

Health and Safety policy

I Isaac Broadberry, an electrician operating as a sole trader with no employees, have created this health and safety policy in accordance with the Health and Safety at Work Act 1974. I created this document with guidance from the Health and Safety Executive website: www.hse.gov.uk

Isaac Broadberry will ensure, so far as is reasonably practicable, the health, safety and welfare of himself and anyone else affected by his business, such as customers, other contractors or the general public:

- safe plant and systems of work
- safe use, handling, transport and storage of substances and articles
- safety training
- a safe place of work, access and egress
- a safe working environment
- suitable and sufficient written risk assessments
- effective arrangements for the planning, organisation, control monitoring and review of health and safety measures
- take reasonable care for the health and safety of himself and others affected by his acts or omissions
- co-operate with the customers and other contractors to enable them to fulfil their legal obligations
- use any equipment or substances in accordance with any training or instruction given by the supplier / manufacturer
- record and act upon any serious or imminent danger
- record and act upon any shortcomings in his protective health and safety arrangements
- To review and revise this policy as necessary at regular intervals

Responsibilities

Isaac Broadberry has overall and final responsibility for health and safety. His responsibilities include:

- co-operation with customers, other contractors and any other authorities on health and safety matters
- non-interference with anything provided to safeguard health and safety
- take reasonable care of his own health and safety and anyone affected by his business
- recording and acting upon all reported health and safety concerns
- reporting any notifiable injuries, diseases or dangerous occurrences to the HSE
- conducting risk assessments
- recording accidents
- investigating accidents
- Ensuring emergency procedures are followed

Health and safety risks arising from work activities

Risk assessments will be undertaken by Isaac Broadberry

Accidents, first aid, & work related ill health

- the First Aid Box is located in the van
- the appointed person is Isaac Broadberry
- all accidents and cases of work related ill health will be recorded and kept by Isaac Broadberry

Investigating accidents

Any accident or incident will be investigated by Isaac Broadberry

The aim of an investigation is to establish: what caused the accident, who was involved, when it occurred, why it occurred, how could it have been prevented and how could it be prevented from happening again?

These records will be kept for a minimum of 3 years.

Emergency procedures, Fire & evacuation

Before starting work on a new site Isaac Broadberry will make himself and any visitors to the site familiar with the locations of the following:

- fire extinguishers
- fire instruction notices
- fire alarm operating points
- fire exits and escape routes

Isaac Broadberry will make himself aware of the on site emergency evacuation procedure and will:

- on hearing the fire alarm, immediately make his way to the nearest emergency exit
- not stop to collect personnel belongings
- inform the site contact of your exact whereabouts
- adhere to the site emergency evacuation procedure
- go to the assembly point
- remain at the assembly point until otherwise directed, not re-enter the area until it is declared safe to do so

Isaac Broadberry will often enter the homes of his customers – in this instance the property will be classed as the clients site and as such, Isaac Broadberry will be alert to the potential for fire. Should there be an outbreak of fire at such a property Isaac Broadberry will raise the alarm and make his way to a safe area.

Arraignments

Electrical safety

the main hazards associated with working on electrical installations:

- contact with live parts causing shock and burns and potentially death
- electrical faults which could cause fires

All electrical works undertaken by Isaac Broadberry must be carried out in accordance with:

- The Electricity at Work Regulations
- BS7671 Requirements for Electrical Installations (IEE Wiring Regulations Seventeenth Edition)
- HSE NI 01 02-A Electricity at Work
- HSG85 Electricity at Work – Safe Working Practices
- HSE/Select Guidance on Safe Isolation Procedures
- Electrical Safety Council – Safe Practice Guides

Vehicle safety

The following rules apply should be to the use of vehicles:

- the use of mobile phones whilst driving is prohibited
- the Road Traffic Act and Highway Code must be adhered to at all times, whether on a public highway or on a clients site
- seat belts (including rear) must be worn at all times

General checks should include:

- tyre pressure, broken light or window glass
- operation of all driving lights
- mirrors
- visual damage to the bodywork
- horn working
- stocked first aid container on board

Manual handling

Manual handling is defined as any task which involves lifting, lowering, carrying, pushing, pulling, and setting down or moving thereof, by hand or by bodily force.

Where practical Isaac Broadberry will seek to eliminate the risks from manual handling by arranging for loads to be lifted and moved by mechanical means.

Where it is not possible to lift or move loads by mechanical means, handling aids such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks.

Isaac Broadberry is trained in safe lifting techniques and the use of handling aids.

Asbestos

Isaac Broadberry will seek to identify the presence of asbestos containing materials by implementing the following procedures:

- prior to commencing contracted work on any Clients site the asbestos register for the work area will be requested
- if asbestos has been identified by the Client within the location of the proposed works a suitable and sufficient risk assessment must be carried out and a safe system of work developed to allow work to progress without damaging or disturbing the asbestos
- if asbestos is suspected to be present or is unexpectedly uncovered during works, Isaac will:
 1. stop work
 2. evacuate the area
 3. cordon off the area
 4. notify the Charge Hand, Proprietor and Client
 5. wait for further instructions

Access equipment

Isaac Broadberry will be responsible for carrying out periodic inspections of ladders and step ladders and records will be kept.

Any defective ladders or step ladders must be removed from use immediately and repaired or replaced.

Isaac Broadberry will comply with the following procedures when using ladders and step ladders:

- make sure the ladder is not defective and has been inspected
- stand the ladder on a firm, clean, level base
- set at correct angle (4 up/1 out)
- secure the ladder at the top and/or at the bottom
- always choose a ladder that will reach at least three rungs above the level of the intended access platform
- face the ladder when climbing or descending
- do not over reach and maintain three points of contact
- do not stand on the three rungs or top two steps
- always tie in the ladders
- where tying in is not practical, ensure a second person 'foots' the ladders

name Isaac Broadberry

signature

date 18-October-2016