

Health And Safety Policy

1. Policy Statement.

City Planned Maintenance Ltd is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and visitors who may be affected by our activities. We recognise that the management of health and safety is a core business function and aim to prevent accidents, injuries, and occupational ill health through safe systems of work and continuous improvement.

Our goal is zero harm in all operations.

2. Responsibilities

Employer / Management

- * Provide and maintain safe systems of work, plant, and equipment.
- * Ensure all work is carried out in compliance with the Electricity at Work Regulations and other relevant legislation.
- * Conduct risk assessments and implement appropriate control measures.
- * Provide information, instruction, training, and supervision to ensure safety competence.
- * Ensure accidents, incidents, and near misses are reported, recorded, and investigated.
- * Review this policy annually or when significant changes occur.

Employees

- * Take reasonable care for their own health and safety and that of others.
- * Follow safe working practices and company procedures at all times.
- * Use PPE and equipment correctly and report any defects.
- * Report hazards, unsafe conditions, or incidents immediately.
- * Cooperate with management to achieve a safe workplace.

Subcontractors and Visitors

- * Must comply with this policy and any site-specific safety requirements.
- * Must not carry out work unless competent and authorised.

3. Arrangements for Health and Safety

Risk Assessment

- * Risk assessments will be carried out for all key activities, including electrical installation, maintenance, and testing work.
- * Control measures will be communicated to all affected personnel.

Electrical Safety

- * All electrical work must comply with BS 7671 (IET Wiring Regulations).
- * Only qualified and competent electricians are to carry out electrical maintenance.
- * Lock-out/tag-out procedures must be followed before commencing work on live systems.
- * Live working is prohibited unless it is absolutely necessary and authorised, with a suitable risk assessment and control measures in place.

Personal Protective Equipment (PPE)

- * Appropriate PPE (e.g. insulated gloves, eye protection, flame-retardant clothing) must be worn when required.
- * PPE is provided free of charge and must be maintained in good condition.

Tools and Equipment

- * All tools and test equipment must be inspected regularly and maintained in safe working condition.
- * Portable appliance testing (PAT) will be carried out annually.

First Aid and Emergency Procedures

- * A first aid kit will be available in all work vehicles and at the company premises.
- * At least one employee will hold an up-to-date First Aid qualification.
- * Emergency contact details will be displayed clearly on site and in vehicles.

Accident Reporting

- * All accidents, near misses, and hazardous situations must be reported to management.
- * Records will be maintained and reviewed to identify trends and prevent recurrence.

Training

- * Employees will receive induction training and regular refresher training on health and safety procedures, including electrical safety, manual handling, and working at height.

Welfare and Environment

- * Adequate welfare facilities will be provided (e.g. toilets, washing, rest areas).
- * Waste materials, including electrical components, will be disposed of safely and in an environmentally responsible manner.

4. Monitoring and Review

This policy and associated procedures will be reviewed annually or following any major incident, change in operations, or new legislation to ensure continued suitability and effectiveness.

Signed:

Matthew Debono – Director

Date: 21/01/25

