



Health & Safety Policy

INTRODUCTION

This document sets out the Health & Safety arrangements Reaction Limited have established in conjunction with SAFEcontractor. Reaction Limited have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the type of work that our Company undertakes:

Description of Work: Fixed Electrical Installation Inspection & Testing, Portable Electrical Appliance Inspection & Testing, Emergency Lighting Systems Inspection & Testing, Electrical Installation Work and the Service & Maintenance of Portable Fire Extinguishers & Fire Alarm Maintenance

Industry Sectors: Electrical Contracting

This document sets a base level of health & safety awareness, and through membership of SAFEcontractor. Reaction Limited will develop and improve health and safety knowledge, standards and performance.

1. GENERAL STATEMENT OF POLICY

- 1.1 Reaction Limited acknowledges and accepts its legal responsibilities for securing the health safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- 1.2 Reaction Limited recognises and accepts the general duties imposed upon Reaction Limited as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation
- 1.3 Reaction Limited recognises and accepts the general duties imposed upon Reaction Limited as an employer under the Health and Safety at Work Act and subsequent health and safety appertaining to its operation
- 1.4 Reaction Limited will do all that is reasonably practicable to provide and maintain:

- Safe places of work
- Safe methods and systems of work
- Safe plant and equipment
- Personal protective equipment relevant to working tasks
- A safe and healthy working environment

Rev:	Date
04	01 May 19

- 1.5 Reaction Limited will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

2. ORGANISATION AND RESPONSIBILITIES

2.1 Head of Reaction Limited

The head of Reaction Limited has overall responsibility for health and safety in Reaction Limited, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

2.2 HEALTH AND SAFETY COORDINATOR / REPRESENTATIVE

Named person responsible for H&S: Tim Hill. Principal Consultant at TCH Safety Ltd

Experience /qualifications of above person:

SMC , BRISTOL (PART TIME) - 1999/2000

NEBOSH National Diploma Part 1 in Occupational Safety and Health

SMC , BRISTOL (PART TIME) 2003

NEBOSH National Diploma Part 2 in Occupational Safety & Health.

BRISTOL UNIVERSITY - 2005 MSc in Occupational Safety and Health

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to Reaction Limited's undertaking

Rev:	Date
04	01 May 19

- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

2.3 EMPLOYEES

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding Reaction Limited's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

3. ARRANGEMENTS

3.1 COMMUNICATION

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, Reaction Limited will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice

Rev:	Date
04	01 May 19

- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memos posted on the staff notice board.

3.2 TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc.)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by Reaction Limited will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

3.3 RISK ASSESSMENTS

The Health and Safety Co-ordinator /Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of Reaction Limited ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 METHOD STATEMENTS

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.5 CO-OPERATION WITH CLIENTS

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Rev:	Date
04	01 May 19

3.6 WELFARE FACILITIES

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 WORK EQUIPMENT

All work equipment (including Electrical equipment) used at work, as part of Reaction Limited's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Mr James Canter 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.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice.

Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

The person responsible for ensuring that the regular maintenance of all work equipment is conducted is Mr James Canter.

All electrical equipment that is used by Reaction Group must be regularly PAT tested. The interval for combined inspection and testing is 12 months. The person responsible for Reaction Limited's inspection and testing regime is Mr James Canter.

The use of electric hand tools is not permitted unless provided and inspected within Reaction Limited guidelines stated.

In addition to combined inspection and testing, user checks must be carried out on all portable electrical equipment before each and every use. Portable electrical equipment can be defined as anything with a mains-powered plug – this includes all IT and kitchen equipment.

Rev:	Date
04	01 May 19

Each user of electrical equipment must carry out the following checks before each and every use;

- a. Check the cable for any signs of damage
- b. Check the plug for any signs of damage or overheating
- c. Check the appliance casing for any signs of damage or overheating

If the user identifies any faults from the checks above, they must stop use of the equipment and report it to Mr James Canter immediately.

3.8 PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to Mr James Canter.

3.9 HAZARDOUS SUBSTANCES

Reaction Group uses no hazardous substances in any part of its work. Employees are not permitted to handle any substances apart from non-harmful cleaning products such as washing up liquid, or non-bleach-based kitchen cleaners.

3.10 FIRST AID & ACCIDENT REPORTING

Adequate first aid provision will be made at every place of work occupied by Reaction Limited

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office - the first aid box is located in the kitchen.

Qualified First Aider / Appointed Person: Jackie Pearson

On Project Sites - wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Rev:	Date
04	01 May 19

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 working days.
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

The persons responsible for the checking and replenishment of all first aid boxes is Mrs Debbie Stone / Mrs Jackie Pearson.

3.11 ASBESTOS

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc.
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged.
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

Rev:	Date
04	01 May 19

3.12 MANUAL HANDLING

It is Reaction Limited's objective to avoid or mechanise all manual handling tasks.

If employees have to engage in manual handling, they are not permitted to move any item's over 20Kg in weight. Employees must use proper lifting techniques such as bending from knees and not twisting awkwardly whilst lifting. Employees must also use appropriate PPE such as safety shoes and gloves.

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.13 FIRE SAFETY & EMERGENCY PROCEDURES

It is Reaction Limited's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with Reaction Limited's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is: Mr James Canter.

In the event of an employee discovering a fire, the nearest fire-alarm must be activated.

In the event of the fire alarm being activated, all employees must make their way to the assembly point in the front car park of the building.

3.14 SUB-CONTRACTORS

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process. A full selection process is completed including the verification of all relevant certification.

Activities that we sub-contract include:

- Asbestos waste removal
- Hazardous waste removal
- Lightning Rod Inspection
- Fire Risk assessments

3.15 PUBLIC SAFETY

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to Reaction Limited's activities will be

Rev:	Date
04	01 May 19

closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.16 WORKING AT HEIGHT

A number of our employees regularly work at height as part of their job. It is our policy to ensure that these staff and any visitors etc. are not placed at any extra risk as a result of their job role. In order to achieve this, a risk assessment will be carried out before any work at height is undertaken. Following this, the most suitable control measures for each individual job will be introduced as are necessary.

All equipment used for work at height will be maintained in accordance with the manufacturer's instructions and any current legislative requirements. Employees are also expected to make visual inspections of this equipment before it is used. Any further inspection which is required by statute will also be carried out by an appropriately qualified individual. It should be noted that work at height now refers to all work carried out where there is a risk of a fall, and not just those activities involving heights of two metres or more.

3.17 ARRANGEMENTS FOR MONITORING, AUDITING AND REVIEW

The person responsible for the monitoring, auditing and review process will be Mr James Canter.

In order to ensure that health & safety rules and procedures are being adhered to on customer sites, a QA auditor will be sent to visit each engineer on a rolling 4 –6 month basis. These will be surprise inspections and engineers will not be informed that they are due to take place.

The QA auditor will inspect for:

Proper use of PPE & condition of PPE
If site H&S rules are being adhered to
If engineers have asked about fire and evacuation arrangements
If engineers have asked about first aid arrangements

The results of these inspections will be sent to Mr James Canter who will review and take action as necessary.

Further to this, Mr James Canter will carry out a review of health & safety arrangements in the office every 2 months.

A review of this health & safety policy and Reaction Limited's other health & safety arrangements will be made at least every 12 months or sooner than this if it is required.

3.18 ARRANGEMENTS FOR ISOLATION & LIVE TESTING

The person responsible for the monitoring, auditing and review process will be Mr James Canter.

Reaction Limited recognises that during some types of test including thermal imaging and earth loop impedance testing, live testing may be required. The following arrangements have been put in place to ensure the safety of employees, customers and the public;

Rev:	Date
04	01 May 19

ISOLATION:

Locking off devices and procedures must be used where appropriate
'Do not operate' signs must be used where appropriate

LIVE TESTING

Use of rubber mats
Insulated tools (rated to a minimum of 1000v)

PPE:

Rated gloves
Safety glasses

Reaction Limited is committed to assessing and improving the impact of its activities, including the risk to, and expectations of all stakeholders. **The policy will be updated, at least, every 12 months.**

James Canter



Managing Director

Last reviewed 01.05.19

The content of company policy documents may vary by source, however the principles and context remain unchanged and not open to alternative interpretation.

Issue:	Date:	Description of Amendment:	Authorised by:
00	May 2014	Original Issue (Issue 04).	James Canter
01	16 Nov 15	Company change of format - re-branding	James Canter
02	11 Dec 15	Revised/ reformatted and Addition of interested parties	James Canter
03	17 Nov 16	Addition of Fire Services	James Canter
04	01 May 19	Review and update	James Canter

Rev:	Date
04	01 May 19