



This is the health and safety policy statement of

<b>MIM ELECTRICAL SERVICES</b>
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341 Somercotes Hill. Somercotes. Alfreton. Derbyshire. DE55 4JX.

Our statement of general policy is: -

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction, and supervision to employees.
- To ensure all employees are competent to do their tasks and to provide adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

<b>Signed: -</b>	<b>Print names: -</b>
	M. Brown.

## **Overall Responsibilities.**

The overall and final responsibility for health and safety within MIM Electrical Services is that of M Brown.

Day to day responsibility for ensuring this policy is put into practice is held by M Brown. It is dependent on the work location.

To ensure health and safety standards are maintained and where appropriate are improved the following all have responsibilities.

### **Name.**

M Brown of MIM Electrical Services.

All employees have to: -

- Co-operate with supervisors and managers on health and safety matters and issues.
- Not to interfere with anything provided to safeguard theirs or others health and safety.
- Take reasonable care of their own health and safety and
- Report all health and safety concerns to the appropriate nominated person.

## **Health and Safety Risks Arising From Work Activities.**

Risk assessments will be undertaken by arrangements M Brown who may seek additional advice from external competent advisers.

The finding of the risk assessments will be reported to all employees and contractors who may be affected by the findings. They may also be brought to the attention of others that may be affected by our work tasks.

M Brown will approve action required to remove and/or control risks.

M Brown will also be responsible for ensuring the action required is implemented.

M Brown will check that the actions have been implemented and any risk removed or controlled.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **Consultation with Employees.**

Employee's representatives are to be agreed after consultation with the employed staff.

In order to comply with the current legislation a health and safety committee is to be established comprising an "open" membership from all or any staff - there are no barriers for inclusion.

We will follow the arrangements and meet the requirements made under the "Health and Safety (Consultation with Employees) Regulations 1996".

The partners are responsible for ensuring that a committee is formed a partner of "MIM Electrical Services" will be nominated as a chairperson.

The intention will be for the committee to meet every six months with any required additional meetings to be convened as required or necessary.

Minutes of meetings will be recorded and maintained, this will be the responsibility of the chairperson.

### **Appointed Safety Representatives.**

These are entitled to: -

1. Attend any or all of the safety committees meetings in their capacity as safety representative.
2. Represent any or all employees that they are asked to represent in consultation with external safety inspectors i.e. 'EHO' or 'HSE'.
3. Investigate any complaints made by any employee, relating to those employees' health, safety and welfare at work.
4. Make representation to senior managers, supervisors of "MIM Electrical Services" on matters relating to health, safety and welfare at work.
5. Make reasonable enquiries to external health and safety service providers on matters relating to health, safety and welfare at work.
6. Investigate potential hazards or occurrences in the workplace and whenever required and possible to assist in formal and in-formal investigations of serious accidents.
7. Complete inspections of the workplace providing - when required - written reports as required for dealing at safety committees.
8. Suggest amendments for alterations in policy developments.

"MIM Electrical Services" will not restrict or limit any employed person from making representation to senior managers, supervisors on matters relating to health, safety and welfare at work.

It must be recognised that on some occasions other priorities may have to be considered before dealing with any specific enquiry.

"MIM Electrical Services" will not restrict or limit any employed person from making reasonable enquiries to external health and safety service providers on matters relating to health, safety and welfare at work.

### **Safe Plant and Equipment.**

The responsible person - M Brown will all be responsible for identifying all equipment and plant owned by the partnership requiring maintenance.

The responsible person - M Brown will all be responsible for ensuring effective maintenance procedures are drawn up.

The responsible person - M Brown will all be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant or equipment should be reported to M Brown.

The responsible person - M Brown will check that new plant and equipment meets health and safety standards before it is purchased.

### **Safe Handling and Use of Substances.**

The responsible person - M Brown will all be responsible for identifying all substances that require a COSHH assessment.

The responsible person - M Brown will all be responsible for undertaking all COSHH assessments.

The responsible person - M Brown will all be responsible for ensuring that all actions and controls identified in the assessments are implemented.

The responsible person - M Brown will all be responsible for ensuring all relevant employees are informed about the COSHH assessments.

The responsible person - M Brown will all check that any new substances can be used safely before they are used.

Assessments will be reviewed annually or when the work activities change, whichever is the soonest.

### **Information, Instruction and Supervision.**

The health and safety law posters are displayed at the office location of "MIM Electrical Services". Leaflets, advice information and instruction is issued by M Brown.

Health and safety advice is available from Jeff Manion, MIOSH, MRSH, MIIRSM, MaPS of Grove Services (UK) Limited - Pegasus House, 13 Sunnyhill Road, London, SW16 2UG.

Supervision of young persons/trainees will be arranged by M Brown.

The responsible person - M Brown is responsible for ensuring that all our employees working at locations under the control of other employers are given relevant health and safety information.

### **Competency for Tasks and Training.**

M Brown, will provide induction training for all employees. Whether directly or indirectly employed.

M Brown, will provide job specific training.

Specific jobs requiring special training are: -

- Working with gas,
- Manual Handling,
- Works with legionella,
- Electricity,
- Asbestos awareness,
- Radiation.
- Noise.
- Pressure systems.
- Vibration.

Training records will be kept at the Somercotes Hill, Derbyshire location.

Training will be in the future identified, arranged and monitored by M Brown.

## **Accidents, First Aid and Work Related Ill Health.**

Health surveillance is required for employees completing the following works,

- Manual handling.
- Work with some substances.
- Substances causing dermatitis.

M Brown, will arrange health surveillance.

Health surveillance records will be kept at the Somercotes Hill Derbyshire location.

First aid boxes are kept at the Somercotes Hill Derbyshire location, the London office location and in company owned vehicles.

All incidents, accidents and cases of work-related ill health are to be recorded in the accident report book. The accident report book is kept at the Somercotes Hill, Derbyshire location.

The responsible person - M Brown is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring.**

To check our working conditions and ensure our safe working practices are being followed we will actively check the work place for signs or evidence of unsafe acts or shortcomings in working procedures.

We will also instruct Grove Services (UK) Limited to complete ad-hoc and unplanned safety inspections of the work place.

The responsible person - M Brown is responsible for investigating accidents.

The responsible person - M Brown is responsible for investigating work-related causes of sickness absence

The responsible person - M Brown is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency Procedures Fire and Evacuation.**

The responsible person - M Brown is responsible for ensuring fire risk assessment is undertaken and implemented.

Escape routes are checked weekly.

Fire extinguishers are maintained and checked at least once per annum.

Alarm system testing is completed weekly.

Emergency evacuation procedures will be planned to be completed annually on a formal basis.

### **Supporting Codes, Standards, Publications & Specifications**

We understand that there are various applicable health and safety legislation, that is necessary for compliance with our duties of care. Some are listed below, the list is not meant to be exhaustive.

#### **Act of Parliament.**

- Health and Safety at Work etc Act 1974

#### **Regulations.**

- Ionising Radiation Regulations.
- Control of Lead at Work Regulations.
- Safety Representatives and Safety Committees Regulations.
- Health and Safety Injuries (Procedure) Regulations.
- Social Security (Claims and Payments) Regulations.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).
- Highly Flammable Liquids and Liquefied Petroleum Gases Regulations.
- Construction (Head Protection) Regulations.
- Health and Safety (Safety Signs and Signals) Regulations.
- Management of Health and Safety at Work Regulations.
- Provision and Use of Work Equipment Regulations.
- Lifting Operations and Lifting Equipment Regulations.
- Manual Handling at Work Regulations.
- Workplace (Health, Safety and Welfare) Regulations.
- Construction (Health, Safety and Welfare) Regulations.
- Personal Protective Equipment at Work Regulations.
- Health and Safety (Display Screen Equipment) Regulations.
- The Control of Asbestos at Work (Amendment) Regulations.
- The Construction (Design and Management)(Amendment) Regulations (CDM).
- The Control of Substances Hazardous to Health Regulations.
- The Electricity at Work Regulations.

- The Noise at Work Regulations.