JENNINGS & BARRETT

Health, Safety & Environmental Guidance

Health, Safety & Environmental Guidance

Revision History

Revision history of the Health and Safety Manual. **To be updated by the Health & Safety Manager only.**

Revision	Description of update	Name	Date
1.0	Initial draft for review	Darren Osborne	30/07/2024
2.0	Addition of Electrical Safety and Minor Wording Updates	Darren Osborne	26/09/2024

Health, Safety & Environmental Guidance

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1. ORGANISATION

1.0 COMMUNICATION AND CONSULTANTION

We recognise that to achieve success in health and safety management, there needs to be effective communication up, down and across the organisation. Employees can experience an increase in morale, productivity and commitment if they are able to communicate up and down the communication chain. Contractors gain an improved understanding of project works and safety measures through good communication.

Jennings & Barrett employs multiple facilities to communicate with employees and the appointed workforce through:

- Pre-start up meetings
- Project meetings
- Subcontractor meetings
- Design workshops
- Quarterly meetings
- Company meetings
- Health & Safety Committee Meetings are also utilised

This is further supported through documentation including: construction phase plans, bulletins, safety alerts, inductions, toolbox talks and health and well-being campaigns.

2.0 DEMOLITION

Demolition is one of the most hazardous construction operations and is responsible for more deaths and major injuries than any other activity. Under the CDM Regulations 2015, all demolition work carried out by Jennings & Barrett requires a detailed written and approved plan to be in place before works are allowed to commence. The plan must take into account:

- Avoidance of premature collapse
- Protection of workers and members of the public from falls and falling materials
- Safe siting and use of plant, vehicles and other equipment
- Adequate control of dust and fumes
- Adequate protection from noise and vibration
- General protection of the environment
- Competence of the workforce to complete the demolition work
- A pre-demolition investigation/survey
- A complete knowledge of the type of structure, method of construction, structural condition and the presence of cellars or other underground storage facilities
- Identification of services (gas, electricity, water and telecommunications services) as these will need to be isolated or disconnected before demolition work begins. If this is not possible, pipes and cables must be labelled clearly so that they are not disturbed
- Knowledge of the presence of hazardous substances
- Knowledge and proximity and condition of adjacent structures, roadways, railways, rivers and canals

3.0 DISPLAY SCREEN EQUIPMENT (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 places a legal duty on Jennings & Barrett to carry out a DSE assessment on all workstations where the DSE is used in excess of one hour continuously at a time. This is achieved after the first month of a new starter joining the company where any issues are recorded, reported and acted upon.

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4.0 DRUGS AND ALCOHOL

The use of drugs and alcohol at work can reduce productivity, increase absenteeism, increase accidents at work and in some cases endanger the public. With this in mind, Jennings & Barrett operates a zero tolerance policy towards the use of drugs and alcohol whilst at work. If anyone is found to be under the influence of drugs or alcohol at work, then they can be asked to leave and could face disciplinary action.

However, Jennings & Barrett also recognises that some drugs are prescribed and controlled, however, they can also affect performance and pose a risk to colleagues. If any employee has been prescribed medication, then they have a duty to inform their Line Manager of any possible side effects.

5.0 DUST

Construction activities that contribute to air pollution include: land clearing, vehicle emissions, demolition, smoke, and working with toxic materials. All construction sites generate high levels of dust (typically from concrete, cement, wood, stone, silica) and this can carry for large distances over a long period of time. Construction dust is classified as PM10 - particulate matter less than 10 microns in diameter, invisible to the naked eye. PM10 penetrates deep into the lungs and can cause a wide range of health problems including respiratory illness, asthma, bronchitis and cancer. Below is a list of measures we undertake to prevent air pollution:

- Ensure materials are of the right size so less cutting or preparation is required on site
- Use silica free abrasives to reduce the risks when blasting
- Promote the use of less powerful tools
- Ensure all equipment has a local exhaust ventilation (LEV) fitted directly onto the tool
- Dampening down for all dusty works
- Enclose the work to stop dust escaping using sheeting or temporary screens
- Regularly clean hoarding, fencing, barriers and scaffolding using wet methods to prevent re-suspension of particulate
- Limit the number of people near dusty works and rotate those doing the task regularly
- Cover skips and trucks loaded with dusty materials
- Ensure all on-site materials are covered and stored in a suitable manner
- Only use vacuums on site that are fitted with either an H or M class extraction unit
- Ensure the site is regularly cleaned including roads and footpaths near the site entrance
- Ensure facilities are provided to remove dirt and other containments from wheels and footwear before leaving the site
- Use the correct Respiratory Protective Equipment (RPE) including face fit masks that have an Assigned Protection Factor (APF) of 20

6.0 ENFORCING AUTHORITIES

There are many Enforcing Authorities in the UK that are permitted to visit site, inspect the work and issue enforcement notices for a breach of legislation. These include:

- Health and Safety Executive
- Environment Agency
- Fire Authority
- Local Authority

If an Enforcing Authority visits a project, then you are to:

- Be polite, courteous and honest at all times
- Assist with facilitating the compiling of documentation
- Question any items that you don't understand or agree with
- Call **Jonian Duka** on **0203 598 9665** if you are going to be issued with a notice
- If issued with a notice, ensure you fully understand the breach of legislation
- Send documentation over to the Quality and Systems Manager
- Advise the following of any visits or notices (in this order)
    - Managing Director
    - Health & Safety Consultant
    - Quality & Systems Manager

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7.0 FIRST AID

People at work can suffer injuries or fall ill. It is important that they receive immediate attention and that an ambulance is called in serious cases. The Health and Safety (First Aid) Regulations 1981 requires Jennings & Barrett to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to people if they are injured or become ill atwork.

You must:

- Ensure you have a suitably stocked first aid box that is regularly checked
- Appointed first-aiders are trained
- Location of first aid box, eye wash stations and the identification of who the first-aiders are, is communicated to theworkforce

Guidance states that:

- For fewer than 5 people on site – at least one appointed person
- 5 – 50 people on site – at least one appointed first-aider
- More than 50 – one additional first-aider for every 50 people

8.0 HOUSEKEEPING

Jennings & Barrett expect all projects to be always kept clean and tidy. Good housekeeping not only promotes a positive working environment and leaves a good impression, but also reduces the chances of a fire starting or preventing escape routes from becoming blocked.

The following rules are to be applied to ensure good housekeeping practices:

- Set site rules and ensure they are followed (contractors must clear rubbish daily or more often)
- Provide facilities for storage of rubbish
- Ensure a designated storage area is clearly identified for materials
- Keep flammable rubbish in a closed-top
- Situate rubbish skips outside
- Store empty bulk fibre bags, sacks and wooden pallets in a safe place until they can be removed from site
- Ensure access and egress routes are clear of waste at all times

9.0 LONE WORKING

There is no general prohibition to employees working alone. However, it is obvious that lone workers may be exposed tospecial risks and that there is a need to address what special arrangements need to be made, to cope with those risks. Lone workers are those who work by themselves without close or direct supervision.

There are two major areas of risk for lone workers.

- The possibility of being unable to summon assistance if they have an accident or if they are incapacitated in some other way.
- Their vulnerability to violence.

The risk assessment carried out under The Management of Health and Safety at Work Regulations 1999, ought to properly examine the special circumstance of lone workers and the results of this assessment should be enforced.

The sorts of concerns, which should be examined in the risk assessment, are:

- What could go wrong?
- How serious might it be?
- Would the worker be able to summon help?
- How would you check that they are OK?
- Are they going to come across circumstances in which they will attempt to do something that requires two people?
- Are they mentally and physically suited to working alone?
- What instruction have they received?
- Is that instruction in writing?
- What training have they received?
- How are you going to supervise them?
- What first aid arrangements should be made?

At the induction stage for any new starter, Jennings & Barrett will check that lone workers have no medical conditions which make them unsuitable for working alone.

Although lone workers cannot be subject to constant supervision, it is still our duty to ensure their health and safety at work. Procedures will need to be put in place to monitor lone workers so they remain safe.

These may include:

- Supervisor's periodically visiting and observing people working alone.
- Regular contact between the lone worker and supervision using either a telephone or radio.
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff; other devices designed to raise the alarm in the event of an emergency, and which are operated manually or automatically by the absence of activity.
- Checks that a lone worker has returned to their base or home on completion of a task.

10.0 NOISE

The Control of Noise at Work Regulations 2006 was brought in to ensure that workers hearing is protected fromexcessive noise at their place of work which could cause them to lose their hearing and/or to suffer from tinnitus.

By law, we must:

- Assess the risks from noise at work
- Take action to reduce the noise exposure that produces the risk
- Provide hearing protection if we cannot reduce the noise exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide information, instruction and training
- Carry out health surveillance where there is a risk to health
- Add provision of sound meters on site to monitor

The regulations require us to take specific action at certain action values. These relate to:

- The levels of exposure to noise averaged over a working day or week
- The maximum noise (peak sound pressure) to which the workforce are exposed in a working day

	Lower exposure action value (decibels)	Upper exposure action value (decibels)
Daily or weekly personal noise exposure	80	85
Peak sound pressure	135	137

When noisy works are to take place the risk assessment should:

- Identify where there may be a risk from noise and who is likely to be affected
- Contain a reliable estimate of the workers exposures and compare the exposure with the exposure action values and limit values
- Identify what needs to be done to comply with the law, e.g. whether noise-control measures or hearing protection are needed and if so what type

To reduce the risk of noise damaging the hearing you should firstly apply these measures:

- Remove the source of the noise altogether
- Use quieter equipment
- Use engineering controls to reduce, at source, the noise produced
- Use screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed
- Design the layout to create quiet workstations
- Limit the time people spend in noisy areas
- Issue PPE

Where a noise problem is known to exist, or is suspected, then a noise assessment should be carried out. Such assessments should only be carried out by competent personnel familiar with the operation of, and evaluation of results from a suitable noise meter.

11.0 OCCUPATIONAL HEALTH

Occupational health refers to all health problems in the work environment. The term covers health problems workers bring to the workplace, as well as health issues caused or made worse by work. It covers serious and fatal diseases, physical effects on skin, breathing, hearing, mobility and functioning, and psychological effects on mental wellbeing. Effects may be immediate and visible but are more often unseen and take a long time to develop, so vigilance and monitoring can be key to identifying problems. Some effects can be cured if diagnosed early; many can only be prevented from getting worse. Of course, some diseases are terminal.

In construction, there are many dangers that can harm our workers. By law, we must eliminate, prevent or control the risks. Key hazards include:

- Physical – noise, vibration, chemicals, machinery
- Psychological – stress, bullying, anxiety
- Social – lone or team working

Priority must be given for:

- Respiratory diseases e.g. asthma and chronic obstructive pulmonary disease
- Skin diseases – e.g. dermatitis
- Asbestos-related disease
- Cancers
- Noise induced hearing damage
- Hand-arm vibration syndrome
- Musculoskeletal disease
- Stress

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To ensure the health of employees at work, suitable and sufficient risk assessments shall be completed identifying, in particular, any residual health risks that would require health surveillance and/or screening. These assessments would under normal circumstances be carried out in line with the standard risk assessment procedure

The benefits of occupational health can be: reduction in sickness and absence, decrease of staff turnover, reduced work related illness and injuries, increased compliance with legislation, reduction in medical and insurance claims, reduction in overall employee risks costs and liabilities

As part of Jennings & Barret's on-going diversity monitoring process, all new employees are asked to complete a diversity and equality questionnaire. Although they are not obliged to disclose personal information relating to health or a disability, it is encouraged so we are able to make reasonable adjustments to assist the employee reach their full potential. Our on-boarding process is strictly confidential.

12.0 SAFETY SIGNS

The Health and Safety (Safety Signs and Signals) Regulations 1996 came into force in April 1996. The Regulations require employers to ensure that safety signs are provided and maintained in circumstances where there is a significant risk to the health and safety that has not been removed or controlled by other methods.

In determining where and when to use safety signs, you must take into account the results of the risk assessment. When the control measures from the risk assessment have been put into place, there may be a significant 'residual' risk such that employees must be warned of any further control measures necessary. Safety signs should be used if they will help to reduce this residual risk. The signs below are to be used when it is necessary to convey a relevant message of information.

				
Prohibition sign (prohibiting behavior likely to increase or cause danger)	**Warning sign** (a sign giving warning of a hazard or danger)	**Mandatory sign** (a sign prescribing specific behavior)	**Information sign** (a sign giving information on emergency exits, first aid or rescue facilities)	**Fire safety sign** (Provides information on the locations of firefighting equipment)

All safety signs must be properly maintained so that they are capable of performing the function for which they are intended. Routine cleaning of signboards to regular checks of illuminated signs and testing of acoustic signals to see that they work properly are part of the maintenance regime. All safety signs must maintain their intrinsic features under power failure – either from emergency lighting or phosphorescent material.

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Warning signs – chemical labelling

 Gas under pressure	 Explosive	 Oxidising
 Flammable	 Corrosive	 Health hazard
 Acute toxicity	 Serious health hazards	 Hazardous to the environment

All emergency exits and any exits not in normal use should be clearly indicated so that people know there are additional ways to leave. Make sure the fire exit sign is displayed above the exit opening or, if this is not possible, choose a position where the sign can be clearly seen and is least likely to be obstructed or obscured by smoke.

Where an exit cannot be seen or where a person escaping may be in doubt about the location of an exit, fire exit signs including directional arrows are appropriate at suitable points along the escape route. If the level of natural lights is poor, then adequate illumination will be required.

13.0 SAFE USE OF MOBILE PHONES

Mobile phones can only be used in the designated areas and NOT on active floors or whilst driving. Anyone found using a mobile device shall be issued with an improvement notice Safety Prohibition/Improvement Notice and asked to attend a further company induction. If the operative is found to continue using their mobile device then they will not be considered for future work.

14.0 SITE RULES

These site rules are designed to ensure a safe working environment for all site personnel, and others affected by the works, and also to ensure that inconvenience caused to occupants, staff & visitors, is kept to a minimum.

1. The working hours are Monday to Friday 0800 - 1700 (these hours may be subject to change). Work outside of these times can only be carried out by prior arrangement with the Building Manager

2. Minimum PPE requirements for the project are to be adhered to at all times, and are hard hat, hi-vis vest, safety boots (Additional PPE may be required as part of the risk assessment, and must also be worn)

3. No work may be carried out unless you have attended a building induction and a competent supervisor is on site

4. On arrival on site, you must sign in the attendance register, held by the Building Manager. On leaving site you must sign out.

5. Materials that are the property of the staff, and visitors, or of Jennings & Barrett, or of any other contractor, may not be removed from site without the express permission of Jennings & Barrett's Building Manager. Persons found in possession of such materials will be subject to instant dismissal and/or prosecution

6. Noise will be kept to a minimum. No radios, CD players, or similar are allowed on site, please refrain from shouting, singing or whistling. No noisy work must be carried out before 10.00hrs or after 17.00hrs Monday to Friday. If asked to stop because of noise you must do so and report to your Building Manager

7. A dress code exists on site, trousers, shirts and fluorescent tabards will be worn at all times. Shorts are not permitted, and tops must be worn at all times

8. Fighting, horseplay practical jokes are not permitted. You are required to treat those involved in the project and members of the public with courtesy and respect all times

9. All accidents, incidents and near misses must be reported to the Jennings & Barrett Building Manager and fire emergency plans adhered to

10. No one should interfere with, alter or remove working at height safety features, scaffolding components or boards. If there is a problem, raise it withthe Site Manager.

11. Welfare facilities (where applicable) are to be kept clean and tidy at all times

12. Do not leave materials or tools unattended and clear the site at the end of the day ensuring all materials, tools and equipment are stored in a safe manner and waste is removed

13. Alcohol and the use of illegal substances are prohibited on this site. Any person under the influence of these items will be instructed to leave site and not return. Smoking is not allowed on site including e-cigs

14. Ensure all access and fire exit routes are maintained and kept clear of materials

15. Only carry out only the task and use plant/equipment for which you are trained and employed

16. No hot work (cutting or welding) shall be carried out without first obtaining a hot works permit. All hot work must cease 1 hour before the end of each shift and a check made of work area before leaving site.

15.0 SLIPS AND TRIPS

Slips and trips are the most common cause of injury at work. The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Workplace Regulations 1992 requires employees to assess the risk, implement control measures and require floors to be suitable, in a good condition and free from obstructions.

To prevent people from slips and trips you should:

- Clean up spillages or make arrangement for it to be cleaned
- Report any damaged floors or mats
- Keep the workplace tidy
- Ensure appropriate lighting is in place across the project
- Remove items from the floor where someone could trip over them
- Wear appropriate footwear
- Tell someone if you think a work situation is dangerous or if you notice that something has gone wrong with the health and safety arrangements
- Use sky hooks at every available opportunity

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16.0 TRAINING
Jennings & Barrett recognises that the provision of information and training for employees will develop their awareness and understanding of the specific hazards and risks associated with their jobs.

On the first day of employment all new starters attend a company induction that includes:

- Office logistics and IT systems
- Human Resources
- Health, Safety and Environment

It is Jennings & Barrett policy that all persons appointed to work on site must have sufficient training to carry out tasks:

- Asbestos Awareness
- First Aid
- Fire Marshal
- Lone Working (RA)

It is a mandatory requirement for all Jennings & Barrett Directors to attend a Directors Responsibility for Health and Safety course.

All Self-employed (CIS4), Sub Contractors or Agency personnel working in a supervisory role on a Jennings & Barrett site for up to a two month period, will in addition to being given a site induction, require a two day safety awareness certificate. They will be trained in First Aid, and also be trained in fire awareness and the use of portable firefighting equipment.

Where any of the above, work on a Jennings & Barrett project in excess of two months, they must attend the Jennings & Barret Health, Safety and Environmental Induction. They must also be considered for any specialist safety training required to allow them to comply with duties imposed on them by current legislation or Jennings & Barrett safety procedures.

On site, all contractors at the induction stage must be able to provide evidence of their competence before being allowed to commence work.

17.0 WORKING AT HEIGHT
The purpose of the Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height. The Regulation has no minimum height requirement for work at height. They include all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. This is regardless of the work equipment being used, the duration of the work at height involved or the height at which the work is performed.

At the centre of the Regulations, we are expected to apply a three-stage hierarchy to all work which is to be carried out at height:

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1. Work is not carried out at height when it is reasonably practicable to carry the work out safely other than at height
2. Take suitable and sufficient measures to prevent, so far as reasonably practicable any person falling a distance liable to cause injury (e.g. use of guard rails)
3. Take suitable and sufficient measures to minimise the distance and consequences of a fall (e.g. airbags or safety nets)

Working at height can include the following activities:

- Working on a scaffold or MEWP
- Using cradles or ropes to gain access
- Working on the back of a lorry
- Climbing permanent structures such as gantries
- Working from podiums or similar low level access equipment
- Working from ladders and step ladders
- Working close to excavations or other openings

When selecting the right access equipment, visit the Health and Safety Executive's Work at height Access equipment Information Toolkit http://www.hse.gov.uk/work-at-height/wait/index.htm

Erection of Structures
Planning for the safe erection of structures is to be considered at the early stages of design. The essential items for consideration during design are to include:

- The stability of the assembled structure, individually assembled portions and single components, during all stages of erection
- The effect of the erection sequence on the stability
- Assessment of the loadings at all stages of the erection
- The provision of safe access and safe working places
- Ease of connecting the components
- Safe handling, lifting, storing, stacking and transportation of the components, taking into consideration their size, weight and lifting points

The design specifications are to include particular requirements and essential information for the erection to be planned and executed in a safe manner.

The provision of hard standing ground is an important aid to safe erection. This is to be suitable for mobile access equipment and cranes.

The hazardous site features are to be taken into consideration, when planning the erection. These hazards may include:

- Overhead electrical power lines
- Buried services, including underground gas pipes, electric cables, water mains, telephone cables, etc.
- Restricted space for the erection or manoeuvring of materials
- Restricted access to the site, due to road widths, weight restrictions, etc.
- The weight bearing capacity of the ground on which the structure is to stand
- The proximity and condition of adjacent structures
- The effect of the general public
- The activities of other contractors on site

A method statement, setting out the proposed schedule and method of erection, will be developed before erection. The extent of the detail given will depend on the size of the structure and the complexity of the work.

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Ladders / Step Ladders
Ladders are only to be used as a place of work “where it is reasonable to do so”. That is to say, only after a risk assessment has been carried out and the findings of that risk assessment allow use as a safe place of work. As a rule ladders should not be used as a working platform for any work which is:

- Longer than 30 mins in duration
- Which involves using percussion tools
- Which involves stretching or reaching which could cause an overbalance
- Where it would be possible to use a more stable platform

When Ladders are used the following rules should be applied:

- Ladders are to be of good construction, of suitable and sound material, of adequate strength with regard to the task they are to perform and are to be properly maintained
- Only one person at a time is permitted to be on a ladder
- The top of the ladder is to project above the landing to provide a handhold for those using the ladder unless there is another sufficient handhold
- The correct slope for a ladder is an angle of approximately 75o to the horizontal, i.e. one metre out for every four metres of height
- Ladders standing on a base are to be securely fixed near to their upper resting place. If this is not possible, they are to be secured near their lower end. Lashing or clamping each stile to a secure anchorage can normally achieve this.
- If there is no other means of securing the ladder, then it must either be footed by a second person or a proprietarybrand of ladder securing device used
- There are three standard types of ladder/step ladder. Each type has been designed to be used under different weight loadings. These are:

CLASSIFICATION	DUTY RATING	MAXIMUM LOAD	APPLICATION	SYMBOL
Class 1	130KG	175KG	Industrial	
Class EN131	115KG	150KG	Commercial	
Class 3	95KG	125KG	Domestic	

- Under no circumstances are domestic quality ladders to be used in the workplace
- Metal ladders are not to be used for any work on electrical installations or any work near live electrical apparatus

A ladder inspection is to be carried out each week and recorded on TMP-HSE-0048 Weekly Ladder/ Step Ladder/ Podium Inspection. The inspection should cover the following:

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- Timber ladders -cracks, splits, splintering, warping or bruising of the timber, Wooden stiles or sides and wooden rungs are to have the grain running along the length of the member
- Metal ladders - mechanical damage
- Rungs for signs of movement or undue wear. Missing rungs or defective rungs are not acceptable
- Wedges and tie rods for tightness. Metal reinforcing ties if the tenon joints are not secured by wedges. The ties are to be below the rungs when the ladder is in use
- Rungs are to be properly fixed and jointed into the stiles and are not to rely solely on being held in place by nails, screws, etc.
- Feet for splitting and fraying. Timber or metal inserts on metal ladders for wear and position
- Ropes for wear, fittings for security and pulleys for ease of operation

Before a ladder / stepladder is allowed to be used on site, TMP-HSE-0019 Permit to Work Ladder/ Step Ladder mustbe in place.

Pecos / Podiums / Low Level Access Equipment

Jennings & Barrett has identified Peco access equipment as the most suitable type of equipment for low level work. If Peco equipment is unavailable then podiums are to be used. The following arrangements must be in place when using low level access equipment:

- Only used on level, firm and stable ground
- Erected by trained (PASMA) and experienced people who will follow the manufacturer's instructions
- Diagonal bracing and stabilisers should always be used
- Access ladders must be fitted to the narrowest side of the tower or inside the tower
- All wheels must be locked whilst work is in progress and all persons must vacate the tower before it is moved
- All operatives using the tower are instructed in their safe use and movement
- Outriggers or stabilisers must be extended
- Working platform is fully boarded, fitted with guard rails and toe boards
- Persons using the tower do not over-reach
- Visually inspected before use
- Thorough inspection carried out annually

All those involved in working at, or supervising, work at height must receive suitable information, instruction and training.

Only podiums fitted with non-slip pads on at least two legs will be allowed on sites. Podiums, which allow an operative to move the tower whilst loaded, are expressly forbidden on sites

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Mobile Elevated Working Platforms (MEWPs)
The most significant MEWP dangers arise from operation and use of the machine rather than from their movement as a site vehicle. The most fatal and serious injuries involving MEWPs arise from:

- Entrapment: operator trapped between part of the basket and a fixed structure, e.g. when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens, they may not be able to stop the machine running;
- Overturning: the machine may overturn throwing the operator from the basket;
- Falling: an operator may fall from the basket during work activities; and
- Collision: the vehicle may collide with pedestrians, overhead cables or nearby vehicles.
- These hazards should be identified within a risk assessment and suitable control measures put in place

To control the risk of injury the following precautions should be carried out:

- Brief operators on the dangers, and the safe system of work to be followed. If there are overhead structures against which an operator could be trapped and then pushed onto the MEWP controls, consider selecting a MEWP that has been designed to prevent such accidental contact.
- Keeping the platform tidy
- The platform should be used on firm and level ground
- Outriggers must be extended and chocked before raising the platform
- Make sure the work platform is fitted with effective guard rails and toe boards
- If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier
- Barrier off the area around the platform so that falling tools or objects do not strike people below
- Set a maximum safe wind speed for operation. Inspect the platform before use after severe weather
- If used to install materials check the weight and dimensions of materials and consider any manual handling and load distribution issues
- Do not operate a MEWP close to overhead cables or other dangerous machinery or allow any part of the arm to protrude into a traffic route
- MEWP to only be used by operator who have attended a recognised operator training course and received a certificate, card or ‘license’, listing the categories of MEWP the bearer is trained to operate (IPAF)
- Establish a programme of daily visual checks, regular inspections and servicing schedules
- A thorough examination of the MEWP at least every six months by a competent person

Scaffold Towers
The British Standard for scaffold towers is BS1139: Part 3: 1994 "Metal Scaffolding: Specification for prefabricated mobile access and working towers" (known in Europe as HD1004) and applies to INDUSTRIAL duty towers.

Both the Health & Safety Regulations and BS1139 require Mobile towers to have:

- Some form of ladder access to the platform (either vertical ladders or inclined)
- A trapdoor platform for safe access from the ladder
- Toe boards fitted around all working platforms
- Stabilisers or outriggers fitted where necessary to guard against overturning
- Double-height guardrails at each platform level

The Towers are never to be moved with men or materials on the platform and are only to be moved by applying force at or near the base of the tower. All holes, ducts, pits or gratings near the tower, are to be securely covered prior to movement being carried out. If towers fitted with outriggers are to be moved regularly, it is advisable that the outriggers should also be fitted with castors. When erecting towers, the components below should be checked to see that they are in good condition and are compatible:

- Castors - to see that the castor housing and wheel are not damaged, that the wheel and swivels rotate freely and that the brake is effective
- Adjustable legs - to see that they are not bent, or threads damaged, threads are free from debris and clean, and that the device fitted to stop the leg falling out is functioning
- Frames - to see that the members are straight and undamaged, that they are free from extraneous material such as concrete. Spigots are to be straight and parallel with the axis of the column tube and locking devices functioning correctly
- Braces, stairways and ladders - to see that they are straight and undamaged and locking hook mechanisms are functioning correctly
- Platforms - to see that they are undamaged and the frames true and square. Plywood decks are not split or warped and are fixed firmly to the frames, where toe boards incorporate clips or fittings, that these are undamaged
- Ancillary parts, such as outriggers and stabilisers – to see they are undamaged and function correctly

After the tower has been erected the following checks must be made before it is used:

- It is level and square and that the horizontal braces and platforms are level
- Outriggers or stabilisers are correctly positioned and secure
- Base plates or castors are fully in contact with the ground and castors are properly locked
- Spigot and socket joints are secure
- Bracing members have been located in accordance with the manufacturer's instructions
- Guard-rails and toe boards are in position
- Access stairways and ladders are in position and correctly secured
- The ground is clear of obstructions, potholes and overhead obstructions

Scaffold towers must be inspected every week and a scaff-tag attached to demonstrate compliance.

Fixed Scaffolds

- Scaffolding must only be erected and dismantled by a competent person (CISRS)
- Plans must be written for complex scaffolds
- Scaffold must be designed to carry all the required loads and use only sound fittings and materials
- Adequate toe-boards, guard-rails and intermediate rails are fitted
- Top guard-rail is kept to a minimum of 950mm above the working platform
- Any gap between the top rail and intermediate rail must not exceed 470mm
- Appropriate bay lengths and widths, bracing and tie-in arrangements should be used together with edge and stop-end protection
- Scaffold must rest on a stable surface
- Scaffold must have safe access and egress
- Scaffold must be maintained and cleaned
- Scaffold should be properly braced and secured to the structure
- Never overload the scaffold
- Lower-level uprights should be prominently marked with red and white stripes
- Protect the public

For putlog scaffolds, all previously stated safety requirements apply as well as, the putlog ends which must be properly flattened and should be fully inserted and securely bedded into well-constructed brickwork. It is recommended that a putlog scaffold should not exceed 45m in height.

Before accepting a scaffold erected by a specialist scaffolding sub-contractor for use, you must check the scaffold(F)020 Weekly Scaffold and or Excavation Inspection and obtain a handing-over certificate.
Any scaffold that is being erected, altered or dismantled or otherwise not suitable for use by employees, must have a warning notice erected stating they must not be used. All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

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Scaffold Hoists
All scaffold hoists must:

- Be thoroughly examined and tested after erection, substantial alteration or repair and at 6-month intervals
- Be regularly inspected on a weekly basis and recorded
- Be positioned on firm and stable ground
- Be erected by trained and experienced people who will follow the manufacturers instructions and ensure that it is properly secured to the supporting structure
- Be operated by an operator who is properly trained and competent
- Be properly protected at either end
- Be marked with its safe working load and its control functions
- Have gates at all landings and at ground level
- Have enclosed at places where people might be struck
- Be fenced wherever people could fall down it
- Be used properly to ensure gates at landings are kept closed except during loading and unloading and they should be secure and not free to swing
- Have edges of the hoist platform and the landing to be as close together as possible so that there is no significant gap between for debris to fall through
- Have its safe working load clearly marked

Fall Arrest Equipment
The 3 most common types of fall arrest equipment are safety harnesses, safety nets and air bags.

Safety harnesses should only be used alone when conventional protection, using guard rails, is no longer practicable. Such conditions occur when it is possible to fall 2m or more from an open edge. If using a safety harness, you must consider:

- The length of the fall only is reduced by a safety harness
- Lanyards are fitted with shock absorbers to reduce the effect of the shock loading and are always attached above the worker whenever possible
- The worker is attached to a secure anchorage point before they move into an unsafe position
- Only specified trained and competent workers attach lanyards to anchorage points and work in safety harnesses
- Pre-use checks are undertaken by the user at the beginning of each shift to check there are no visible defects
- A detailed inspection undertaken and recorded at least every 6 months however for frequently used equipment. This should be increased to at least every 3 months

Safety nets are used to arrest falls of people, tools and materials from height, but competent installation is essential. Nets should be positioned so that workers will not fall more than 2m in case they hit the ground or other obstructions. If using a safety net, you must ensure that:

- Only nets that comply with the British Standard are used on site
- All nets are tested annually for UV degradation
- Only competent workers repair nets
- Records of all nets are kept up to date
- Only competent safety net riggers install nets on site
- A handover certificate for all installed nets is completed by the rigger
- All nets are inspected every week or after adverse weather conditions
- Damage to the net is reported to the installers
- Unauthorised alterations to the net are not made

Air bags are used when it is not possible or practical to use safety nets. When air bags are used, it is important to ensure that the bags are of sufficient strength and the air pressure high enough to ensure that any falling person does not make contact with the ground.

Health, Safety & Environmental Guidance

Emergency procedures
There is a legal requirement to plan for emergencies and rescue when there is working at height. The rescue plan should consider:

- The safety of the persons undertaking or assisting with the rescue
- The anchor points to be used for the rescue equipment
- The suitability of equipment that has already arrested the fall of the person for use during the rescue
- The method that will be used to attach the person to the rescue system
- The direction in which the person needs to be moved to get them to the point of safety
- The possible needs of the person after the rescue, including first-aid

Roof Work
Before any roof work is started, a risk assessment must be undertaken. This should include an assessment of the structural integrity of the roof and the methods to be used to repair the roof and a COSHH Assessment of any hazardous substances to be used. Only competent and trained workers should be employed for roof work and any equipment used is suitable for the job. (F)017 Access Permit to Work must be completed and issued to the Jennings & Barrett project team before work can commence on the roof.

When working of roofs, you must consider:

- The provision of safe access to the roof, the use of crawling boards (mandatory when work on fragile roofing materials cannot be avoided), the provision of safety harnesses, edge protection and toe boards
- Roof battens checked to ensure they provide safe hand and footholds
- The perimeter of the roof requiring a two-rail scaffold guard rail fitting
- Protection of the leading edge
- Access to the area immediately below the work is restricted using suitable barriers, netting, safety signs and safety helmets
- Fragile roof lights, voids, overhead obstructions and services
- Walkways for the passage of people and materials are a minimum of 600mm wide and protected with double guard rails and toe boards on the exposed edge
- Transporting materials to and from the working area
- The stacking of materials to ensure they are securely tied down when not required
- Good housekeeping practices
- Openings are protected with guard rails or have some form of temporary covers fitted
- Ladders are securely tied as close as possible to the working area and extend 1m above the roof level

NO LONE WORKING PERMITTED WHEN WORKING ON ROOF STRUCTURES

Protection of Others
Members of the public must be protected at all stages and at all times of day and night. Scaffolds must be made very visible by painting standards with red and white stripes, masking couplers and using warning signs, good illumination at night and barriers and other means of safe passage.

Working Over or Near Water
Where construction work takes place over water, steps must be taken to prevent people falling into the water and rescue equipment must be available at all times. The Construction (Design and Management) Regulations 2015 covers any work where there is a risk to operatives of drowning.

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At the planning stage of any work over or beside water we will consider:

- Provision of suitable fencing to ensure that persons do not fall into the water
- Provision of life jackets, buoyancy aids and grab lines
- Provision of rescue equipment, lifebelts, harnesses, safety lines and in some cases, a rescue boat
- Provision of rescue teams and procedures
- Protection of the safety of the public, especially children
- Security measures to prevent the theft of rescue equipment and boats outside working hours
- Weather, tides and flooding conditions
- All opening, drains and vats must be covered
- Barriers, fencing and rescue equipment is provided before any works commence
- Rescue equipment is checked regularly and that any defective equipment is repaired or replaced
- Additional health hazards such as leptospirosis and tetanus

Health, Safety & Environmental Guidance

Appendix A.

Electrical Safety Policy.
In line with current HSE Electricity at Work: Safe Working Practices (HSG 85)

1. Purpose

This section forms part of Jennings & Barrett's safety procedures and details the policy for safe work procedures relating to electrical services, and equipment installation works within the Clients premises.

2. Legislation/Guidance

2.1 The Electricity at work regulations 1989

The Electricity at work regulations 1989 requires every employer to comply with the provisions of the regulations in so far as they relate to matters which are within his control and in particular;

- All systems shall at all times be of such construction as may be necessary to prevent danger, so far as is reasonably practicable.
- All systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger.
- Every work activity, including operation, use and maintenance of a system and work near a system shall be carried out in such a manner as not to give rise so far as is reasonable practicable to danger.
- Any equipment provided under these regulations for the purpose of protecting persons at work on or near electrical equipment shall be suitable for the use for which it is provided and be maintained in a condition suitable for that use and be properly used**.**

2.2 IEE Wiring Regulations

BSS 7671: Latest edition IEE wiring regulations.

3. Definitions

Electrical equipment is defined as anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy**.**

Live means that the equipment in question is at a voltage, by being connected to a source of electricity as for example in normal use. This implies that unless otherwise stated, the live parts are exposed so that they can be touched either directly or indirectly by means of some conducting object and that they are either live at a dangerous potential in dry conditions; or at a dangerous energy level**.**

Charged means that the item has acquired a charge either because it is live or because it has become charged by other means such as by static or induction charging, or has retained or regained a charge due to capacitance effects even though it may be disconnected from the rest of the system.

Dead means not electrically 'live' or 'charged'.

Disconnected is used to describe equipment or a part of an electrical system which is not connected to any source of electrical energy.

Isolated is used to indicate equipment or part of an electrical system which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure, and cannot be re-energised accidentally or inadvertently.

Low Voltage is regarded as a voltage exceeding 50v a.c. or 120v ripple free d.c. between conductors or earth but not exceeding 1000v a.c. or 1500v d.c. between conductors or 600v a.c. or 900 d.c. between any conductors and earth.

High Voltage is regarded internationally as being in excess of 1000 volts a.c. - however certain precautions have been applied in the UK to systems energised at over 650 volts. To maintain the same degree of safety this guidance uses the term 'high voltage' where the voltage exceeds 650 volts a.c.

4. Qualified Personnel

4.1 Authorised persons (Electrical).

Authorised persons (Electrical) are employees of Jennings & Barrett Limited who have been approved by the Authorising Engineer or Project Manager for works to be carried out on electrical services from the point of supply.

4.2 Competent Persons (Electrical).

Competent persons (Electrical) are employees of Jennings & Barrett Limited who are trained as electricians & are experienced in relevant electrical works in accordance with the Electricity at Work Regulations (1989).

5. Permit to Work

5.1 The following works carried out on electrical equipment located on the premises may be subject to a permit-to-work.

- Switching off any switch fuse, distribution board, or mains circuit board that may affect safety of critical systems, and the safety of persons working on or visiting the site or premises;
- Work on live electrical apparatus;
- Work on electrical distribution systems that need the installed safety systems/barriers removing;
- Work on electrical distribution system that expose personnel to shock hazards;
- Work on remote & automatically controlled low voltage switchgear.
- Work on any earthing whilst the supply is still live;

All permits to work for work on electrical equipment shall be issued in accordance with Jennings & Barrett Limited policies and procedures.

6. General Electrical Work

A permit to work is not required for the following work if it is carried out by a competent person (electrical) or authorised contractor;

- Isolation of electrical distribution systems & equipment to make them safe.
- Replacement of electrical outlets, fittings, equipment & fuses where the supply has been made safe.
- Installation of new electrical fittings, outlets & equipment.

The replacement of electrical lamps may be carried out by semi-skilled operatives under the guidance of a competent person (Electrical).

Lamps shall be disposed of in accordance with the latest environmental codes of practice.

The disposal of all redundant equipment recycled wherever possible or disposed of in a proper manner & in accordance with the latest environment codes of practice.

7. Safe Systems of Work

All work carried out on electrical equipment, including work carried out by authorised contractors shall be subject to a risk assessment.

The results of all risk assessments for work on electrical equipment shall be documented and shall include a detailed method statement that documents:

- The steps that will be taken to ensure or verify that there is adequate working space, adequate means of access, and adequate lighting at all electrical equipment on or near which work is being undertaken.
- The means by which the electrical equipment to be worked on shall be disconnected from every source of electrical energy.
- The steps that will be taken to ensure that electrical equipment to be worked on has been made dead/isolated**.**
- The precautions that will be taken to prevent electrical equipment, which has been made dead/isolated, from becoming electrically charged during that work.
- The personal safety equipment & tools that shall be required to prevent injury.
- The action to be taken to segregate the work area including warning notices as required.
- The inspections & tests required on completion of the work.
- The action required to return the low voltage electrical equipment to service.
- That information if any must be included on record drawings.

7.3 Authorised persons (Electrical) shall ensure that all work carried out on electrical equipment is undertaken by a competent person (Electrical) or an authorised contractor.

A person shall be deemed competent to work on electrical equipment if they:

- Have a recognised qualification in electrical installation.
- Have sufficient training & experience in the type of work involved to undertake the work in accordance with the current best practices, to the standards required by legislation, and are able to apply this to the tasks required.
- Recognise the limitations of their own knowledge & experience.
- Understand the principles of risk assessments & risk prevention.

8. Planning Work on Electrical Equipment

All work on electrical equipment shall be planned in advance, when planning work the following factors shall be considered:

- The work to be done.
- The hazards of the system or equipment to be worked on.
- The people doing the work & the level of supervision necessary. The precautions to be taken.
- The system of work to be employed.

It is recognised that further review of the ongoing project may be necessary due to unforeseen circumstances or changes to the scope of works and the environment.

8.2 All work on electrical equipment that may have an effect clinical or critical safety shall be notified in advance, any such notifications shall set out:

- The work to be carried out.
- The effect that it will have.
- The duration of the work.

Authorised persons (Electrical) shall ensure that notification is sent to the Client, the Construction Team, or any specialist contractor who may be affected by the work.

9. Procedure for Safe Isolation

The following procedure is to be followed to allow the control and notification of any Electrical Circuit Isolation, and enable Safe System of Work on electrical circuits to be adopted on all Jennings & Barrett Ltd sites.

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In order to carry out the required electrical works in a safe and controlled manner the following steps shall be followed:

As part of the standard personal toolkit you will need the following equipment for your personal safety and to carry out the safe isolation procedure correctly.

- Lock off kits will be required i.e. a purpose made device(s) for circuit breakers and a padlock.

- Voltage tester suitable for insulated cables.
- Clamp meter.

THE FOLLOWING ELEMENTS MUST BE CHECKED IMMEDIATELY PRIOR TO USE AND DIRECTLY AFTER ON A KNOWN LIVE CURRENT CARRYING SOURCE

- All electrical works will be in line with the design information submitted by the consultants for the project.
- All associated circuits will be tested & their source located.
- Other dependent equipment will be identified in order to ensure there is no impact on the Clients operation, temporary or alternative feeds will be arranged to suit as necessary.
- If this is not possible and if working in occupied premises – warn people that electrical supplies may be lost and that lighting may go out, suggest people save files on computers, and stop any machinery /equipment they may be operating.

Subject to prior agreement with the Site Management Team, the circuits will be isolated in the following manner.

- The individual circuits will be identified, tested, isolated and disconnected or padlocked in the off position using manufactures individual MCB locking devices.
- If the relevant breaker cannot be disconnected or locked off the distribution board door should be locked.
- If any off the above locking procedure cannot be achieved then the switch room door will be locked!

In all cases keys “MUST” be proven to be the only key for the isolating lock and will be held by the Jennings & Barrett Ltd engineer carrying out the work.

In the case of multiple unlockable MCB’s being worked on by multiple engineers, or more than one lock sharing a key, then the distribution board/switch room isolating lock key, or the shared key will be held by the Jennings & Barrett Ltd engineer appointed to manage and carryout the safe isolation, who will be solely responsible for the isolation and re-energisation of circuits (where required) for the whole site. In this instance, all work must cease whilst a circuit is re-energised and all “dead” circuits re verified as “dead” before work can recommence.

Where circuits are wired in single core cables it may be harder to identify the correct neutral conductor for the circuit especially if the original installation cables do not have ferruled identification numbers, the following procedure should be used to check / prove the neutral conductor for a specific circuit:

- Re-energise the circuit.
- Using a clamp meter check the loading on the phase cable and the loading of the neutral, these readings should be the same?
- Turn off the supply and recheck the neutral there should no longer be any load on this cable.
- If load is still present turn the supply back on and check other neutrals for same load until correct neutral is found

The individual circuits will be identified as isolated by filling in the appropriate boxes on the “Electrical Warning Notice” which will be applied to the front of the panel. (A copy of the information being kept by the engineer, within the site diary.)
This Notice will identify the following items:

- Board Reference
- Board Location
- Circuit Description, Circuit No. & Phase identification
- Start date & time of the isolation condition
- Duration date & time of the isolation condition
- State the review period i.e. weekly.

The notice will also display the authorised Jennings & Barrett Engineer's name along with his contact number.

Upon completion of the works the circuits will be inspected and tested to ensure their compliance with BS7671 (IEE wiring regulations) and all test results duly recorded. The circuits will then be energized.

Any changes to the designation of the circuits will be noted on the schedule, all redundant circuits will have their supply current status of the panel / board.

The electrical warning notices shall be updated to remove all disconnected circuits once supply cables have been removed.

Upon a change of shift i.e. day shift to night shift, all circuits that are completed are to be energised. If there are in-complete works on circuits then the safe isolation engineer for the current shift will "hand over" responsibility to the appointed person for the following shift. This hand over must be conducted in person and must consist of the following:

- The electrical warning notice shall be updated to remove all re-energised circuits and a new one posted to show the "on duty" engineers details (the expiring notice will be retained on site in the site file for reference).
- There is to be a "site walk around" by both the "off duty" and the "on duty" engineers tyo ascertain the location and condition of all isolated circuits.
- All keys are to be passed to the "on duty" engineer.

NOTE: Where isolating at source the presence of a back-up generator MUST be checked, and if present must also be isolated, tested and locked off in line with the procedure above.

10. Procedure for Working on Dead Electrical Equipment

The competent person (Electrical) shall ensure before any work is carried out on electrical equipment that may give rise to danger that there is;

- Adequate means of isolation.
- Adequate working space.
- Adequate means of access.
- Adequate lighting.

All necessary steps shall be taken to protect against inadvertent contract with other live parts nearby. This shall be done wherever practicable by the erection of physical and/or the use of temporary insulation.

No person shall work on electrical equipment on the premises if they are unsure of the requirements of the safe working procedures set out in the safety method statement for the work.

Before disconnecting or isolating any electrical equipment, the circuit to be worked on/or near, shall be identified. Electrical equipment shall where ever practicable be physically identified. Where possible this process should be aidedbby the use of appropriate drawings, diagrams and other written information. Labelling on circuits & equipment may be used to assist in the identification process it must however never be assumed that labelling is correct.

Once the circuit or equipment to be worked on or near has been identified it shall be disconnected from every source of electrical energy.

The competent person (Electrical) shall prove live then prove dead before work can be carried out on the circuit/equipment.

Adequate precautions shall be taken to prevent electrical equipment which has been made dead, from becoming electrically charged during that work. Wherever practicable this should be carried out by locking off all isolators. Where such facilities are not available, the removal of fuses or links is permissible.

Fuses or links shall be in safe keeping away from the isolator by an authorised person (Electrical) or competent person (Electrical). Under no circumstances must the fuse or links be left unattended by or near the isolator.

If a plug has been withdrawn, steps shall be taken to ensure that it cannot be reconnected to the electrical supply while work is taking place on the circuits or apparatus.

Once isolated a notice or label shall be put at the place of disconnection. This should be supplemented by 'danger' notices adjacent to the place of work indicating nearby apparatus that is still energised.

Having isolated the circuit or equipment all parts to be worked on/or near, shall be tested to ensure that they are dead, even if the isolation has been achieved automatically through an interlocking system.
If it is a three phase system, or specialist equipment with more than one supply, prove that all/each supply conductors are dead. The device used for proving dead shall itself be proved immediately before & after testing.

Before reinstatement, the circuit/equipment shall be tested to prove safe before energisation**.**

To ensure that the risk to personnel is minimised, even if the above precautions fail, all conductors should be earthed using properly designed earthing devices or earthing leads, usually applied to all points where the circuit or equipment is isolated from the supply.

Additional earths at the point of work may also be necessary if this is remote from the point of isolation, but these should be applied only after proving dead at the point of work.
These procedures are essential for high voltage apparatus & stored energy equipment. The earthing conductors should be suitable for the energy that may flow in the event of a failure of the above precautions. Earthing low voltage equipment is particularly desirable if there is a risk of re-energising. In other low voltage equipment, however it may
be physically impractical to apply earths, or the risk of short circuit from introducing an earth near adjacent live parts may outweigh the benefit of earthing the apparatus worked on.

11. Safety Equipment

The competent person (Electrical) shall ensure that the following equipment is available and used where necessary during any work on electrical equipment located on site (including work carried out by authorised contractors).

- Rubber gloves.
- Safety glasses & face shields.
- Rubber mats.
- Approved electrical test instrumentation.
- Insulated tools.
- Safety locks & different from normal system locks.

All safety equipment should be suitable for the voltage potentially encountered during the work. Safety equipment shall be kept in approved containers when not in use & stored in a location where it is not exposed to damage or deterioration.

All insulating personal protective equipment (PPE) and devices shall be inspected for scratches, punctures, and crack/ cuts before use. Defective (PPE) & devices shall be disposed of immediately or removed from site.

All rubber gloves used must be stamped with the date of test, marked with the rated voltage & never used with voltage that exceeds this rating. Defective gloves shall be disposed of immediately.

Where work is permitted by a contractor, the contractor shall provide all necessary personal protective equipment, tools, safety devices, & instructions.

12. Safety Locks, Caution Notices & Danger Notices

Caution notices shall be fixed on all switchgear controlling the apparatus on which work is to proceed.

Safety locks (differing from any standard locks of the system) shall be used to lock off switches at point where the circuit on which work is to be carried out can be energised.

Danger notices shall also be fixed where applicable, on or adjacent to live apparatus.

Safety warning tags are to be attached to each caution & danger notice.

Keys for safety locks shall be retained in the possession of the competent person (electrical) or with the authorised contractor who is working on the equipment or installation.

Locks can only be removed by the competent person (electrical) or the authorised contractor who is working on the equipment or installation. Only in exceptional circumstances can the locks be removed by others. Approval from the authorising engineer in writing is required for the removal of these locks.

When the circuit is controlled only by fuses or links. The competent person (electrical services) or the authorised contractor shall remove, retain in a safe place & replace the fuses, links & carriers.

13. Operation of Low Voltage Switchgear

The following items of low voltage switchgear shall be normally in the service position & operated only be competent persons (Electrical).

- Main building incoming supply circuit breakers/isolators/switchgear.
- Bus-section switch on main switch boards.
- Standby generators switchgear connected (via switchgear) to the low voltage switchboards.
- Uninterruptible power supplies**.**

14. Remote & Automatically Controlled Switchgear

Before work is carried out on remote or automatically controlled switchgear, all remote control & automatic features must be rendered inoperative.

The authorised person (Electrical) shall issue a permit-to-work if work is to be carried out on the controlling equipment, wiring or relays.

Whilst such work is in progress, only work hat is clearly written into the permit-to-work shall be carried out on the controlling equipment, wiring or relays.

15. Live Working

It is company policy that working on/or near live conductors shall be strictly forbidden.

Work on/or near live conductors shall only be permitted in exceptional circumstances i.e. where a supply cannot be isolated or disrupted due to the essential nature of the equipment it feeds, & only when authorised after consultation & agreement between the authorised person & competent person. In all other circumstances live working shall be strictly forbidden. The advice of the authorising engineer shall be sought where appropriate.

Routine testing & adjustment of control circuits is permitted if a risk assessment proves that minimal hazards exist & are acceptable. The following requirements still apply.

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- No working alone.
- Only trained, qualified & experienced persons are used to carry this out.
- Evaluation of potential hazards in the area, must take place to ensure safe working conditions. A suitable communication device is available to summon help in an emergency.

This Electrical Policy, having been approved and signed by the Managing Director, will be bought to the attention of all Jennings & Barrett personnel and will form the backbone of all works undertaken by the company**.**

Signed .....

Mr Jonian Duka

Jennings & Barrett Limited – Managing Director, responsible for Health & Safety
Review date: 30/07/2024