

HEALTH AND SAFETY POLICY

Introduction

The following is set out in accordance with the Health and Safety at Work act 1974 and the Electricity at Work Act 1989.

It is the policy of Harrison How Limited to ensure so all employed and self-employed, (known in this document as 'employees') persons comply with these regulations.

Safety Policy

This policy lays out our commitment to reduce incidents involving our employees, visitors or the general public and the list below, although not exhaustive highlights how we will prevent these issues. To support this, we will:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Provide the necessary PPE.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks
- Give employee's adequate training where necessary.
- Prevent accidents and work relates ill health.
- Maintain safe working conditions
- Review and revise this policy at regular intervals.

All employees have their own duties under the health and safety at work act 1974 as follows:

- Ensure reasonable care is taken on all aspects of work.
- Risk assess any situations where there may be a danger to themselves or the public.
- Fully comply with all company procedures.
- Always ensure a safe working environment.
- Co-operate with supervisors and managers on health and safety matters
- Always comply with the Electricity at Work Act 1974.
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appointed person.
- Never work on any live systems that may pose a risk to yourself or others.
- Be responsible for your own plant and ensure that it is tested for compliance for usage.

Responsibilities

The following responsibilities will be undertaken by the relevant person, In the absence of the listed person, a competent person will be appointed to perform the duties.

To ensure health and safety standards are maintained the following people have responsibility in the following areas:

- **Michael Parker** Office / Oversight and improving of health and safety practices.
- **Jamal Moghal** Approved Electrician – Supervisor.

Michael Parker has the overall responsibility for health and safety at Harrison How Limited and is responsible for ensuring the practice is upheld day to day.

The onsite engineer/employee is responsible for their own risk assessments and these are to be reported to **Michael Parker**.

Michael Parker will assess all control risks and will add/remove accordingly as well as implement any changes.

Employee Consultation

The employee representative is **Jamal Moghal**.

Regular team meetings are called and any day to day changes are on display on the company notice board.

Health and Safety

Harrison How Limited has frequent training for employees to ensure the correct procedures are followed. It is the responsibility of the employee to report and issues that might pose a health and safety risk.

Every **Employee** is responsible for their own health and safety and complying with the requirements of this policy. They must ensure that their acts do not affect the health and safety of themselves or others. All employees have a duty to report any accidents or incidents.

All employees are given the correct personal protective equipment to carry out works and it is the employee's responsibility to ensure that it is used correctly and not damaged.

Safe Plant and Equipment

Prior to work all plant and equipment is to be inspected by the end user. Ladders, podiums and scaffolds are to be checked for correct operation and to be taken out of service immediately whilst notifying the health and safety officer. All electrical plant is to be PAT tested before use.

Electrical and Mechanical Works

Electric shock within our industry is a possibility therefore procedures are in place to prevent this. There is to be no live working under any circumstances and the safe isolation procedures according to Guidance Notes 3 (GN3). General electrical works are covered under the electrical regulations BS7671:2018.

Risks are always to be assessed prior to working.

PAT testing on equipment is to be carried out yearly for the office and three monthly for site works. Fixed wiring testing for the office is to be done five yearly.

Key Areas of Risk

Some areas pose a more substantial risk element and must be assessed properly before work is carried out. These include but are not limited to:

- Chemicals
- Confined Spaces
- Electricity
- Falling Objects
- Fire and Explosion
- Machinery
- Manual Handling
- Noise
- Pressure systems
- Slips, trips and falls
- Substances hazardous to health
- Transport
- Vibration
- Lone working
- Working at heights

All dangers are subject to a risk assessment to be carried out prior to work taking place.

Risk assessments

Risk assessments and method statements are in place for each task to ensure safe working and compliance. Where site specific training is required this will be provided to the employee.

It is the responsibility of the engineer / employee to identify and hazardous substances that could pose a risk to themselves or the public.

COSHH

COSHH is the control of substances hazardous to health. The purpose of COSHH is to minimise the risk associated with substances that are hazardous to health, therefore reducing the number of people made ill through exposure. All incidents are to be reported immediately upon contact.

Asbestos Awareness

Asbestos is a harmful substance that if disturbed affect breathing. Any materials containing asbestos that are found are to be immediately left and reported.

All employees have asbestos awareness training.

First Aid

All staff have been given a basic knowledge of first aid.

All accidents, incidents or near misses with potential for injury are to be reported immediately the health and safety officer. The health and safety officer is required to contact the HSE in regards to RIDDOR; risk of injuries, diseases and dangerous occurrences regulations 2013.

All accidents are to be reported and documented in the accident book. Procedures should be followed if the staff member requires medical attention or assistance to hospital. If under in doubt, then contact the emergency services immediately.

The company first aider is Michael Parker.

Fire Evacuation

The designated location for fire evacuation is the Bandstand on Finsbury Circus. All employees are to report to this location in the event of a fire alarm. All employees are to leave behind any items and go straight to the designated location.

Michael Parker is the designated fire marshal.

All staff are to report to the designated fire location on the site that they are working on. It is the responsibility of the employee to identify this area whilst off site.

Alcohol and Drugs

There is a zero-tolerance policy to anyone under the influence of alcohol or drugs. This will be dealt with severely and any risk that is posed to others will call for the police to be involved.

This statement has been approved by Harrison How Limited.



Michael Parker

Director

Harrison How Limited