

Ben Gamble Electrical Ltd

Health and Safety Policy

As a company we are committed to ensuring the safety of our employees, customers, other professional bodies and members of the public. The company commits to operating in accordance with the Health and Safety at Work (etc) Act.

Management will ensure that any risks are assessed. Then suitable and sufficient measures are put in place to allow employees and contractors to carry out their work without any risk to health. Suitable equipment and tools, personal protective equipment and appropriate training will all be provided to employees by Ben Gamble Electrical Ltd. We will also keep up the maintenance of equipment to ensure it is always safe to use.

All employees of Ben Gamble Electrical Ltd will be made aware of their responsibilities to their own health and safety as well as that of others. All employees are advised to seek the advice of their manager on matters regarding health and safety. However ultimate responsibility in all areas of work safety rests with the Managing Director.

Ben Gamble Electrical Ltd will keep its health and safety policies, working practices and equipment up to date and in accordance with current legislation.

Responsible Persons

The company has identified the following safety functions and has designated those persons named below as responsible for carrying out those functions.

- Risk Assessments – Ben Gamble
- Manual Handling Assessments – Ben Gamble
- COSHH Assessments – Ben Gamble
- Fire Risk Assessments – Ben Gamble
- First Aid Arrangements – Ben Gamble
- Emergency Procedures – Ben Gamble
- Accident Reporting and Investigation – Ben Gamble
- Welfare – Ben Gamble
- Equipment Inspections & Records – Ben Gamble
- Health surveillance – Ben Gamble
- Method statements – Ben Gamble

Employee and Contractor Responsibilities

Every employee and contractor has the responsibility to take reasonable care in relation to their own health and safety and the health and safety of others around them. Therefore, while at work it is the duty of all employees and contractors to:

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- Co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.
- Refrain from intentional or reckless interference with equipment and /or systems provided in the interest of Health, Safety and the Environment.
- Co-operate with management when required on such things as accident prevention and all procedures with regards to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act and the Environmental Protection Act and all associated Regulations and ACOPs.
- Maintain good standards of housekeeping within company and client premises.
- Report any accident or incident including near misses (whether personal injury results or not) to the office.
- Report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake.
- Ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor.
- Use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety **must** be used, and when not in use it is properly cleaned, stored and maintained.
- Undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

Electrical work

All electricians and electrical contractors employed or contracted to work on behalf of Ben Gamble Electrical Ltd are fully qualified time served electricians and hold BSEN7671: 2018 18TH Edition Amendment 2:2022 as a minimum. We are Approved contractors and ensure all staff are trained up to work in compliance with the latest Electricity Regulations and IET standards BSEN7671: 2018 18TH Edition Amendment 2:2022. All staff fully understand the implications of poor safety performance during electrical works.

All staff are fully aware of plans before commencing works, and detailed risk assessments and method statements, including lock off procedures, will be produced before work is started.

Special Risk Assessments and Method Statements will be put in place to consider any special circumstances. All work will be carefully planned, communicated to relevant personnel and carried out in compliance with permits to work where required.

All works will be tested in compliance with NICEIC standards and certificates issued on completion of works.

Principal Legislation

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The principal health and safety legislation that may affect the company's operations are listed below:

- Chemicals (Hazard Information and Packaging for Supply) Regulations
- Construction (Design & Management) Regulations
- Control of Asbestos at Work Regulation
- Control of Lead at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Dangerous Substances and Explosive Atmospheres Regulations
- Electrical Equipment (Safety) Regulations
- Electricity at Work Regulations
- Employers Liability (Compulsory Insurance) Regulations
- Environmental Protection Act
- Gas Safety (Installation and Use) Regulations
- Groundwater Regulations
- Health and Safety (Consultation with Employees) Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Health and Safety (First Aid) Regulations
- Health and Safety (Information for Employees) Regulations
- Health and Safety (Miscellaneous) Regulations
- Health and Safety (Safety signs and Signal) Regulations
- Lifting Operations and Lifting Equipment Regulations
- Management of Health & Safety at Work Regulations
- Manual Handling Operations Regulations
- Noise at Work Regulations
- Personal Protective Equipment (PPE) Regulations
- Provision and Use of Work Equipment Regulations
- Regulatory Reform Fire Safety Order
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations
- Safety Representatives and Safety Committee's Regulations
- The Clean Air Act
- The Health & Safety at Work etc Act
- The IET Wiring Regulations (18th Edition) BS7671:2018
- The Work at Height Regulations
- The Working Times Regulations
- The Workplace (Health, Safety and Welfare) Regulations

The above lists legislation relevant to the company business but is not exhaustive. Additional specific legislation may be added, and checks made via HSE to ensure latest amendments to regulations and ACOPs are available.

Risk Assessments

The MD will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to

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carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff. Copies of the risk assessments are appended to this health & safety policy.

- The MD or his nominated representative will carry out site specific risk assessment for new sites where the company's employees / contractors are obliged to work. Such assessments will consider the health and safety of employees, contractors and any Others including public on site.

Working At Height

- It is the policy of the company to comply with the Work at Height Regulations. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented. When working from ladders or step ladders, only Class 1 Industrial or EN 131 Professional ladders must be used and insulated when working on electrical applications.
- Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.
- Where the risk of a fall cannot be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

Method Statements

Method Statements will be developed for all company operations; information from site specific risk assessments will be used to formulate these documents which will be related to members of staff carrying out the works. Instructions for generic tasks will be reviewed and updated either periodically or when something significant changes.

Manual Handling Assessments

The Managing Director (MD) will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc, its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

Noise

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Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced.

COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives, together with Risk Assessment, Method Statement, and instructions for use.

Fire Safety

It is the responsibility of the site foreman to ensure that all fire safety procedures implemented in client buildings and on client sites are communicated to staff. Where Ben Gamble Electrical Ltd staff are carrying out hot work, the operative must first obtain the appropriate hot work permit from the building manager and ensure he has the appropriate fire extinguisher to hand. A 1-hour fire watch will be maintained after any hot work.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises. All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Ben Gamble Electrical Ltd staff will not block or otherwise obstruct exits provided for emergency evacuation. Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear. Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc. Under no circumstances

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should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

Smoking, Alcohol and Controlled Drugs

There is a general ban on smoking in all enclosed workplaces and company vehicles in compliance with the Health Act. Smoking is prohibited throughout all client sites unless designated smoking zones are identified. Smoking is not allowed in company vehicles. This policy applies to Everyone.

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify the MD immediately.

Health & Safety Training

The business will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of their employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be maintained at the company offices for each employee.

First Aid Arrangements

The MD will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

Emergency Procedures

Where work is carried out in the customer's premises, the MD will ascertain the procedures to be followed in case of emergency, e.g., lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

Lone working

All employees/Contractors who are required to carry out lone working will be given information, instruction and training on the specific hazards of lone working. The MD will ensure all lone workers carry mobile phones to ensure they are able to be contacted. The MD will put in place any such measures he deems necessary to ensure lone workers can contact help in the event of an accident or an emergency, such measures will include training, pre-arranged call-in times, etc.

Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection in compliance with The Provision and Use of Work Equipment Regulations, by a competent person. Users of equipment are required to check equipment before use and will report and withdraw damaged or unsuitable equipment from service immediately for repair or replacement. All machinery shall also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule OR at least annually.

Machinery Operation

All employees/contractors who are required to operate machinery will have the appropriate training and license where necessary to operate such machinery. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

Transport Safety

It is the policy of the company to only elect drivers who are competent. A person may only operate Ben Gamble Electrical Ltd vehicles if they:

- Have held a full UK license for a minimum of 2 years.
- Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending.
- Holds the correct license for the type of vehicle being operated.

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Drivers must inform the company of **any** circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately if they become aware of any pending prosecution for any driving offence. All drivers will be asked to present their licenses record annually to the office. These will be photocopied and returned.

Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health, the company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

Accident Reporting and Investigation

It is the policy of Ben Gamble Electrical Ltd that **all** accidents, incidents and near misses are reported to the site and recorded into the company's accident record book. The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the MD to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR.
- A dangerous occurrence – where something happens that does not result in an injury but could have done.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the MD. Depending upon the circumstances of the accident, the MD may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes:

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons or near misses on the premises or sites that Ben Gamble Electrical Ltd employees are working on must be reported immediately to site foreman and or to the site Duty holder or PC and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and Ben Gamble Electrical Ltd Supervisor wherever possible should ensure that the injured person reads the entries recorded on his behalf.

Care should also be taken when stating the nature of the injury. Unless a medical certificate has been submitted.

Serious or Imminent Danger

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations. It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger. Managers, supervisors, and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place. The firm authorises any employee to remove themselves to a relative place of safety when they have reason to believe they are at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised. Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of firefighting equipment etc prior to starting work. Under no circumstances will work activities take priority over safety considerations.

Equipment Inspections and Records

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager. The Site Manager will carry out periodic inspections of all company

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equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are always clearly discernible.

Where an inspection reveals a defect, it will be the responsibility of the MD/ Site Manager to ensure that the equipment is not used until such time as a suitable repair has been carried out by a competent person. If the equipment is beyond repair, it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

Portable Appliance Testing

The term 'portable' is used to mean portable, movable or transportable.

Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is handheld, or hand operated while connected to the supply. All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the MD to ensure that all equipment provided is suitable for the task, including any provided by a contractor. Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

PPE

Personal Protective Equipment will be specified and provided by the company and the relevant PPE must be always worn whilst carrying out work. Details of the correct PPE will be made available to employees. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from site.

Welfare on Domestic Contracts

In most cases company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities. Due to the nature of the work, it is not

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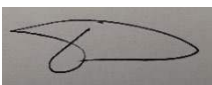
reasonably practicable for the company to provide messing facilities. In some cases, employees/contractors may be able to use Customer's facilities, but where this is not possible; employees/contractors will be required to make their own arrangements. However, it will be the responsibility of the MD/ Site Manager to identify potential public facilities within the vicinity of the work.

Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site staff and contractors will assume any suspicious material is asbestos unless there is conclusive evidence to the contrary. No drilling, breaking or cutting shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the site or building manager immediately. An appropriate Asbestos Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work. A Refurbishment and Demolition survey should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out. Ben Gamble Electrical Ltd policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, Ben Gamble Electrical Ltd employees with an appropriate current training certificate will be allowed to work on non-licensed asbestos products as prescribed by the HSE, this type of work will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. Ben Gamble Electrical Ltd will record all projects involving NNLW and keep records of employee health surveillance as applicable (every 3 years for NNLW).

Hand Arm Vibration Syndrome (HAVS)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAVS. The company will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit exposure to vibration. The company will provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.



Ben Gamble

Managing Director – Qualified Supervisor

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