



## HEALTH AND SAFETY POLICY ARRANGEMENTS AND PROCEDURES

The following document outlines how MD Govier Electrical Engineering Ltd intends to deliver the commitments made in the Company's health and safety policy. The following procedures and practises are undertaken by the Company on a frequent basis:

Under **The Construction (Design and Management) Regulations 2015**, the company takes responsibility for the planning, management and monitoring of the construction phase in question and coordinating matters relating to health and safety during this construction phase. The company sensibly plans construction so that risks are managed throughout and there is complete transparency with the workers in relation to the risks and what prevention methods need to be enforced. Communication between the workforce, internally and externally to the company, is paramount.

### **Risk Assessment**

Risk assessments identify the individual responsible for assessing the associated risks with the named work. Any hazards are considered carefully, as to their level of risk, and ways of minimising this risk are established. If any further knowledge is needed about the identified hazard the responsible individual will seek advice from an expert and/or health and safety representative. Risk assessments will be made available for all staff who can also report the risk assessment as no longer being valid if the nature of the works or another factor has changed and affected the validity of the initial assessment. Risk assessments must be regularly reviewed. Risk assessments are conducted not only for working operations but also throughout the company's premises. The premises risk assessments are carried out once per month, as well as a safety audit.

### **Staff Consultation**

The Company plan to meet their duties under the Health and Safety Regulations 1996.

The Company will communicate and consult with all employees on the following issues: the content of the policy, any rules specific to a site or job, changes in legislation or working best practice, the planning of health and safety training and any alterations to new work equipment and technology. These consultations will take place in person (formal/informal meetings), by letter or email.

### **Training**

All employees are given regular training appropriate to their responsibilities; this includes First Aid Training, BS7671 18<sup>th</sup> edition wiring regulation training, Working at Heights training, Asbestos Awareness courses, Manual Handling training, Health and Safety assessments and training, safety equipment training. Any change in the employee's position within the company that results in further responsibilities will be accompanied with the additional training. Furthermore, as machinery/technology advances, training will be updated. A programme of continual professional development and refresher training will also be undertaken so that all qualifications remain valid.

### **First Aid at Work**

All employees will be provided with regular First Aid at Work training. All Company vehicles will be fitted with first aid boxes, which will be kept fully supplied with the recommended items. The First Aid representative for the Company is Kelly Govier. This responsibility includes ensuring that all First Aid Certificates are within date, vehicles are equipped with the appropriate first aid equipment, and accident books are also available in all vehicles. All accidents reported within the workplace must be followed up and reported to the HSE.

### **Fire and emergencies**

When the Company's employees are working on site they shall abide to the smoking policy enforced by the client and only smoke in the designated areas. When entering site, the Company representative or the client's representative will make it clear to employees where all fire exits and fire assembly points are located. Any combustible materials are to be kept separate from sources of ignition and not allowed to build up. Employees must be clear of the Company's procedures in the case of a fire emergency, which is to adhere to the client's fire procedures and instructions.



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Within the company's own premises, fire risk assessments (including checking of fire extinguishers) will be reviewed once a month alongside a fire alarm test. Fire alarm servicing will be carried out twice a year at 6 month intervals and the fire extinguisher servicing will be conducted once per year. Information on assembly points are displayed at appropriate locations and this is also reiterated at health and safety meetings held for all members of staff. Fire drills shall be conducted once a year, but this will be reviewed in accordance with staff numbers.

### Accident reporting

All accidents must be reported to the Site Supervisor and recorded within the Company's accident book; a copy should be kept in each Company van, as well as the main office at the company's main premises. The Company intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by reporting any deaths, specified injuries, injuries causing over seven days' incapacitation. A Company Director is responsible for forwarding notification to the enforcing authorities via the website: [www.hse.gov.uk/riddor/report](http://www.hse.gov.uk/riddor/report)

A Company Director will be responsible for investigating the accident in order to prevent a recurrence and in order to confirm or refute a claim for industrial injury benefit. The aim of the investigation is to discover what caused the accident, who was involved, when it occurred, why did it occur, how it could have been prevented and how it will be prevented in the future.

### Work equipment

All work equipment, including all electrical equipment, used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations 1998. All electrical equipment will be inspected and maintained according to the rise of the item becoming faulty. An assessment will be undertaken before new equipment is introduced into the working environment in order to ascertain that the equipment is suitable for its intended use. No employee will use work equipment for which they have not received specific training. All employees are prohibited from removing any guards that are in place to minimise a specified risk. All equipment will be inspected at regular intervals by specialist external companies if needed. The Company shall follow manufacturer's guidelines for suitable intervals between inspections. If any faults or damage are found on any equipment, it should be reported to a line manager and taken to a specialist to rectify the fault and/or a new replacement purchased.

### Personal protective equipment (PPE)

Appropriate PPE will be issued free of charge to employees as and when necessary for work activities: this may include hard hats, high visibility jackets, steel toe cap work shoes/boots, goggles, face masks/shields etc. Employees have a legal duty to wear PPE. A Manager must be informed if any defects or malfunctions arise with PPE.

### Asbestos management

Regular asbestos awareness training will be supplied by the Company and employees will know how to respond if they should find any asbestos containing materials.

### Manual Handling

Manual handling operations will be assessed to determine risk to those engaged in the activity. Employees will be given sufficient training, but the Company will endeavour to eliminate manual handling operations where mechanical procedures can be arranged. Any remaining risks for activities that must be manually handled will be controlled by: reducing weights, reducing the frequency of manual handling, the use of additional manpower, use of suitable equipment to assist in the operation, appropriate persons will be chosen to carry out the tasks.

### Welfare provision

Staff will always have access to adequate welfare facilities including a toilet, washing facilities, drinking water, changing rooms and lockers, and resting areas, as is fitting for the work being undertaken. These welfare facilities will be in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2015 and are provided from the start of the construction phase. If working under a principal contractor, the required information and instruction will be requested before work commences.



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### No smoking policy

The company has a separate no smoking policy, which is readily available for employees and members of the public to view or request a copy. The policy states the general procedures the company implements to ensure it is following the guidance provided by The Smoke-Free (Premises and Enforcement) Regulations 2006 under The Health and Safety at Work Act 1974. The policy also extends to e-Cigarette users.

### Cooperation/Coordination

Employees must familiarise themselves with the client/Principal contractor and their procedures when first attending site. Information concerning emergency procedures, permits to work, and any high-risk activities, must be obtained from the client/Principal contractor prior to work commencing.

### Monitoring/Audit/Review

Regular reviews of this policy will be undertaken to ensure that all areas of the policy are still relevant and followed by employees. Internal site inspections are also carried out at regular intervals for work carried out both by the Company's employees and subcontractors on the Company's behalf and client feedback obtained. These reviews and audits are conducted by a Company Director or supervisor. External assessments are also conducted annually. As and when legislation is amended, the policy will also come under review.

### Working at heights

When carrying out any work at a height, the work must be properly planned, supervised and carried out by competent employees who have the correct skills and knowledge to complete the task. A risk assessment should be carried out before work commences and in conjunction a plan made as to how to complete the work safely and successfully. The height of the task, duration and condition of the surface being worked on should all be considered prior to the work commencing. Where working at a height cannot be avoided the correct equipment must be employed to ensure the distance and consequences of a fall have been minimised. If any MEWP equipment is to be used, the employee conducting the work should have received correct training. Risks to be considered should include the employee and any third parties/general public who may be in the area; risks can be minimised to others by using barriers and warning signs.

### Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The company must ensure, as far as reasonably practicable, the safe use, handling, storing and transporting of substances and prevent employees from being exposed to substances hazardous to health or, if prevention is not reasonably practicable, they must adequately control exposure. The company must ensure that regular risk assessments are undertaken in order to identify hazardous substances present in the workplace and assess the risks the substances pose to people's health. The company commits to ensuring control measures for dealing with the hazardous substances are kept in efficient working order and good repair and are properly used and maintained. The company will also provide employees with suitable and sufficient information, instruction, training and supervision.

Employees are responsible for co-operating with the company to comply with COSHH, making proper use of control measures and reporting any defects found in any equipment. All accidents which could result in the release of a biological agent into the workplace and which could cause severe human disease, must be reported by all employees and they must have the tools to be able to action this.

### Covid-19

Guidance as of 10<sup>th</sup> February 2023, advises individuals to stay at home and avoid contact with other people for 5 days. Individuals should particularly avoid meeting with those at higher risk from COVID-19 for 10 days. The Company will ensure that all employees are provided with support if they should test positive for COVID-19, by providing them with a safe environment to work in if they are well enough and choose to do so. The Company is also responsible for providing others with a safe working environment. Therefore, provisions will take shape in the form of suitable spaces for work, whether this be in an outdoor environment or with fresh air circulating; additional washing and anti-bacterial supplies; providing the employee with individual tasks where they can work independently from other members of staff. The Company shall advise all employees with current government and NHS guidance.





**Audits/testing**

The company follows an inspection and audit matrix which is closely monitored and reviewed at the end of each month regarding whether inspections, policies, procedures, and audits are being reviewed and carried out frequently enough.

Date: 10<sup>th</sup> February 2023

Signed by:

Kelly Govier - Director



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