



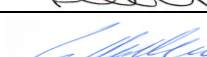




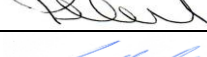


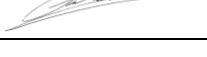





GTM Electrical Services Ltd

Unit 3 Hamer Vale
Buckley Road
Rochdale
OL12 9BF

Company Health and Safety Policy

Date	Amendment/Review	Section No.	Name	Signature
30 th April 2010	Add sections on stress and display screen equipment	4.34 & 4.35	Phil Lord	
21 st Sept 2011	Full review of policy	All sections	Phil Lord	
9 th April 2012	Changes to RIDDOR	4.1	Phil Lord	
21 st Oct'13	Updates to RIDDOR & First Aid	4.1	Phil Lord	
11 th Nov'13	Index update	Index	Phil Lord	
6 th April'18	Full review of policy	All sections	Giles Mullen	
10 th April'15	New CDM Regs 2015	4.13 to 4.15	Phil Lord	
29 th April'15	Re-write manual handling section and add confined spaces section	4.21 & 4.45	Phil Lord	
5 th Oct'15	Full review of policy	All sections	Phil Lord	
8 th Dec'16	Asbestos removal policy	4.12	Phil Lord	
6 th April'17	Full review of policy	All sections	Phil Lord	
6 th April'18	Full review of policy	All sections	Giles Mullen	
10 th April 19	Full review of policy	All sections	Darren Hambleton	
1 st April 20	Full review of policy	All sections	Darren Hambleton	



POLICY FOR HEALTH AND SAFETY AT WORK

GENERAL STATEMENT OF INTENT

The Company recognises its health and safety duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, The Construction (Design & Management) Regulations 2015 and concomitant protective Legislation, including the Environmental Protection Act 1990, the Environment Act 1995 and the Regulatory Reform (Fire Safety) Order 2005, both as an Employer and as a Company and to that end has appointed members of Staff to be responsible for health and safety maintenance at the Company, to keep workplace procedures relating to health and safety under constant enforcement review and development and to liaison with the Health and safety Executive whenever necessary, so as to keep the Managing Director updated on any new Legislation affecting them, EU Directives, regulations and British Standards, in order to ensure compliance with same.

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, including injury to any Trainee, and this is in addition to its statutory duty to keep an Accident Book available for inspection by an Inspector of the Health and Safety Executive.

In furtherance of (1), the Company proposes always to comply with its duties under S 2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999, Regs 3-6, towards its Employees and, more particularly, so far as is reasonably practicable, to

- a) provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment;
- b) provide such information and instruction as may be necessary to ensure the health and safety at work of its Employees and also compliance with the Health and Safety Information for Employees Regulations 1989, the Personal Protective Equipment at Work Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the Health and Safety (Display Screen Equipment) Regulations 1992, the Construction (Design & Management) Regulations 2015, the Employment Rights Act 1996 and the Management of Health and Safety at Work Regulations 1999, and to promote awareness and understanding of health and safety throughout the workforce;
- c) ensure safety and absence of health risks in connection with use, handling, storage and transport of articles and substances;
- d) make regular Risk Assessments to Employees;
- e) take appropriate preventative / protective measures;
- f) provide Employees with health surveillance;
- g) appoint competent Personnel to secure compliance with statutory duties.

In further recognition of its statutory and common law duties, the Company has taken out insurance, with an approved Insurer, against liability for death, injury and / or disease suffered by any of its Employees and arising out of and in the course of employment, provided only that it was caused by the negligence and / or breach of statutory duty on the part of the Company; such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by Employees and the Health and Safety Executive.

All Employees of the Company agree, as a term of their Contract of Employment, to comply with their individual duties under S 7 of the Health and Safety at Work Act, Reg 12 of the Management of Health and Safety at Work Regulations 1999 and generally co-operate with their Employer so as to enable the Employer to carry out his health and safety duties towards them. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health and safety, on the part of any Employee, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, such as dismissal may be instant without prior warning through the Company disciplinary procedure.

Prime responsibility for health and safety lies with the Managing Director of the Company and its Managers and appointed Supervisors.

In recognition of its duties towards the general Public and all lawful Visitors to the Company's premises, or other sites of work, the Company regards the extent of its duties as compatible with Sections 2 and 5 of the Health and Safety at Work Act and the Occupiers' Liability Acts 1957 and 1984. In particular, where Visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company Policy, entitling the Company to take such measures as it considers appropriate, including asking the Visitor to leave the premises or site.

This Policy has been prepared in furtherance of S 2(3) of the Health and Safety at Work Act 1974 and binds the Managing Director, Managers, appointed Supervisors and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on demand.

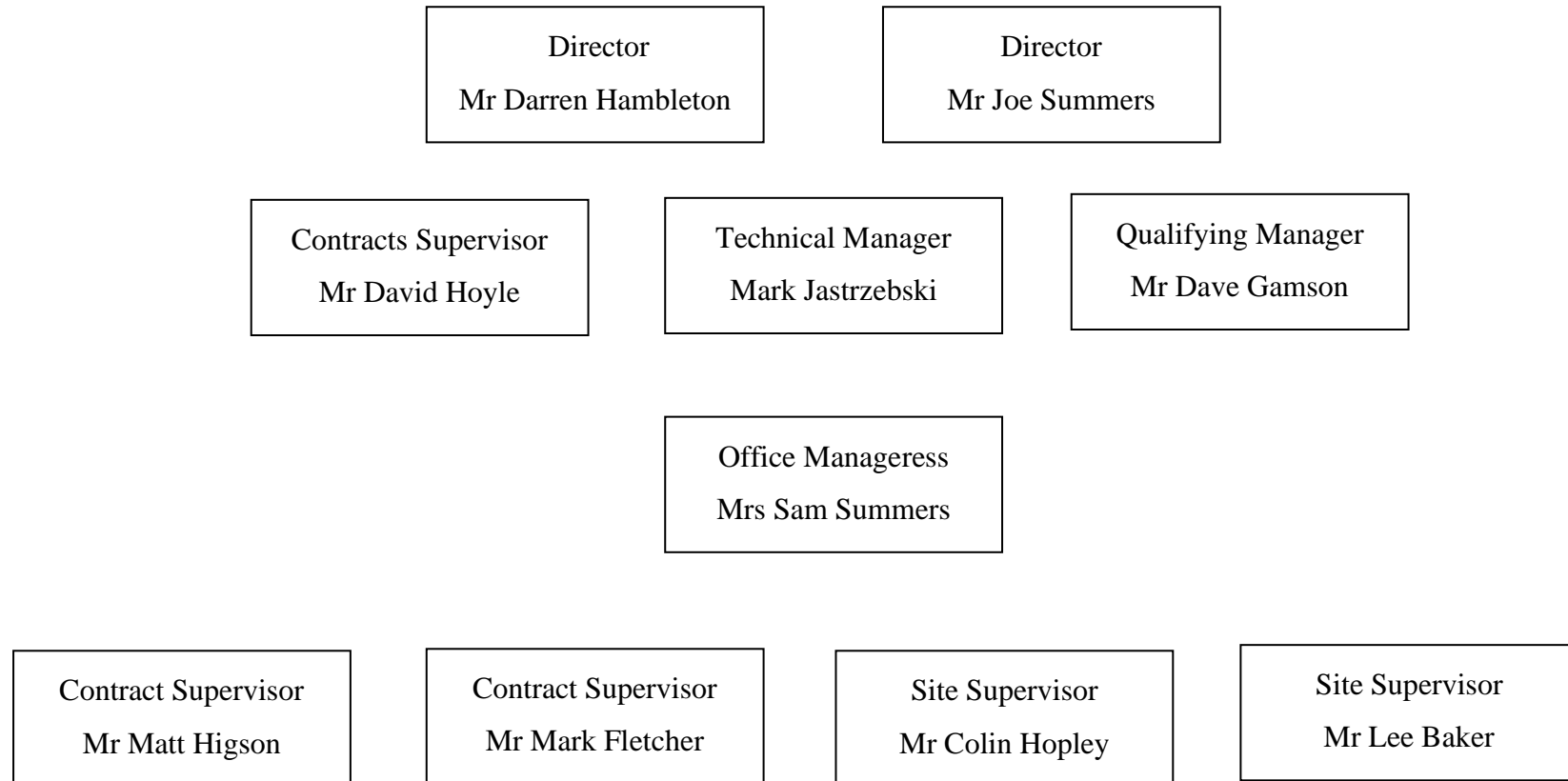


Signed
Director

Date1st April 2020

Issue No': GTM - SC 020
Last Revised: 1st April 2020

1.0 ORGANISATIONAL STRUCTURE



2.0 ENVIRONMENTAL POLICY STATEMENT

G.T.M. Electrical Services Ltd is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of G.T.M. Electrical Services Ltd is to minimise any impact on the environment by:

- preventing pollution, reducing waste and ensuring, wherever practicable, that measures are implemented to protect and preserve natural habitats, flora and fauna
- considering the effects that our operations may have on the local community
- taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts
- promoting environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures
- seeking to work in partnership with the community by behaving in a considerate and socially responsible manner
- ensuring effective and expedient incident control, investigation and reporting.

Managerial and supervisory staff has responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

G.T.M Electrical Services Ltd will fully comply with the duties placed upon it within the requirements of legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environment Agency and other organisations. As part of the company's commitment to maintaining the highest levels of environmental management, it is the intention that the company will work towards environmental management systems compliant with ISO14001.

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

G.T.M Electrical Services Ltd will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventive and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfill the requirements of this policy.

The directors have overall responsibility for all environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the directors which gives its full support to its implementation.

3.0 RESPONSIBILITIES

3.1 The Managing Director

The Managing Director has the overall responsibility for the health, safety and welfare of the Company's Employees, and that adequate resources are available for health and safety provisions at all times.

The Managing Director has the overall responsibility for ensuring that the organisation and arrangements necessary for achieving the health, safety and welfare aims of GTM Electrical Services Ltd. are initiated, enforced and revised.

3.2 The Contracts Manager

Shall implement and enforce the Company Health and Safety Policy effectively.

Shall review accident investigation reports and be satisfied that the correct conclusion is achieved and that corrective action is taken.

Shall ensure that all nominated Supervisors are aware of, and implement, the Health and Safety at Work Act 1974 and other relevant statutory provisions.

Shall ensure that responsibility is properly assigned and accepted at all levels.

Shall implement training to establish safe systems of work and working practices.

Shall formally perform regular / periodical site safety inspections.

Shall ensure that all fire fighting equipment is inspected and serviced at prescribed intervals.

Shall ensure that first aid supplies and adequately trained Personnel are available.

Must ensure that any unsafe machine or tool is adequately immobilised and removed from service.

Shall ensure that maintenance of plant and equipment is carried out on a regular basis and records kept for any repairs carried out.

Shall ensure that all Employees are aware of, and implement, the Health and Safety at Work Act and other relevant statutory provisions.

Shall monitor and ensure that Employees are complying with their prescribed tasks and working in a safe manner.

Shall develop Method Statements and Risk Assessments as appropriate.

Shall forward the appropriate health and safety documentation to Clients and Contractors.

Shall liaise with the Client and their representatives on health and safety matters.

Must co-operate with the Health and Safety Executive and Company Safety Advisor / Consultant, and implement any recommendations / improvements required.

3.3 The Company Secretary

Shall ensure records are maintained of Employee inductions and training.

Shall report all RIDDOR category accidents to the Enforcing Authority.

Shall ensure that adequate first aid materials are available at all times, and maintained to statutory requirements.

Shall ensure adequate supplies of personal protective equipment is available.

Must co-operate with the Health and Safety Executive and Company Safety Advisor / Consultant at all times.

3.4 The Appointed Supervisors

Must familiarise themselves with the Company Safety Policy.

Monitor all Employees / Contractors and Suppliers and report any problems to the Managing Director.

Undertake site Specific Risk Assessment reviews in liaison with the Contracts Manager and Clients.

Maintain correct and adequate site records e.g. daily record of persons on site where applicable.

Must ensure that persons in his / her charge are adequately trained and fully aware of any hazard on the site or premises.

Must ensure that all Employees in his / her charge know what to do in case of fire and know the location of fire equipment.

Must ensure that all Employees in his / her charge know the whereabouts of first aid facilities on all sites and premises.

Should continually develop safe practices to ensure maximum safety for all Employees.
Must investigate all accidents promptly to discover their cause and eliminate recurrence.

Shall ensure that all safety rules are observed and that protective equipment is worn and used, where appropriate.

Shall ensure that all defects in his / her work place are promptly reported and rectified.

Shall maintain a high standard of "housekeeping" e.g. tidy site - each trade responsible for clearing its own rubbish.

Must co-operate with the Health and Safety Executive and Company Safety Advisor / Consultant, and implement any recommendations / improvements required.

Shall assist in the induction and safety training of all new Employees.

Shall adopt and comply with Company health and safety procedures.

Must ensure that any unsafe machine or tool is adequately immobilised.

3.5 The Company Health & Safety Advisor / Consultant

Shall provide advice to all levels of Management on matters of health, safety and welfare at work when requested.

Shall keep up to date and topical on Legislative requirements.

Shall liaise with the Health and Safety Executive, Fire Officers, Managing Director and any other enforcing body when requested.

Shall monitor the effectiveness of the Company Health and Safety Policy with the Director as requested.

Will advise all levels of Management on the development of safe systems of work and assist in the drawing up of Codes of Practice, Method Statements and Risk Assessments as requested.

Shall represent the Company on matters of health and safety when requested.

3.6 The Company Employees

Shall make themselves familiar with, and conform to, the Health and Safety Policy and plans at all times.

Shall observe all site safety rules at all times.

Shall wear appropriate safety equipment and use appropriate protective clothing at all times.

Shall conform to all instructions given by the appointed Supervisor and others with a responsibility for health and safety.

Must report all accidents and damage to the Client, Contracts Manager or appointed Supervisor whether persons are injured or not.

May make suggestions to improve health and safety in the Company.

Must report all hazards to the Contracts Manager, appointed Supervisor or Client.

Shall act in a careful and responsible manner to themselves and others.

Shall maintain their work area in a state of good housekeeping and safety.

Shall not undertake any activity outside their area of competence.

4.0 ORGANISATION & ARRANGEMENTS

4.1 Accident & First Aid Procedures

If an accident or injury occurs and medical attention is required, the appointed First Aider must be contacted. Basic first aid can be obtained from the Company vehicles and the offices.

The appointed First Aider will ensure that the first aid materials are maintained to the appropriate levels at all times, and report any requirements to the Company Secretary. The company shall select a training organisation that use training materials, and teach the first aid management of injuries and illness, as covered in current guidelines.

Should the accident be of a more serious nature requiring treatment by a Doctor, then the person concerned will be taken to Hospital by Ambulance. All Operatives will carry a mobile phone for use in an emergency situation or arrangements will be made prior to the works with the Client for access to a telephone.

All accidents must be recorded in the site Accident Book which is kept by the Client. Following all reported accidents the Contracts Manager will carry out an accident investigation, and implement any appropriate remedial actions.

All accidents occurring on site must be reported to the Client or their representative, and to the Contracts Manager and recorded in both Accident Books, if available.

Where the type of injury or dangerous occurrence falls within the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013, these will be reported to the Enforcing Authority as appropriate by the Company Secretary.

The company will report the following 'specified injuries' to the HSE under regulation 4 of RIDDOR;

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Under regulation 8 of RIDDOR the company shall also report the following diseases linked to occupational exposure to specific hazards;

- Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

Accident to Visitors & Members of the Public:

Should a non-Employee suffer injury as a result of work activities and results in that person being taken to hospital for treatment in respect to that injury, the accident will be treated as that of an Employee, and the same procedure followed.

All accidents must be recorded in the site / Company Accident Book and it is important that correct details are taken of the name and address of the injured person.

Incident Reporting & Investigation:

If an incident occurs that could have potentially caused an injury or damage to plant or equipment this must be reported to the Contracts Manager who will instigate the appropriate action.

Following all reported incidents the Contracts Manager (with the Principal Contractor if applicable) will carry out an investigation and implement / direct any appropriate remedial actions and record these on the Accident Form or Risk Assessments as appropriate.

Any major injuries, diseases, dangerous occurrences, or accidents resulting in an employee being off work for over 7 days will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This report will be made within 15 days of the accident occurring.

4.2 General Office Requirements

All offices and work areas must be kept clean and tidy at all times.

Internal fire doors to be kept closed at all times when not in use.

Fire escape routes and fire fighting equipment to be kept free from obstruction at all times.

The fire extinguishers to be tested and maintained on an annual basis by a competent person.

Visual checks must be carried out on a daily basis prior to use on any portable electrical equipment.

All portable electrical equipment must be tested on a minimum of an annual basis.

Cables and trailing leads must not be left in a position likely to cause an obstruction, where possible walkways must be kept clear, or warning signs positioned as appropriate.

4.3 Fire Safety & Fire Procedures in the Office

Fire extinguishers will be provided throughout the premises as advised by the Enforcing Authority or by the Company Insurers.

Employees must make themselves aware of their location and usage limitations.

Employees must only attempt to fight fires if safe to do so remembering the following points:

- i. Always ensure means of escape is clear.
- ii. Use correct type of extinguisher.
- iii. Use extinguisher in correct manner.
- iv. Swift action on a small fire can prevent catastrophe.

All fire fighting equipment will be serviced on an annual basis by a competent person, details of which will be recorded by the servicing Company on the fire appliance label.

All fire exits and escape routes must be kept free from obstruction, unlocked and clearly identified at all times.

Fire Procedure

In the event of a fire Employees must adopt the following procedure:

- i. Raise the alarm.
- ii. Evacuate the building via the nearest exit and report to the nearest assembly point.
- iii. Call the Fire Brigade.
- iv. Do not stop to collect personal belongings.
- v. Do not return to the premises until authorised by the Fire Officer in charge.

4.4 Fire Safety / Prevention on Site & In Vehicles

A multi purpose fire extinguisher will be carried in all Company vehicles, which are inspected on a weekly basis and are for use in emergency situations, both on site and within the premises.

Employees must make themselves aware of its location and usage limitations.

The Contracts Manager will make provision and arrangements for fire safety and precautions on site via the Risk Assessment process.

Employees must familiarise themselves with our Client's fire drill procedures prior to commencing work on the site.

Employees must only attempt to fight fires if safe to do so remembering the following points:

Always ensure means of escape is clear.

Use correct type of extinguisher.

Use extinguisher in correct manner.

Swift action on a small fire can prevent catastrophe.

4.5 Plant & Transport

Only authorised licensed drivers will be permitted to drive transport on site and on the Public highway.

Daily checks must be carried out on all Company vehicles by the Employee responsible for, or driving the vehicle to ensure that all lights etc. are kept in working order, any defects must be reported to the appointed Supervisors, if the vehicle presents a risk to the Employee or other road users the vehicle must not be used.

Vehicles will only be used for the purpose which they were originally designed and will not be used improperly.

Maintenance of vehicles will be in accordance with a planned schedule and Manufacturer's recommendations.

Loads carried by vehicles will be secure and the vehicle will not be overloaded so that they become unstable, difficult to steer or impair the braking system.

It is Company Policy that Operators of all plant and equipment are trained and competent to operate these items safely. To this end training will be arranged as necessary. Untrained persons must not operate plant and equipment under any circumstances.

4.6 Noise at Work

The Company will undertake Noise Assessment as part of the Risk Assessment process, the results of such Noise Assessments will be evaluated and the appropriate risk controls instigated.

Due to the variation in working environments and the time exposure of Employees using cartridge operated tools and drills, the Company works to the guidance provided by Suppliers of such tools and equipment as to the use of hearing protection. The wearing of ear protection when advised by the Supplier will be accepted as Company Policy and will therefore be mandatory that Employees comply with the Suppliers' guidance.

Ear protection is provided to all Employees as a component part of the Company's personal protective equipment kit. Employees will be instructed as to the use of hearing protection as part of the Company's Health and Safety Induction Programme.

4.7 Tower Scaffolds

When working from tower scaffolds the following observations and precautions will be carried out:

1. Tower scaffolds will be erected in accordance with the Manufacturer's instructions by competent Tradesmen.
2. Tower scaffolds must only be erected on firm surfaces.
3. Manufacturer's instructions on safe loading levels will not be exceeded.
4. The height of the tower shall not exceed 3.5 times the shortest length of side for use indoors and 3 times the shortest length of side for outdoors.
5. Precautions must be taken when working from platforms with particular regard to pulling and pushing actions against fixed surfaces.
6. Mobile scaffolds must be moved by pulling or pushing from the work platforms.
7. Heavy items must not be lifted up the sides of the tower.
8. Due to the high overturning forces ladders will not be used on the platform of a tower.
9. Brakes (where provided) will always be applied to the wheels whilst using the tower.
10. The method of access to the tower will be by means of that provided, (integral diagonal stairway; ladder units clipped to the framework and independent of the ground; ladder sections which are incorporated within the end frame).
11. Climbing horizontal members of end frames will not be permitted.
12. Access will be from the inside of the tower frame to avoid eccentric loading of the tower.
13. Access will be from the narrowest side of the tower.
14. A working platform with trap door for access will be provided.
15. The minimum working platform width will be 600mm (or three scaffold boards) and as a means of access will be at least 430mm wide.
16. Working platforms will be fully boarded and complete with guard-rails and toe boards.

17. Tower scaffolds will only have one working platform.
18. Tower scaffolds will not be moved with Employees on the platform.
19. Tower scaffolds will not be moved with materials on the platform.
20. Towers will only be moved by applying horizontal force at, or near the base.

4.8 Fixed Scaffolding

When working from fixed scaffolding the following instructions must be observed:

1. Access will be by ladder or steps provided and not by climbing the scaffolding structure.
2. Temporary platforms shall not under any circumstances be constructed.
3. Scaffolding ties, cross braces, etc., shall not be removed to enable ease of working or access.
4. Any gaps or traps to be reported immediately.
5. Any tripping hazards to be reported immediately.
6. No works to be carried out on scaffold platform without toe boards or handrails.
7. No stacking of equipment / materials in the centre of bays or above guard-rail heights.
8. Any stacking of equipment / materials to be adjacent to the standards and uprights and the weights duly considered.

4.9 Work at Height

Prior to any works being undertaken at height the Contracts Manager will undertake a Risk Assessment in accordance with our Risk Assessment process to determine the best practice available to undertake the works, the type of equipment required and any personal protective equipment required, where applicable.

All Employees required to undertake work at height will be provided with suitable information, instruction and training to enable them to undertake the task in a safe and competent manner.

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. The Company will do all that is reasonably practicable to prevent anyone falling during the course of their work.

Under these regulations the Company, as a duty holder will ensure:

- All work at height is properly planned and organised.
- All work at height takes into account weather conditions that could endanger health and safety.
- Those involved in working at height are trained and competent.
- The place where work at height is done is safe.
- The risks from working at height are assessed and appropriate work equipment is selected and used.
- The risks from falling objects are properly controlled.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained.

The Company will follow a simple hierarchy for managing and selecting equipment for work at height, and will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

4.10 Ladders

Ladders and stepladders are to be used as a last resort and for access purposes or work of a short duration only. Alternative, safer means must be used wherever possible.

Only ladders strong enough and of the correct length for the work to be undertaken shall be used.

Employees are responsible for visually inspecting ladders on a daily basis and prior to use and report any defects to the appointed Supervisors.

The appointed Supervisors will ensure that ladders with any defects such as split uprights, broken feet, loose rungs or which have become distorted will be destroyed and replaced.

Ladders must be secured where necessary to prevent undue swaying or sagging and be equally and properly supported on each stile or side.

Ladders must not be stored on wet ground or exposed to weather.

If possible, all ladders must be secured by rope or other suitable stabilisation device. If this is not possible then a second person must foot the ladder while it is being used.

Metal ladders must be fitted with rubber feet.

4.11 Hazardous Substances & Processes

The Contracts Manager will ensure that all hazardous substances are identified and that the risks from work which might affect site workers or members of the public are assessed and preventative measures put in place.

The Contracts Manager and appointed Supervisor will monitor the workplace exposure of Employees.

The Contracts Manager and appointed Supervisor will provide Employees with information, instruction and training regarding hazardous substances upon induction, and will ensure that suitable storage facilities are made available for any hazardous substance on site.

Employees must ensure all hazardous substances are not used unless a COSHH Assessment or the Manufacturer's usage instructions are available and have been read, they are used correctly as per the COSHH Assessment or the Manufacturer's usage instructions and stored in a safe and secure manner in the Company vehicles where appropriate.

If working in the vicinity of gas appliances, or if carrying out electrical works which have the potential to compromise the safety and integrity of any gas appliances or installation, the Company shall include these situations in the risk assessment process prior to works commencing. The Company shall communicate any concerns to the Client, and request from

the client all relevant information in order to ensure the continued safety and integrity of the gas installation and appliances. This may include advising the client that gas 'drop tests' are carried out at the end of the working day as required by the The Gas Safety (Installation and Use) Regulations 1998.

Any works involving gas installations or appliances shall only be carried out by a competent person who is, or is employed by a Gas Safe registered company.

If any works are being carried out that may affect gas safety, e.g. re-fixing floor boards upon completion of electrical works, shall be carried out by competent persons who shall ensure that appropriate standards have been met and the safety and integrity of the gas installation or appliances has not been compromised.

G.T.M. Electrical Services Ltd shall raise the awareness of all employees and subcontractors employed by giving regular toolbox talks, and issuing regular information memos and safety bulletins on the risks from working in the vicinity of gas installations and appliances. When working in these circumstances close supervision shall be provided to ensure the work is carried out in a safe and efficient manner.

4.12 Asbestos

It is possible that Employees may come into contact with asbestos based products whilst undertaking installation and maintenance works. In the majority of cases the Company will be aware of the presence of asbestos through the information obtained from our Client or via the initial Pre-Contract Risk Assessment and control measures will have been included in the Method Statement & Risk Assessment for the project.

Employees will be provided with asbestos awareness information and training upon commencement of their employment with the Company.

Where an Employee suspects asbestos may be present in the area they are working and could be disturbed by the work to be undertaken the following procedure must be adopted.

- 1. Cease work immediately.**
- 2. Contact the Contracts Manager by phone.**
- 3. Inform the Client, (if possible).**
- 4. Await instruction from the Contracts Manager before any further work is undertaken.**

It is the Company's policy for dangerous asbestos-containing materials to be removed by a licensed and approved contractor. However, if our operatives have received information, instruction and training for non-licensable work with asbestos (level 2 training) then they are permitted to remove Chrysotile containing asbestos materials only. The information, instruction and training will be appropriate to the work being done and will be tailored accordingly. Evidence of training will be provided to our Client prior to any unlicensed asbestos removal taking place.

In circumstances where G.T.M. Electrical Services Ltd removes asbestos containing materials it will be done so under strict control measures as identified in the HSE asbestos essentials task manuals for non-licensed tasks. The asbestos waste will be placed in appropriate polythene bags

and either placed in a designated lockable skip, or collected by a licensed asbestos disposal company as soon as possible.

Unless the building is too young for it to contain asbestos i.e. it was built after 1999, or the building will obviously not contain asbestos, a copy of a specific asbestos report / survey will be requested from the Client prior to works commencing.

G.T.M. Electrical Services Ltd will endeavour to protect the health of any persons exposed to asbestos during the course of our works. Asbestos Awareness Training is mandatory and must be refreshed annually.

4.13 Construction (Design & Management) Regulations 2015

The Company complies fully with all requirements of the above Regulations on health and safety at work for the benefit of all Employees, Members of the Public, other Contractors and any other persons likely to be affected by our undertakings.

We have taken measures to prevent all avoidable risks. Where risks exist that cannot be avoided they have been evaluated with a view to minimising the danger to all Employees, Members of the Public and other Contractors. Measures have been instigated to promote the protection of Employees where dangers have been highlighted throughout the evaluation process. The process of evaluation is carried out on a continuous basis with regard to changing working practices and policies.

A competent person has been appointed to carry out activities relating to the protection of others and this person has received the necessary training to carry out these functions and has the means to carry them out competently.

All ongoing programmes of health and safety training have been established. All Employees receive training on recruitment or on transfer or on the introduction of new plant, equipment or procedures.

All Employees have been advised of their responsibility to take care of their own safety and that of others.

4.14 Company Duties as Principal Contractor under the Construction (Design & Management) Regulations 2015

Under the Construction (Design and Management) Regulations 2015 the Company may be required to act in the capacity of a Principal Contractor.

The Company's key duties as a Principal Contractor appointed on a project will be to:-

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;
- Estimate the period of time required to complete the work or work stages;
- Organise cooperation between contractors (including successive contractors on the same construction site);
- Coordinate implementation by the contractors of applicable legal requirements for health and safety;

- Where required, follow the construction phase plan;
- Provide a suitable site induction;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;
- Welfare facilities that comply with the requirements of Schedule 2 of the regulations are provided throughout the construction phase.
- Liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase;
- Ensure anyone appointed has the skills, knowledge, and experience and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety;
- make and maintain arrangements for engaging with workers to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare;
- Ensure that those workers or their representatives can inspect and take copies of any information which relate to the health, safety or welfare of workers at the site

The Company's role when working on a project for a domestic client is no different to our role when carrying out work for a commercial client. We will still carry out the duties set out in regulations 8, 12, 13 and 14 in proportion to the risks involved in the project.

4.15 Company Duties as Contractor under the Construction (Design & Management) Regulations 2015

Under the Construction (Design and Management) Regulations 2015 the Company may be required to act in the capacity of a Contractor.

The Company's key duties as a Contractor appointed on a project will be to:-

- Not carry out construction work unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- Plan, manage and monitor construction work carried out either the Company or by workers under the Company's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where there is more than one contractor working on a project, the Company will comply with any directions given by the principal designer or the principal contractor, and the parts of the construction phase plan that are relevant to our work on the project.
- If there is only one contractor working on the project, we shall take account of the general principles of prevention when estimating the period of time required to complete the work, and draw up a construction phase plan.

- Only employ or appoint persons that have, or are in the process of obtaining the necessary skills, knowledge, training and experience to carry out the tasks in a manner that secures the health and safety of any person working on the construction site.
- Provide each worker under our control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety. The information provided will include;
 - a) a suitable site induction where not already provided by the principal contractor
 - b) the procedures to be followed in the event of serious and imminent danger to health and safety
 - c) information on risks to health and safety as identified by the risk assessment, or arising out of the conduct of another contractor's undertaking
 - d) any other information necessary to enable workers to comply with the relevant statutory provisions.

We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons.

Our role when working on a project for a domestic client is no different to our role when carrying out work for a commercial client.

4.16 Liaison with the Client

The Contracts Manager / Supervisor will liaise with the client or their nominated representative prior to commencing the works. This will be to agree the method of work and to identify any changes that may be required or have occurred allowed any such changes to be planned into the works.

Liaison will be in the form of a meeting, memo, letter or telephone and in all cases records of such will be kept.

Further liaison will be made on a daily basis or as deemed appropriate with the client or their nominated representative.

The Contracts Manager / Supervisor will, upon completion of the works, liaise with the Client or their representative to ensure client satisfaction of the works undertaken and to pass any information that the client may require for the operation and on going maintenance of the product installed.

4.17 Liaison with Contractors

The Contracts Manager / Supervisor will liaise with other trades that may be working on the premises / site prior to commencing the work this will be through the Client or their representative to ensure that the adequate safety controls have been considered to enable the trades to work in the same locations or in each others proximity.

The Contracts Manager will liaise on a daily basis throughout the works by regular communication with other trades that may be working in the same location or in each others proximity to ensure the adequate safety control measures are being implemented and / or modified as required to protect all persons.

Where the Contracts Manager has concerns that suitable safety controls cannot be implemented due to the various trade activities conflicting then he / she will cease work and contact the Contracts Manager by telephone, who will in turn liaise with the Client or their Representative.

4.18 Risk Assessments / Method Statements

In order to be certain that certain complex operations can be safely carried out on site, it is a requirement of Health and Safety Legislation that Method Statements are produced which clearly describe in detail how the operation is to be carried out.

It is the Contracts Manager's responsibility to ensure that, whether the operation is carried out by Contractors or directly by the Company, Method Statements are produced or received before work is started on the operation to which they relate.

The process of producing Risk Assessments and Method Statements will include the Assessment of risk and method of work required to both protect Employees and Contractors working on the project, but also take into account other persons who may be affected by the works.

The Risk Assessment process and Method Statements will take into account non-routine risks e.g. acts of terrorism, fire and explosion etc. These will depend upon the area or type of building the construction project is being undertaken in. Liaison with the Client will be undertaken prior to the project commencing to identify any non-routine risks that may be present and any safe systems that may be in situ. that could be adopted.

The Contracts Manager will as part of the Risk Assessment Process ensure work hazards are eliminated or safe working practices developed to enable the risk of exposure to the hazards identified to be controlled.

The Contracts Manager will ensure that a Risk Assessment of all hazards and potential hazards is carried out on a regular basis, and for each site prior to commencement of the work, the Contracts Manager or nominated Supervisor will update the Risk Assessment throughout the Contract, and action any preventative and precautionary measures as appropriate.

The Contracts Manager and nominated Supervisor will ensure that the contents of the site Risk Assessment are communicated to all Employees and Contractors prior to and during the works.

The Risk Assessment process is as follows ;

Generic Risk Assessment : These are undertaken prior to the Contract commencing and contain information regarding the everyday risks associated with our work activities and the preventative or precautionary measures required.

Site Specific Risk Assessment : These are undertaken during the works by the Contracts Manager or nominated Supervisor to enable any unplanned risks to be encompassed within the Risk Assessment process and to enable appropriate remedial actions to eliminate or control the risks to be developed and implemented.

The Contracts Manager or nominated Supervisor will ensure all information regarding risk control is communicated to all Employees and Contractors. This could be in writing, verbal instruction or by signs and notices displayed in the work area.

Employees and Contractors must also undertake Visual Risk Assessments on an ongoing basis during the works, and report any shortfall in risk control measures or unidentified risks to the Contracts Manager, nominated Supervisor or Client.

4.19 Site Health & Safety Management

As part of GTM Electrical Services Ltd's commitment to health and safety, regular site inspections are undertaken by our External Health and Safety Advisor / Consultant.

The regular site inspections consist of the following:-

Health & Safety Audits

Introduction

The purpose of the following procedure is to ensure that all Employees, Contractors and Visitors to the sites comply with the site health and safety rules and procedures to maintain the health and safety of all persons as top priority.

In addition the procedure will ensure that all persons within the sites authority comply with the following:

- a) Construction (Design & Management) Regulations 2015.
- b) The Management of Health and Safety at Work Regulations 1999.
- c) The Manual Handling Operations Regulations 1992.
- d) The Personal Protective Equipment at Work Regulations 1992.
- e) The Provision and Use of Work Equipment Regulations 1998.

Procedure:

A formal Audit of the sites documentary systems, working practices and health and safety provisions will be undertaken by our External Health and Safety Consultant throughout the duration of the project, where applicable.

The outcomes of the Audit will be recorded by the External Health and Safety Advisor / Consultant and passed to the Contracts Manager for remedial action.

The Contracts Manager will be responsible for ensuring the remedial actions are implemented as detailed in the Audit Report, and detail actions taken and any subsequent information.

Employee / Contractor Inspections

Periodic inspections of Employee's / Contractor's compliance will be undertaken by the External Health and Safety Advisor / Consultant. The compliance inspections of Employees will cover the following areas of health and safety:

- a) Availability of personal protective equipment.
- b) Use of personal protective equipment.
- c) Storage of hazardous substances.
- d) Display of safety signs.
- e) Provision of first aid materials.
- f) General tidiness of vehicles.
- g) Safe working practices.

All Employees / Contractors compliance will also be inspected on a minimum of a weekly basis by the Contracts Manager or nominated Supervisor, covering the areas listed above.

Any Employees / Contractors found to be non conforming in any of the above areas, in line with the site and Company Policy requirements will be verbally warned by the External Health and Safety Advisor / Consultant and subsequently reported in writing to the Managing Director.

If the non conformance is of a serious nature the Employee / Contactor will be removed from the site and reported to the Managing Director for further action via the Company disciplinary procedure.

Following the reporting of the Employee / Contractor to the Managing Director the Employee will be subject to the Company disciplinary procedure or their service terminated.

Site Inspections (Advisor / Consultant)

Periodic inspections will be undertaken by the External Health and Safety Advisor / Consultant covering all aspects of health and safety applicable to the site.

These site inspections will be notified verbally and recorded and submitted to the Contracts Manager or Client as appropriate.

If the site inspections identify repeated non conformance of previously identified non conformances, the matter will be reported in writing to the Managing Director.

Site Inspections (On Site Management)

Daily inspections will be undertaken by the Contracts Manager or nominated Supervisor, these will be carried out by means of a visual inspection of the site.

Any remedial actions identified as a result of the Site Inspection will be implemented by the Contracts Manager or nominated Supervisor.

Tool Box Talks

As an integral part of the health and safety site inspections and Employee inspections the External Health and Safety Advisor / Consultant will undertake "Tool Box Talks" with individuals and small groups of Employees / Contractors on a regular basis to re-enforce the site safety rules and Company Health and Safety Policy.

In the event of a non conformance being identified the External Health and Safety Advisor / Consultant will discuss the area of non conformance with the Employee / Contractor on a "Tool Box Talk" basis.

All training provided on site to Employees / Contractors will be recorded by the External Health and Safety Advisor / Consultant to the Contracts Manager and retained on the Employees / Contractors file.

4.20 Protective Clothing & Equipment

All Employees will be supplied with suitable protective clothing, safety boots, hard hats, gloves and goggles. These are to be kept clean, in good order and used at all times, either as required by the Client, signs and notices placed around the site or by instruction in accordance with this Policy and the Risk Assessment.

The Employee is responsible for the protective equipment supplied and must report any defect in the equipment to the Company. In addition the protective equipment or clothing will remain the property of the Company and must be returned upon leaving the Company.

In addition the following guidance for replacement is to assist you;

Safety Helmet:	Replace on expiry of Manufacturer's date, which can be found within the helmet.
Gloves:	Replace when they have holes in any part or the rubber has worn through to the material.
Goggles:	Replace when the strap becomes frayed or broken and they become scratched obscuring your vision.
Knee Pads:	Replace when the pads lose their pliability, become ripped or worn through.
Safety Boots:	Replace when the tread becomes worn, where the sole starts to become detached, the boots split anywhere or the toe cap is exposed allowing water to enter.
High Visibility Vest:	Replace when the vest becomes ripped, too small, has holes worn in it, becomes discoloured or loses its reflective strips.

If you are unsure ask your Supervisor or ask at the office!

Information and training will be given to Employees in the safe and proper methods of using personal protective equipment upon induction to the Company or as appropriate.

This duty is extended to operations undertaken by Contractors, except the Company would expect the Contractors to provide and maintain the necessary safety equipment required for his Personnel.

All Employees will wear the following personal protective equipment as a minimum on all Contracts; safety helmets, high visibility vests and safety footwear.

4.21 Manual Handling

GTM Electrical Services Ltd, in so far as is reasonably practicable, shall:

Ensure all manual handling operations that carry a risk of injury to the participants are, wherever reasonably practicable, avoided by:

- Removing the need for the operation to be carried out;
- Automating or mechanising the operation.

Ensure that where manual handling operations cannot be avoided, they are assessed by a competent person. This assessment must look at all aspects of the manual handling which include:

- The task to be undertaken
- The individuals capability
- The load, its weight, shape, size, stability etc
- The environment, ie the state of the area, the floor surfaces, the temperature, the weather conditions etc.

Ensure that any person working for, or on behalf of GTM Electrical Services Ltd does not carry out Manual Handling Operations that involve a risk of being injured, unless:

- They are competent and able to carry out the work;
- They have received Manual Handling Training from a person competent to give such training;

- The works have been subject to a Manual Handling Assessment carried out by a competent person, and a safe system of work has been conducted and implemented that reduces the risk of injury to an absolute minimum;
- They have received information the load to be carried.

Ensure that sufficient competent persons are appointed to carry out assessments of manual handling operations that carry a risk of injury to the participants and cannot be avoided.

Provide sufficient information, instruction, training and supervision necessary to ensure the health and safety of all employees carrying out Manual Handling Operations that involve a risk of being injured.

Where a problem arises involving the manual handling of a load, all employees shall:

- (a) Immediately inform the Manager;
- (b) In the case of an adverse health or medical condition, advise without delay their General Practitioner and the Managing Director.

All employees shall comply with GTM Electrical Services Ltd procedures for manual handling.

4.22 Safety Training

All Employees will be given a health and safety induction upon commencement of their employment with the Company. The purpose of which is to give the individual information in the Company's working procedures and then to identify further training needs.

The Managing Director will direct any training or re-training of Employees for health and safety thus ensuring that all Employees are trained to a level giving them the necessary knowledge and understanding of health and safety to safely carry out their duties, tasks and responsibilities.

The Company Secretary will maintain records of all training given to Employees, these will be in the form of an Individual Employee Training Record and / or training certificates supplied by external training Organisations.

Copies of individual Employee's Records of Training or certificates of training will be available in the Site Health and Safety Plan or supplied to the Client as appropriate.

Employees must not undertake any activity outside their area of competence.

4.23 Safety Signs

The Company will display the statutory notices on the notice boards throughout the premises or safety signs will be displayed on site as per the Risk Assessments, Method Statements, statutory requirements or as advised by the Enforcing Authorities and our Clients.

All signs will be Pictorial and Written.

All Employees must be aware of the contents of the statutory notices and posters and conform with any instruction given by means of safety signs displayed throughout the premises or on our Client's premises. Any Employee found to be disregarding any such instructions may be subject to the Company disciplinary procedures and may be dismissed.

4.24 Housekeeping

You must keep your work area tidy, and on the completion of your work, or at the end of each day, you must clear all waste and debris to the site skip or designated waste storage area.

No site rubbish must encroach on any areas to which the Public has access.

Bad housekeeping creates fire, slip and trip hazards and can lead to serious accidents.

4.25 Welfare

The Company will provide all Employees with suitable health and welfare facilities as follows;

- Suitable and sufficient toilets shall be provided at readily accessible places, and shall be adequately ventilated and lit. Toilets will be kept in a clean and orderly condition.
- Suitable and sufficient washing facilities shall be provided in the immediate vicinity of every toilet and every changing room.
- Washing facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning, and towels or other suitable means of drying. Washing facilities will be kept in an orderly and clean condition, and will be adequately ventilated and lit.
- An adequate supply of wholesome drinking water will be provided and will be marked by an appropriate sign. A sufficient number of cups or other drinking vessels will be made available.
- Changing rooms will be made available where a worker has to wear special clothing for purposes of his/her work and cannot be expected to change elsewhere. In these instances, changing rooms shall be provided with seating and facilities to dry their clothing and personal effects.
- Facilities will be provided to enable persons to lock away items of work clothing not taken home, their own clothing which is not worn during working hours, and their personal effects.

Where work is being undertaken on Client's premises, welfare facilities will be arranged prior to commencement of the project with the Client.

4.26 Portable Electrical Equipment

All portable equipment used on site will be 110v or 120v cordless and will be tested in accordance with the Manufacturer's guidelines and instructions.

All formal inspections will be undertaken by a competent person on a six / twelve monthly basis and records maintained. Equipment tested will also be identified as tested by a sticker that identifies the date tested and date next test is due.

In the event of 110v equipment not being available, Employees will be supplied with 240v which must be used with a residual circuit breaker.

Employees are responsible for visually inspecting any electrical equipment on a daily basis or prior to use, and defects must be reported to the Contracts Manager or appointed Supervisor and the equipment taken out of service.

Employees must not bring any of their own electrical equipment onto site without permission from the Contracts Manager.

4.27 Hired Power Tools & Equipment

GTM Electrical Services Ltd. undertake to hire equipment from reputable plant hire Companies only, the hirer is responsible for ensuring all relevant inspection statutory certificates and maintenance records are supplied by the hire Company upon receipt of the equipment.

Equipment supplied should be used in a proper manner according to any specific training given to the Employee and according to the instructions given in the operating manual. Equipment used will be supplied in accordance with the Provision and Use of Work Equipment Regulations 1998. The equipment shall only be used for the purpose supplied.

4.28 Abrasive Wheels, Disc Cutters

All abrasive wheels must be mounted by trained Personnel only.

Care must be taken when using abrasive wheels, to prevent sparks etc., spreading outside the working area and affecting other Personnel.

Eye protection must be worn when using abrasive wheels as well as hand, ear and respiratory protective equipment.

4.29 Maintenance

All plant and equipment will be maintained as per the Manufacturer's or Supplier's guidelines, or as breakdowns occur.

Any Employee who identifies a fault on a piece of equipment or machinery must bring it to the attention of the appointed Supervisor, if the fault presents a risk of injury, use of that piece of equipment or machinery must not commence unless authorised by the Management.

The Contracts Manager will provide training to Employees on the safe use of equipment upon induction to the Company, and as identified due to new equipment being introduced or via the Risk Assessments.

All equipment will be maintained on a regular basis as per the requirements of the Manufacturer or Supplier.

All Employees will visually check any equipment prior to use to ensure the equipment is in a safe working order.

Maintenance will be carried out only by trained and authorised persons, and must be carried out as per the Manufacturer's or Supplier's instructions.

Records of maintenance will be kept by the Company Secretary as appropriate.

Employees are not permitted to use any equipment unless trained.

4.30 Violence at Work

There is a possibility that Employees could be exposed to a risk of violence from other persons, i.e. from attempted theft of tools and equipment. Although it is considered that the risk will be minimal and no different to the exposure Employees have in going about their daily activities.

The Company will make due consideration to this risk as part of their Risk Assessment process prior to the commencement of any Contract, from this the Company will take all reasonable steps to protect its Employees.

Employees can assist in reducing the risk by taking the following steps:

- a) Be aware of your working environment.
- b) Be aware of the location of the nearest telephone.
- c) Don't leave site without informing someone where you are going and when you are likely to return.
- d) Avoid confrontation, walk away.
- e) Report any suspicious activity.
- f) Keep tools and equipment within your sight or store in the vehicle when not in use.
- g) Keep personal mobile phones out of sight.

4.31 Lone Working

Our Employees are often required to visit unoccupied properties or vacant development sites during the course of their employment.

We aim to ensure, as far as reasonably practicable, that Employees who visit unoccupied properties or vacant development sites are accompanied by a second Employee or another responsible person who has knowledge of the layout and conditions of the place in question.

If the above cannot be achieved the following procedures will be adopted to ensure the safety of the Employee during lone working.

1. The Employee will be suitable for lone working, i.e. will possess the knowledge and training to enable him / her to undertake the task.
2. The Employee will be made aware of the hazards of the environment and the task, and will be provided with the necessary personal protective equipment.
3. A Manager(s) will contact the Employee at regular intervals.
4. Employees working alone are issued with mobile phones which act as a constant communication system, and Employees are required to report to the office on a daily basis.
5. A specific Risk Assessment will be undertaken when Employees are required to enter a potentially hazardous environment alone, and the appropriate precautionary measures implemented.

4.32 Insurance

The Managing Director will ensure that all Employers and Public Liability is covered by insurance, and is kept up to date and displayed appropriately, and made available for inspection if required.

4.33 Advice, Consultation & Policy Review

In order to obtain specialist advice on specific health and safety matters, the Company will use the services of an independent External Health and Safety Advisor / Consultant.

The External Health and Safety Advisor / Consultant may make site visits upon request from the Director, reports of their findings will be forwarded to the Director.

The External Health and Safety Advisors / Consultants are at service to all Employees of the Company, their presence does not relinquish the Management of any responsibility. Their advice is available to all Employees and Contractors through the usual channels.

Any Employee or Contractor who is in doubt about Policy requirements or working practices should contact the Contracts Manager or nominated Supervisor.

Consultation

Consultation with Employees and Contractors will be provided by site inductions, meetings and via signs and notices displayed on notice boards or at various positions around the site and Company premises. The Company will encourage the active participation of all Employees in promoting good Health & Safety practice.

GTM Electrical Services Ltd welcomes the voice of all its employees and believes that every individual has the right to work in places where all risk to their health and safety is properly controlled. The company will therefore comply with The Health and Safety (Consultation with Employees) Regulations 1996, and will consult with its employees directly.

Suggestions or comments on ways in which health and safety performance can be improved will always be considered.

Policy Review

This Policy will be reviewed on an annual basis or as Legislation demands by the Managing Director and the Company Health and Safety Advisor / Consultant.

The purpose of the review will be to measure the effectiveness and application of the Policy, and to ensure it conforms with both Legislative and Company requirements.

Any updates in the Policy as a result of the review will be communicated to all Employees via the Contracts Manager and other stated communication methods.

4.34 Stress

Stress is a modern day problem that could affect your health.

To this end the company will:-

- Show that it takes the problem of stress seriously and be understanding towards people who admit to being under too much pressure.
- Encourage managers to have an open and understanding attitude to what people say to them about the pressures of their work and to look for signs of stress in their staff.
- Ensure that staff has the skills, training and resources they need, so that they know what to do, and are confident that they can do it and receive credit for it.

- If possible provide some scope for varying the working conditions and flexibility and for people to influence the way their jobs are done. This will increase their interest and sense of ownership.
- Ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated.

4.35 Display Screen Equipment

Under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), the company is required to perform a suitable and sufficient assessment of the health and safety risks to users and operators of VDUs. A 'user' is defined as an employee who habitually uses display screen equipment as a significant part of their normal work.

The assessment will be carried out and documented on the DSE Assessment Questionnaire. This will include the documenting of the action required (including the deadline for completion), and the verification that action has been taken.

The Company will plan to ensure that the user's work is periodically interrupted by such breaks or changes of activity as to reduce his/her workload at the VDU workstation. Where possible, jobs at display screens should consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands. Where the display screen work involves intensive use of the keyboard, any activity that would demand broadly similar use of the arms or hands should be avoided during breaks. Similarly, if the work on the VDU is visually demanding, any activity during breaks should be of a different visual character. Breaks should also allow users to vary their posture.

This duty does not imply a need for the employer to draw up a precise and detailed timetable for periods of VDU work and breaks. Where users forego breaks, despite being given adequate information and training, it may be necessary for employers to lay down minimum requirements for the frequency of breaks while still allowing users some flexibility. The employer's duty is to plan activities so that breaks or changes of activity are taken during their normal work.

Existing VDU users or those already employed and about to become a user, including new staff, are entitled to request an appropriate eye and eyesight test carried out by a registered ophthalmic optician or a registered medical practitioner with suitable qualifications. These tests are to be paid for by the Company.

4.36 Health Surveillance

It is the Company's intention to provide a safe and healthy place for its employees to work and to ensure that work activities undertaken on its behalf do not create risks to their health and safety. This policy covers appropriate health surveillance for the health and safety risks identified by risk assessments.

This will include employees having training in recognizing the health risks associated with hazard exposure, having written information regarding risks to health, and having the relevant health surveillance if indicated.

All staff who believes that they are exposed to any health related risk must declare this to their line manager, and must undertake regular health surveillance.

Manager responsibilities:

Where identified as appropriate by the Director and/or risk assessment, managers must ensure staff undergoes any relevant health surveillance program.

Each Manager is responsible for ensuring that the risks arising from the activities under his/her control have been assessed and the results have been communicated to employees.

Employee responsibilities:

All employees have a general duty to co-operate with their employer on matters of health and safety, including health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement.

If an employee has a concern about their health and safety or that of others affected by their work they must inform their manager. If an employee experiences ill-health caused by, or affecting their work, they must inform their Manager or Director.

4.37 Vibration

Any employees regularly using hand-held power tools such as hammer drills and angle grinders, could develop permanent damage to fingers, hands, and arms.

The Company will identify these work activities and carry out risk assessments prior to works starting. From this assessment the risk from vibration should be prevented or controlled.

Workers using this equipment will be given information on the risks involved and what they need to do to minimise them.

The Company will endeavour to protect the health of any employees exposed to high levels of vibration, especially for long periods, by carrying out health surveillance involving the checking for early signs of illness, including numbness to the fingers and a loss of touch.

4.38 Needlesticks/Sharps

Where refurbishment work is carried out in areas where there is knowledge or expectation of drug abuse there is likelihood that sharps be discarded. These items could be contaminated with the body fluids of the drug user and as such there is a risk of infection should you come into direct contact. In the event of such equipment being identified the local authority is to be contacted and removal of the items arranged. In the meantime a conspicuous marker should be placed over the item. When it is necessary for GTM employees to move such equipment, heavy-duty gloves and overalls will be provided to give protection against cuts and suspected items should be removed with the use of a grabber.

All sharps must be disposed of in the proper, clearly marked sharps container, NOT ELSEWHERE

Upon finding a sharp;

- Do not touch it.
- Mark the exact location by placing a cone or upturned bucket over the sharp.
- Bring the yellow sharps container to the location. Do not carry the sharp to the box.
- Using the grabber pick up the sharp and deposit into the box.
- Use the grabber to check that the sharp has been deposited deep into the container.
- Using the grabber carefully check the area for further sharps.

Procedures in the event of a needle stick injury:

1. Let the wound bleed.
2. Do not cover the wound with a plaster.

3. Squeeze the wound but do not suck it. This will encourage any possible infection to leave the body.
4. Wash the wound with soap and warm water.
5. After washing, report the incident to the supervisor or other responsible person.
6. Go immediately to the casualty department of the nearest hospital and tell them of the circumstances of your accident. Immediate attendance is important – by the following day a possible infection may produce adverse effects in the body.

As soon as practical, report the outcome of your hospital visit to your supervisor and your General Practitioner. The company will then place you under health surveillance for the foreseeable future.

The company will provide all employees that may come involved with sharps a risk assessment that includes the control measures necessary.

4.39 Alcohol/Drug abuse

Due to the nature of the work undertaken by the company, the misuse of alcohol and drugs cannot be tolerated as it may put yourself, your colleagues and the public at risk of injury. Therefore, no person will be allowed to continue to work whilst under the influence of alcohol or drugs.

This policy applies to all employees, including those on part-time or temporary contracts, consultants, agency and other people working for or on behalf of G.T.M Electrical Services Limited.

This policy is designed to:

- Discourage drinking and taking drugs during working hours
- Prevent alcohol or drug misuse
- Recognise the signs of problem drinking and drug taking
- Help problem drinkers or encourage them to seek help
- Discipline employees who let their alcohol or drug problems continue, resulting in their work performance being negatively affected

An employee with an alcohol or drug problem will be supported, providing the individual is actively seeking to overcome it. If an employee does not take action and the work performance continues to be affected, this could result in dismissal.

All employees involved in a serious accident or incident will be tested for alcohol consumption. Refusal to take a test will be treated as a positive result and may result in dismissal.

4.40 Smoking

Passive smoking/second-hand smoke (breathing other people's tobacco smoke) has been medically proven to cause lung cancer, heart disease, and asthma in non-smokers, as well as many other illnesses and minor conditions. This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke.

The policy has been written with the employees' best interests in mind. The right for non-smokers to work in clean air prevails over the smokers 'right to smoke'.

This smoking policy will:

- Ensure a healthier and more productive workforce.

- Give a cleaner and more professional company image.
- Reduce absenteeism.
- Contribute to helping smokers quit.

Smoking is NOT PERMITTED in any work area including:

- Inside any building, including stairways, corridors, entrances, toilets, etc. (unless specifically designated a smoking area).
- Company vehicles.

Adequate signage will be displayed to inform employees and visitors of the smoke-free status of the area.

Breaches of this policy will be subject to the normal disciplinary procedures. Subcontractors, visitors and temporary staff are also expected to abide by the terms of this policy.

What our employees do outside of working hours will not be the basis of any disciplinary action. Nor will the company pursue a policy of discharging employees or refusing to hire applicants because they are smokers.

4.41 Mobile Phones

When Driving:

The Company is committed to reducing the risks, which our staff face and create when driving for work.

It is illegal to use a hand-held mobile phone while driving. It is company policy that employees driving for work must never make or take calls on a hand-held mobile phone while driving.

Employees must;

- Never use a hand-held phone while driving.
- Plan journeys so they include rest stops when messages can be checked and calls returned.
- Only use a hands-free kit if it is absolutely safe to do so, or ensure their phone is switched off and can take messages while they are driving.
- Allow a passenger to use the phone.
- Challenge unsafe attitudes and behaviours, encourage colleagues to drive safely, and lead by personal example by never themselves using a hand-held mobile phone when driving.

4.42 Young Persons

In accordance with the Management of Health & Safety at Work Regulations the Company will induct young persons onto each site worked on in order to provide them with basic health and safety awareness (a young person is anyone under 18 years old).

Young persons need training and supervision most when they start a job. They must be trained to do the work without putting themselves and other people at risk.

Young persons and work experience students must be protected from the risk of accidents or ill health, which they are unlikely to recognise because:

- they are inexperienced; or
- they are physically or mentally immature; or
- have not been trained; or
- they may not pay enough attention to safety.

The overall Company rule is that young persons must not be allowed to do work which:

- cannot be adapted to meet any physical or mental limitations they may have;
- exposes them to substances which are toxic or cause cancer;
- exposes them to radiation;
- involves extreme heat, noise or vibration.

4.43 Electricity at Work

The company, in so far as is reasonably practicable, shall:

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations latest edition;
- Maintain the fixed installations in a safe condition by carrying out routine safety testing;
- Inspect and test portable and transportable equipment as often as is required.

Employees:

- Must report all electrical faults, or faulty electrical equipment, immediately;
- Shall not use, or continue to use, faulty electrical equipment;
- Shall not carry out repairs, or work on electrical equipment unless competent and authorised to do so;
- Shall not bring their own electrical equipment on to company premises unless a competent person appointed by the organisation has tested it.

GTM Electrical Services Ltd shall ensure that all electrical installations are safe to use and will automatically disconnect if a fault occurs. Upon completion of the works our Electrician shall carry out the test and inspection of the electrical system and produce a copy of the electrical test certificates. Failure to generate the relevant certification shall result in the Electrician being suspended from the works until an investigation has taken place.

All electrics shall be installed, inspected, and repaired by competent Electricians holding a recognised qualification from an organisation such as The National Inspection Council for Electrical Installation Contracting (NICEIC). Levels of supervision shall be established as part of the risk assessment process, and adequate supervision shall be provided accordingly to ensure the work is carried out in a safe and efficient manner.

Lock-out / Tag-out procedure:

In order to ensure the safety of employees and residents the company operates a lockout-tagout procedure. This procedure is used to ensure that electrical systems are properly shut off and not re-energised during maintenance or servicing work on any property.

1. The power source will be isolated and rendered inoperative by the responsible person in charge. This person will then place a lock on the power source, and will retain the key in a safe place.
2. A sign stating "Do not switch on" will then be clearly displayed on the power source. The name and telephone number of the responsible person doing the lockout-tagout will also be displayed on the sign.
3. It is the policy of the company that only the person who locked and tagged the power source can unlock and un-tag it. Giving approval for the removal of a lock and tag to another person is NOT an option.
4. Upon completion of the works the responsible person in charge will remove and safely store the sign, lock and key.

Any employee found to be working on an electrical system that has not been locked and tagged will be subject to the company disciplinary procedures.

4.44 Respiratory Protective Equipment

The company will assess all tasks that give rise to a significant risk of respiratory disease and, where it is reasonably practicable, will eliminate the task or the use of hazardous substances. If this is not possible, the company will substitute less hazardous substances where they are available and suitable, or will adopt new or modified methods of work to reduce exposure.

Where elimination is not possible, automation, containment or engineering controls such as local exhaust ventilation and/or water suppression will be considered. Employees working with substances that may cause respiratory disease will be provided with information and training about the health risks and appropriate control measures.

Compliance with this policy will be monitored by line managers during routine inspections.

Health surveillance will be provided for employees who are at risk of developing respiratory disease.

A respirator which requires an effective seal with the face for proper functioning must not be issued to a worker unless a fit test demonstrates that the respirator forms an effective seal with the wearer's face. The fit test will be carried out;

- before initial use of the respirator
- at least once a year
- whenever there is a change in respirator, including the brand, model, and size
- whenever changes to the user's physical condition could affect the respirator fit.

4.45 Confined Spaces

In compliance with the requirements of the *Confined Spaces Regulations 1997*, the Company will ensure, as far as is reasonably practicable, that:

1. No one will enter a confined space to carry out work if that work can be undertaken by other methods that will not require a person to enter the space.
2. No one will enter or carry out any work in a confined space unless a Safe System of Work has been established that includes providing suitable information, instruction and training for all those Employees undertaking or supervising the work.
3. The creation of a Safe System of Work will take account of, where necessary, those requirements including, but not limited to:
 - Supervision.
 - Competence for confined spaces working.
 - Communications.
 - Testing/monitoring atmospheres.
 - Ventilation.
 - Removal of residues.
 - Isolation from gases, liquids and other flowing materials

A risk assessment will be carried out prior to anyone entering a confined space such as loft spaces,

5.0 SUMMARY

The Managing Director, nominated Supervisors, Employees and Contractors will ensure that the requirements of the Health and Safety at Work etc Act 1974 and supporting Regulations are applied at all times in particular reference to the following :

Provision and Use of Work Equipment Regulations
Electricity at Work Regulations
Manual Handling Operations Regulations
Personal Protective Equipment Regulations
Health and Safety (Consultation with Employees) Regulations
Construction (Design and Management) Regulations
Noise at Work Regulations
Control of Substances Hazardous to Health Regulations

6.0 RESPONSIBILITIES OF CONTRACTORS & SUB-CONTRACTORS

All Contractors will be vetted as to their health and safety provisions and arrangements prior to their services being employed by GTM Electrical Services Ltd.

All Contractors carrying out work on behalf of GTM Electrical Services Ltd. will make themselves familiar with the Company Health and Safety Policy requirements and supply information for the purposes of health and safety upon request from the Company or its Clients.

All Contractors will observe GTM Electrical Services Ltd's health and safety rules and additionally any instructions regarding health and safety by any person enforcing the Company Health and Safety Policy.

No Contractors shall be allowed to commence work on behalf of GTM Electrical Services Ltd. until the Company Health and Safety Policy has been read and accepted.

All Contractors must co-operate with Employees, representatives and Clients of GTM Electrical Services Ltd. on matters of health and safety, and adopt safe working practices at all times.

All Contractors will supply and use any personal protective equipment specified in the Company Health and Safety Policy, identified by the Risk Assessment, or as per the Client's requirements.

No Contractors shall be allowed to commence work on behalf of GTM Electrical Services Ltd. unless covered by insurance against risk, a copy of such insurance must be provided or made available if requested.

All Contractors shall act in a careful, considerate and responsible manner both to themselves and others.

All Contractors must report all accidents and damage to the appointed Supervisor whether persons are injured or not.

Any Contractor found to be in breach of any of these requirements may be asked to leave the site, which could result in their services not being employed in the future.

7.0 GENERAL

These rules, and any others which may be specific to the site you are on, are there for your protection and safety and must be obeyed. However, the rules cannot cover every contingency, so if you are ever in doubt, ask the Management.

Remember: An accident is not always something that happens to someone else-it can happen to you. So keep your eyes and ears open and your wits about you and do think before you act.