPTION OF HAZARD	Control Measures Required		
Injury due to bullying or violence at work.	This behaviour is unacceptable and could result in dismissal. Employees should be made aware of this.  Employees should be encouraged to report this type of behaviour to senior management who will take steps to avoid this.	Basic health and safety and other relevant online training should be completed successfully.	

RESIDUAL RISK : LOW

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.10.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT
<b>STRESS AT WORK</b>  <b>20.1.10.1.1.1 Assessment No. RA040</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Injury due to stress at work.	<div> <div>Head</div> <div>Foot</div> <div>Hearing</div> <div>Eye</div> <div>Other (specify)</div> </div> <div> <input type="checkbox"/> Hand  <input type="checkbox"/> Body  <input type="checkbox"/> Fall Arrest   <input type="checkbox"/> Wet weather </div>
<b>20.1.11 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>		
Injury due to stress at work.	<p>Employees should watch out for other employees that appear to be under stress.</p> <p>Employees should be encouraged to report to senior management if they feel they are under stress or if they think others are under unacceptable stress.</p>	<p>Basic health and safety and other relevant online training should be completed successfully.</p> <p style="color: red; text-align: right;">RESIDUAL RISK : LOW</p>	

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.11.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																				
<b>FALSE FIRE ALARMS</b>  <b>20.1.11.1.1 Assessment No. RA042</b>  External Assessor	Employee Other Operatives Visitors  Apprentice Members of the Public	Not applicable	<table border="0"> <tr> <td>Head</td> <td><input type="checkbox"/></td> <td>Hand</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input type="checkbox"/></td> <td>Body</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Fall Arrest</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input type="checkbox"/></td> <td>Wet weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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<b>20.1.12 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Not applicable.	Not applicable	Not applicable																					

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.12.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																				
<b>VIBRATION</b>  <b>20.1.12.1.1.1 Assessment No. RA045</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public	Accident or injury due to severe or long term vibration.	<table border="0"> <tr> <td>Head</td><td><input checked="" type="checkbox"/></td><td>Hand</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input checked="" type="checkbox"/></td><td>Body</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input checked="" type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input checked="" type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td></td><td></td><td><input type="checkbox"/></td></tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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<b>20.1.13 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury due to severe or long term vibration.	<b>Employees should not carry out work activities that involved severe or long term vibration. An alternative method should be found for carrying out this type of work.</b>	<b>Basic health and safety related to vibration and other relevant online training should be completed successfully.</b>	<b>RESIDUAL RISK : LOW</b>																				

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.13.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>STORES/OFFICES ASSESSMENT</b>  <b>20.1.13.1.1.1 Assessment No. RA046</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice Members of the Public	Accident or injury whilst employees are working in the offices or stores.	<table border="0"> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input checked="" type="checkbox"/></td><td>Body</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>
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Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>																				
<b>20.1.14 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
Accident or injury whilst employees are working in the offices or stores.	<p>Employees take care when working in the offices and the stores and be mindful of trip hazards, fire hazards, tripping and slipping, goods or equipment falling from shelves or stores.</p> <p>Consideration should be given to Manual Handling assessments and Display Screen assessments when necessary.</p> <p>Fire precautions should be adhered to.</p> <p>COSHH assessments should be adhered to.</p>	<p>Basic health and safety and other relevant online training should be completed successfully.</p> <p style="text-align: right; color: red;">RESIDUAL RISK : LOW</p>																					

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.14.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>TRENCHING</b>  <b>20.1.14.1.1.1 Assessment No. RA048</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public	Accident or injury whilst employees are working in trenching.	<table border="0"> <tr> <td>Head</td><td><input checked="" type="checkbox"/></td><td>Hand</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input checked="" type="checkbox"/></td><td>Body</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input checked="" type="checkbox"/></td><td>Fall Arrest</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input checked="" type="checkbox"/></td><td>Wet weather</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td></td><td></td><td></td></tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input checked="" type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input checked="" type="checkbox"/>	Other (specify)			
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<b>20.1.15 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
<b>Accident or injury whilst employees are working in trenching.</b>	Site area is clearly marked and closed off to public Operatives are competent and trained to do the job Operatives to use correct plant to dig the trench Operatives wear the correct PPE Establish a safe working area around digging area Investigate and pay particular attention to underground services Where possible fill trenches immediately If Trenches are to be left open for long periods, cover over and	<b>Basic health and safety and other relevant online training should be completed successfully.</b>	<b>RESIDUAL RISK : LOW</b>																				

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.15.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>COLUMN ERECTION</b>  <b>20.1.15.1.1.1 Assessment No. RA049</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓ Members of the Public ✓	Accident or injury whilst employees are erecting, using or dismantling columns.	<table border="0"> <tr> <td>Head</td> <td><input checked="" type="checkbox"/></td> <td>Hand</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Foot</td> <td><input checked="" type="checkbox"/></td> <td>Body</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Hearing</td> <td><input checked="" type="checkbox"/></td> <td>Fall Arrest</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Eye</td> <td><input checked="" type="checkbox"/></td> <td>Wet weather</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input checked="" type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Fall Arrest	<input checked="" type="checkbox"/>	Eye	<input checked="" type="checkbox"/>	Wet weather	<input checked="" type="checkbox"/>	Other (specify)			
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Other (specify)																							
20.1.16 DESCRIPTION OF HAZARD	Control Measures Required																						
<b>Accident or injury whilst employees are erecting, using or dismantling columns.</b>	Site area is clearly marked and closed off to public Operatives are competent and trained to do the job Operatives to use correct plant to erect column Operatives wear the correct PPE Establish a safe working area when siting the equipment Pay particular attention to overhead power lines or services w	<b>Basic health and safety and other relevant online training should be completed successfully.</b>  <div>RESIDUAL RISK : LOW</div>																					

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.16.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT
<p><b>EXAMPLE</b></p> <p><b>20.1.16.1.1.1 Assessment No. RA050</b></p> <p>Steve Daley &amp; External Assessor</p>	<p>Employee ✓</p> <p>Other Operatives ✓</p> <p>Visitors ✓</p> <p>Apprentice</p> <p>Members of the Public</p>	<p><b>EXAMPLE</b></p> <p>Accident or injury due to employees working alone and not indicating to others that this is the case.</p>	<div> <div>Head</div> <div>Foot</div> <div>Hearing</div> <div>Eye</div> <div>Other (specify)</div> </div> <div> <div>Hand</div> <div>Body</div> <div>Fall Arrest</div> <div>Wet weather</div> </div>
<p><b>20.1.17 DESCRIPTION OF HAZARD</b></p>	<p><b>Control Measures Required</b></p>		
<p><b>EXAMPLE</b></p> <p>Accident or injury due to employees working alone and not indicating to others that this is the case.</p>	<p><b>EXAMPLE</b></p> <p>New employees should be inducted in to the business by :</p> <p>Checking their formal qualifications.</p> <p>Being aided by an experienced member of staff.</p> <p>Being assessed at the end of their induction period</p> <p>Completing the attached induction form.</p>	<p><b>EXAMPLE</b></p> <p>Basic health and safety and other relevant online training should be completed successfully.</p> <p><b>RESIDUAL RISK : LOW</b></p>	



ASSESSMENT DETAILS	PERSONS AT RISK	20.1.17.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																												
<b>OFFICE FIRE EMERGENCY PLAN</b>  <b>20.1.17.1.1.1 Assessment No. RA051</b>  Steve Daley & External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓  Apprentice ✓  Members of the Public ✓	Death or injury due to inadequate provision for exit from the offices or inadequate fire prevention measures.	<table> <tr> <td>Head</td><td><input type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td></td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td></td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td><input type="checkbox"/></td><td>Not applicable</td><td><input type="checkbox"/></td></tr> </table>	Head	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>		<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Not applicable	<input type="checkbox"/>
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Other (specify)	<input type="checkbox"/>	Not applicable	<input type="checkbox"/>																												
20.1.18 DESCRIPTION OF HAZARD	Control Measures Required																														
Injury from fire due to no or inadequate fire detection measures.  Injury from fire due to employees or visitors not knowing how to evacuate the offices.	Smoke detectors should be installed throughout the offices and checked that they are operable once per month. A record of these checks should be kept in the fire log.  Fire notices should be in place indicating where to congregate in the event of a fire. Fire exit signs should be in place indicating the directions of the nearest fire exits. Emergency lighting should be maintained every 3 months and a record kept that this work has been carried out. A fire drill should be carried out every 6 months and a record kept that this has occurred. Designated responsible persons/Fire Marshalls per room nominated.																														

<p>Injury from fire due to fire fighting equipment not working.</p>	<p>The person responsible for fire issues is: STEVE DALEY.</p> <p>Fire Safety Training completed is ROSPA 'Fire Safety in Industry' certificate.</p> <p>Fire extinguishers should be checked once a year by a qualified person and a record kept indicating that this work has been carried out.</p>	<p><b>RESIDUAL RISK: LOW</b></p>
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ASSESSMENT DETAILS	PERSONS AT RISK	20.1.18.1.1 <i>POTENTIAL HARM</i>	MINIMUM PPE REQUIREMENT																				
<b>MEWP Mobile Work Platform</b>  <b>Assessment No. RA060</b>  External Assessor	Employee ✓ Other Operatives ✓ Visitors ✓ Apprentice Members of the Public ✓	Serious or fatal injuries due to falls Injuries or fatalities due to falling objects Damage to property from collision Electric shock Entrapment between MEWP and fixed object	<table border="0"> <tr> <td>Head</td><td><input checked="" type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input checked="" type="checkbox"/></td><td>Body</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td colspan="3">Other (specify)</td><td><input type="checkbox"/></td></tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input checked="" type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>																				
Other (specify)			<input type="checkbox"/>																				
<b>20.1.19 DESCRIPTION OF HAZARD</b>	<b>Control Measures Required</b>																						
	<b>ONLY SUITABLY TRAINED PERSONS ARE ALLOWED TO OPERATE FORKLIFT</b>																						
<b>Slips, Trips &amp; Falls</b>  <b>Falls from height</b>  <b>Public Interface</b>  <b>Overhead Services / Electrocutation</b>  <b>Moving Vehicles</b>	<p>The working platform of the MEWP must be kept as clear as possible of plant and equipment to prevent trip hazards            All operatives to be fully trained in use of MEWP.            The MEWP must have a fully enclosed working platform comprising of double guardrails and toe boards. On no account must operatives stand on the guardrail to attempt to further their reach.</p> <p>Physical barriers and warning notices to be erected around the work area to prevent unauthorised access PRIOR to commencement            MEWP must not be used in the vicinity of overhead power lines which can cause a danger of arcing</p> <p>The MEWP must not be manoeuvred with the working platform at height unless it is specifically designed for that purpose</p>	<p>Do NOT use the MEWP if the working platform is covered with snow and/or ice until such time as it is cleared</p> <p>Operatives must secure themselves to the guardrail of the working platform by use of a safety harness / lanyard. Operatives must not over-reach for danger of falling or overturning the MEWP.</p> <p>A survey of the work area must be undertaken prior to commencement to identify any possible overhead cable or similar obstruction in the work location.</p>																					

Falling Objects	Material and debris must not be 'bombed' from the working platform to the ground below. No work to be permitted beneath the MEWP when in use	Eye protection will be required when working above head height.
Collapse of Structure	MEWP must be marked with the safe working load, which must not be exceeded. Load to distributed evenly along the working platform	Stabilisers must be used when necessary.
RESIDUAL RISK: LOW		

ASSESSMENT DETAILS	PERSONS AT RISK	20.1.19.1.1 POTENTIAL HARM	MINIMUM PPE REQUIREMENT																				
<p><b>USE OF FORKLIFT TRUCKS</b></p> <p><b>20.1.19.1.1.1 Assessment No. RA 0065</b></p> <p>External Assessor</p>	<p>Employee ✓</p> <p>Other Operatives ✓</p> <p>Visitors ✓</p> <p>Apprentice ✓</p> <p>Members of the Public</p>	<p>Serious or fatal injuries due to inadequate maintenance of the fork lift truck and poor training of the FLT drivers.</p>	<table> <tr> <td>Head</td><td><input checked="" type="checkbox"/></td><td>Hand</td><td><input type="checkbox"/></td></tr> <tr> <td>Foot</td><td><input checked="" type="checkbox"/></td><td>Body</td><td><input type="checkbox"/></td></tr> <tr> <td>Hearing</td><td><input type="checkbox"/></td><td>Fall Arrest</td><td><input type="checkbox"/></td></tr> <tr> <td>Eye</td><td><input type="checkbox"/></td><td>Wet weather</td><td><input type="checkbox"/></td></tr> <tr> <td>Other (specify)</td><td></td><td></td><td><input type="checkbox"/></td></tr> </table>	Head	<input checked="" type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input checked="" type="checkbox"/>	Body	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Fall Arrest	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Wet weather	<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>
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Other (specify)			<input type="checkbox"/>																				
20.1.20 DESCRIPTION OF HAZARD	Control Measures Required																						
<p>Accident or injury due to employee not being qualified to drive a FLT</p> <p>Accident or injury due to the FLT not being maintained according to the manufacturers recommendations.</p> <p>Injury through driving in adverse weather</p>	<p>All CJ Electrical Contracting Services employees who use the forklift trucks are trained and certificated. Records of these certificates are kept and a check is made to ensure that they are kept up to date. This is checked annually.</p> <p>All FLTs provided by the company are subject to routine checks which include servicing and safety critical checks conducted on a regular and scheduled basis. These are carried out according to the manufacturer's recommendations. These maintenance checks are carried out by an approved contractor. Records are kept indicating that this work has been carried out.</p> <p>Employees have been instructed through the SSW as to what to do where the weather conditions become adverse (wind, rain, fog, snow etc.).</p>																						

<p><b>Injury to pedestrians whilst loading or offloading goods using the FLT</b></p>	<p>FLT drivers as part of their training are made aware that they should be conscious of others around them when using the FLT.</p>	<p>RESIDUAL RISK : LOW</p>
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## SECTION 5

### SECTION FIVE

#### Auditing and Inspection Records

The auditing and inspection of the CJ Electrical Contracting Services Ltd systems and documentation is carried out and recorded according the schedule outlined below. Any modifications or enhancement of the management system are actioned and recorded.

#### Audit and Inspection Records

Audit Ref	Audit Title	Audit Frequency	Last Audit Date
POL01	Policy Statement and Responsibilities	Annually	19/12/2019

Audit Ref	Audit Title	Audit Frequency	Last Audit Date
RA001	Accident, Injury and near miss reporting and investigation	Annually	19/12/2019
RA002	First Aid	Annually	19/12/2019
RA003	New Employees	Quarterly	19/12/2019
RA004	Training and induction	Quarterly	20/12/2019
RA005	Fire Precautions	Annually	19/12/2019
RA006	Personal Protective Equipment	Quarterly	19/12/2019
RA007	Manual Handling	Annually	19/12/2019
RA008	Working with Ladders and Steps	Six Monthly	19/12/2019
RA009	Working with Mobile Tower Scaffolds	Six Monthly	19/12/2019
RA010	Working with Electricity	Annually	19/12/2019
RA011	Power Tools	Six Monthly	19/12/2019
RA012	Display Screen Equipment	Annually	19/12/2019
RA013	Abrasive Wheels	Annually	19/12/2019
RA014	Health and Safety Consultation	Six Monthly	19/12/2019
RA015	Risk Assessments	Six Monthly	19/12/2019
RA016	Environment	Annually	19/12/2019
RA017	Welfare	Annually	19/12/2019
RA018	Noise	Annually	19/12/2019
RA019	General Health	Annually	19/12/2019
RA020	Lifting Operations	Six Monthly	19/12/2019
RA021	Overhead Cables	Annually	19/12/2019
RA022	Lone Working	Six Monthly	19/12/2019
RA023	Inspections	Annually	19/12/2019
RA024	Vehicle Drivers	Six Monthly	19/12/2019
RA025	COSHH Assessments	Annually	19/12/2019
RA026	Young Persons	Annually	19/12/2019

RA028	Control of Visitors	Annually	19/12/2019
RA029	Control of Lead	Annually	19/12/2019
<b>Audit Ref</b>	<b>Audit Title</b>	<b>Audit Frequency</b>	<b>Last Audit Date</b>
RA030	Work at Height	Six Monthly	19/12/2019
RA033	Asbestos	Annually	19/12/2019
RA034	General Access Scaffolding	Six Monthly	19/12/2019
RA035	Mobile Elevated Platforms	Six Monthly	19/12/2019
RA037	Work Equipment	Six Monthly	19/12/2019
RA038	Appointment of Contractors (CDM)	Annually	19/12/2019
RA039	Bullying and Violence at Work	Annually	19/12/2019
RA040	Stress at Work	Annually	19/12/2019
RA042	False Fire Alarms	Annually	19/12/2019
RA045	Vibration	Annually	19/12/2019
RA046	Store and Office Assessment	Quarterly	19/12/2019
RA047	Powered Access Equipment	Six Monthly	19/12/2019
RA048	Trenching	Six Monthly	19/12/2019
RA049	Column Erection	Six Monthly	19/12/2019



## SECTION 6

### SECTION SIX

#### COSHH Assessments

The following COSHH risk assessments have been completed. These assessments have taken in to consideration the information provided by the manufacturer or supplier of the chemicals together with the extent and location of the use of the products.

#### COSHH Assessment Records

Assessment Ref	Product
COS01	Masonry Dust
COS02	Trefolex Cutting Compound
COS03	Egaweld Adhesive No. 1, 2, & 3.

## SECTION 7

### SECTION SEVEN

#### SAMPLE TRAINING RECORD CERTIFICATES

##### Title

Conducting Health And Safety Training  
City & Guilds Level Three 238111, BS7671;June 2001  
City & Guilds Level Three 239101, Test & Inspection BS7671;June 2001  
City & Guilds Part One Electrical Installation Work 26367  
City & Guilds Part Two Electrical Installation Work 26367  
City & Guilds Part Two Electrical Installation Work 26367.  
CITB SMSTS Certificate  
Environmental Protection In Industry - For Managers  
Environmental Protection In Industry  
Essentials Of Asbestos Safety Risk Assessment  
Essentials Of Fire Risk Assessment  
Essentials Of Manual Handling Risk Assessment  
Essentials Of Work At Height Risk Assessment  
Essentials of Work Equipment Risk Assessment - Part 1  
Essentials of Work Equipment Risk Assessment - Part 2  
Fire Safety In Industry  
Manual Handling  
Abrasive Wheels  
Mobile Work Platforms  
Health & Safety Awareness  
Hazardous Substances In Industry  
Health And Safety In Construction  
Managing Contractors In Industry  
Manual Handling In Construction  
Near Miss Reporting In Industry  
PPE Safety in Industry  
Risk Assessment in Construction  
Safety In Confined Spaces  
Asbestos Safety  
Working At Height  
Working At Height In Construction

## SECTION 8

### SECTION EIGHT

#### OTHER INFORMATION

To include:

Offices:

1. Fire detection and alarm testing (Retained within CJ Electrical Contracting Services Ltd Head Office)
2. Display Screen Assessments (Retained within CJ Electrical Contracting Services Ltd Head Office)
3. Workplace Assessments (Retained within CJ Electrical Contracting Services Ltd Head Office)
4. Portable Appliance Testing (Retained within CJ Electrical Contracting Services Ltd Head Office)
5. Fixed Wire Testing (Retained within CJ Electrical Contracting Services Ltd Head Office)

Field Staff:

1. Vehicles Insurance Documents (Retained within CJ Electrical Contracting Services Ltd Head Office)
2. Vehicle Maintenance Documents (Retained within CJ Electrical Contracting Services Ltd Head Office)
3. Drivers Licenses (Retained within CJ Electrical Contracting Services Ltd Head Office)
4. CRB Certificates (Retained within CJ Electrical Contracting Services Ltd Head Office)
5. Suffolk Police Authority Approved Certificates (Retained within CJ Electrical Contracting Services Ltd Head Office)