

# PREMIER

## ELECTRICAL COMPANY (CAMBS) LTD

### **Health and Safety at Work etc Act 1974**

This is the Health and Safety Policy Statement of

**PREMIER ELECTRICAL COMPANY (CAMBS) LTD**

*Our statement of general policy is:*

- 1 To provide adequate control of the health and safety risks arising from our work activities;
- 2 to consult with our employees on matters affecting their health and safety;
- 3 to provide and maintain safe plant and equipment;
- 4 to ensure safe handling and use of substances;
- 5 to provide information, instruction and supervision for employees;
- 6 to ensure all employees are competent to do their tasks, and to give them adequate training;
- 7 to prevent accidents and cases of work-related ill health;
- 8 to maintain safe and healthy working conditions; and
- 9 to review and revise this policy as necessary at regular intervals.



Signed

(Nigel Pacey) MD

**Premier Electrical Company (Cambs) Ltd**

Date

20.05.11

Review date

20.05.12

## Responsibilities

- 1 Overall and final responsibility for health and safety is that of Nigel Pacey (MD)
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Carol Jacklin (Office Manager)
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<i>Name</i>	<i>Responsibility</i>
Carol Jacklin	Main Office H&S Assisting MD with Sub Contractor Competency Assessments
Stuart Conrwell	Site H&S

4. All employees must:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

**LIVE WORKING !!**

### IT IS THE DUTY OF ALL EMPLOYEES AT WORK TO:

Isolate ALL circuits before any works commence on them, test with tester that isolated and "LOCK OFF" with padlock and identify to others that locked off with sign to prevent person/s turning back on.



### **Safe Handling and use of Substances**

- 1 Carol Jacklin will be responsible for identifying all substances which need a COSHH assessment.
- 2 Carol Jacklin will be responsible for undertaking COSHH assessments.
- 3 Stuart Cornwell will be responsible for ensuring that all actions identified in the assessments are implemented.
- 4 Carol Jacklin will be responsible for ensuring that all relevant employees are informed of the results of COSHH assessments.
- 5 Nigel Pacey will check that new substances can be used safely before they are purchased.
- 6 Assessments will be reviewed for every new site or when the work activity changes, whichever is soonest.

### **Information, instruction and supervision**

- 1 The Health and Safety Law poster is displayed in the Stores/Warehouse
- 2 Health and safety advice is available from Carol Jacklin & Croner Consulting
- 3 Supervision of young workers/trainees will be arranged/undertaken/monitored by Carol Jacklin & Stuart Cornwell
- 4 Stuart Cornwell is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

### **Competency for tasks and training**

- 1 Induction training will be provided for all employees by Carol Jacklin
- 2 Job specific training will be arranged by Carol Jacklin
- 3 The specific jobs requiring special training will be identified with the Method Statement for the site
- 4 Training records are kept at The Main Office by Carol Jacklin
- 5 Training will be identified, arranged and monitored by Carol Jacklin

## **Accidents, First Aid and work-related ill-health**

- 1 Health surveillance is required for H.A.V.S. or what is known as "White Finger" or Skin Irritations on hands from using certain chemicals (C.O.S.H.H.)
- 2 The first aid boxes are kept in the following areas:  
  
At Premier Electrical in the:     Kitchen  
or  
On Site in the:                     Main Contractors Site Office
- 3 The appointed person for first aid @ the Premier office is  
Carol Jacklin
- 4 Accidents and cases of work-related ill health are to be recorded in  
the accident book.  
The book for Premier Electrical Company is kept in the Stores  
or on site in the Main Contractors Office
- 5 Carol Jacklin is responsible for reporting accidents, diseases and  
dangerous occurrences to the enforcing authority.

## **Monitoring**

- 1 To check our working conditions, and ensure our safe working  
practices are being followed, we will review periodically
- 2 Carol Jacklin is responsible for investigating accidents.
- 3 Carol Jacklin is responsible for investigating work-related causes of  
sickness absences.
- 4 Carol Jacklin is responsible for acting on investigation findings to  
prevent a recurrence.

# FIRE !

## Emergency procedures, Fire and Evacuation (Main Office Building ONLY)

- 1 **Carol Jacklin** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- 2 Escape routes are checked by **Carol Jacklin** every Day
- 3 Fire extinguishers are maintained and checked by **Carol Jacklin** every 12 months
- 4 Alarms are tested by **Carol Jacklin** every 4 months
- 5 Emergency evacuation is tested every 4 months

## Emergency procedures, Fire and Evacuation (SITES ONLY)

- 1 **Stuart Cornwell** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- 2 **Stuart Cornwell** is responsible for ensuring ALL site staff receive their Induction on their very first day on site and to make sure ALL staff make themselves familiar with the Site Fire Evacuation Procedures

This list is not exhaustive and any amendments to it will be notified to you in writing.