

## ELECTRICAL SAFETY POLICY

### Introduction

Brenmar are fully committed to providing the highest standards of health and safety and have adopted the Safety Management System provided by our Health and Safety Consultants – HCS Safety Ltd to ensure this is achieved. This Policy has been prepared as required by Section 2(3) of the Health and Safety at Work Etc. Act 1974 and is in three parts. Part 1 (General Statement) affirms the Directors commitment to the prevention of both accidents and ill-health to employees, non-employees and members of the public and Part 2 (Organisation & Responsibilities) and Part 3 (Arrangements) describe how this is to be achieved.

This policy is published for the benefit of all Company employees, who should ensure they are familiar with the contents. With all employees committed to health and safety, this will ensure that all Company work locations provide a safe and healthy working environment.

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## 1. Statement of Intent

It is the stated intention of Brenmar to manage our affairs in such a manner that the safety and health of our workforce is ensured to the greatest extent possible. We encourage a culture of openness and cooperation within our workforce at all levels to ensure that practical, achievable safety standards are agreed to and maintained by everyone within the organisation.

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

It is our commitment that when making changes, that these changes will be for the better and will result in improved standards of safety and health for our workforce. This commitment extends to the procurement of new plant and equipment, new chemicals or products, new means of access or egress and new training for personnel at all levels within the company.

It is, therefore the Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable risks, including the general public, insofar as they interface with the Company or its activities.

The Company will:

- Provide and maintain a safe and healthy working environment at each of its locations, in accordance with the relevant statutory requirements.
- Provide sufficient information, instruction, and training for all its employees, as is necessary for them to conduct their work activities in a safe manner.
- Provide and maintain machinery, equipment etc. and systems of work that are safe and without risks to health.
- Provide and maintain means of access to and from the workplace that are safe and without risks to health.
- Provide and maintain adequate facilities and arrangements for the welfare of its employees whilst at work.
- Arrange safe and healthy systems for use, handling, storage, and transport of hazardous materials.

Senior management accept that keeping up to date on matters of health and safety is an essential part of their role.

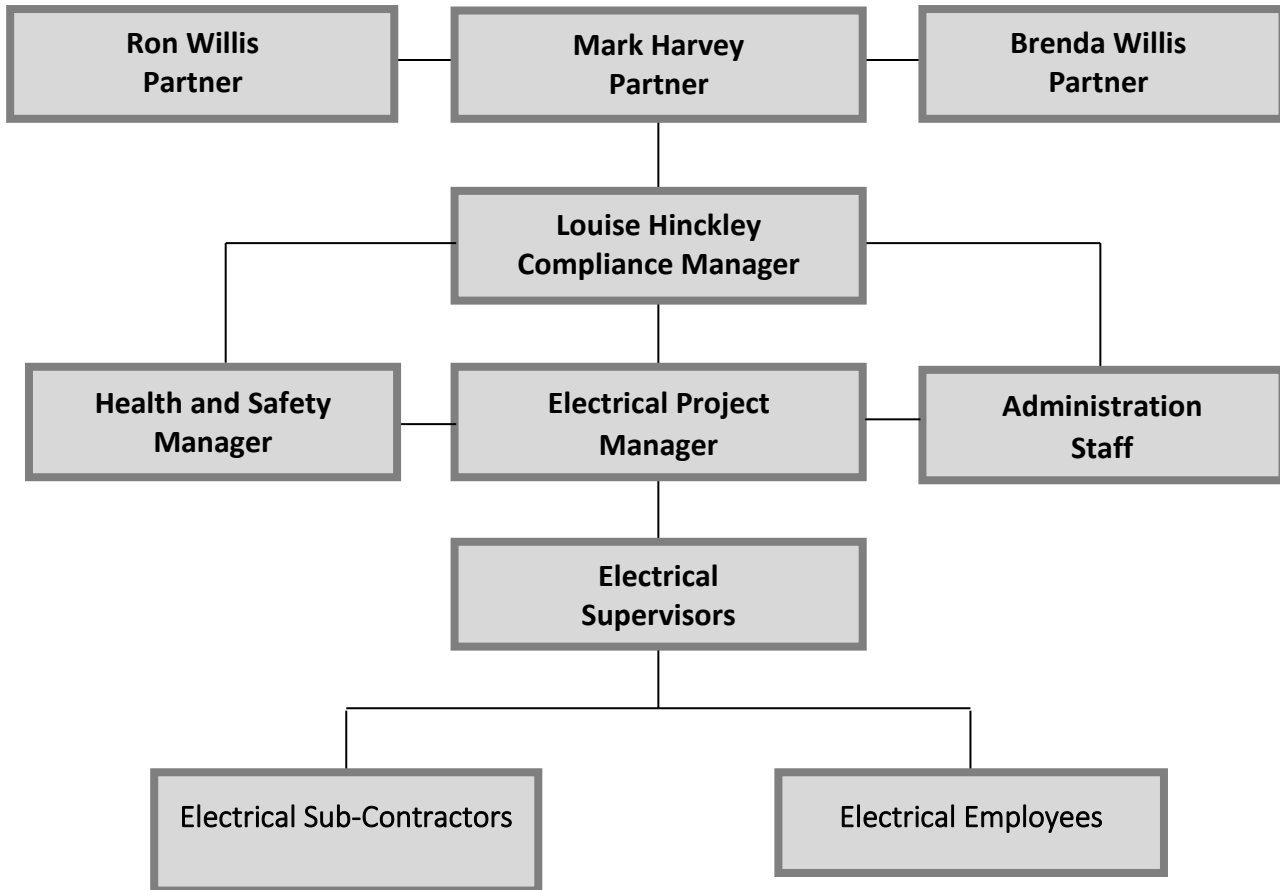
The person within the organisation with overall responsibility for Health & Safety is Mark Harvey.



Mark Harvey  
Partner

July 2020

2. Health & Safety Organisational Structure Chart



### **3. Health and Safety Responsibilities**

#### **1) Partners**

- To have full knowledge of all parts of this policy and how it relates to the management system
- To provide adequate resources to secure compliance with the policy
- To fully support Louise Hinckley in carrying out her responsibilities
- To set a personal example in safety matters and acknowledge suggestions for improvement
- To implement required training for staff at all levels
- To initiate disciplinary action against staff who do not comply with their duties under the policy or statutory requirements
- To ensure that all employees have knowledge of this policy and that they are updated when any changes are made
- To seek the advice of the safety consultants whenever needed and heed the advice given
- To inform the consultants in good time of work that they are required to do
- To consult with the workforce over any changes that may affect their health or safety
- To ensure that any contractor appointed or self-employed person working on behalf of Brenmar is competent to carry out the work
- To ensure that plant and machinery used by the company is to a suitable standard
- To keep records as required by legislation and retain documents for the appropriate time periods
- To liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015

#### **2) Compliance Manager**

Louise Hinckley has been named as the Compliance Manager for Brenmar. Her duties are as follows:

- To have full knowledge of all parts of this policy and how it relates to the management system
- To fully use the services of the safety consultants within the scope of the membership agreement
- To read the monthly newsletter and any other correspondence received and to distribute this to appropriate personnel
- To seek the advice of the Health and Safety Manager over any queries that may arise
- To report to the Partners any matters of concern
- To implement the advice given in the Annual Safety Review Report within the agreed timescales
- To attend seminars if they are relevant or to allow other representatives of the company to attend if appropriate
- To ensure that all of the workforce have received a copy of the policy and have signed to indicate that they have read and understood it
- To ensure the training matrix remains up to date and accurate
- To organise training that is required before expiry and to give attendees sufficient notice to attend
- To ensure that health questionnaires are completed by employees as required and that regular inspections of tools and equipment are carried out, including Portable Appliance Testing
- To report serious accidents immediately to the Health and Safety Manager and the Partners and to heed advice given in investigation reports produced

### 3) Health and Safety Manager

- The Health and Safety Manager has a responsibility to provide, assistance and support to all staff in all parts of the business this is achieved by:
- Closely integrating Health & Safety into normal business practices so that it is not only given due prominence at all times, but also forms part of the organisations normal processes and methods of operation
- Providing suitable training and information to all staff at all levels within the organisation so that they have the knowledge and confidence to manage routine Health & Safety issues as a normal part of their duties
- The provision of suitable Health & Safety systems and procedures that meet the needs of the business and functions of the business and the respective departments.
- Actively measure the Health & Safety performance of the different parts of the business and provide feedback and guidance on levels of compliance.
- To ensure that effective safety meetings are held regularly, that minutes are taken and that the points raised are actioned by the appropriate personnel within an agreed timescale
- To ensure that toolbox talks, or other in-house training is carried out as required and that records are kept
- To ensure that records are kept of competency checks on subcontractors and self-employed persons who work for Brenmar
- To ensure that documentation related to safe working practices is produced and distributed to the appropriate personnel
- To ensure that workplace safety inspections are carried out regularly by competent persons
- To report to the Compliance Manager and Partners any matters of concern
- To implement the advice given in the Annual Safety Review Report within the agreed timescales
- To attend seminars if they are relevant or to allow other representatives of the company to attend if appropriate
- To ensure that all of the workforce have received a copy of the policy and have signed to indicate that they have read and understood it
- To ensure the training matrix remains up to date and accurate
- Liaise with external organisations; both those in the Health & Safety field and those affected by Brenmar

### 4) Project Managers

- Ensure that all operatives have signed into the site office and received a site-specific induction
- Take note of and enforce any site rules including ensuring that all operatives are wearing the appropriate PPE, following security procedures, and using access routes as designed
- Liaise with operatives, senior management and the Principal Contractor over adaptations required to scaffolding
- Be familiar with the Client's health and safety policy; especially procedures for fire, first aid facilities and accident reporting
- Report any defects in health and safety systems to the Site Manager or Client Project Manager as appropriate
- Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary
- Be aware of responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions
- Take note of any comments on health and safety matters raised by Site Operatives and pass these on to the Partners and Louise Hinckley as appropriate
- Oversee the hiring of safe plant and machinery suitable for the task required, from a competent supplier/hire company
- Liaise with the Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015
- To report all accidents or near misses whether persons are injured, or property is damaged, to Louise Hinckley or the Health and Safety Manager

## 5) Site Supervisors

- Ensure that all operatives have signed into the site office and received a site-specific induction
- Take note of and enforce any site rules, including ensuring that all operatives are wearing the appropriate PPE, following security procedures, and using access routes as designed
- Liaise with operatives, senior management and the Principal Contractor over adaptations required to scaffolding
- Be familiar with the Client's health and safety policy, especially procedures for fire, first aid facilities and accident reporting
- Report any defects in health and safety systems to the Site Manager or Project Manager as appropriate
- Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary
- Be aware of responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions
- Ensure that operatives under their control tidy away any debris, packaging materials, off cuts etc. that could cause a slipping or tripping hazard to themselves or other trades
- Ensure that tools are checked before use and that they are used only by those trained to do so
- Take note of any comments on health and safety matters raised by Site Operatives and pass these on to Louise Hinckley as appropriate
- To report all accidents or near misses whether persons are injured, or property is damaged, to their immediate supervisor

## 6) Site Operatives

- Sign into the site office and receive a site-specific safety induction
- Be familiar with the site procedures for fire, first aid facilities, welfare, and accident reporting
- Comply with all site rules, including the wearing of Personal Protective Equipment, security arrangements and prescribed access routes
- Read and follow the appropriate risk assessment for the task
- Report any defects in health and safety systems to the Site Supervisor and Louise Hinckley
- Do not interfere with or operate any equipment unless competent to do so
- Never interfere with scaffolding, particularly scaffold ties. If the scaffold needs to be adapted, this is to be discussed with a Supervisor who will make appropriate arrangements
- Be aware of responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions
- Keep work area tidy and free from trip hazards. Clear up any packaging materials and dispose of properly in order to minimise fire risk
- Check tools before use and ensure that they are used only by those trained to do so
- To report all accidents or near misses whether persons are injured, or property is damaged, to their immediate supervisor

## 4. Electrical Safety Arrangements

### General Arrangements

- All electrical equipment must be suitable for purpose (the use of which it may be put and the environment it may be used in)
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated.
- All electrical work must be done by trained and competent persons
- Every electrical system must be inspected and tested at regular intervals
- All electrical equipment must be regularly examined to make sure it is safe by the equipment user
- The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is:
  - Supplied via an isolating transformer; or
  - Double insulated; or
  - Only supplied power at extra low voltage or safety extra low voltage.

### Competency

#### Competency for directly employed staff

- All electrical equipment must be suitable for purpose (the use of which it may be put and the environment it may be used in)
- All electricians employed to do testing by Brenmar will be qualified to CG2391/CG2394: Electrical inspection of electrical installations or supervised by the qualified supervisor
- In addition to holding the above qualification all electricians will be competent in the task they are undertaking
- Any other person working on electrical installations will be competent in the task they are undertaking and be under the instruction on of someone who has the appropriate training and qualification
- Trainee electricians carrying out any electrical work will be competent in the task they are undertaking
- Only persons who have received specific training in high voltage systems may be authorised to work on systems above 500volts

#### Competency for Contractors

- All electrical contractors carrying out electrical work must be able to demonstrate that they are qualified to CG 2391/CG2394: Inspection of electrical installations and are competent to carry out the task they are undertaking.
- In addition to this, their employer must be affiliated to either the NICEIC or the ECA
- Individuals must hold a current ECS card
- Contractors working on systems above 500volts must hold an appropriate and current certificate showing competence on high voltage systems

### Authorisation

#### Commencement of Electrical Work

- Electrical work being undertaken may only commence once a direct instruction to start has been given by the client's property management team as detailed within the particular client's site rules.

Entry into Switch rooms, Plant Rooms, Risers and Ducts

- Specific authorisation by any person other than key holders is required to enter any switch room
- The only persons authorised to enter any HV switch room or operate high voltage switchgear are those trained in HV work and have been pre-authorised. All other persons may only enter HV switch rooms when accompanied by such an authorised person
- An electrical permit to work must be received by the client before any isolation of any transformers supplied from a LV switch room can commence
- Entry to any switch room, plant room, riser, or duct on any site Brenmar attend is only permitted under the control of an authorised Project Manager

**New Installations**

- Detailed standards about the installation of new systems, including handover, commissioning, and test certificates, should be included in the work specifications
- All works will be carried out in accordance with the current edition of BS7671:2018 IEE Wiring Regulations and other relevant European Standards
- On completion of the works the installation shall be subjected to a full test as detailed in Guidance Note 3 of BS7671 and the following test certificates issued:

| Type of Work   | Test Certificate                    |
|--|-------------------------------------|
| Small Jobs as part of a System                             | Minor Works Certificate             |
| Inspection of Existing Installation                        | Full Condition Report               |
| New Installation   | Electrical Installation Certificate |
| Modifications & Installation to Emergency Lighting Systems | Emergency Lighting Certificate      |

- All test certificates shall be NICEIC approved

**All works on or adjustment to existing installations**

All work on electrical systems must be subject to a specific order or job request and a method statement and risk assessment should be available before the work commences.

**Isolations**

- Work can only commence once adequate isolations of the power supply have been made. Where the point of isolation is not directly and continuously under the control and within the sight of the person carrying out the work steps should be taken to ensure the power supply is not inadvertently reconnected
- After any isolation is made the circuit will be tested with a calibrated voltage meter that complies with the Electrical Test Equipment for use by Electricians GS38 HSE Guidance in relation to Electricity at Work Regulation 1989
- Isolations Rules for Electrical Systems:
  1. Inform the user of the electrical system of the action to be taken and verify as far as possible the correct circuit has been identified
  2. Obtain electrical permit where necessary
  3. Padlock off isolator and apply a caution notice (either a completed yellow tag or a label clearly identifying:
    - The system being isolated
    - The reason for the isolation



- The name of the person carrying out the isolation and their employer
  - The date and time the isolation was made
  - The padlock number,
4. Where it is not possible to padlock off the isolator, a tag displaying all the information as noted above must be attached to the distribution board and the distribution board door must be locked following isolation. A caution notice should be clearly and securely attached to the door
  5. Where it is not possible to lock off the isolator or lock the distribution board door suitable electrical tape should be firmly applied over the isolator and a tag displaying all of the details as stated above attached to the distribution board. A caution notice should be clearly and securely attached to the door
  6. If there is concern that an isolation cannot be left safe, a second worker must be positioned at the distribution board for the duration of the works until it is safe to re-energise
  7. Once isolated confirm by use of G38 approved tester or equivalent device that the circuit is dead proving the bester before and after on a live supply

#### Isolation of equipment fitted with plugs

- Wherever possible equipment should be unplugged before removing covers or starting work – the on/off switch should not be relied upon to isolate the equipment
- If isolation can only be obtained using a switch, a test meter or approved voltage tester with insulated probes must be used to demonstrate that the switch has effectively isolated the equipment

#### Isolation of equipment with an uninterrupted power supply

A calibrated test meter or approved voltage tester with insulated probes must be used to demonstrate that the equipment is effectively isolated.

#### **Live Work**

LIVE ELECTRICAL SYSTEMS CAN CAUSE DEATH. NO PERSON MAY WORK ON OR NEAR LIVE CONDUCTORS UNLESS:

- It is not reasonably practicable for it to be dead; **and**
- Suitable and sufficient precautions are in place to prevent injury; **and**
- An electrical permit to work has been issued

#### **Lone Working**

- In general, and where the isolation procedures outlined under New & Existing Installations are followed, lone working does not increase the risk of harm. However, the following tasks are not permitted to be carried out alone and require electricians to work in pairs or with a mate:
  - Removing distribution board covers to expose live parts regardless of duration
  - Work within high voltage sub-station
  - Live Work

#### **Purchasing and using electrical equipment**

##### Purchasing and selecting equipment

- All tools purchased, must be 110v or less, with power supplied through an isolating centre tapped to earth if available. It is prohibited to introduce new 240v equipment unless there is not a safer alternative available

- The safest tool should always be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting a battery operated tool, and where this is not possible by using the lowest voltage equipment available

## Daily User Checks

- Users must check their electrical equipment for obvious defects before each use, including general computer equipment and portable electric tools

The check should include:

- Checking cables to ensure there are no defects in the insulation
- Checking any extension leads and multipoint adaptors are in good condition
- Checking the plug to ensure there are no loose parts and the join between plug and flex is in good condition

Any defects must be reported to the Site Supervisor or Project Manager immediately.

## Portable Electrical Equipment

- Louise Hinckley is responsible for ensuring all portable electrical equipment is tested. This is done by checking the equipment weekly, adding safety checked stickers with dates checked into Brenmar's tool inventory register
- Portable equipment on site will be tested on a 3-monthly basis
- Office based equipment is tested every 12 months
- Brenmar carry out PAT testing using an external sub-contractor who will generate the reports and register for us. Data is then manually added to the tool inventory
- Equipment should not be used if it does not display a current testing label
- Visual user checks must be carried out before use
- Equipment manufacturer's maintenance and usage instructions must be followed. Such documents can be found within Mark Harvey's office cabinets
- An RCD must be used on existing 240v equipment where there is no safer alternative. Such devices must be tested every 3 months

## Calibration of Test Equipment

- All test equipment is tested annually by an independent company. Copies of the certificates can be found in the calibration folder within Mark Harvey's office cabinets
- Full records are kept on the Clik database

## **Overhead Power Lines**

- Overhead power lines are bare conductors supported via insulators on wooden poles or metal structures. It is easy to mistake a power line for a telephone wire, particularly those on wooden poles, which are typically 230v cables
- Contact with any overheard power line can be fatal whatever voltage it is carrying
- Work near any overhead power line must only be undertaken where there is a horizontal safe distance of 15m from wires on metal structures and 6 metres from wires on wooden structures. The safe distance must be measured in addition to the length of any equipment being used

**5. Safety Policy Communication:**

It is the duty of every employer to prepare and update as necessary a policy for Health, Safety and Welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety on site, both employees and subcontractors will be expected to read, understand, and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on company safety procedures and safe systems of work. It also contains responsibilities for you to undertake and comply with.

If you have any questions about the Safety Policy, please ask Brenmar. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign, and date it and pass it back to Brenmar.

Name \_\_\_\_\_

Date \_\_\_\_\_

Occupation \_\_\_\_\_

***I have read and understood the Electrical Safety Policy of Brenmar.***

Signature of Employee \_\_\_\_\_