



# **Health and Safety Policy Statement**

**LONDONGUILD Ltd**  
ELECTRICAL CONTRACTORS

The Palmerston Centre  
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# 1 General Statement of Policy

Londonguild Ltd aims to be a good employer in all matters relating to the health and safety of its employees and considers the successful management of health and safety vital to the efficient operation of our company and of equal importance to production and financial goals.

We recognise and accept our statutory obligations under the Health and Safety at Work etc act 1974 and all other relevant legislation.

We will take steps, so far as is reasonably practicable, to provide:

- Safe plant, equipment and systems of work.
- Arrangements for the safe use, handling, storage and transportation of articles and substances.
- The necessary information, instruction, training and supervision to ensure the health and safety of our employees.
- Safe access to and exit from the workplace.
- A safe and healthy working environment.

We accept responsibility for the health and safety of other people who may be affected by our activities.

We acknowledge that a healthy and safe workplace requires the active involvement of everybody within the company and people with specific responsibilities in this area, are detailed in Section 2 of this policy.

We acknowledge the important part our staff have to play in ensuring a healthy and safe workplace and we will consult them both when we are taking specific measures which will affect their health and safety and also on a routine basis. This policy has been briefed to all staff.

Our organisation for managing health and safety and people's responsibilities for this policy are set out below.

This policy will be kept up to date and will be reviewed at least annually. However, if circumstances change, such as new types of work or a significant increase in the size of the business, it will be reviewed more frequently.

Signed..... Date.....

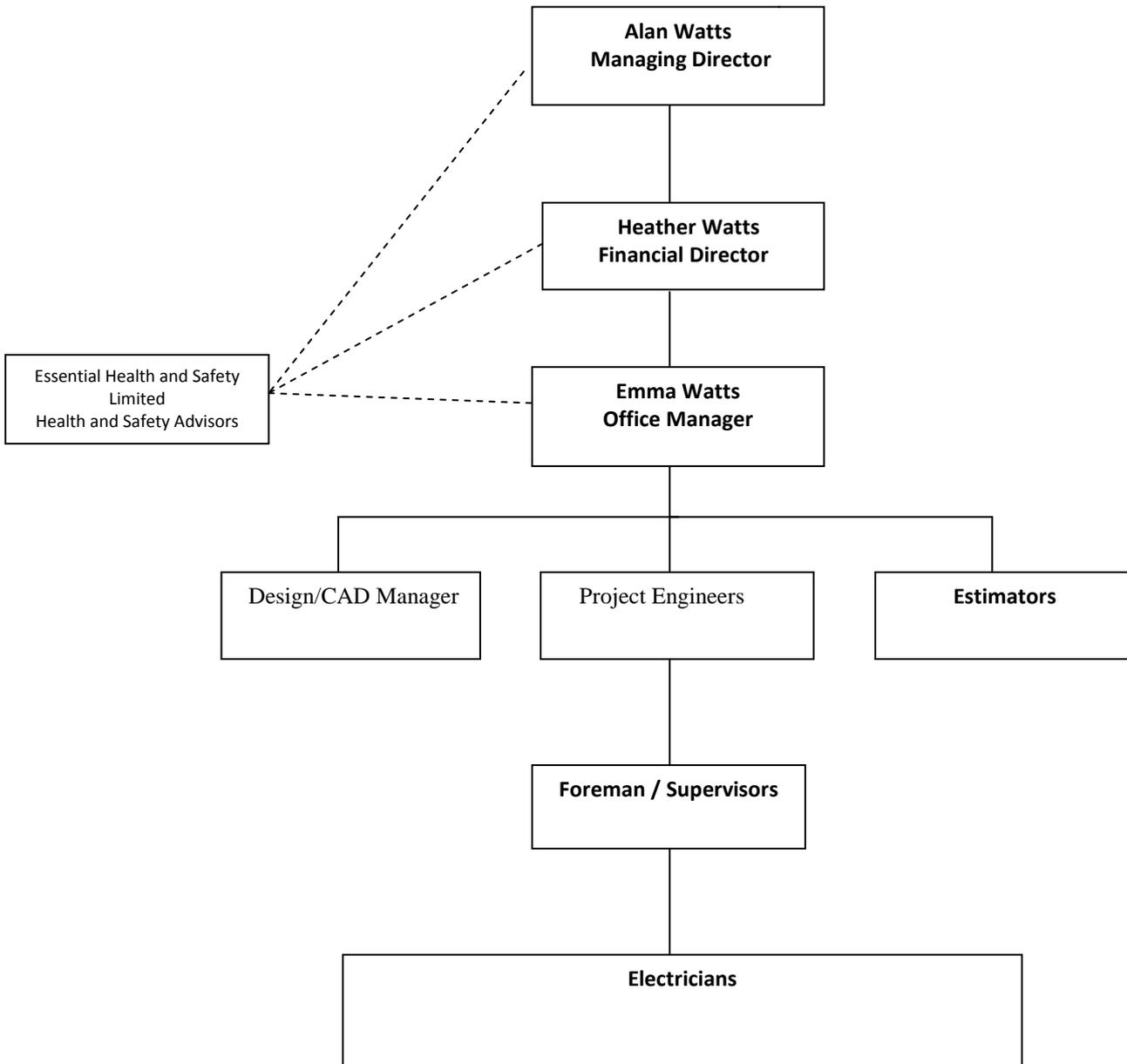
Alan Watts

Managing Director: Londonguild Ltd.

## 2 Organisation and Roles and Responsibilities

Londonguild Ltd operate an organisation where all people are aware of their responsibilities, are competent to carry out the work that they are being employed to do and are actively involved in helping implement effective health and safety measures. This is underpinned by effective communications. This section details how this will happen.

### 2.1 Safety Organisation



Line of control: \_\_\_\_\_  
Line of advice: - - - - -

## 2.2 Overall Responsibility

Alan Watts has overall and final responsibility for the effective management of health and safety within Londonguild Ltd. This means he must:

- Establish and monitor the organisations performance and its arrangements to ensure that the objectives of this policy are achieved consistently throughout Londonguild Ltd.
- Ensure that Londonguild Ltd commits to continuously improving the management of health and safety (including fire safety) and welfare issues.
- Ensure that sufficient resources (time, money and people) are made available to successfully manage health, safety (fire safety) and welfare issues.

The day to day management of these responsibilities has been delegated to Phil Anderson, General Manager. Whilst Alan Watts as Managing Director can delegate day to day responsibility for these issues he cannot delegate his accountability for them and remains ultimately responsible for health and safety issues at Londonguild Ltd.

## 2.3 Financial Directors Responsibilities

Heather Watts who is the Financial Director of Londonguild Ltd assumes the health and safety role of Mr Alan Watts outlined in section 2.2 above when Alan Watts is absent from the business.

## 2.4 General Managers Responsibilities

Emma Watts, General Manager has day to day control of health and safety issues at Londonguild Ltd. This means she will:

- Make sufficient resources available to manage health and safety effectively.
- Liaise with the health and safety consultant to ensure that Londonguild Ltd is aware of new developments in health and safety law.
- Pass on all relevant health and safety information.
- Ensure that all the people who work for or on behalf of Londonguild Ltd have been trained appropriately and are competent and properly equipped to carry out their job.
- Ensure that Risk assessments are carried out and appropriate for the work activities undertaken.
- Ensure that site visits to monitor how well employees and sub-contractors are complying with the company's safety standards occur.
- Regularly review with staff the effectiveness of the systems in place to manage health and safety.
- Consult staff about the health and safety issues that affect them.

## 2.5 Project Engineers responsibilities

- Ensure that the cost of managing safety is included in all work for which the firm quotes and tenders.
- Ensure that all relevant health and safety information is passed to clients, own employees, contractors and any other appropriate person.
- Ensure that risk assessments and method statements are carried out and appropriate for the work activities undertaken and discussed [ahead of work commencing] with those actually undertaking the work.
- Ensure that staff are competent and properly equipped to carry out their job.
- Pass on all relevant health and safety information.
- Ensure that all sub-contractors working on behalf of Londonguild Ltd have made proper arrangements for health and safety.

## 2.6 Office Manager

- Keep all relevant records and certificates, such as for training, contractor evaluation, equipment testing etc.
- Take measures to ensure the upkeep of our premises.
- Ensure that office staff work in a safe and healthy way.
- Carry out DSE workstation assessments.
- Ensure that first aid and welfare facilities are available.
- Ensure that all accidents are reported.
- Investigate the cause of all accidents.
- Report all accidents, diseases and dangerous occurrences to the appropriate authorities within the correct timescales laid down by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 2.7 Foreman / Supervisors Responsibilities

- Ensure that staff are competent and properly equipped to carry out their job.
- Ensure that all sub-contractors working on behalf of Londonguild Ltd have made proper arrangements for health and safety.
- Ensure that tools and equipment are in good condition by carrying out regular checks.
- Ensure that all necessary tests and inspections are carried out on all tools and equipment.
- Ensure that staff have and use the appropriate personal protective equipment.
- Ensure that first aid and welfare facilities are available.
- Ensure that all accidents are reported.
- Investigate the cause of all accidents.

## 2.8 Individual Responsibilities

Everyone employed by Londonguild Ltd has individual health and safety responsibilities. This means they will:

- Take reasonable care for their own health and safety at work.

- Follow all health and safety instructions given to them by authorised people in control of the work or site.
- Follow the health and safety rules which apply to their job.
- Do what is reasonably practicable to ensure that other people, including members of the public, are not put at risk by what they are doing.
- Use any health and safety equipment provided, such as personal protective equipment.
- Not misuse anything that has been provided in the interests of health and safety.
- Report anything that might present a danger to either themselves or anybody else.

## **2.8 Consultation and Co-operation**

Londonguild Ltd recognise the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace and consult employees regularly to seek improvements in our safe systems of work.

In addition to these discussions we actively encourage our employees to highlight to us at any time any shortcomings, improvements or any other issues of concern that they might have with regard to health and safety.

We acknowledge that our work requires the co-ordination of our activities with clients and [when working on site] between companies working on the site. In all cases we:

- Plan our work to minimise the effects on other people.
- Discuss our work with others who might be affected by it.
- Attend all appropriate site meetings.

### **3 Arrangements for Carrying Out the Policy**

#### **3.1 Staff at London Guild Ltd**

##### **Electricians**

Our Electricians are fully trained, and have qualifications approved by City and Guilds. They all hold CSCS / ECS cards. We also have a number of apprentices undergoing full NVQ training.

In addition our staff receive Londonguild Ltd Induction training which includes:

- Our Health and Safety Policy Statement and our Health and Safety Guide
- Recognising asbestos
- Manual handling
- Working at heights
- Risk and COSHH assessments
- General site rules.

Our staff have received a copy of our:

- Health and safety guide, supplemented by HSE leaflets on asbestos, manual handling and hand arm vibration.
- Relevant risk assessments.
- Specific health and safety requirements for the site.

Our staff are briefed by our Project manager and our Foreman / Supervisors as to the materials, tools and precautions they need on each job.

Our Staff attend site health and safety induction sessions, which cover the specific requirements of that site (i.e. customer's own site rules).

Our staff only undertake work that they are trained and competent to do.

##### **Office Staff**

Our Office staff have received a copy of the HSE booklet 'Working with VDUs'.

#### **3.2 Risk Assessment, Safe Systems of Work and Method Statements.**

We discharge our responsibility to carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999.

The aim of the risk assessment process is to make sure that no one gets hurt or is made ill. To this end we try to eliminate hazards at source and if this is not reasonably practicable, control the risks so that harm is unlikely.

Our assessments identify the control measures we already have in place, and any further action required.

At each job we check to ensure that all risks are covered by our risk assessment. If there are other hazards present we will evaluate the risks posed by them and ensure that the necessary control measures are introduced.

At each job the Project Manager will agree with the client, principal contractor or others as appropriate, issues such as welfare, first aid etc. In addition they will carry out a check to ensure that all risks are covered by our risk assessment process. If there are other hazards present they will evaluate the risks posed by them and ensure that the necessary control measures are introduced. Details will be recorded on the risk assessment sheet and held on site in the job file.

### **Safe Systems of Work**

Safe Systems (ways) of Work, are implemented when hazards associated with work activities cannot be physically eliminated and some element of risk remains.

Safe Systems (ways) of Work are devised by systematically examining work tasks in order to identify all hazards and then putting in place measures (including permits to work) to ensure the safety of both those undertaking work and those who may be affected by it.

Project Managers are responsible for ensuring that Safe Systems (ways) of Work are in place and our Foreman / Supervisors are responsible for ensuring that they are followed at all times.

### **Method Statements**

When required and appropriate, health and safety method statements will be produced by our Project managers, setting out how a job will be undertaken and the control measures to reduce the risk of anybody being injured or made ill. These statements will be communicated to people actually doing the work. Our Foreman / Supervisors will ensure that our method statements are followed at all times on site.

Periodically, the people doing the work will be checked, to ensure they are following the method statement and that the method statement remains valid.

## **3.3 Training, Information and Instruction**

Suitable and sufficient health and safety training, information and instruction will be provided to all employees.

Phil Anderson, General Manager is responsible for:-

- Identifying training, information and instruction needs.
- Providing job specific health and safety training, information and instruction.
- Ensuring that appropriate refresher health and safety training, information and instruction is provided.

### 3.4 Consultation with Employees

Consultation with employees on the health and safety issues will take place directly and in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

### 3.5 Competent advice

Phil Anderson, General Manager has been appointed as the competent person to assist Londonguild Ltd in carrying out the necessary measures to comply with the statutory provisions as required under Regulation 7 of the Management of health and safety at Work Regulations 1999.

Phil Anderson, General Manager has arranged for the services of Essential Health and Safety Limited to be provided when additional health and safety advice is required. This may involve:

- Monitoring developments in health and safety law that may affect us and notifying us accordingly.
- Providing an advisory service on any health and safety issues that we might have.
- Providing other services as requested, such as site visits, accident investigation, training etc.

### 3.6 Hazardous Substances

All substances hazardous to health used by Londonguild Ltd will be used in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended.

Hazardous substances will be replaced by non-hazardous substances or less hazardous ones if non-hazardous alternatives are not available.

This means that prior to use, a potentially hazardous substance will be assessed so that all necessary control measures for its safe use are introduced.

### 3.7 Asbestos (The Control of Asbestos at Work Regulations 2006 applies)

We take steps to identify whether asbestos based materials are present in buildings where we are working [the most likely asbestos based material that could affect our work being asbestos based material used around windows and doors] by, consulting the asbestos register for the building, checking plans of refurbishment, speaking with the client, principal contractor and other relevant people.

Our staff have been briefed on Asbestos issues relevant to their work and have been advised to stop work if they come across asbestos or an asbestos based material or any material they are not sure about, until it has been assessed by a competent person and under no circumstances must they remove it.

### **3.8 Manual Handling**

We are aware of our responsibilities under the Manual Handling Operations Regulations 1992 as amended and will continue working towards eliminating as much manual handling as possible. However, the nature of our work means that manual handling is inevitable. Where possible loads will be moved around site using lifting aids such as trolleys etc and where this is not reasonably practicable a sufficient number of trained people will move loads. Manual handling issues are included in the risk assessments we produce.

All staff have been instructed in good manual handling technique.

### **3.9 Work Equipment**

We will comply with the Provision and Use of Work Equipment Regulations 1998 as amended, the Electricity at Work Regulations 1989, the Lifting Operations and Lifting Equipment Regulations 1998 and other legislation as they apply to equipment used at work. We will ensure that all the equipment used by our employees is suitable and safe to use for the work being done and that those people who use it are competent to do so. It will be regularly maintained and visually checked before each use to ensure that it is in a fit condition for the task intended.

Faulty equipment is taken out of service immediately and clearly identified as defective, pending repair by a competent person or replacement. Phil Anderson, General Manager is made aware of faulty equipment.

Equipment is periodically inspected and tested in accordance with legal requirements or guidance.

Relevant electrical equipment will be PAT tested.

We generally do not use powered tools on site but where we do we will use battery operated tools or 110 volt centre tapped to earth electrical equipment.

Where it is necessary to hire equipment we only use reputable suppliers and take appropriate steps to ensure that it is properly maintained, is appropriate for the intended use and our staff are competent to use it.

### **3.10 Electrical Work**

All installation work is carried out to the IEE Wiring Regulations 17<sup>th</sup> Edition or other standards as appropriate. All our work is carried out in accordance with the requirements of the Electricity at Work Regulations 1989.

We will always work dead. However, where it is unreasonable to work dead and where there are sufficient safeguards in place to ensure the safety of our staff and others who may be affected by our actions we may have to work live. In such cases the Project Manager will carry out a specific risk assessment to decide what safeguards are required and this is briefed to the Foreman / Supervisor on site and the electricians undertaking the work.

Sometimes we need to use a permit to work system to safeguard risks to our employees. How this is issued depends on who has control of the site in which we are working but we will only accept a permit if we are happy with the safeguards it contains. Clients often have their own permits and we check to ensure that they are sufficient for our needs; where not or where they do not have one we use a permit based on the example in HSG85 'Electricity at work – safe working practices'.

### **3.11 Working at Heights**

When we need to work at heights we assess what is required to prevent our staff from falling as part of our risk assessment process and plan work accordingly as required by the Work at Heights Regulations 2005. Firstly we look at whether the existing structure can be used as a safe working place with safe access and where this is not possible we will provide our own safe working platform. This will be properly constructed by certified competent people with appropriate edge protection, toe-boards etc.

Fibreglass steps and podium steps are used for short duration work and these will be erected correctly and be properly secured or footed, where this is not possible.

### **3.12 Noise**

We are aware of our responsibilities under the Control of Noise at Work Regulations 2005. Although our own work is unlikely to exceed daily noise exposure levels, work carried out by other people on site may, from time to time, expose our staff to high noise levels. In such cases we will identify the control measures that we need to employ, such as rescheduling work until the source of the noise has gone. Hearing protection is available and where required our Foreman / Supervisors will ensure that it is being used.

### **3.13 Good Housekeeping**

We will keep the work place clean and tidy and will designate areas for storing materials so that they do not impede the work being carried out. We will take care with trailing leads, routing them away from walkways etc. Waste will be cleared regularly.

### **3.14 Personal Protective Equipment (PPE)**

We are aware of our responsibilities under the Personal Protective Equipment at Work Regulations 1992 as amended and all our staff have been issued with boots, high visibility tabards, helmets, goggles and gloves and will wear as indicated in the risk assessment, site rules or where appropriate. They have been instructed to inspect PPE before each use and to obtain a replacement as necessary. When not being used PPE will be stored in a place where it will not get damaged. The site manager will ensure that PPE is being used as required.

### **3.15 Vehicles and Road Safety**

Our vehicles are professionally maintained and driven by competent and experienced staff that have full and valid licences. Licences are checked annually by the Office Manager.

Work schedules are planned to ensure that staff do not have to rush whilst driving and are not expected to drive when excessively tired or to take mobile telephone calls whilst at the wheel.

Arrangements for vehicle loading and unloading at our Head Office are agreed with our Office Manager and on site with Clients and Main Contractors.

### **3.16 Contractors**

We require our project specific Contractors to provide us with their written health and safety policy statement, risk assessments and method statements and follow their stated procedures at all times.

### **3.17 Welfare**

We ensure that welfare facilities are provided at all sites where our staff work.

### **3.18 Protecting the public**

We take the protection of others very seriously. We assess the likely effect of our work on other people and take the necessary control measures such as using signs and barriers etc. When working in occupied premises we also discuss our work with residents to reduce the inconvenience to them, such as carrying out our work at agreed times.

### **3.19 Fire and Emergency Procedures**

We have undertaken a fire risk assessment (as required by the Regulatory Reform (Fire Safety) Order 2005) for our own premises and comply with the fire precautions of sites and workplaces we visit.

The Foreman / Supervisor is responsible for ensuring that good fire precautions are followed on site.

### **3.20 First Aid Arrangements, Accident Investigation and Accident Reporting**

We comply with the Health and Safety (First Aid) Regulations 1981 as amended. Our vehicles carry a first aid kit and our staff have been briefed on basic first aid.

We enter the details of any accident that happens to our staff in the accident book for the site where it happened. In addition we will also record the details in our own accident book.

We investigate all accidents to identify whether we can improve our systems of work. We will also report to the authorities any injuries, diseases or dangerous occurrences that are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### **3.21 Health Surveillance**

Health surveillance will be initiated by Phil Anderson, General Manager when required and advice will be sought from a specialist Occupational Health Service Provider.

### **3.22 Display Screen Equipment (DSE)**

All DSE used by our employees is used in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended. All workstations are assessed using the HSE's 'VDU Workstation Checklist' and staff instructed on how to use the equipment safely. We provide eye tests and glasses specifically designed for DSE work if required. We monitor work patterns and where breaks do not occur naturally with sufficient regularity we ensure that they are taken to prevent the onset of fatigue.

### **3.23 Construction (Design and Management) Regulations 2007 (CDM)**

We are conversant with our responsibilities under the CDM Regulations.

We act in the capacity of a contractor and designer under these regulations.

We co-operate with the principal contractor, other contractors and duty holders under the Construction (Design and Management) Regulations 2007 (CDM) . We produce all necessary documentation, risk assessments and method statements etc, as required.

### **3.24 Monitoring and Improving Performance**

To ensure that our systems are being carried out and are effective, our Project Managers and Phil Anderson, General Manager carry out checks during site visits. Findings are discussed with the health and safety consultant if required and amendments are made to our systems of health and safety management as appropriate.

In addition, accidents are always investigated to see whether anything can be done to prevent a recurrence.

### **3.25 Further Information**

To discuss any aspect of this Health and Safety Policy Statement or for further information please call Emma Watts, General Manager Tel: 0208 424 8122.

**End**