

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Introduction**

This document sets out the Health and Safety arrangements we have established for our organisation.

## **Description of work**

Electrical Contractor involved in  
Electrical Installation Of Single phase and Three phase supplies  
Electrical and Mechanical Installation of Security Industrial doors Electrical  
Inspection and Testing of all Industrial, Commercial and Domestic Installations

## **Health and Safety Policy Statement**

Ian Hulett - Electrical and Handyman Services acknowledges and accepts the legal responsibilities for securing the health, safety, and welfare of employees and sub contractors working on their behalf and all persons, livestock and property affected by their activities.

It is the intent of Ian Hulett - Electrical and Handyman Services to allocate appropriate resources to develop programmes to prevent occupational injuries and illness.

It is the policy of Ian Hulett - Electrical and Handyman Services to promote and support all Health and Safety and Industrial hygiene and to manage it in a manner that seeks to eliminate occupational injuries and illnesses.

In support of this Policy Ian Hulett - Electrical and Handyman Services will strive to achieve excellence in all matters relating to Health and Safety. In this respect Ian Hulett - Electrical and Handyman Services require all employees and sub contractors to:

- Observe and comply with The Health and Safety at Work Act 1974.
- Co-operate in ensuring the health and safety and welfare of themselves and their colleagues whilst at work.
- Every effort will be made to provide and maintain a safe, healthy and efficient working environment for all employees.
- To achieve this the active co-operation of all employees is essential so that accidents and damage to the health of themselves and others are avoided.
- The policy may change with the company and legislation, the safety arrangements, will be developed and amended over time with the consultation and co-operation of all involved with Ian Hulett - Electrical and Handyman Services.

**This Healthy and Safety Policy is therefore, issued to all employees on the understanding that it amplifies the company policy.**

**Sole Trader Signature.....Dated.....**

Ian Hulett  
Ian Hulett - Electrical and Handyman Services, 77 Ruby's Walk,  
Fernwood, Newark Nottinghamshire, NG24 3FA. 07872 931266

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Health and Safety Policy**

Ian Hulett - Electrical and Handyman Services recognises that the talent and energy of all persons involved with the company are its most valuable assets.

It is our aim to achieve a working environment, which is free of work, related accidents and illnesses and to this end we will pursue continuous improvements from year to year.

## **We undertake to discharge our statutory duties by:**

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence to fulfil their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that competence is maintained through training where necessary.
- Promoting awareness of health and safety and of good practice through effective communication and relevant information.
- Furnishing the resources needed to meet these objectives.

All persons involved with Ian Hulett - Electrical and Handyman Services are encouraged to contribute actively towards achieving an accident free working environment.

## **Conclusion**

Together with the statutory regulations and the company safety procedure this document is reasonably comprehensive, we realise that site-specific conditions are changing all the time.

With this in mind it is vital that an attitude to the prevention of accidents is maintained at all times and safe working is imperative.

**Sole Trader Signature.....Dated.....**

Ian Hulett

Ian Hulett - Electrical and Handyman Services, 77 Ruby's Walk, Fernwood,  
Newark Nottinghamshire, NG24 3FA. Tel: 07872 931266

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **RESPONSIBILITY**

Due to the nature of the work undertaken by Ian Hulett - Electrical and Handyman Services, it is the responsibility of the senior person on site to promote Health and Safety at work and ensure that working practices are in accordance with the statutory requirements and the company policy.

The Employees' responsibility in this objective is to:

- Comply with all safety procedures and controls as dictated by Ian Hulett - Electrical and Handyman Services when at work, so long as these procedures are in keeping with the Statutory requirements and are not in detriment to the law.
- Ensure reasonable care is taken for the well being, health, and safety of themselves and any persons livestock or property likely to be affected by their actions whilst working for or on behalf of Ian Hulett - Electrical and Handyman Services.
- To utilise and respect all the safety devices and protective equipment provided to ensure the safety of personnel.
- To report accidents and near misses that could lead to injury.
- To co-operate fully in the investigation of incidents to ensure that these incidents do not re-occur.

## **The Provision and Use of Work Equipment Regulation 1998 (P.U.W.E.R)**

This concerns the safe use of work equipment and systems.

e.g. Suitability of equipment –assessment of risk. Provision of protective and preventative measures.

## **The Personal Protective Equipment at Work Regulation 1992. (PPE)**

This regulation clearly states that PPE should be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. Relevant PPE will be provided to all Ian Hulett - Electrical and Handyman Services.

## **The Manual Handling Operation Regulation 1992.**

This regulation requires employers to assess the manual handling on site and within the workplace, take an ergonomic approach and where possible change the nature of any manual handling task and provide mechanical aids in order to reduce or lighten the manual handling of loads.

## **Safety Training.**

Health, Safety and Welfare form an integral part of Site induction and job training to ensure that all employees are aware of general safety requirements and their responsibilities regarding safety to themselves and others who may be affected by their actions or omissions. Specific Safety Training, Information and the use of Safe Systems of Work will also be provided where appropriate.

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Fire**

Ian Hulett - Electrical and Handyman Services personnel will adhere to all site-specific procedures. Evacuation procedures and muster points will be designated by the person responsible for Site Inductions (main contractor).

- No Ian Hulett - Electrical and Handyman Services employee will fight a fire
- No Ian Hulett - Electrical and Handyman Services employee is trained to fight a fire
- Ian Hulett - Electrical and Handyman Services employees will raise the alarm but avoid danger

In order to avoid fires whilst on site or in silent hours Ian Hulett - Electrical and Handyman Services will

- Put all combustible materials carefully away
- Put all waste paper etc in bins provided
- Observe the NO Smoking signs displayed
- Remove all clothing, paper, etc from near heaters
- Switch off all electrical appliances
- Ensure in case of fire, exits locations are known

## **Accident Reporting**

All accidents and near misses no matter how minor must be recorded in the accident book. (Situated in the office and to the rear of the works van)

**Ian Hulett - Electrical and Handyman Services management will carry out an appropriate investigation.** The seriousness of the incident and circumstances will depend on whether further action is to be taken.

## **Occupational Health**

Where necessary, health surveillance and records will be under the control of Ian Hulett - Electrical and Handyman Services Management.

## **Safe Systems of Work**

Safe Systems Of Work and Practices take into account all the necessary and relevant statutory obligations, codes of practice and H S E guidelines that concern our business, adhering to Method Statements and Risk Assessments And carry out tasks as instructed.

## **Risk Assessments**

This concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified and then introduced. They are periodically revised within the Safe System of Work.

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Environmental Control**

Control and disposal of waste and control of substances hazardous to health (COSHH). Assessments and all relevant data sheets will be kept on record in the office. No one associated with Ian Hulett - Electrical and Handyman Services is allowed to introduce chemicals or other substances at all.

## **Electricity at Work Act 1989**

The Electricity At Work Regulations will be adhered to and any work undertaken on any electrical system will be performed by a qualified and suitably trained person. The current IEE regulations although not statutory will be used as a guideline.

Isolation procedures will be maintained and no live work tasks will be performed.

## **Isolation Procedure**

- **Disconnect all loads.**
- **Locate the source of supply.**
- **Isolate the source of supply.**
- **Lock off and place warning signs.**
- **Test voltage indicator on a known source (proving unit)**
- **Test the supply is isolated.**
- **Re-test voltage indicator using known source. (Proving unit again)**
- **Start work if all the above has been followed and the circuit intended to be worked on is dead.**
- **Keep padlock key and don't allow anyone else to retrieve it until work on circuit is completed.**

## **Working at Height**

As working at height forms a major part of Ian Hulett - Electrical and Handyman Services day to day tasks The Working At Height Regulation 2005 will be enforced, personnel will be trained to erect mobile towers and operate MEWPS.

Options considered, following previous assessments are:

- Mobile Tower
- Mobile elevated work platform (MEWPS)
- Fixed scaffolding (by others)
- Ladder
- Step ladder
- Hop ups and trestles

In each case risk assessment should consider other issues to ensure that the chosen method is the safest option e.g. Weather conditions full body harness use of stabilisers/securing devices.

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Noise at Work**

Ian Hulett - Electrical and Handyman Services will ensure as far as reasonably practical that no employee is subjected to levels of noise whilst at work that may cause damage to their hearing.

Sufficient hearing protection as part of PPE will be provided and used in conjunction with appropriate risk assessments.

## **Asbestos**

The likelihood of any Ian Hulett - Electrical and Handyman Services representative coming into contact with asbestos is very likely.

**The Control of Asbestos at Work Regulation 2006** indicates that all employees must have the site-specific asbestos register made available to them by the client as and when required.

If asbestos is noted within the work area operatives must:

- Stop work immediately
- Prevent any dust /fibres being released by turning off power tools and minimise air movement.
- Evacuate the immediate area and prevent access by others. (Public included)
- Inform those responsible for the premises and Health and Safety Manager.
- Do not return to the area until informed that it is safe to do so.
- If you are uncertain as to the content of the material. Stop work and seek advice.

## **First Aid**

Adequate First Aid provision will be made By Ian Hulett - Electrical and Handyman Services.

First Aid Box and Eye Wash Station can be found in the rear left hand side of the interior of the Van.

All Ian Hulett - Electrical and Handyman Services personnel are first aid trained and qualified.

On project sites wherever possible prior to visiting site arrangements are made so that Ian Hulett - Electrical and Handyman Services can use the principal contractors facilities for first aid. All accidents however minor must be reported using the correct site procedures.

Serious accidents, where hospital treatment is required must be reported in accordance with Accident/incident report procedure.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995**

Certain incidents are to be reported to the HSE Incident contact centre (ICC) In accordance with ( RIDDOR)

- Deaths
- Major Injuries
- Any work related injury resulting in 3 consecutive days away from the workplace.

# IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES

## HEALTH AND SAFETY POLICY

### RIDDOR ctd

- Diseases
- Dangerous occurrences
- Gas Incidents

### The major Incidents applicable:

- Fractures other than finger, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Burns to the eye (chemical or hot metal)
- Penetrating injury to the eye
- Injury leading to hypothermia heat induced illness or unconsciousness or requiring resuscitation or admission to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to biological agents.
- Acute illness requiring medical treatment or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin.

### Reportable diseases include

- Certain Poisoning
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as, leptospirosis, hepatitis, tuberculosis, anthrax, Legionellosis, and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders. Decompression illness and hand arm vibration syndrome.

### Dangerous Occurrences Include

- Lifting machinery. The collapse of or the overturning of or the failure of any load bearing part of a mobile powered access platform or fork lift truck.
- Pressure systems. The failure of any closed vessel (including boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause death of any person.
- Overhead electric lines – any unintentional incident in which plant or equipment either:

# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Dangerous Occurrences Include ctd**

- Comes into contact with un insulated overhead electric lines in which the voltage exceeds 200 volts.
- Causes an electrical discharge from such an electric line by coming into close proximity to it.
- Electrical short circuit – or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause Death of any person.
- Collapse of scaffolding – the complete or partial collapse.

## **Young Persons**

A young person is a term given to a person who has not yet reached 18 years of age.

An assessment of the activities required of a young person shall be carried out to ensure there is no risk to their health and safety. The assessment shall take into consideration the tasks to be carried out, the person's physical capabilities and their experience of the work required.

Wherever necessary the person shall be supervised by a competent person and shall not be asked or allowed to carry out activities that are beyond their capabilities, or present an unacceptable risk to themselves or others.

## **Co-operation with Clients**

Employees and sub contractors will always familiarise themselves with client procedures when first attending site, in particular site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

## **Sub Contractors**

Sub contractors are instructed primarily on the basis of their technical abilities, due regard is also taken of health and safety. Serious breaches of health and safety will also be taken into account during the selection process. Requesting the following documents assesses sub contractors.

- Evidence of qualifications, skills ongoing training, and experience in the same type of work
- References from other companies worked for or previous clients
- Accident / ill health statistics
- How they will conduct their work (e.g. risk assessments and method statements)
- Power tools will be tested for safety of use and tagged with a valid test date (pat tested)
- Power tools to be 110 volt maximum only to be used on site



# **IAN HULETT - ELECTRICAL AND HANDYMAN SERVICES HEALTH AND SAFETY POLICY**

## **Employees**

Section 7 of the Health and Safety Act 1974

States that...It shall be the duty of every employee while at work;

- A) To take reasonable care for the health and safety of them and of other persons who may be affected by their acts or omissions at work and
- B) As regards to any duty or requirements imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The responsibilities of general employees are to:

- Understand the company policy on health and safety and to carry out work in accordance with the requirements.
- Use correct tools and equipment for the work to be carried out in accordance with training, instruction and procedures.
- Ensure all PPE is properly used in relation to any training given.
- Tools and equipment is kept in good condition.
- Report any defective tools or plant to the Manager / supervisor.
- Work in a safe manner report hazards and DO NOT take risks that could endanger persons livestock or property.
- Only use plant if trained to do so.
- Warn other employees, in particular young or new employees of known hazards.
- Report any near misses however minor or accidents to the Manager / Supervisor.
- Report any abuse to Welfare facilities to the Manager or Supervisor.

## **Horseplay**

**Ian Hulett - Electrical and Handyman Services has a zero tolerance approach to horseplay and none of its employees or sub-contractors will engage in such behaviour whilst at work.**

**Sole Trader Signature.....Dated.....**

**Ian Hulett**

**Ian Hulett - Electrical and Handyman Services,  
77 Ruby's Walk, Fernwood, Newark Nottinghamshire, NG24  
3FA. Tel: 07872 931266**