



HEALTH AND SAFETY

POLICY

The Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice.

The company will pay attention to:

1. The provision and maintenance of plant and systems of work that is safe and healthy.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others.
4. The control of the place of work maintaining it in a safe condition.
5. The provision of safe means of accesses too and egress from the place of work.
6. The maintenance of a working environment that is safe, without risks to health, and provides adequate facilities and arrangements for welfare at work, including new safety arrangements for avoiding the spread of Covid 19.
7. This policy includes the company premises (address below) and all other locations where BSB Electrical Services Ltd operates.

Date 20 July 2021

Board Signatures

Benn Smith

Safety Advisor
Lindom Safety Services LTD

Sean Stiff





PROCEDURES

Organisation and Responsibilities

1. Executive

Mr Benn Smith is responsible for safety in the company and will implement the health and safety policy regularly and recommend any changes to meet new circumstances. The Board will be advised of health and safety matters to ensure that sufficient resources and adequate finances are available to provide any health and safety equipment, personal protection equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

2. Safety Officer

The safety officer is Tim Smith whose responsibilities cover the maintenance of safety records; investigation of accident statistics; and the keeping a watching brief on changing safety legislation.

Introduction

BSB Electrical Services Ltd is committed to ensuring that everything reasonably practicable is done to protect the health and safety of everyone who works for us, as well as anyone who may be affected by our day to day running. We will ensure a systematic approach to identifying hazards, assessing risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as reasonably practicable, safe places and systems of work with adequate welfare facilities, safe plant and machinery, safe handling, storage and transport of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

This document tells you about our policy for health and safety at work and how the policy works in practice. It contains guidance for all BSB Employees and Sub-Contractors

It does not cover every eventuality and there are other regulations that you may need to refer to in certain instances.

All of us should ask ourselves regularly whether there is anything we can do to make our workplace safer, and everyone should report promptly to his or her immediate supervisor or manager any hazardous situation or defects.

All individuals, whether management or staff, are asked to remember that legislation for health and safety at work is criminal law. Penalties that can be brought against any individual or organisation shown to have neglected legal requirements can be severe and can in some cases involve unlimited fines and even imprisonment.





Management Responsibilities

Responsibility for ensuring that the company policy is carried out rests ultimately with the directors of BSB Electrical Services Ltd.

Managers at all levels are responsible for ensuring that staff that report to them are working in a safe environment. No one should be asked to undertake any task which may put themselves or others unnecessarily at risk, and safety standards should never be allowed to take second place to cost effectiveness.

Managers have a duty to keep themselves informed about all relevant health and safety legislation. Adequate information, instruction and supervision must be given to staff to ensure, so far as is reasonably practicable, safe working practices.

Managers must ensure that suitable first aid provision; protective clothing and equipment are available where appropriate.

All areas of activity should be checked regularly to ensure that safe practices are being followed and that working conditions conform to the appropriate safety standard. As soon as any hazard or defect is identified it should be remedied promptly.

The policy of management to do all the above is reasonably practicable to prevent injury and damage to property.

The organisation aims to protect everyone, including visitors and members of the public, insofar as they come in contact without activities, from any foreseeable hazard or danger.

Employees Responsibilities

The law makes it the duty of all employees to take reasonable care to ensure their own health and safety and that of their colleagues and others that may be affected by their actions or omissions at work.

Employees must report any accidents, incidents, hazards and near misses.

Employees must co-operate with the organisation in order to ensure that statutory requirements are implemented and fulfilled.

All warning notices and instructions provided for employee safety must be obeyed and should never be removed, altered or tampered with.

Where protective clothing or equipment is provided, it must be used.

Unsafe working conditions or possible hazards must be reported to local management immediately. If you feel that appropriate action is not being taken following a report, you should seek advice from the safety manager.

BSB Electrical Services Limited will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

Co-operate in investigations of any incident or accident which either has led to injury or which could have led to injury or harm.

Smoking Policy

The Smoking Policy sets out our duty to provide a safe working environment and uphold the ban imposed on smoking in public places as laid down in the Health Act 2006, Smoking including e-cigarettes is not allowed in any business premises. For on site working smoking including e-cigarettes may be permitted in designated areas only.





Visitors and Contractors

We are responsible at all time for any visitors or contractors we bring into our buildings or any of our customers premises. You must make sure they are aware of all relevant safety regulations and instructions.

In the event of any evacuation, you are responsible for ensuring that your visitors are escorted to safety.

Safety and the Public

If your work brings you into contact with members of the public, take care that they are not exposed to hazards as a result of your activities.

Violence to Staff

No one is expected to expose him or herself to violent or aggressive behaviours. Should you find yourself abused, threatened or assaulted in the course of your work, you should move to a safe area and inform your immediate supervisor or the safety officer.

Harassment

The company deplores all forms of harassment including sexual, bullying and any type of discrimination.

In Case of a Fire

If you discover a fire activate the nearest call point and evacuate the building as per your site induction making your safest way to the nearest muster point.

Fire Fighting Equipment

You are advised to make yourself familiar with the following information and with the location of the nearest fire fighting equipment to your normal place of work.

Extinguishers: - Suitable extinguishers are installed in Key locations on our customers sites, BSB staff will be made aware of these in their site inductions.

Remember - read the operating instructions before use, and never use water extinguishers on electrical fires.





Emergency Procedures & Fire Prevention

The following fire fighting equipment best suits our line of work.

<u>Agent</u>	<u>Identification</u>	<u>Use</u>	Electrical Fires
CO Gas	Red cylinder with black label. Fitted with horn.	Suitable for fires involving flammable liquids or electrical apparatus.	✓
Dry Powder	Red cylinder with blue label. Fitted with nozzle or hose.	Suitable for fires involving flammable liquids or electrical apparatus.	✓
Foam	Red cylinder with cream label. Fitted with hose.	Fires involving solids and burning liquids, such as paint and petrol. Safe on fires caused by electricity if tested to 35kV (dielectric test) and a 1m safety distance is adhered to.	✓
Water	Red cylinder with label. Fitted with hose	Not Suitable flammable liquids or live electrical appliances	✗

Safety in the Office

Safety is as important in the office environment as anywhere else.

Accidents can happen anywhere.

Keep gangways, corridors and access to stairways clear of obstruction - no matter how temporary.

Do not leave rubbish or stores of flammable materials (including paper) lying about. Make sure liquid spills are cleared up promptly.

Never put sharp objects, e.g. glass into waste paper bins. Arrange for special collection.

Make sure that telephones, cables and flexes from office equipment do not present a hazard.

Where possible, avoid the use of extension leads.

Where possible, turn off electrical equipment when not in use.

Display Screen Equipment

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment (DSE).

The company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum.





DSE training

The company will give sufficient training and information as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Assessment of Risk & Control

Competent persons will carry out an assessment of all activities. Risks, which are identified, will be reduced to the lowest level reasonably practicable.

The following factors will be considered during the risk assessment:

The Task- Identify the works to be carried out and the risks involved with doing so.

The Risks- Identify the hazards relating to the work being carried out and its environment.

The Severity - Look at the severity of a possible accident to determine the control measures to put in place to reduce the risk substantially.

The Control Measures - Implement the control measures to be taken to substantially reduce the risks i.e To access a CCTV camera at high level to realign, Use a MEWP, barrier area off to reduce risk in work area.

External Sites- The contents of the main area of this policy apply in all aspects of our operation onsite at CCEP Sidcup the base of our operation. Work carried on external customer sites then guidelines relating to this site will be provided before work starts this will include Risk Assessments and method statements and any other statements relevant to each situation. All employees are required to follow the procedures relating to the site which they are working. Employees working at external sites shall be well-briefed with essential information in the event of any evacuation or emergency situation. Employees will be made aware of the contact numbers to be used in case of any concern or emergency situation

The Director of the company, Mr Benn Smith, is aware of their individual responsibilities and what is required to ensure the health, safety and welfare of the company's workforce and anyone affected by our work activities. Employees will also be made aware of their responsibilities to ensure the health, safety and welfare of their own wellbeing and those effected by their actions through co-operation with the company.

Sufficient time and resources will be allowed for health and safety, and the company shall:

- Training** - Ensure all employees are competent to do their tasks and give them adequate training.
- Consultation** - Consult in the most appropriate manner with employees & co-workers on matters affecting their health & safety.





•**Cooperation & safety of others** - The company will have pre-site meetings with the client to be made aware of any hazards involved with the task at hand. Suitable signage will be used to ensure other parties are not put at unknown risk.

•**Monitoring, Audit & Review** - Review and revise its policy and procedures as required at regular intervals.

•**Accident Reporting** - The company will comply with RIDDOR and report all incidents where legally required. All accidents will be reported to management and will be recorded in the accident book.

•**Fire & Emergency Procedures** - The company will assess the risk of all fire hazards and will separate all combustible materials. In the case of an emergency, all staff will congregate at the designated meetings points and emergency services will be contacted.

•**First Aid** - First aid provision will be made available & issued to all staff for their place of work or pre-arranged with the client for external premises.

•**Manual Handling** - The company will assess the risk of manual handling where relevant. Training will be provided to ensure safe working practices.

•**Work Equipment** - Provide and maintain safe plant and equipment.

•**Asbestos** - If during the execution and/or undertaking of our normal work activities there is concern of asbestos being encountered/disturbed, the company will provide asbestos awareness training to ensure that asbestos can be identified. The asbestos register will be checked on client sites or will be made aware of its location before work commences.

•**PPE** - Personal Protective Equipment will be provided free of charge to all employees. This equipment will be suitable for the work undertaken and training will be provided for its use.

•**Welfare** - Maintain safe and healthy working conditions in addition to providing & arranging (client sites - where necessary) access to adequate welfare facilities such as toilets, washing facilities with potable drinking water.





•**COSHH** - Ensure safe handling, storage and use of all substances. An appropriate assessment will be made to ensure the risk of its use is measured.

•**Risk Assessment** - The company will be responsible for undertaking all risk assessments ensuring all associated hazards are identified with suitable control measure implemented. These risk assessments will be made available to all staff and reviewed amended as necessary.

•**CDM** - When involved in any construction related activity as defined under the Construction (Design and Management) Regulations the company will ensure that all works are sensibly planned so that the risks involved are managed from start to finish, engage with workers about the risks and the relevant controls necessary to manage them, provide information on how those risks are being managed, select the right people to undertake the works, cooperate and coordinate the works with others and communicate all relevant information effectively.

•Additionally, where the company acts a Principal Contractor for Non-notifiable projects, we will ensure that any sub-contractors used are competent to undertake the work, will be adequately monitored on-site and/or will always work under our direct supervision. Any site managers employed will be competent and have a full understand of their duties, all contractors will receive a suitable site induction prior to the commencement of the works and on an on-going basis via toolbox talks if required. A construction phase plan proportional to the risks involved in the project will be produced, with reasonable steps undertaken to prevent any unauthorised access to the site. Where possible we will make use of the client's facilities if they meet the requirements for that project. If this is not the case, we will ensure that adequate temporary welfare facilities are in place prior to the project starting,

Name: Benn Smith

Signature:

Date: 20th July 2021

