

PRE Electrical Solutions Ltd
Unit 1
Peel Industrial Estate
Chamber Hall Street
Bury
BL9 0LU

**Company Health and
Safety Policy**

Signed:	Managing Director
Revision Date:	January 2010

PRE Electrical Solutions Ltd

POLICY FOR HEALTH AND SAFETY AT WORK

GENERAL STATEMENT

The Company recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, The Construction (Design & Management) Regulations 2007 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 1995 (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 2007, 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

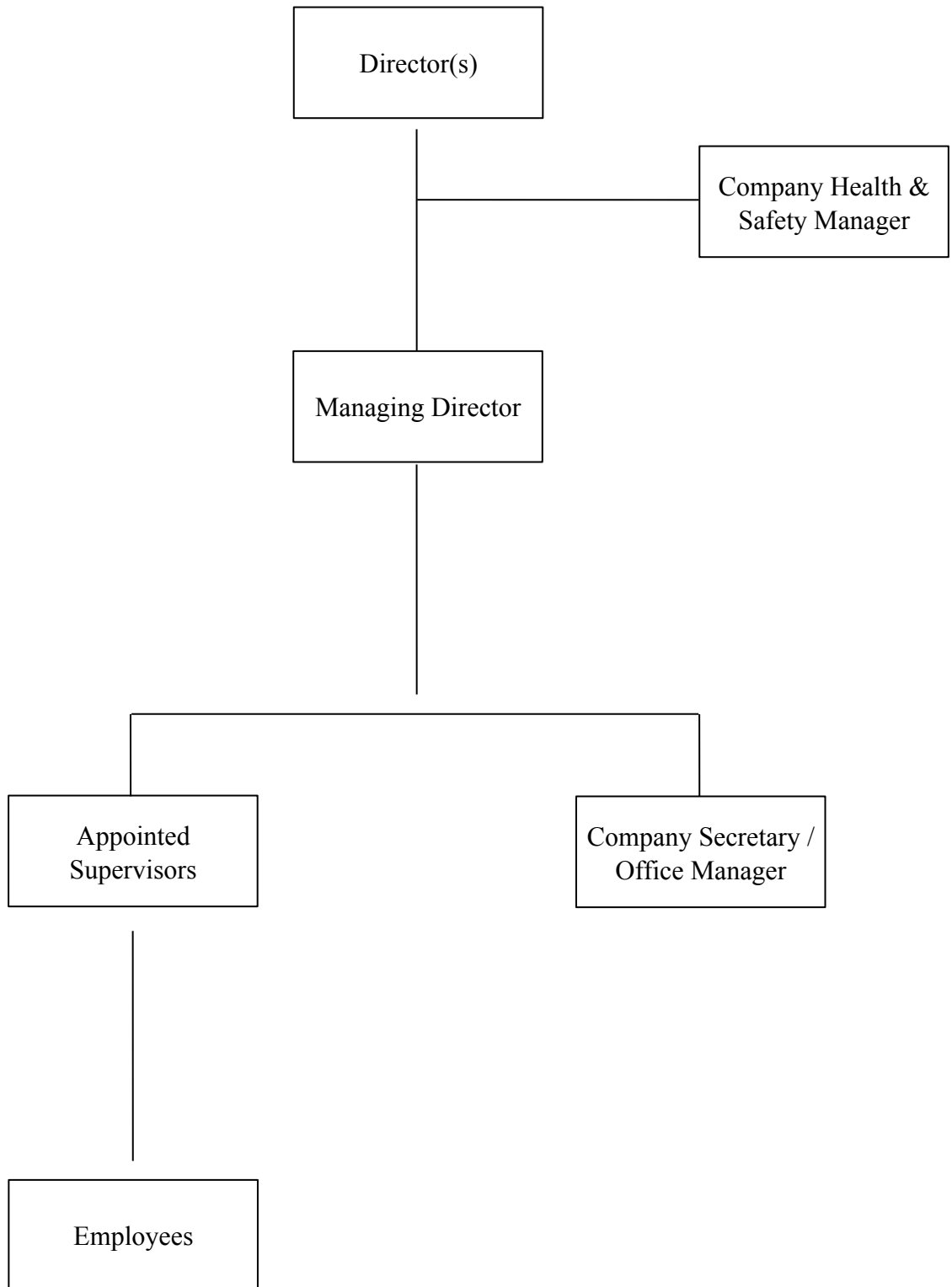
Managing Director

Date

Issue No': PRE - TSCS 002

Last Revised: January 2010

1.0 THE ORGANISATIONAL STRUCTURE



2.0 ENVIRONMENTAL POLICY STATEMENT

1. The Company is committed to achieving environmental, health and safety excellence. This is the responsibility of both Management and Staff in all functions. The Company will strive to provide a safe and healthy working environment, and to avoid adverse impact on the environment and the communities in which we do our business.
2. It is this Company's Policy to use its best endeavours at all times to comply with all statutory requirements regarding the prevention and control of pollution.
3. When planning Company work activities, the only matters that will be given priority above the protection of the environment are the health, safety and welfare of its Employees and others that may be affected by its activities.
4. The Company will wherever viable and consistent with its Client's instructions, use materials and products from sustainable sources that are re-useable or recyclable.
5. The Company will make every effort to conserve the use of materials and energy and where viable and consistent with Client's instructions, collect waste materials for recycling.
6. The Company will appoint a Director / Senior Management to supervise the implementation and further development of its Environmental Policy.
7. All members of the Company's Staff and Employees will be involved in the Environmental Policy through the following processes:
 - i. Investigating ways in which the consumption of materials and the production of waste can be reduced.
 - ii. Turning off all unnecessary plant and equipment can be reduced.
 - iii. Being vigilant and reporting / acting to prevent any spillage or leaks of materials.

3.0 RESPONSIBILITIES

3.1 The Director(s)

The Director(s) 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 Director(s) has the overall responsibility for ensuring that the organisation and arrangements necessary for achieving the health, safety and welfare aims of PRE Electrical Solutions Ltd. are initiated, enforced and revised.

3.2 The Managing Director

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 Manager, and implement any recommendations / improvements required.

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, Director(s) and any other enforcing body when requested.

Shall monitor the effectiveness of the Company Health and Safety Policy with the Director(s) 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.

3.3 The Company Secretary / Office Manager

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 Manager at all times.

When the Company is nominated as Principal Contractor, it will be the duty of the Managing Director to ensure the following are complied with:

- a) Develop and implement the Health and Safety Plan.
- b) Arrange for competent and adequately resourced Contractors to carry out the work where it is being sub-contracted.
- c) Ensure the co-ordination and co-operation of Contractors.
- d) Obtain from Contractors the main findings of their Risk Assessments (required by the Management of Health and Safety at Work Regulations 1999) together with details of how they intend to carry out high risk operations safely.
- e) Make sure Contractors have sufficient information about risks on site. That their Workers have adequate training and that Contractors and Workers comply with any site rules which have been set out in the Health and Safety Plan.
- f) Monitor project health and safety performance.
- g) Ensure there is a means for consulting and informing all Workers on site.
- h) Make sure only authorised people are allowed on site.
- i) Issue a copy of the notification of project to the Health and Safety Executive.
- j) Obtain from Contractors, Method Statements and COSHH Information relevant to a particular Contract.

3.4 The Appointed Supervisors

Must familiarise themselves with the Company Safety Policy.

Monitor all Employees and Suppliers and report any problems to the Director(s).

Undertake site Specific Risk Assessment reviews in liaison with the Managing Director 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 Manager, 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 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, Managing Director 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 Managing Director, 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 / Office Manager.

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 Managing Director 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 Managing Director 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 1995, these will be reported to the Enforcing Authority as appropriate by the Company Secretary / Office Manager on Form F2508A.

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 Managing Director who will instigate the appropriate action.

Following all reported incidents the Managing Director (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.

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 Construction (Design & Management) Regulations 2007

The Company, through the various arrangements, for health and safety detailed within our Health and Safety Policy will implement, co-ordinate, comply with and enforce the CDM Regulations 2007.

This will also be achieved by the planning of construction works with the parties concerned to ensure adequate resources and materials are available and accessed for the implementation of safe working practices throughout the works.

Planning will involve all parties, and from this Method Statements will be developed and Risk Assessments will be undertaken detailing the safe working practices to be implemented to suitably control any risks that could not be designed out in the planning of the works.

The Management of the works will be on an on going basis and will involve regular meetings, inductions and briefings throughout the duration of the works with a zero tolerance approach. Operatives not complying with site requirements or working in accordance with best practice techniques will be disciplined.

Formal site inspections will be undertaken by the Company Management on a regular basis and daily inspections will be undertaken by the Appointed Supervisor throughout the duration of the works.

The Company will constantly review its working practices and arrangements throughout the works to ensure that best practice methods are applied at all times and that suitable resources and materials remain available.

Further reference can be made to other arrangements detailed within our Health and Safety Policy for site Management etc.

4.4 Liaison with the Client

The Managing Director / 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 Managing Director / 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.

4.5 Liaison with Contractors

The Managing Director / 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 Appointed Supervisor 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 Appointed Supervisor 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 Managing Director by telephone, who will in turn liaise with the Client or their Representative.

4.6 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 Managing Director will make provision and arrangements for fire safety and precautions on site via the Risk Assessment process.

All Employees must undertake a visual inspection of any area in which hot works have been undertaken prior to leaving site.

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.

4.7 Fire Safety & Fire Procedures

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

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) 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, the Company Secretary / Office Manager is responsible for ensuring all fire exits are unlocked during working hours.

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

- i) Raise alarm.
- ii) Evacuate the premises via the nearest fire exit.
- 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.

4.8 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.

4.9 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.

4.10 Work at Height (Risk Assessment)

Employees will be required to undertake work at heights as defined by the working at height regulations this will be confined to accessing areas to install / connect / maintain equipment and will involve using mobile tower scaffolds and ladders / stepladders.

Prior to any works being undertaken at height the Director 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.

Employees must not undertake any work at height unless they have received suitable instruction, information and training in safe working at heights or for the equipment required to access work at heights.

4.11 Work at Height (Tower Scaffolds)

Tower scaffolds must only be erected and used by competent trained Employees.

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.

Towers will only be moved by applying horizontal force at, or near the base.

4.12 Work at Height (Ladders & Stepladders)

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

Ladders and stepladders must be placed on level and firm ground at all times.

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

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

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

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

If possible, all ladders and stepladders 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 and stepladders must be fitted with rubber feet.

4.13 Hazardous Substances & Processes

The Managing Director 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 Managing Director and appointed Supervisor will monitor the workplace exposure of Employees.

The Managing Director and appointed Supervisor will provide Employees with information, instruction and training regarding hazardous substances upon induction.

The Managing Director and appointed Supervisor 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.

4.14 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-Contact 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 Managing Director by telephone.**
- 3. Inform the Client (if possible).**
- 4. Await instruction from the Managing Director before any further work is undertaken.**

Upon the above procedure being instigated the Manager(s) will liaise with the Client or their Agent and identify the risks present and implement the appropriate control measures.

These control measures will be passed to the Employee via the Managing Director or Supervisor.

REMEMBER if in doubt – ASK!

4.15 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 Managing Director'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 Managing Director 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 Managing Director 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 Managing Director or nominated Supervisor will update the Risk Assessment throughout the Contract, and action any preventative and precautionary measures as appropriate.

The Managing Director 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 Managing Director 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 Managing Director 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 Managing Director, nominated Supervisor or Client.

4.16 Site Health & Safety Management

As part of PRE Electrical Solutions Ltd's commitment to health and safety, regular site inspections are undertaken by our External Health and Safety 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) The Workplace (Health, Safety and Welfare) Regulations 1992.
- 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.
- f) Construction (Design and Management) Regulations 2007.
and any other Regulations that are applicable to the project.

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 Consultant and passed to the Managing Director for remedial action.

The Managing Director 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 Inspections

Periodic inspections of Employee's compliance will be undertaken by the External Health and Safety 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 compliance will also be inspected on a minimum of a weekly basis by the Managing Director or nominated Supervisor, covering the areas listed above.

Any Employees 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 Consultant and subsequently reported in writing to the Director(s).

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

Following the reporting of the Employee to the Director(s) the Employee will be subject to the Company disciplinary procedure.

Site Inspections (Manager)

Periodic inspections will be undertaken by the External Health and Safety 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 Managing Director 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 Director(s).

Site Inspections (On Site Management)

Daily inspections will be undertaken by the Managing Director 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 Managing Director 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 Consultant will undertake "Tool Box Talks" with individuals and small groups of Employees 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 Consultant will discuss the area of non conformance with the Employee on a "Tool Box Talk" basis.

All training provided on site to Employees will be recorded by the External Health and Safety Consultant to the Managing Director and retained on the Employees file.

4.17 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.

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.

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 the Supervisor or ask at the office!

4.18 Manual Handling

All Employees who are likely to be involved in lifting and handling activities during the course of their employment will be provided with suitable information instruction and training in safe lifting and handling techniques.

Employees must use any lifting or transporting equipment that is supplied by the Company, and must adopt safe lifting and handling techniques at all times.

The Company will undertake a review of manual handling activities on a regular basis in the form of a Manual Handling Assessment. Records of which will be retained for information for Employees and the Enforcing Authorities. The Company will endeavour where practicable, to take action to reduce the risk of injury to Employees from manual handling activities to the lowest level reasonably practicable.

Only handle loads by yourself when you are sure that they are within your capabilities.

Always get assistance before tackling large loads.

When using slings or chains ensure safe working load is compatible with the load to be lifted.

When lifting, keep your back straight and use your leg muscles to lift the loads. This operation should not use your back muscles. Keep your legs apart and bend at the knees.

Stand close to the object with feet spread apart for balance.

Do not twist body to get in position.

Squat down keeping your back straight and knees bent.

Grasp object firmly.

Breathe in and inflate lungs.

Lift with your legs, slowly straightening them. Keep your back straight.

Hold the object firmly and close to your body as you carry it.

Do not indulge in horse-play.

4.19 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 Director(s) 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 / Office Manager 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.

4.20 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 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.

4.21 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.

4.22 Welfare

The Company will endeavour to provide adequate toilet facilities for both sexes where applicable, and suitable facilities for making tea and coffee.

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

4.23 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 Managing Director 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 Managing Director.

4.24 Hired Power Tools & Equipment

PRE Electrical Solutions 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.

4.25 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.

4.26 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 Managing Director 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 / Office Manager as appropriate.

Employees are not permitted to use any equipment unless trained.

4.27 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.

4.28 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 Supervisor or the Managing Director 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 regular 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.

4.29 Insurance

The Director(s) 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.

4.30 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 Consultant.

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

The External Health and Safety 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 through the usual channels.

Any Employee who is in doubt about Policy requirements or working practices should contact the Managing Director or nominated Supervisor.

Consultation

Consultation with Employees 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.

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 Director(s) and the Managing Director.

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 Managing Director and other stated communication methods.

5.0 SUMMARY

The Director(s), nominated Supervisors and Employees 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
- Construction (Lifting Operations) Regulations
- Electricity at Work Regulations
- Manual Handling Operations Regulations
- Personal Protective Equipment Regulations
- Health and Safety (Consultation with Employees) Regulations
- Construction (Head Protection) 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 PRE Electrical Solutions Ltd.

All Contractors carrying out work on behalf of PRE Electrical Solutions 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 PRE Electrical Solutions 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 PRE Electrical Solutions Ltd. until the Company Health and Safety Policy has been read and accepted.

All Contractors must co-operate with Employees, representatives and Clients of PRE Electrical Solutions 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 PRE Electrical Solutions 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.