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Health and Safety Policy

Purpose of Policy

Switched on London Ltd (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our premises. This policy is intended to help the employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

Who is responsible for workplace health and safety?

The Directors have overall responsibility for ensuring Switched On London Ltd comply with Health and Safety legislation. The Office Manager has been nominated as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters. However other members of the team may also be nominated for specific requirements. Everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy

Employer Responsibilities

The Employer will ensure that

- the Health and Safety policy documentation and Health and Safety Management are implemented, monitored, developed, communicated effectively, reviewed and amended as required
- staff understand the allocated responsibilities for health and safety defined in this policy
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- competent persons are appointed to provide health and safety assistance, and implement planning and control measures for situations involving imminent danger
- adequate insurance cover is provided and renewed
- regularly monitoring and reviewing the management of health and safety at work, carry out annual risk assessment and making any necessary changes and bringing those to the attention of all staff.
- taking reasonable steps to safeguard the health and safety of staff, contractors, and of people visiting our premises;
- identifying health and safety risks and finding ways to manage or overcome them;
- they communicate and consult with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- adequate training, information, instruction, and supervision is provided to ensure that work is conducted safely

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- providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- providing safe arrangements for the use, handling, storage and transport of articles and substances;
- if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
- providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;

Responsibilities of all staff

All employees are responsible for acting in a safe and responsible manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the organisation comply with their legal duties and contributing to the safe running of our workplace.

All staff must:

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions
- to set a good personal example in relation to health and safety and not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- cooperate with the Principal Health and Safety Officer and the Employer to enable compliance with health and safety duties and requirements
- comply with any health and safety instructions and rules
- keep the workplace tidy and hazard-free
- familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Principal Health and Safety Officer.
- report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation.
- report all health and safety concerns to the Principal Health and Safety Officer, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem
- cooperate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.
- If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

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Risk assessments, display screen equipment and manual handling

- Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.
- Staff who use a computer for prolonged periods of time may request a workstation assessment by contacting the Office Manager.
- All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents and Near Misses.

Although every effort will be made to ensure a safe environment it is accepted that accidents and near misses can occur.

If an accident or near miss does occur this must be reported immediately to the Office Manager, team supervisor or Director. It must also be recorded in the accident book.

If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.

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Chemicals and Substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Key considerations for whilst on-site

Permit to work systems

Where a significant risk of an accident exists activities will be controlled by a Permit to Work system. All employees must adhere to the permit to work systems operated on site.

Hot Works, Welding and cutting gear

- A Permit to Work is required for any hot work;
- Before beginning work you must agree how to raise the alarm in an emergency;
- Fire precautions must be in place where blowlamps, welding, burning equipment, etc. are to be used;
- Precautions must always include the clearance or screening of combustible materials, the provision of suitable fire extinguishers, and a 'fire watch' 30 minutes after hot work ceases;
- Any gas cylinders used must be secured upright;
- Suitable storage must be agreed and provided where bottles are to be stored on site;
- Hoses should not exceed 5 metres in length for welding or 20 metres for cutting; and
- Operators must wear eye protection and adequate precautions must be taken by using barriers or screens to protect passers-by.

Live electrical and high voltage works

- When undertaking work on any electrical system suitable isolation procedures including lock out/ tag off must be implemented.
- Handheld portable tools must be either run off a 110V centre tapped transformer, or be battery operated
- Flexible cables must be routed so as not to create a hazard, be kept as short as possible, protected from damage and removed when not in use.

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Electrical isolation

For low voltage systems (up to 1000 v ac) the means of isolation could be an adjacent local isolation device such as a plug and socket, switch-disconnector, circuit breaker or fuse etc., as appropriate, which is under the direct control of the competent person carrying out the work. These methods can be used without further precautions provided there is no foreseeable risk that the supply could be reinstated by others.

When there is no local means of isolation, or the point of isolation is not under the direct control of the competent person carrying out the work, or where there is a risk of inadvertent reinstatement of the supply by other workers, the circuit or equipment to be worked on should be securely isolated.

Securing the point of isolation should be by a combination of the following methods;

- A padlock with unique key or combination
- A locked switch-room door or locked distribution box (DB)
- Circuit breakers should be locked-off using an appropriate locking-off clip with a padlock
- Removal of the relevant circuit fuse (may be used with a lockable fuse insert and padlock)

In all instances where there is a risk that the supply could be inadvertently reinstated, an appropriate notice should be placed at the point of isolation e.g. "Caution Do Not Switch On, System Undergoing Maintenance".

Proving the isolated equipment or circuit is dead

Following isolation of equipment or circuits and prior to starting work you should prove that the parts to be worked on are dead. It must never be assumed that equipment is dead because a particular isolation device has been placed in the off position. The test instrument should be proved to be working on a known live source or proprietary proving unit before and after use. All phases of the supply and the neutral should be tested and proved dead.

Asbestos

You will not be permitted to remove or work on asbestos unless you are competent, insured and where applicable, licensed

Where you have the potential to disturb asbestos you must hold recognised category level 2 training;

If you find asbestos or asbestos products or you believe that a material may contain asbestos, you must stop work immediately and inform you're the supervisor.

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Construction Design and Management Regulations (CDM)

Where work falls under the requirements of Regulation 2 CDM, you must comply with the Regulations and Approved Code of Practice.

Control of Substances Hazardous to Health (COSHH)

If you are using potentially hazardous substances or undertaking activities which may give rise to hazardous substances, such as welding, grinding etc. you must have available and have understood, suitable and sufficient COSHH assessments for these activities.

The assessments must identify as a minimum, the substance and its use, the associated health hazards, the necessary safety precautions to be taken, the storage provisions (where applicable) and amounts to be kept, the emergency procedures and disposal methods; and

You must take all appropriate precautions to protect other people including Switched On London employees, visitors and the environment.

Personal Protective Equipment (PPE)

- Switched On London Ltd must provide you the required PPE as per the government guidelines.
- The equipment provided must be fit for purpose;
- You must be competent to use the PPE required; and
- Failure to wear any PPE required for your safety will result in suspension of work.

Fire Precautions

Flammable substances must not be brought onto any site without detailing their requirements in your method statement and prior authorisation from supervisor.

Fire assembly points, exits and roadways must be kept clear at all times.

Waste materials must be removed from the premises at the end of each day, high risk items must be removed upon completion of their use.

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Emergency arrangements

- You must report all incidents including those resulting in injury, damage to property, equipment, or the environment and any near misses (an event that occurs but does not result in damage or injury) to the supervisor immediately
- You must not allow any substance to enter the site drainage/water course; and
- Any spillage must be reported immediately to your supervisor to enable potential damage to be limited and have awareness of the plan.

Signed:

David Lyons Whyte
Director of Switched on London Ltd

James Lyons
Director of Switched on London Ltd