

## QA 039. Health & Safety Policy

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### Health and Safety at Work etc Act 1974


This is the Health and Safety Policy of:  
**Clearwater Electrical Limited**

**Our Health and Safety policy is to:**

Prevent, as far as is reasonably practicable, accidents and work-related ill-health, by:

- maintaining a **safe and healthy working environment**
- providing **adequate control of health and safety risks** arising from our work activities
- **communicating effectively on health and safety with clients and any sub-contractors**
- providing adequate **information, instruction, training and supervision for employees**
- ensuring all **employees are competent** to do their tasks
- allocating **clear responsibilities for health and safety** (see attached)
- having clear and **effective health and safety arrangements** (see attached)
- **consulting with our employees** on matters affecting their health and safety


**Signature and date:**

<b>Company Managing Director:</b>	<b>Andrew Turl</b>	
<b>Date:</b>	<b>06.10.2023</b>	

**Review date for this policy:**

<b>Date:</b>	<b>06.10.2024</b>
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**Confirmation that the policy has been reviewed: Signature and date when reviewed:**

<b>Company Operations Director:</b>	<b>Barry Stanley</b>	
<b>Date:</b>	<b>06.10.2023</b>	

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### Health and Safety responsibilities

1. Overall responsibility for health and safety is that of:

The Managing Director: Andrew Turl

2. Day-to-day responsibility for ensuring our health and safety policy is *put into practise* is delegated to:

The Operations Director: Barry Stanley

3. *All our employees* are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Take reasonable care of their own health and safety;
- Report health and safety concerns to the Managing Director or Operations Director;
- Not interfere with anything provided to safeguard their health and safety.

### AT OUR OWN PREMISES

#### *Arrangements*

4. Employees should report any health and safety concerns, or make health and safety suggestions, to:

Andrew Turl or Barry Stanley

5. Our 'Health and Safety Law poster' is displayed at:

On the noticeboard in the warehouse

#### *First aid*

6. First aid box(es) on our premises is/are kept at:

Reception

7. The first aider(s)/first aid appointed person(s) is/are:

Brian Veldsman

#### *Emergency measures*

8. Escape routes and fire extinguishers are checked by:

Steve Nickerson

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9. Fire alarms will be tested every:

Friday at 11am

10. Emergency evacuation will be tested every:

Month

### WORK AT OUR OWN, OR AT A CLIENT'S (OR OTHER) PREMISES

11. Risk assessments are undertaken by:

Andrew Turl

12. The findings of risk assessments are reported to:

Barry Stanley

13. Action required to remove/control significant risks is approved by:

Barry Stanley

14. The person who liaises with clients and sub-contractors on health and safety risks is:

Andrew Turl

15. The person who ensures that risk assessments under the Control of Substances Hazardous to Health Regulations (COSHH) are carried out is:

Andrew Turl

16. The person who ensures that risk assessments are reviewed as necessary is:

Andrew Turl

*Risk assessments should be reviewed at suitable intervals, or if the work activity changes*

17. The person who checks that action has been taken to remove/reduce risks is:

Barry Stanley

18. The person who ensures that new equipment meets health and safety standards is:

Barry Stanley

19. The person responsible for ensuring that work equipment is properly maintained is:

Barry Stanley

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### REPORTING AND INVESTIGATING ANY HEALTH AND SAFETY INCIDENTS

20. All accidents and cases of work-related ill health must be recorded in the company 'accident log' . The book is kept by/at:

Andrew Turl and stored in the office.  
 This information is also stored online at RBS Mentor.

21. The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is:

Andrew Turl

### MONITORING THE WORKPLACE

22. Our arrangements for checking working conditions, and ensuring safe working practises consist of:

Directors or Management carrying out site safety audits. Results are recorded via the iAuditor app and stored on the network drive.

Ensuring visitors and contractors are given a safety induction brief when visiting site. Evacuation procedures are explained, and they are made aware of any pre planned fire alarms.

Risk assessments and method statements are carried out for all jobs and stored in the QSHE folder on the network drive. Toolbox talks are carried out by the site supervisor and recorded via the iAuditor app.

All electrical equipment should be PAT tested prior to use and retested as required regularly. Equipment should have its own individual ID tag. Results should be recorded.

E.g.: inspection frequency, procedures for rectifying faults, liaison with sub-contractors....

Refer to *other documents and where they are located*, as required

23. The person responsible for investigating any accidents or work-related sickness is:

Andrew Turl

24. The person responsible for acting on the findings of an investigation, to help prevent a reoccurrence is:

Barry Stanley

### ADVICE, TRAINING, SUPERVISION AND CONSULTATION

25. Consultation with employees on health and safety issues is the responsibility of:

Andrew Turl

26. Health and safety advice for our employees is available from:

[www.hse.gov.uk](http://www.hse.gov.uk)  
<https://mentorlive.rbsmentor.co.uk/>

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27. The person who ensures that our employees, working at locations under the control of other employers, are given the required health and safety information is:

Barry Stanley

28. Supervision of young workers/trainees will be arranged / undertaken / monitored by:

Andrew Turl

29. Induction health and safety training for all our employees will be provided by:

Andrew Turl

30. Job-specific health and safety training will be provided by:

RBS Mentor and external HSE Providers

31. Training needs will be identified, and arranged and monitored by:

Andrew Turl

32. Training records are kept at/by:

Stored on the network drive, SIMPRO and RBS Mentor

### **Construction (Design & Management) Regulations 2015**

The Construction (Design and Management) Regulations 2015 (CDM) apply to construction work in Great Britain as defined. CDM is intended to protect the health and safety of people working in construction and others who may be affected by their activities.

The CDM Regulations place specific duties upon clients, principal designers and designers, principal contractors and contractors to develop their approach to health and safety so that it is taken into account and then co-ordinated and managed effectively throughout all stages of a construction project.

These stages progress from conception, design and planning through to the execution of works on-site and subsequent maintenance and repair, even to final demolition and removal. The CDM Regulations are part of a continuing development of health and safety legislation and bring together a number of concepts.

1. Risk assessment.
2. Competence and adequate resources.
3. Co-operation and co-ordination.
4. Information.

Clearwater Electrical accepts these concepts, as part of its overall approach to health, safety and welfare and will therefore comply with the regulations as they apply to our undertaking.

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It is our policy as the client to do the following:

- Make suitable arrangements for managing construction projects including the allocation of sufficient time and other resources.
- Make timely appointments of competent (that is those with the necessary skills, knowledge and experience) and adequately resourced principal designers and principal contractors and other appointees.
- Where organisations are appointed, ensure they have the necessary organisational capability.
- Satisfy ourselves that the designers and contractors we engage are competent and adequately resourced.
- Provide relevant health and safety information about existing structures and the site.
- Allow sufficient time for the design and construction work to be carried out properly.
- Ensure that construction work starts only when there is a suitably developed construction phase health and safety plan.
- ensure adequate welfare facilities are present on site before work commences
- ensure that projects are notified to the HSE as necessary
- ensure that the project health and safety file is available for any future construction work, and for handing on to a new owner.

### Duties of Principal Contractor

As Principal contractors we will:

- The principal contractor has the major responsibility for safety and health during the construction phase on notifiable projects only, and has the duties to plan, manage, monitor and coordinate the construction phase taking into account the general principals of prevention to ensure:
  - Safety & Health - the project is carried out without risks to health or safety.
  - CPP - to be drawn up as soon as practicable prior to setting up a construction site and updated, reviewed and revised so it continues to be sufficient.
  - Coordination of the implementation of the relevant legal requirements to ensure that the employers etc. apply the general principals of prevention in a consistent manner and follow the CPP.
  - Contractor training etc. - where appointed ensure the necessary information, instruction, and training is received and appropriate supervision to comply.
  - Cooperation with others - cooperate with any other person at the site or an adjoining site to enable others to perform their duties etc.
  - Site rules - draw up.
  - Welfare - ensure compliance throughout the construction phase.
  - Liaison with PD - for the duration of the project and in particular regarding any information which is needed to prepare the H&SF or may affect the planning and management of the pre-construction phase.
  - H&SF - is appropriately updated, reviewed and revised from time to time.
  - Site Inductions - provide.
  - Unauthorised access - prevent.

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- Workforce cooperation - arrangement which will enable the PC and workers to cooperate effectively in promoting and developing measures to ensure health & safety at work and checking effectiveness.
- Workforce consultation - consult workers in good time on matters connected with the project which may affect their health, safety or welfare.
- Workforce communication - ensure workers can inspect and take copies of certain information.
- Display the project notification on the site.

### Principal Designers Duties

A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

As Principal designers we will:

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

On a domestic client project where the domestic client does not appoint a principal designer, the role of the principal designer must be carried out by the designer in control of the pre-construction phase. When working for a domestic client, the client duties will normally be taken on by another duty holder (often the principal contractor on projects involving more than one contractor). However, the principal designer can enter into a written agreement with the domestic client to take on the client duties in addition to their own.

### Contractors Duties

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

As Contractors we will:

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- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan PDF relevant to their work

Where a contractor is the only contractor working on a project, they must ensure a construction phase plan PDF is drawn up before setting up the site.

When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.

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