



HOLLAND & JOHNSTON  
ELECTRICAL CONTRACTORS

## Company Health & Safety Policy for Holland & Johnston Ltd

Dated 13/06/2019  
Review date 13/06/2020

Responsibilities	Full Name	Job Title
Person with most responsibility. Head of Organisation	Phil Johnston	Director
Person responsible for Method Statements	David Hollands	Director
Person responsible for Risk Assessments	David Hollands	Director
Person responsible for COSHH assessments	David Hollands	Director
Person responsible for insurances	David Hollands	Director
Person responsible for welfare	Phil Johnston	Director
Person responsible for accident reporting	Phil Johnston	Director

Signed: *D Hollands*

Position: Director

Date: 13/06/2019



## CONTENTS

### 1.0 Organisations responsible persons and acceptance signature. (Listed on cover page)

### 2.0 Policy Statements

- 2.1 Health and safety policy statement
- 2.2 Risk assessment policy statement
- 2.3 Environmental policy statement
- 2.4 Equal opportunities policy statement

### 3.0 Organisation

- 3.01 Safety management structure
- 3.02 Employers responsibilities
- 3.03 Employees responsibilities
- 3.04 Information for employees
- 3.05 Designated responsibilities

### 4.0 Safe working practices

- 4.01 Accident reporting procedure
- 4.02 Alcohol and drugs
- 4.03 CDM (Construction Design and Management Regulations 2015)
- 4.04 Confined Spaces
- 4.05 COSHH (Control of substances hazardous to health)
- 4.06 Damaging knee (from kneeling)
- 4.07 Desk work. Musculoskeletal injuries and posture fatigue
- 4.08 Desk work. RSI (Repetitive strain injuries)
- 4.09 Disciplinary rules
- 4.10 DSE (Display screen equipment)
- 4.11 Electrical installations
- 4.12 Electricity
- 4.13 Falls from heights (hop ups)
- 4.14 Falls from heights (Kick step)
- 4.15 Falls from heights (Step ladder)
- 4.16 Fire/explosion
- 4.17 First aid procedures
- 4.18 Hand arm vibration
- 4.19 Manual handling
- 4.20 Noise
- 4.21 Objects falls from height
- 4.22 Office equipment
- 4.23 Permits to work
- 4.24 PPE (Personal protective equipment)
- 4.25 RSI (Repetitive strain injuries)
- 4.26 Safety signs
- 4.27 Slip, trips and falls
- 4.28 Struck by objects
- 4.29 Training
- 4.30 Vehicles
- 4.31 Waste management



- 4.32 Welfare facilities
- 4.33 Work equipment
- 4.34 Working at height
- 4.35 Young persons



## 2.0 Policy Statements

### 2.01 Health and safety policy statement

It is the Company's policy to recognise, accept and implement its duties under the Health and Safety at Work Act and associated regulations to endeavour to ensure a healthy, safe working environment for all of its employees. The Company also endeavours to ensure that persons not in its employment are not exposed to risks to their health and safety due to the Companies undertakings and activities.

So far as is reasonably practicable we will:

- Carry out regular hazards and risks assessment of our undertakings and activities
- Provide a safe place of work with safe access and egress
- Provide instruction, training and supervision as required
- Provide and maintain plant, equipment and machinery
- Provide adequate welfare facilities and arrangements
- Consult with our employees on matters affecting health and safety in the workplace
- Implement and actively manage and supervise health and safety at work
- Ensure the safe handling, storage, use and transport of articles and substances
- Endeavour not to endanger persons who may be affected by our undertakings and activities but who are not in our employment
- Amend this policy as required and review it annually
- Provide adequate resources and communication for this policy's implementation

Additionally, we also:

- Endeavour to ensure that our health and safety policy is followed when working outside or in residential or commercial properties
- Endeavour to ensure that residential or commercial premises provide a safe place of work
- Co-operate and work with any persons on site locations in order to achieve and maintain a safe place of work
- Expect employees to conform to this policy
- Expect employees to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions



## 2.02 Risk assessment policy statement

It is the Company's policy to recognise, accept and implement its duties under the Health and Safety at Work Regulations 1999, regulation 3, to carry out risk assessments on its premises, tasks and hazardous substances.

So far as is reasonably practicable we will:

- Avoid risks and evaluate risks that cannot be avoided
- Give collective protective measures priority over individual protective measures
- Provide a specific risk assessment for risks to young people should it be required
- Provide a specific risk assessment for pregnant women and new mothers should it be required
- Review and revise risk assessments at six month intervals, if the work changes significantly or if there are any grounds to believe that it is no longer valid
- To create preventative solutions for risks where possible and to supply protective measure as required
- Adapt work tasks to replace the dangerous with the non-dangerous or less dangerous
- Select plant, machinery and equipment that offers minimum user health and safety risks
- Use the five step risk assessment approach:
  1. Identify the hazards
  2. Decide who might be harmed and how
  3. Evaluate the risks and decide on precautions
  4. Record significant findings
  5. Review the assessment and update if necessary



## 2.03 Environmental policy statement

It is the Company's policy to recognise, accept and implement its duties for reducing harmful effects its operations may have on the environment by complying with all current environmental legislation, and we will:

- Minimising waste by assessing operations to ensure they are as efficient as possible
- Actively promote recycling both internally and along the supply chain
- Source and promote product ranges that minimise environmental damage
- Consider environmental issues in the decision making process
- Increase awareness of environmental responsibilities amongst staff
- Dispose of any waste materials in a safe and environmentally friendly way
- Use materials from sustainable sources where possible
- Have waste carriers licence and use registered waste disposal companies as required
- Ensure vehicles meet emission standards



## 2.04 Equal opportunities policy statement

It is the Company's policy to oppose all forms of discrimination and to recognise individual's human rights. We promote a positive attitude towards individuality and equality to our staff and encourage self-respect and respect for others. We don't judge, promote or receive people less favourably based on the following grounds:

- Disability
- Gender, including gender reassignment
- Faith, religion or belief
- Political opinion
- Race
- Marital or civil partnership status
- Sexual orientation
- Age
- Having or not having dependents
- Pregnancy
- Sickness or ill health

## 3.0 Organisation

### 3.01 Safety management structure



### 3.02 Employers responsibilities

As employers, our specific duties set out by the Management of Health and Safety at Work Regulations, include:

- Carrying out of risk assessments relevant to all work activities, implementing control measures and ensuring that employees are aware of the process and the outcome
- Appoint competent persons to help comply with health and safety law
- Provide employees with suitable training and information in clear and concise terms
- Provide health and safety information and training to temporary workers and contractors who may be working in the premises
- Provide PPE (personal protective equipment and clothing) if required
- Provide suitable and well maintained equipment, implements and tools.
- Provide health surveillance to employees if required
- Follow safe systems of work for handling and storing any substances or products that may cause harm to health or the environment
- Provide a safe place of work



### 3.03 Employees responsibilities

Duty of care under the Health and Safety at Work Act 1974 Section 7 requires employees to take reasonable care of himself/herself and any other person who may be affected by his/her actions or omissions by law.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety law are adhered to.

Some employee obligations include:

- Follow safety rules, safety signs and safe working practices
- Only carry out tasks that you are trained and competent to undertake
- Carry out tasks using the correct PPE (personal protective equipment) and safety devices provided
- Report anything that may cause harm from frayed or worn floor coverings to dangerous occurrences
- Report any incident that has occurred such as someone slipping on a wet floor surface, even if there was no injury
- Never block walkways, escape routes, emergency exits, or doorways
- Store materials and equipment in the correct place and in a safe manner



### **3.04 Information for employees**

Information regarding health and safety law, advice and procedures is provided in various ways and include:

On entering the building there is the “Health and Safety Law Poster” which has various addresses and contact details including the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS), the local hospital and the names of responsible persons entered in the appropriate spaces.

Safety awareness posters with specific safety rules that are required to be followed are displayed at relevant locations.

Safety issues, amendments and implementations that arise from monthly meetings are passed down to all staff via the supervisors and management.

Any additional information with regard to health and safety will be passed down to all staff by means of consultation between management and employees.



### 3.05 Designated responsibilities

Designated responsibilities within the Company are shared by the people mentioned in Item 1.0 Organisations responsible persons and acceptance signature. (Listed on cover page). Although the Company uses designated persons the overall responsibility for health, safety and welfare, and to ensure policy implementation as well as staff's obedience to the policy lies with the person with most responsibility and head of Organisation named on cover page.

Some specific health and safety duties and responsibilities include:

- Safety and maintenance of plant, machinery and equipment.
- Risk assessments, method statements and COSHH assessments
- Notices and signage including safety signs for relaying information to staff, visitors and the general public when applicable.
- Public, liability and vehicle insurances
- Waste carrier's licences and waste disposal procedures
- Environmental issues including noise and nuisance
- Welfare, fire prevention and security
- Accident investigation and reporting
- CSCS, subcontractor's insurances, training certificates and competence
- Recruitment, induction and training
- PPE



## 4.0 Safe working practices

### 4.01 Accident reporting procedure

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Our policy is that all injuries, diseases and dangerous Occurrences are reported to a supervisor or manager, recorded and kept on file for a minimum period of three years. Any incident that requires treatment of either first aid or medical assistance will be investigated and where possible control measures will be implemented to reduce the likelihood of re-occurrence.

Near misses and dangerous occurrences will be brought up and discussed at monthly meetings with the view to understand, find solutions and prevent bad practices.

Enforcing authorities for occupational health and safety will be informed about serious incidents or cases of disease through the on line RIDDOR forms.

### 4.02 Alcohol and drugs

Staff cannot be in possession or under the influence of alcohol or drugs whilst at the workplace.

Prescription drugs are permitted, provided there are no adverse effects and the staff member can carry out their duties correctly and in a safe manner. Employees should inform a supervisor or manager if they are taking any medication or are suffering from a medical condition that could affect their work and the health and safety of either themselves or others.

### 4.03 CDM (Construction Design and Management Regulations 2015)

To fully recognise and comply with the CDM regulations.

### 4.04 Confined spaces

Assess the risks involved and the control measures that need to be put into place including relevant PPE, air circulating devices, air quality monitoring and no lone working where appropriate.



#### **4.05 COSHH (Control of substances hazardous to health)**

Always follow the manufacturer's instructions on the product sheet or label, and use personal protective equipment and clothing as required. Use the COSHH Assessment Form for instructions on storage, transportation, first aid, environmental, accidental release and firefighting measures

#### **4.06 Damaging knee (from kneeling)**

Provision of suitable PPE for knee protection, either in the form of independent knee pads or a kneeling mat. Raise work up off the floor when possible to eliminate kneeling or squatting. Avoid remaining in one posture for long lengths of time.

#### **4.07 Desk work. Musculoskeletal injuries and posture fatigue**

Change seated position regularly. Adjust chair height so that thighs are parallel to floor and elbows are at 90°. Use a foot rest if feet are not flat on floor. Use ergonomic chairs, keyboards, furniture and other equipment where possible. Take regular breaks where you stand up and walk.

#### **4.08 Desk work. RSI (Repetitive strain injuries)**

Avoid forceful or repetitive tasks where possible. Ensure work station is set up correctly. Take regular breaks from repetitive tasks. Ensure that mouse speed is set to medium or lower. Use ergonomic chairs, keyboards, furniture and other equipment where possible.

#### **4.09 Disciplinary rules**

Cases of serious or repeat misconduct, will lead direct to immediate disciplinary action and some of these include, having a naked flame in a no smoking area, property theft, removing or misusing equipment or carrying out any deliberate act that may put yourself or others at risk.

Less serious offences will usually be dealt with by mentoring, appraisals and training.

#### **4.10 DSE (Display screen equipment)**

Adequate lighting to be provided and correct viewing distances to be maintained from eye to screen (50 to 70cm). Centre of screen to be about 12cm below eyes and users should look at a distant object every 20 minutes to refocus eyes and blink regularly to avoid dry eyes.



#### **4.11 Electrical installations**

Electrical installations and wiring conforming to the current IEE wiring regulations and carried out by competent and qualified electricians. No work to be carried out on live circuits other than testing.

#### **4.12 Electricity**

All portable equipment to be PAT tested at six month intervals and any defective cables, plugs, sockets or other equipment to be removed. Reel extension cables not to be used and a maximum of one twin extension socket per single socket to be adhered to. No cables to be run at ground level where they could be a trip hazard or suffer damage from chair castors or similar.

Electrical consumer boards to incorporate residual current devices, be free from obstructions and have Miniature Circuit Breaker (MCBs) and isolation switches labelled correctly with switch rooms been kept locked. All fixed electrical installations to be inspected, tested and certified every three years by a competent person.

#### **4.13 Falls from heights (hop ups)**

Hop ups inspected prior to use, fit for purpose, with a maximum working height of 500mm. Ensure hop up legs are securely locked in place and that the ground base is firm and level. Avoid over reaching when using hop up and never use painted hop ups.

#### **4.14 Falls from heights (Kick step)**

Kick Steps inspected prior to use, fit for purpose, with a maximum working height of 450mm. Ensure castors and tread area are in good condition and that the ground base is firm and level. Avoid over reaching when using Kick Step and do not use if floor area is wet or contaminated.

#### **4.15 Falls from heights (Step ladder)**

Step ladders intended for domestic use must not be used in the work place. Ensure the ground base for the step ladder is firm and level and avoid using step ladders in positions where they may be struck. E.g. by an opening door. If a compromising position cannot be avoided ensure a second person is employed as a spotter. Avoid over reaching and ensure that belt buckle remains between the step ladders stiles at all times and that a second person foots the step ladder if working more than four steps high.





## **4.16 Fire/Explosion**

Suitable fire extinguishers and blankets to be kept in kitchen and at various points around building as required. Smoke alarms and emergency lighting to be fitted as required prior to building been used and Fire Risk Assessment carried out. Escape routes, traffic management plan, muster points and importance of signing in book explained at induction with good housekeeping maintained. Fire alarm to be demonstrated at induction and regular fire drills to take place.

## **4.17 First aid procedures**

Names of First Aiders and nearest hospital can be found on notices, which are displayed next to wall mounted first aid kits around the premises. Employees made aware of the locations of first aid kits at induction. First aid kits are regularly checked for contents and topped up as required with used swabs and dressings disposed as bio hazards.

## **4.18 Hand arm vibration**

Ensuring that employees are not exposed to vibration that exceeds the current recommended exposure levels. That tool selection considers hand arm vibration and that the correct PPE is issued.

## **4.19 Manual handling**

Raising, lowering and carrying loads is to be carried out using the correct posture and technique and ensure the load is light enough to lift and will remain stable in transport. Loads over 25KG are classified as double handling. If the load is to be carried check the route is free from obstacles before starting and use mechanical aids such as stack trucks where possible if applicable.

A load is classified as double handling if it is of irregular shape, obstructs vision, has to be manhandled around staircases or other obstructions or if a person doesn't feel confident lifting it.

## **4.20 Noise**

Risks are to be assessed for tasks that will create high noise levels and control measures put into place. The provision of correct PPE and employee health surveillance for those exposed to high noise levels.



#### **4.21 Objects falls from height**

Where possible only store light loads above head height and maintain clear access to storage areas. Only use suitable storage systems and ensure that items stored above head height are placed in a safe a suitable manner. Ensure adequate lighting is available in overhead storage systems.

#### **4.22 Office equipment**

Ensure that hair, clothing, jewellery and other loose items do not come in to contact with moving parts. Only competent staff who have been trained and know manufacturers operating instructions can use office equipment. Equipment periodically checked and serviced to ensure good working condition and equipment in poor or damaged state to be removed. Equipment manuals to be stored in a safe accessible location.

#### **4.23 Permits to work**

Ensuring that permits to work are issued for relevant high risk activities and tasks. That the permits are signed off and closed down at the end of shift or once work is complete, whichever is the soonest.

#### **4.24 PPE (Personal protective equipment)**

Providing suitable and sufficient personal protective equipment prior to work commencing that is in date and complies to current European Standards (CE marking).

#### **4.25 RSI (Repetitive strain injuries)**

Avoid forceful or repetitive tasks where possible and ensure work station is set up correctly. Take regular breaks from repetitive tasks and avoid arching back or squatting for long periods or stretching and over reaching.

## 4.26 Safety signs

Signage to be checked and assessed every 3 months:

- RED: Means prohibited and the signs are circular with a white background and black pictogram. They have a red border and diagonal line | No Entry | No Smoking | Stop
- YELLOW or AMBER: Means caution and the signs are triangle shaped, have a black pictogram and edging with a yellow or amber background | Wet floor | Slow down | Hot
- GREEN: Means no danger or the best thing to do. Rectangular or square with a white pictogram on a green background | Fire escape | First Aid | Exit
- BLUE: Means mandatory and the signs are circular with a white pictogram on a blue background | Wear glasses | Use handrail | Hard hat area

## 4.27 Slip, trips and falls

Housekeeping to be maintained throughout the day and floor area to be even, in good condition and clear of obstruction. Report any trip or slip hazard to a supervisor or manager as soon as you see it and ensure designated walkways are kept clear and free from hazards. Use signage for wet floor surfaces and ensure floor coverings, steps and ramps are clean and in good condition and that there is adequate lighting.

## 4.28 Struck by objects

Cabinets and storage units are to be secured to walls and safe stacking practices to be followed. Good housekeeping observed with unused furniture safely positioned and drawers are closed immediately after use. Room layout to be arranged so that clear lines of vision are achieved.

## 4.29 Training

All employees undergo a thorough induction prior to commencing employment covering all relevant health and safety issues. Shadowing and mentoring will be encouraged to give employees confidence in unfamiliar systems and circumstances. Training courses will show how to work safely and minimise risks and all training will be recorded on employee's personnel file. Refresher courses may be taken on an annual basis or as per training providers recommendation.



### **4.30 Vehicles**

Traffic management system in place with 5 mph speed limit in place and designated area for emergency vehicles. Delivery drivers to observe designated time slots and to sign in at reception prior to unloading. Pedestrian walkways to be signposted. Carpark surface checked for debris and broken glass on a regular basis.

### **4.31 Waste management**

Dispose of any waste materials in a safe and environmentally friendly way and use materials from sustainable sources where possible. Have waste carriers licence and use registered waste disposal companies as required

### **4.32 Welfare facilities**

Ensure there is adequate working toilet facilities that are checked and cleaned on a regular basis with a cleaning register displayed. Warm water, soap and hand drying facilities to be provided as with fresh, clean drinking water and adequate heating. Facilities for heating food and making hot drinks and cleaning cutlery and crockery to be provided.

### **4.33 Work equipment**

Ensure plant, machinery and equipment is suitable, fit for purpose and well maintained or taken out of service. That persons using equipment are competent and trained and have the correct PPE.

### **4.34 Working at height**

Ensure that access equipment is fit for the purpose, correctly installed, certified as required and checked at the correct frequency. Scaff tags to be green and in date before scaffold used. Access and egress points to be secure and comply to current legislation.

### **4.35 Young persons**

Ensure that young person does no lone working and is managed and supervised by persons who are trained and competent. The tasks carried out by a young person are to be restricted to low risk activities with mentoring and training been given before each new task.