

HEALTH AND SAFETY POLICY

Reviewed and Updated 26th February 2018

By

Health and Safety Solutions Ltd

5 Forge Close, Eaton Socon,

St Neots, Cambs PE19 8TP

Phone 01480 405100

email [accounts@cambs-pat.co.uk](mailto:accounts@cambs-pat.co.uk)

Registered in England No. 5417296

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| --- | --- | --- |
| Date | Update | By |
| 14/10/14 | Policy statement – reference to Cambs PAT undertaking risk assessments of it’s work activities rather than a risk assessment. | MG / H&SSL |
|  | Date of policy statement updated to reflect most recent update. |  |
|  | Organisation chart reformatted to make entries legible. |  |
|  | B1 – Section updated to include arrangements for consultation. |  |
|  | B1 -2.1 Information will be provided by the MD, rather than is available from the MD. |  |
|  | B1 – 3.1 Training will be provided, rather than it is envisaged that training will be provided. |  |
|  | B2 – 1 General risk assessments will be undertaken by the H&S Advisers and the MD. Changed so MD is responsible for ensuring assessments are undertaken with the assistance of the safety advisers. |  |
|  | B2B – manual handling assessments will be carried out by the health and safety advisers where necessary. Where necessary replaced with as directed by the MD. |  |
|  | B2E – Where necessary, equipment shall be inspected to ensure it is safe for use. Changed to employees shall ensure that work equipment is inspected prior to use, to ensure it is safe. |  |
|  | B2E – Work Equipment. Paragraph on PPE removed as it is in the wrong section. |  |
|  | B2E – PPE. Training is given from time to time, changed to training is provided as required. |  |
|  | B2E – PPE. Jewellery and loose clothing should not be worn when using machinery and long hair must be protected by appropriate headgear. This is in the wrong section and is not relevant to Cambs PAT work activities – removed. |  |
|  | B2E – All work equipment and work areas will be audited quarterly by the MD and or the health and safety adviser, and an audit will also take place if there is any significant change. Replaced with The Managing Director monitors the work equipment and workplace on an ongoing basis. Our external safety advisers audit the health and safety programme on an annual basis. |  |
|  | B2G – DSE assessments will be reviewed annually. Changed to periodically and if there is a significant change. |  |
|  | B2G – DSE assessments will be undertaken by external safety advisers changed to self assessments will be undertaken and given to the MD. Any issues that cannot be resolved will be reported to our safety advisers. |  |
|  | B2H – Electricity related injuries. Reference to out of date RIDDOR regs updated. |  |
|  | B2J – Reference to reporting fires under out of date regulations - updated. |  |
|  | B2J – No reference to requirement for undertaking fire risk assessments. MD made responsible for ensuring fire risk assessment is undertaken and maintained. |  |
|  | B2K – First Aid. The arrangements for the provision of first aid at the office and the carrying of first aid kits in vans were updated.  In offices – references to trained first aiders changed to appointed persons. Requirement to carry first aid kits in vans removed as engineers are not trained and there are no arrangements to maintain the supplies. |  |
|  | All sections – numbering of paragraphs was inconsistent – paragraph number removed. New section numbers added. |  |

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**1 - STATEMENT OF INTENT**

**Cambs–PAT (UK) Ltd** recognises and accepts its legal obligations (under the Health and Safety at Work etc Act 1974 and all applicable regulations made under it) to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, persons in training, directors, contractors and temporary workers (“Employees”) and the health and safety of visitors and other persons who attend or use its premises and who may be affected by its work (“Visitors”).

In accordance with its legal obligations, **Cambs-PAT (UK) Ltd** has carried out risk assessments of its work activities, equipment, facilities, and all other related arrangements where matters of health and safety may be involved. This Health and Safety Policy (“the Policy”) is designed to enable **Cambs-PAT (UK) Ltd** to comply with its statutory health and safety obligations, to apply the necessary measures identified in its risk assessment and to adopt all other reasonably practicable measures (within the limits of available resources) to:

* Reduce hazards and the risk of personal injury to its Employees and Visitors arising out of its activities;
* maintain a safe and healthy place of work; and
* reduce hazards and the risk of damage to its property.

In particular, **Cambs-PAT (UK) Ltd** shall:

* continue to identify hazards and assess risks to health and safety;
* provide and maintain safe plant, equipment and systems of work that are free of risk to health;
* maintain any place of work under its control (including access and egress) safe and free of risk to health;
* provide adequate and appropriate information, instructions, training and supervision;
* consult with all the Employees on health and safety matters;
* liaise with contractors and other employers where necessary;
* monitor, inspect and review the implementation of this Policy; and
* review and update this Policy annually.

To this end, proper implementation and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements or policies from time to time in force; take all reasonable steps to protect their own safety and that of other Employees; and co-operate with management in the implementation of this Policy.

The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with the Managing Director of **Cambs-PAT (UK) Ltd**.

**Signed:  Date: 26th February 2018**

**Malcolm O’Sullivan**

**Managing Director**

**2 - Health and Safety Organisation**

# Management

The ultimate responsibility for preparing and reviewing this Policy rests with the Managing Director of **Cambs-PAT (UK) Ltd.** If necessary, he shall be assisted by health and safety consultants and/or other members of management and/or Employees appointed by him from time to time. This will be done on a regular basis.

The Managing Director shall be responsible for:

* identifying risks within his area(s) of responsibility and putting in place arrangements for controlling and reducing such risks;
* monitoring the implementation of this Policy;
* advising all Employees in his area(s) of responsibility on all matters of health and safety;
* providing and communicating up-to-date health and safety information;
* providing or arranging health and safety training;
* liaison with the health and safety enforcing authorities.

It is the responsibility of the Managing Director to ensure that all new Employees receive relevant health and safety information within reasonable time of joining Cambs-PAT (UK) Ltd by means of Induction Training and further safety training as required.

**Employees**

Employees have a duty to take reasonable care for their health and safety and that of others who may be affected by their actions or omissions.

In addition, Employees are required to comply with the terms of this Policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, Employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures, and first aid arrangements.

Employees are required to report to the Managing Director anything which they suspect may represent a serious and immediate health and safety danger and / or a shortcoming in **Cambs-PAT (UK) Ltd** health and safety arrangements.

Any Employee who has a disability or who otherwise suffers from any condition which may affect the implementation of any of the terms of this Policy in relation to him / her is encouraged to inform his / her direct superior of his / her disability or condition and any effect it may have.

No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare under this Policy. An Employee who is suspected of such interference or misuse may be subject to disciplinary action (including, where appropriate, dismissal).

An Employee who has any question in relation to this Policy or any health and safety matter should contact the Managing Director.

**A3**



### HEALTH AND SAFETY STRUCTURE

Managing

Director

Contracts Manager

Office Admin

Bought Ledger Sales Ledger

Engineers

Company Secretary

General Manager

Estimating

Health & Safety Consultant

**3 - Health & Safety Arrangements**

**Consultation**

The company has elected to consult directly with it’s employees. Line management will consult employees directly on matters that affect their health and safety. The Managing Director operates an open door policy. If employees have any safety concerns or issues, they are encouraged to report them to the Managing Director.

In addition, **Cambs–PAT (UK) Ltd** Health & Safety Advisers shall be available for consultation by all the Employees on health and safety matters. The company’s safety advisers are:

Health & Safety Solutions Ltd

The Studio Office

Church Walk

St Neots PE19 1JH

Tel: 01480 391022

E-mail: hsssolutions@btconnect.com

**Information**

Health and safety information comes from numerous sources. Employees who seek health and safety information are advised in the first place to contact the Managing Director. In addition, Employees may search and download useful information using the World Wide Web (e.g. using the search term “health and safety”). Free HSE advisory leaflets on a wide range of health and safety issues may be obtained from the Managing Director.

**Instruction**

Specific practical information (instruction) on how to carry out processes or use equipment safely will be provided by the Managing Director. Manufacturers’ instruction manuals should be consulted before any equipment is used and in the event of any fault, defect, problem or query.

**Training**

Health and safety training will be arranged by the Managing Director as and when appropriate and may be provided internally or externally. Training shall be provided upon Employees joining **Cambs-PAT (UK) Ltd** and on their being exposed to new or increased risk (e.g. following the introduction of new equipment, technology or systems of work). Where appropriate, training shall be repeated periodically. Records of all training shall be kept centrally by the Managing Director.

**Site Work**

When attending site for a customer all **Cambs-PAT (UK) Ltd** representatives must abide by the Health and Safety policy provided by the customer.

**Risk Assessment**

The Managing Director is responsible for ensuring that assessments are undertaken of the significant risks associated with the work activities. Risk Assessments will be carried out by the Managing Director with the assistance of our external Health & Safety Advisers as required. The significant findings of the assessments will be brought to the attention of the employees at risk. Employees will be required to sign to confirm receipt and understanding.

**Cambs-PAT (UK) Ltd** has and shall continue to have, and Employees are required to maintain, a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of any equipment, materials and other items in use.

Where appropriate, Employees shall receive / undergo adequate training designed to help them maintain safety awareness, look out for safety risks and understand the importance of minimising risks and of adhering to methods which are designed to achieve this.

All known problems and / or defects to equipment or items must be reported to the Managing Director. If necessary, the relevant equipment or item shall be taken for repair or disposal.

Employees’ clothing and footwear must be suitable for the work they do. Where protective clothing and equipment are required, they shall be provided and must be used.

**Welfare**

**Cambs-PAT (UK) Ltd** will provide adequate welfare facilities at its premises for use by employees and visitors. Clients will be requested to make facilities available to Cambs-PAT employees when on their premises. These will include toilet facilities and an area for eating meals.

**Hazardous Substances**

**Cambs-PAT (UK) Ltd** does not issue any hazardous substances for use by employees nor do the work processes generate any hazardous substances. Assessments under Control of Substances Hazardous to Health Regulations 2002 are not currently required. In the event of any change requiring use or production of such substances, qualified competent advice will be sought to undertake risk assessments and identify control measures where required. In the event that **Cambs-PAT (UK) Ltd** employees may be exposed to hazardous substances while on Client’s premises, the Client will be expected to provide current risk assessments and advise of the control measures required to prevent/minimise exposure.

**Lone and After Hours Working**

As far as reasonably practicable, lone / after hours working shall be carried out only if:

* a second person is present in the building and within earshot;
* at least one person in the building is competent to deal with any hazard particular to the job at hand;
* a telephone (allowing external and internal connection) is available to the person working alone or after normal hours;
* an appropriate and adequate safety procedure is established (e.g. a telephone reporting system / regular security patrols); and
* special arrangements are made to ensure the safety of any disabled Employee who works alone / after normal hours.

**Manual Handling**

Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort. Manual Handling Assessments will be carried out by the Health & Safety Advisers as directed by the Managing Director.

As far as reasonably practicable, manual handling operations shall be avoided, e.g. by eliminating or redesigning the task or by using automation or mechanisation. Where a manual handling operation has to be carried out, it will be assessed and the risks of injury identified. All reasonably practicable safety measures must be taken, including informing the relevant Employee of the weight of the load to be carried; altering or splitting of the load; providing and using mechanical aids and changing the task layout or design. No Employee should be asked to or attempt to lift a load that is too heavy.

Any Employee who carries out a manual handling operation is required to:

* check that the area through which and to which the load is carried is clean and tidy;
* wear shoes which have a good grip and, if reasonably practicable, protective toe-caps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment;
* stand close to the load and plant feet firmly with legs approximately 30 centimetres apart;
* squat with bent knees, keeping their back vertical and chin tucked in;
* grip the load firmly and stand up slowly with the load kept near the body,
* the load should not be lifted above chest height;
* use smooth movement; avoid jerking, twisting, jumping etc;
* lower the load slowly by bending the knees and letting the legs take the strain;
* take extra care if suffering from a back problem;
* ask for help if necessary.

**Visitors and Children**

The responsibility for Visitors rests with the person who invited them. All Visitors shall be given safety information, instruction and training, protective clothing or other safety equipment as may be necessary and appropriate.

As far as reasonably practicable, the location of any Visitor with impaired mobility shall be known at all times to the person who invited the Visitor. Such a Visitor shall be accompanied by an Employee throughout the visit and shall not be taken above or below ground floor level (as far as this is reasonably practicable). For the purpose of this Policy, a person has impaired mobility if he / she cannot, without the assistance of someone else; use stairs to leave a building.

Every precaution must be taken to ensure that Visitors do not enter hazardous areas (unless they have written authorisation; they were informed in advance of specific hazards and they wear suitable protective clothing as required).

**Children and young persons**

Employees should not bring children to work, except with the prior written authorisation of the Managing Director (which shall be at his absolute discretion). An Employee, who is authorised to bring a child to work, must keep him / her under close supervision at all times.

**Smoking**

Employees are expected to comply fully with the smoking restrictions of the site being visited. Smoking is prohibited within any enclosed Workplace. Smoking is prohibited in Company vehicles Non-compliance may result in disciplinary action.

**Alcohol and Substance Abuse**

Alcohol and drugs may have significant detrimental effects on individuals’ health and safety at work. Employees must not consume any alcohol or drugs (including certain medication) whilst at work or prior to starting work if it is likely to have a detrimental effect.

Employees who suspect or know that they have an alcohol or drug problem are encouraged to seek voluntary help. There are many organisations which can offer help, including but not limited to: Alcoholics Anonymous (0845 769 7555), Narcotics Anonymous (0207 730 0009 – national helpline) and Addiction (0207 251 5880 – national helpline). Alternatively, should they wish, Employees may discuss their problems in strict confidence with their Supervisor/Managing Director.

An Employee, who, it is suspected or recognised, has an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided that there is evidence of a genuine desire to overcome the problem, the Employee may take time off work to receive appropriate treatment. Certified absence from work in the course of such treatment shall count as sick leave. During any such treatment, the Employee may have to be re-deployed, to ensure his / her safety and that of other Employees / Visitors.

Alcohol and / or drug consumption or dependency may lead to disciplinary action where:

* It exposes any Employee / Visitor to potential danger;
* There is a risk of damage to any of **Cambs-PAT (UK) Ltd** Equipment, Machinery or Property.
* An Employee’s work performance is or could be impaired as a result of such dependency;
* An Employee refuses to seek advice or accept treatment;
* There are persistent problems or there was a one-off serious incident at work as a result of such consumption / dependency.

**Stress**

Some stress at work is unavoidable and may have a positive effect. However, high levels of stress for extended periods can be harmful. All reasonable measures have been and shall continue to be taken to prevent the risk of work-related psychiatric illness and excess stress to Employees. Poor attitude, behaviour or work performance and increased sickness absence may indicate that an Employee is suffering from excess of stress or psychiatric illness.

An Employee who suspects that he / she may be suffering from a work-related psychiatric illness or excess stress, should inform his/her department manager (or any other member of management whom the Employee feels comfortable speaking to) of this as soon as possible.

As far as reasonably practicable, **Cambs-PAT (UK) Ltd** shall take steps to alter any working conditions and arrangements or work load which are found to cause the Employee’s psychiatric illness/excessive stress quickly and adequately.

Reasonable efforts shall be made to reduce the risk of future recurrence of such work conditions, arrangements or work load.

**Violence, Harassment and Bullying**

All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence against Employees and of harassment or bullying of Employees at work. However, should Employees be subjected to violence, bullying or harassment at work, they are encouraged to report the matter to the Managing Director at the earliest opportunity, or to any other member of management whom they feel comfortable speaking to.

All complaints of harassment, bullying or violence shall be taken seriously and shall be investigated fully, promptly and objectively. As far as reasonably practicable, **Cambs-PAT (UK) Ltd** shall take steps to keep the Employee’s identity and complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending Employee.

**Health Surveillance**

All Employees shall receive health surveillance, as necessary, having regard to the work they do and identified risks to health. In certain cases, this might be a pre-requisite for any job-offer and / or continuation of work. Records of all checks shall be kept as required by law.

**Work Equipment**

Work equipment includes any machinery, appliance, apparatus or tool which is used by an Employee at work. It may include equipment not in **Cambs-PAT (UK) Ltd** ownership (e.g. equipment which is owned privately by an Employee). The use of any equipment which is not owned by **Cambs-PAT (UK) Ltd** must be authorised in advance by the Managing Director.

Incorrect and / or careless use of equipment can result in personal injury to any person and damage to property or equipment.

All equipment must be used with due care, for its intended purpose and in its designed conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training (e.g. about the time and manner of use).

Where necessary, Employees shall receive information, instructions and training before they begin to use any equipment (and thereafter, if necessary). This shall include information etc about potential hazards; safe conditions and methods of use; use of protective equipment; possible emergencies and emergency action. Only trained and authorised Employees may use hazardous equipment. Use of hazardous equipment by unauthorised Employees may result in disciplinary action.

All equipment must be maintained in a safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment. Employees shall ensure that equipment is inspected prior to use, to ensure that it is safe, without risk of injury or damage and appropriate records shall be kept up to date.

Employees are required to report any fault / defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to the Managing Director, immediately on discovering the said fault / defect. Equipment must not be used until defects / faults have been rectified (unless it has only minor defects which do not carry risk to health and safety and where Employees receive prior written authorisation from Managing Director).

Where necessary, safety devices shall be attached to equipment (e.g. protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An Employee, who removes, circumvents or otherwise tampers with a safety device may be subject to disciplinary action (including, where appropriate, dismissal).

When buying new work equipment, or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international kite mark.

**Monitoring**

The Managing Director monitors the workplace and work equipment on an ongoing basis.

Our Safety Advisers audit the effectiveness of our safety programme on an annual basis. The findings of the audit are sent to the Managing Director for action.

**Personal protective equipment**

Personal protective equipment appropriate for the risks involved and suitable for the job at hand and the particular Employee doing it shall be supplied and must be used at work whenever there is a risk to health and safety which cannot be adequately controlled by alternative means.

Personal protective equipment must be used or worn in accordance with instructions for use and any directions and training given as required.

In all cases, Employees must wear adequate footwear and clothing for their work / work area. Personal protective equipment must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer’s maintenance schedule). Any defects must be reported immediately on their discovery to the Managing Director.

**Vehicles**

Only trained, competent and authorised Employees may drive **Cambs–PAT (UK) Ltd** vehicles, drivers must comply with all relevant legal provisions and requirements (whether driving on **Cambs-PAT (UK) Ltd** property, Clients’ property or on any public road). Drivers must also familiarise themselves with areas which are not open to vehicles (e.g. where highly flammable liquids are stored or used).

Employees must never drive under the influence of alcohol or drugs (including certain medication) or if they consumed any alcohol prior to a working day that could have a detrimental effect. Employees are required to exercise due caution and common sense and avoid driving if not fit to do so (e.g. because of physical pain or excessive tiredness). Mobile phones must not be used whilst driving unless there is a Hands free kit installed and it is safe to do so. Distractions while driving should be avoided as much as possible.

Driving is limited to work-related activities, unless otherwise approved in writing and in advance by the Managing Director.

All transport related accidents must be reported as soon as practicable to the Managing Director in accordance with the provisions of this Policy’s section on Reporting of Accidents.

An Employee who becomes aware of any fault or defect in any vehicle must report this immediately to the Managing Director. If the fault is potentially dangerous (e.g. in the braking system), the vehicle must be made incapable of use until fully repaired and all potential users must be made aware of the fault (e.g. through a visible notice on the vehicle saying “FAULTY VEHICLE – DO NOT USE”).

**Visual display screen equipment**

Any Employee who uses display screen equipment for a significant part of his / her normal work (for example, an Employee who uses a computer for an hour at a time or is unable to carry out their role without using a computer – may be classified a “User” under the legislation) shall have his / her display screen equipment workstation assessed (and where necessary, adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrist aches. Adequate chairs, work surfaces and equipment shall be provided (e.g. foot rest or back roll if required).

Display Screen Equipment Self Assessments will be completed when there is a new member of staff or when there is change to the work area. Current staff will be re-assessed periodically unless there are any changes. Assessments will be completed by the member of staff after reading HSE guidance on the safe use of visual display units. The completed Assessments will be given to the Managing Director. Any issues that cannot be readily resolved will be reported to our Safety Advisers.

Computer users are encouraged to take periodical breaks from using the equipment.

On request, “users” as defined under DSE Regulations shall receive a voucher for (or be reimbursed for on production of a receipt) an eye and eyesight test by an approved optician. If an employee requires special corrective appliances for display screen work only, and a normal appliance cannot be used, **Cambs-PAT (UK) Ltd** shall bear the cost of such basic appliance (e.g. the cheapest frame and basic lenses for glasses).

Computer users shall be given written information and guidance on the safe use of display screen equipment. If necessary, computer users shall receive training on the safe use of display screen equipment. Any computer user who wishes to get information relating to health and safety aspects of display screen equipment should contact the Managing Director.

Employees must switch off all monitors and display screen equipment at the end of their working day, to avoid the risk of fire.

# Electricity

Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and **Cambs-PAT (UK) Ltd** has devised safe systems for working with well maintained electrical equipment.

Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. Fixed Installation testing shall only be carried out by a qualified competent person.

Switches, isolators etc must be labelled clearly with their current, voltage and equipment they supply where this is not obvious.

Employees must report any fault or defect which they notice in any electrical installation or equipment to the Managing Director as soon as they discover it; defective installations / equipment must not be used until fully repaired.

# Electrical equipment used within Cambs-PAT

All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer’s instructions and information, instructions and (where appropriate) training provided or arranged by the Managing Director. In particular:

* Electrical equipment must never be used with wet hands;
* Earth connections and screens must not be interfered with;
* Electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling);
* Conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment;
* Electrical equipment and the mains supply must not be overloaded

All Electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.

All electrical equipment will be visually inspected and tested regularly and must normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date test equipment must not be used.

Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults / defects:

* Damage to the insulating sheath around an electrical cable;
* Damage to a plug;
* Joints in the cable, other than due to proprietary cable connections;
* Damage to the external casing of equipment;
* Overheating (this may be evident by burn marks or discoloration to plugs, casing or cables);
* Evidence of inappropriate use, e.g. if equipment is wet;
* Any loose connections

Employees must report any fault or defect which they notice in any electrical equipment to the Managing Director as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. “DO

NOT USE – FAULTY EQUIPMENT”). Barriers must be used where necessary.

Only adequate replacement parts shall be used (e.g. double insulated parts for double insulated equipment).

Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such use of equipment should contact the Managing Director.

Portable Electrical Equipment

The use of any portable electrical equipment which is not owned by **Cambs-PAT (UK) Ltd** must be authorised in advance by the Managing Director and the equipment must be tested regularly.

Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at the portable equipment and plug. Where possible, double insulated equipment should be used.

It is recommended to unplug equipment which is not in use. All equipment should be switched off and / or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.

Fuses and similar devices

When using any equipment, the smallest fuse compatible with it should be used, to protect the equipment and flexible cable and to reduce the risk of fire.

Electricity-related injuries

In the event of any person suffering electric shock, it is important to:

* Turn off the power and, if possible, isolate the supply;
* Call first aider (s). Medical help must be called if the victim appears to be unconscious;
* Not touch the victim, but try to move him / her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (e.g. by moving the equipment). In so far as possible, the victim should not be moved.

All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.

All electricity related injuries must be reported to the Managing Director in accordance with the procedure set out in this Policy’s section on Reporting of Accident. Electrocution is reportable to the Local Enforcing Authority under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

**Microwave equipment**

There shall be arrangements for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their plug removed (where this can be done safely) and a notice attached saying (“FAULTY OVEN – DO NOT USE”). A defective oven must not be used until fully repaired. Any fault / damage must be reported to Managing Director.

**Fire Precautions and Procedures**

Fire Risk Assessment

The Managing Director is responsible for ensuring a fire risk assessment is undertaken and maintained and its findings are used to prepare an emergency plan for the building.

Precautions and Measures

All Employees and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and of all exits and routes to emergency exits of the building(s) in which they work or which they visit.

All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them – after which they should be closed as quickly as possible.

Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.

In the event of fire

Any Employee / Visitor who discovers a fire is required to shout “FIRE” and activate the nearest fire alarm (on Clients’ premises). Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type and the Employee / Visitor is trained and confident in use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the Employee / Visitor considers it unsafe to tackle the fire, he / she should evacuate the premises immediately by the shortest possible route, go to his / her designated assembly point and report to the Designated Employee.

An Employee / Visitor who hears the fire alarm should leave the building immediately and report at his / her assembly point. If there is time, Employees should close all doors and windows. Employees and Visitors must not stop to collect personal belongings. Employees / Visitors should not use lifts unless instructed to do so by the emergency services.

Employees and Visitors must remain in their assembly point (or move to any other area when directed by the Designated Employee or emergency services) until authorised to re-enter the building.

On completion of evacuation, the Designated Employee must be able to confirm that all Employees and Visitors evacuated the premises and / or whether there are any remaining Employees and Visitors within the premises and, if so, their identity.

Every event of fire at **Cambs PAT (UK) Limited** offices shall be reported to and recorded in writing to the Managing Director (immediately after the event) who shall then report this to the Health and Safety Executive as required by RIDDOR 2013. Any fire outbreak must be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents.

Fire Extinguishers

Prompt and correct use of fire extinguishers can prevent a fire from spreading. The correct type of fire extinguisher must be used, to avoid increased risk and danger to the operator. Training in use of fire extinguishers must be arranged through the Managing Director. **Water and water-based extinguishers must never be used on electrical fires.**

**First Aid**

It is the responsibility of the Managing Director to maintain adequately stocked first aid boxes; nominate appointed persons and provide first aid notices detailing what the arrangements are.

Mobile Employees shall establish the first aid arrangements when they arrive on the customers site.

# Accidents

Any accident at work or in connection with work (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on **Cambs-PAT (UK) Ltd** premises) must be reported immediately and fully to the Managing Director (first verbally and then in writing) who shall arrange for the accident to be investigated and for a written report to be prepared.

It is the responsibility of the Managing Director to report to the HSE, in the manner and timescale prescribed by law:

* Any accident (whether involving an Employee, Visitor or other person,) whenever and wherever it occurs on **Cambs-PAT (UK) Ltd** premises) or affecting a **Cambs-PAT (UK) Ltd** employee on a Client’s premises; arising out of or in connection with work and resulting in death or major injury (e.g. amputations, most fractures and major dislocations; temporary or permanent loss of sight; serious injuries from electrical accidents; most injuries leading to loss of consciousness; acute illness which results from exposure to harmful substances or biological agents; injuries following an assault at work);
* Any accident (whether involving an Employee, Visitor or other person), whenever and wherever it occurs arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any other injury which results in an Employee being absent from work, or unable to fulfil their normal duties, for more than 7 days (including non work days) after the day of the accident;
* Any dangerous occurrence (whether involving an Employee, Visitor or any other person, whenever and wherever it occurs.) Examples of dangerous occurrences include (but are not limited to) collapse, overturning or lift / lifting equipment failure; electrical short circuit or overload causing fire or explosion; unintended collapse of any building or structure under construction, a wall or floor in a work place; explosion or fire causing suspension of normal work for over 24 hours; accidental release of a substance which may damage health;
* Any reportable work related disease which an Employee suffers (e.g. occupational dermatitis, skin cancer or acne; lung diseases such as occupational asthma and asbestosis; infections such as hepatitis, tuberculosis and tetanus; occupational cancer and hand / arm vibration syndrome).

Every report (to the Managing Director and to the Incident Contact Centre / Health and Safety Executive) must include the date, time and place of injury, disease or occurrence; personal details of those involved and a brief description of the nature of the event / disease.

Record of any reportable injury, disease or dangerous occurrence shall be kept by the Managing Director in the appropriate Accident Book for at least 3 years from the date of the record.