

Health & Safety Policy

Imperium Electrical Solutions Ltd
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1.0 General Statement of Intent

Imperium Electrical Solutions Limited is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Imperium Electrical Solutions Ltd Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the managing Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Director.

Signed:



13 January 2026

Nick Berry
Director

Imperium Electrical Solutions Ltd

Please note that this document is current as of Monday 2nd March 2026 . For the latest version of this uncontrolled document please consult the author

Organisation and Managerial Responsibilities;

The company is owned and managed by Nick Berry who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

We use HS Direct Ltd (01284 747788) for gaining help and advice with Health & safety matters where required.

The organisation of the workforce is the responsibility of Nick Berry, who holds the position of Director and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Nick Berry who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act and the Environmental Protection Act (as amended), and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

Specific Safety Functions and Named Responsibilities;

Safety Function	Person Responsible
	ultimately responsible and accountable for the implementation of health & safety within the organisation;

Nicolas Berry	responsible for the management health and safety within the business, this may include RAMS, Accident reporting, First Aid, Training, Equipment Inspection etc.; responsible for the Supervision of the workforce within the business
Matthew Berry	responsible for the management health and safety within the business, this may include RAMS, Accident reporting, First Aid, Training, Equipment Inspection etc.; responsible for the daily management of the company's operations

3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Accident Reporting & Investigation

It is the policy of Imperium Electrical Solutions Ltd that **all** accidents, incidents and near misses are reported to the site and recorded into the company's accident record book which is kept online in our Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the MD or their nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the MD or their nominated representative. Depending upon the circumstances of the accident, the MD or their nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons, or near misses on the premises or sites that Imperium Electrical Solutions Ltd employees are working on must be reported immediately to Imperium Electrical Solutions Ltd site foreman and / or to the site Duty holder or PC and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and the Imperium Electrical Solutions Ltd Supervisor wherever possible should ensure that the injured person reads the entry recorded on their behalf.
- Care should also be taken when stating the nature of the injury unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in it's use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs such as glue and other substances. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.3 Asbestos

Imperium Electrical Solutions Ltd policy is that we will not generally work with asbestos containing material products.

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. Any suspicious material shall be reported to the site or building manager immediately.

An Asbestos Management Survey for the premises should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

3.4 CDM Regulations

Imperium Electrical Solutions Ltd recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:

Skill, Knowledge and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

Co-operation of employees, contractors and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

3.5 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or their nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

3.6 COVID-19

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for Imperium Electrical Solutions Ltd, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, Imperium Electrical Solutions Ltd will provide updated advice, resources and guidance in line with current Government guidance to support our employers.

3.7 Communication with workers

The company uses a variety of methods to communicate information to employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate.
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.8 Confined Spaces

Confined spaces present risks like hazardous atmospheres, persons being trapped, and danger to emergency responders. They're defined as any enclosed area where conditions could cause serious injury, especially by fire, explosion, heat, asphyxiation, or drowning.

Identification and assessment

We will identify work areas and work activities or processes that could meet the criteria for confined spaces.

Avoidance and risk reduction

Where possible, we will avoid entering and working in confined spaces. Where it can't be avoided, we will make sure a risk assessment is done by a competent person, and put safeguards in place to reduce the risk to as low as is reasonably practicable. This includes safe systems of work and permits-to-work.

We will also establish emergency procedures, including rescue procedures, communication protocols, and first aid provisions.

Authorisation and training

No one can enter a confined space unless they're suitably qualified, competent and authorised in writing. They can only complete confined space work as described in the safe system of work and permit to work, unless they're a trained emergency response team.

All workers will get information, instruction, and training so they can identify and avoid entering or working in confined spaces. Workers entering confined spaces will receive training on hazard recognition, risk assessment, safety measures, and emergency protocols. Refresher training will be given, as required. Contractors will not be allowed to enter confined spaces unless they can show they have received like training from their employers.

Ventilation and atmospheric monitoring

During confined space work, spaces will be ventilated (where necessary), and continual monitoring will be carried out to measure any changes in the atmosphere.

Provision and maintenance of equipment

We will provide, inspect and maintain any personal protective equipment (PPE) and specialist equipment identified by the risk assessment, like respiratory gear, safety harnesses, gas detectors and rescue equipment. We will also regularly inspect and maintain the confined spaces themselves.

Monitoring and review

We will regularly review and when necessary, update the confined space risk assessments and procedures to capture any changes in legislation, technology, or workplace conditions, or learnings from accident and near miss investigations.

3.9 Construction, Design and Management (CDM) Client responsibilities

Definition

A **commercial client** under the Construction (Design and Management) Regulations is an organisation or individual a project is carried out in connection with.

If we, as the commercial client, don't appoint a principal designer or principal contractor, we will fulfil the role until an appointment is made.

Awareness of risks and responsibilities

We understand our decisions and approach will have an impact on the Health & Safety of those involved in work activities. Understanding our responsibilities is key to ensure a safe working environment for all.

Our key responsibilities and controls:

Contractors and designers: We will make sure we appoint contractors and designers (including a principal designer and principal contractor for projects involving multiple contractors) who are competent and can fulfil their duties. We will make clear we expect them to clearly communicate, cooperate and coordinate with all project members.

Time and resources: We will give adequate time and resources for each stage of the project to ensure safe work.

Welfare facilities: We will provide and maintain suitable, sufficient welfare facilities throughout the project.

Pre-construction information: We will provide pre-construction information to all prospective and appointed designers and contractors.

Construction phase plan: We will make sure the principal contractor or contractor (for single-contractor projects) prepares a comprehensive construction phase plan.

Health and Safety file: Where necessary, we will make sure the principal designer prepares a Health & Safety file for the project that's reviewed and revised as required, made available to all relevant parties, and clearly communicated.

Notifiable projects: We will appoint an appropriate Principal Designer for these projects. We will submit a notification form for the construction project and display an up-to-date copy of the notice at the construction project.

Continuous review

We will regularly review and update arrangements as needed to maintain safety and compliance throughout the project.

3.10 Construction, Design and Management (CDM) Contractor responsibilities

Definitions

A **principal contractor** under the Construction (Design and Management) Regulations (CDM Regulations) is appointed by the client to coordinate work on the construction phase of a project that involves multiple contractors.

A **contractor** under CDM Regulations is anyone who directly employs or engages construction workers or manages construction work, including related work activities, on construction site projects.

Awareness of risks and responsibilities

As contractors directly involved with the work, we recognise there are risks, hazards, and potential for injury or illness associated with construction work. Understanding our responsibilities is key to ensuring a safe working environment for all.

Our key responsibilities and controls

Engage with duty holders: We will consult and engage with project duty holders to ensure Health & Safety matters are effectively addressed, and everyone is informed of their duties, ongoing work, estimated timelines, potential risks and their impact on others (including members of the public).

Planning, managing and monitoring: We will always maintain good communication with other involved parties. As Principal Contractor, we will plan, manage, monitor and coordinate the construction phase plan. As contractors, we will plan, manage and monitor the construction work.

Construction phase plan: As the principal contractor or sole contractor, we will prepare a construction phase plan to manage the Health & Safety of the project before it begins and ensure its followed and kept up to date. As a contractor, we will follow and comply with the construction phase plan during the project.

Risk assessment and control measures: We will assess and minimise, to as low as reasonably practicable, risks and hazards associated with our works by implementing suitable control measures, including emergency arrangements.

Information, instruction and training: We will ensure everyone under our control has the necessary information, training, knowledge and experience to carry out their duties safely and effectively. This includes providing a site-specific induction covering any emergency procedures.

Welfare facilities: We will provide and maintain suitable, sufficient welfare facilities throughout the project.

Site set-up: We will make sure sufficient resources, plant and equipment are available and take reasonable steps to ensure areas of the site under our control are suitably secured and controlled to prevent unauthorised access to the

site. Adequate segregation between vehicles and pedestrians will also be ensured.

Supervision and monitoring: We will provide supervision as required, depending on the hazards, risks, training, skills, knowledge and experience needed to carry out the work safely. Regular site monitoring will take place to ensure ongoing compliance.

Record-keeping: We will maintain accurate records relating to Health & Safety, including risk assessments, training records, and incident reports. Regular reviews and updates are crucial. Any Health & Safety file will be updated if the principal designer's appointment ends before the project.

Environmental management: We will manage our environmental responsibilities, including waste management, pollution prevention, and protection of natural habitats throughout the project.

Notifiable projects: We will submit a notification form for the construction project for relevant clients where we're the sole contractor or principal contractor. An up-to-date copy of the notice will be displayed at the construction site.

Continuous review

We will regularly review and update arrangements as needed to maintain safety and compliance throughout the project.

3.11 Construction, Design and Management (CDM) Designer responsibilities

Definitions and roles

A **designer** under Construction (Design and Management) Regulations (CDM Regulations), creates or modifies construction project designs or instructs others to do so.

A **principal designer** controls the pre-construction phase for projects with or likely to involve more than one contractor.

Awareness and responsibilities

We acknowledge our decisions on a project impact workers, future users, those responsible for future maintenance, and potentially even demolition. Recognising construction risks and hazards is vital for safety, as well as understanding our responsibilities.

Our key responsibilities and controls

Client awareness: Informing clients of their duties under CDM Regulations before design work begins.

Pre-construction management: Overseeing Health & Safety in the pre-construction phase, including reviewing existing safety files.

Advice and assistance: Helping clients compile pre-construction information and health and safety files, ensuring all parties – e.g. designers and contractors - can fulfil their duties.

Risk management: Identifying and mitigating health and safety risks collaboratively with other project designers and, where elimination of the risk isn't possible, minimising it to as low as reasonably practicable.

Communication: Ensuring all involved parties communicate, cooperate and coordinate effectively in the pre-construction phase to maintain good Health & Safety standards during and after the project.

Liaison with Principal Contractor: Keeping the principal contractor informed of any construction phase risks, and handing over any relevant Health & Safety files if our appointment ends before project completion.

Domestic clients: On construction projects where the domestic client doesn't appoint a principal designer and we're in control of the pre-construction phase, will we assume the role. If the client would like us to take on their duties, will we make sure they confirm it in a written agreement.

Continuous review

Will we regularly review and update arrangements as needed to maintain safety and compliance throughout the

project.

3.12 Construction, Design and Management (CDM) General

We're dedicated to following the Construction (Design and Management) Regulations (CDM Regulations), ensuring all our construction projects are safely and effectively planned and managed. These regulations cover all construction activities, including new builds, refurbishment, extensions, conversions, demolition, repair and maintenance.

Key duty holders

Commercial clients: Commission construction projects as part of operations

Domestic clients: Commission construction projects for their own homes.

Principal designers: Either an organisation or an individual, fully suitable and experienced for the role, appointed by the client for projects involving multiple contractors.

Designers: Create and adapt designs for buildings, products or systems relating to construction work.

Principal contractors: Appointed by the client to coordinate the construction phase of a project where it involves multiple contractors.

Contractors: Individuals or organisations that carry out, manage or control construction work as part of their undertakings.

Workers: Individuals who execute construction tasks under the control of contractors.

Appointing duty holders

We'll make sure we appoint competent individuals or organisations to act as duty holders (including multiple duty holders where appropriate) and make sure effective communication and cooperation are maintained among all duty holders to ensure safe work.

Training and communication

Necessary information, instruction, and training will be provided throughout the project, ensuring seamless coordination and effective Health & Safety management.

Planning, monitoring and review

We'll keep relevant records, monitor and review activities for effectiveness (including at the planning stage) and stay updated with the CDM Regulations as they are reviewed, ensuring continual improvement and compliance. If any changes are made to the regulations, we will communicate these immediately to all relevant parties.

Fire Safety

We'll ensure that construction fire safety needs are managed at the early stages of design and procurement, addressing the risks to both site workers and persons living or working in neighbouring buildings.

Suitable fire risk assessments will be completed and regularly reviewed to ensure that changing nature of the environment is adequately assessed.

We'll identify high risk activities or construction methods where fire can spread quickly and implement appropriate controls.

We'll review and update the fire procedures if necessary during the various stages of construction. This may include relocation of the fire assembly point, emergency escape routes and fire alarm points.

We'll keep the Fire and Rescue service updated regarding the access to any premises and including access to the construction site during non-operational times and when the site changes.

3.13 Contractors and Sub-Contractors

The MD or their nominated representative is responsible for assessing and controlling contractors and subcontractors working for or on behalf of Imperium Electrical Solutions Ltd.

All contractors and sub-contractors who are working for the company must have complete the contractor's competence assessment before commencing work.

All contractors and sub-contractors will comply with the Imperium Electrical Solutions Ltd:

- Health & Safety Policy.
- Emergency procedures.
- Hazard/accident reporting procedures.
- All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

A copy of the companies health and safety policy can be found on company notice boards which are situated in the office.

3.14 Control of Wood Dust

Imperium Electrical Solutions Ltd is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m³.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP2 or FFP3 dependant on assessment of dust. External advice may be sort on appropriate mask filtration requirements.

Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

3.15 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. Imperium Electrical Solutions Ltd will carry out DSE risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

3.16 Dust and dusty environments

Dust and dusty environments can be common workplace hazards. Dust can be created by lots of different processes, and is often so small it's imperceptible. But it can cause potentially serious health hazards, like occupational lung diseases, with symptoms often taking years to develop. It can also present a risk of explosion (under the right conditions).

Managing the risk of dust and dusty environments Risk assessments and control measures

We will conduct risk assessments in line with the Control of Substances Hazardous to Health (COSHH) Regulations considering factors like the type of dust, exposure levels, duration, and potential health effects.

Where reasonably practicable, we will eliminate the creation of dust, or substitute the products and processes for those that produce less dust.

Where dust production can't be eliminated, we will reduce exposure to dust to as low as reasonably practicable through preventative means (identified by the risk assessment), like dust suppression, provision of local exhaust ventilation (LEV), and providing respiratory protective equipment (RPE).

Housekeeping standards will be maintained to stop dust from building up. Dry sweeping isn't allowed – instead, we will use methods like appropriate vacuum cleaning systems with suitable filters.

Monitoring

We will continuously monitor the workplace environment to make sure workers exposure to dust does not exceed Workplace Exposure Limits (WELs). Where appropriate, this will include air monitoring conducted by a competent person.

Information, instruction and training

We will provide workers with suitable information, instruction, training and supervision to understand the risks of dust within the workplace, how it's created, how it should be avoided, and the control measures they need to follow. Workers will also be told how to identify and report health conditions that could be caused or made worse by dust or dusty environments.

Health surveillance

Where it's identified that workers can still be exposed to dust in their work environment, we will make sure suitable health surveillance is provided (decided by an occupational health professional).

Welfare

We will make sure suitable welfare facilities are provided that are separate from the dust containment or environment so workers can change, wash clothing, if needed, and clean themselves before eating and drinking so they're not unwittingly ingesting any dust containment.

Explosive atmospheres

We will carry out and implement DSEAR assessments where there's a risk of dust creating a potentially explosive atmosphere.

3.17 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

3.18 Emergency planning

An emergency plan is a set of arrangements designed to protect workers and others in the event of an emergency, like a fire, explosion, chemical spill, serious injury event or natural disaster.

While we will take all reasonably practicable steps to prevent emergencies, emergency plans will help us minimise the risks of potential emergencies, manage those situations effectively, and restore normal conditions.

As part of the emergency plan, we will cover:

Risk assessments: Conduct thorough risk assessments to understand and prepare for potential emergencies and their impact on us, considering current legislation and relevant guidance

Emergency responses and training: Establish an emergency response team to coordinate emergency actions and train workers and stakeholders. Incorporate regular drills and testing of our emergency procedures to ensure effectiveness and preparedness

Emergency procedures: ensure the plan includes any necessary evacuation, rescue, shelter and shutdown/lockdown procedures

Roles and assignment: assign specific roles to team members and make sure they're trained and competent

Communication: establish a communication strategy to notify workers, stakeholders, and authorities, maintaining a

clear chain of command and accessibility

Equipment: identify and keep ready any necessary equipment and alternative facilities, along with a comprehensive emergency contact list.

Review: Review plans regularly and following any significant changes or incidents

Further, all reportable incidents will be reported promptly, followed by reviews of incident procedures to continually improve emergency responses.

3.19 Environmental Protection

Imperium Electrical Solutions Ltd has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the business environmental policy and complying with the control measures in place. This may include compliance with the requirements of a Site Waste Management Plan where relevant. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

3.20 Environmental Waste Management & Pollution Control

Imperium Electrical Solutions Ltd recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

- Building and demolition materials; Substances/chemicals (toxic or otherwise);
- Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

Imperium Electrical Solutions Ltd management shall identify the potential waste disposal requirements of a project and make adequate provision to ensure it is suitably managed in accordance with the current Controlled Waste Regulations.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken; that appropriate safe working procedures are devised and suitable containment of waste arranged. Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations).

Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Imperium Electrical Solutions Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- Coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site.
- Provide appropriate training for staff on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.21 Equipment Inspections & Records

The User must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange periodic inspections of all company equipment to include ladders, other access to height, PPE, tools, machines etc, and will keep a record of such inspections in compliance with PUWER.

Works transport will be visually checked by the designated person on a regular frequency to ensure correct operation of all functions and maintenance of fluid and pressure levels.

Servicing and MOT testing will be carried out in compliance with manufacturer recommendation and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Responsible Person to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.22 External Health and Safety Consultants

Imperium Electrical Solutions Ltd use HS Direct Ltd who will:

Advise of any new safety legislation or changes in existing legislation.

Provide general assistance to Imperium Electrical Solutions Ltd to aid in the fulfillment of its obligations and duties as set out in statutes.

Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of Imperium Electrical Solutions Ltd to ensure that the safety consultants are notified whenever assistance or support is needed.

3.23 Fatigue

Imperium Electrical Solutions Ltd has legal duties to assess risks associated with shift work. It aims to improve understanding of shift work and its impact on health and safety by providing advice on risk assessment, design of shift-work schedules and the shift-work environment; suggesting measures that employers, safety representatives, and employees can use to reduce the negative impact of shift work; and reducing tiredness, poor performance and accidents by enabling employers to control, manage and monitor the risks of shift work. HSE Guidance document HSG256 will be used to make the relevant assessments based on the individual.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that requires constant attention is machine paced, complex or monotonous will increase the risk of fatigue.

Driving to and from work can be risky, particularly after a long shift, a night shift or before an early start. The following strategies may make driving safer:

consider using public transport or taxis rather than driving; exercise briefly before your journey; share the driving if possible; drive carefully and defensively; try not to hurry; stop if you feel sleepy and take a short nap if it is safe to do so; make occasional use of caffeine or energy drinks.

3.24 Fire Safety

In the event of a fire in Imperium Electrical Solutions Ltd premises the designated Responsible Person (RP) or alternatively in their absence their nominated representative will take charge. In their absence the most senior person on site will assume the responsibility.

On a clients site where Imperium Electrical Solutions Ltd are responsible for the site, it is the responsibility of Imperium Electrical Solutions Ltd RP or their nominated representative on site to ensure that all fire safety procedures are implemented in client buildings and sites and are communicated to all personnel working at that location.

Where a hot work permit is raised all relevant Imperium Electrical Solutions Ltd site operatives are expected to adhere to its requirements.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any additional source of oxygen over and above that present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people and property. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to all relevant persons together with the necessary instruction and training to reduce the risk.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

- All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation
- Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750 mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear.
- Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.
- Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.25 First Aid Arrangements

The MD or their nominated representative will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises. Imperium Electrical Solutions Ltd first aid names will be displayed on the Health and Safety notice board.

3.26 Guidance

The company commits to operating to the very highest standards of Health, Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

3.27 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of HAVS.

The company will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit individual exposure to such tools. The company will also provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.

3.28 Health & Safety Records

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

3.29 Health & Safety Training

Imperium Electrical Solutions Ltd will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During induction and upon any job transfer, safety training will be provided to ensure that individuals are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

3.30 Health Surveillance

All employees of Imperium Electrical Solutions Ltd are encouraged to carry out personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Imperium Electrical Solutions Ltd have any concerns regarding the wellbeing of any employee they may suggest a referral to a professional occupational health provider.

Or on request of an employee in matters relating to work related ill health issues, Imperium Electrical Solutions Ltd will pay for conducting relevant medical surveillance where appropriate.

3.31 Lone Working

Where work is carried out in the customer's premises, the MD or their nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

3.32 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by a competent person, who will withdraw damaged or unsuitable equipment from service immediately. A record of the inspection and actions will be made and recorded for reference. All machinery will also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually and records held.

3.33 Machinery Operation

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current licence / certificate to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

3.34 Manual Handling Assessments

The MD or their nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc, its size and weight, the individual, the task and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

3.35 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff. The work instructions will be reviewed and updated either periodically or when something significant changes.

Method statements are written using our online system and are made available to customers prior to works commencing.

3.36 Monitoring, inspection and review

Health and safety monitoring and review in the workplace are crucial for identifying potential hazards, ensuring legal compliance, and driving continuous improvement in safety practices.

Implementing a management system

We will implement a health and safety management system that includes proactive and reactive monitoring and reporting. It'll incorporate essential health and safety documentation such as our policy, risk assessments, and safe work systems.

We will regularly evaluate these components and make necessary adjustments to maintain a safe working environment.

Risk assessments and work systems

We will conduct thorough risk assessments and establish effective work systems. We will continually monitor and adapt these systems as needed to minimise risks.

The competence of subcontractors will also be assessed and monitored to ensure they meet safety standards.

Reviewing health and safety performance

We will align our health and safety policy with our needs and carry out comprehensive system checks. This includes maintaining a preventive maintenance program for all equipment, following legal and best practice guidelines, and ensuring timely statutory tests and inspections.

Regular training reviews will be conducted for all workers to ensure ongoing competence and awareness.

Accident analysis and employee wellbeing

We will analyse accident statistics and trends to prevent recurrence and consistently monitor employee health and wellbeing through surveys, assessments, and regular meetings, taking action where necessary.

As responsible persons or duty holders, such as landlords or tenants, we will regularly monitor premises, identify hazards, and take appropriate remedial actions to reduce risks to as low as reasonably practicable.

Record keeping and workers engagement

We will maintain accurate records of all monitoring and inspection activities, retaining them as required by law.

We will engage workers in the health and safety management system through a consultative process, encouraging

their cooperation and prompt hazard reporting.

This policy will be periodically reviewed and updated to ensure it remains effective and complies with legal requirements.

3.37 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80 db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85 db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. Where this is not possible, the area may be identified as a Hearing Protection Zone. The wearing of suitable hearing protection shall also be enforced.

3.38 Occupational Stress

- We will ensure that a suitable occupational stress procedures is drafted and communicated to all relevant mangers.
- Ill health resulting from stress at work will be treated as any other health hazard to which our employees are exposed to whilst at work.
- Anyone who is suffering from work related stress will receive encouragement and support from their manager.

We will take reasonable care to ensure that our employee's health is not jeopardised through excessive stress arising from the way in which work is organised and the way we all deal with our colleagues whilst in the workplace.

We recognise our legal duty to take reasonable care to ensure that our employee's health is not jeopardised through excessive stress arising from the way in which work is organised and the way we all deal with our colleagues whilst in the workplace.

Whilst we have no legal duty to prevent ill health arising from circumstances outside of work i.e. personal or domestic problems, we will deal with our employees sympathetically whose domestic or personal problems or state of health may make it difficult for them to cope with the pressures of work. Any employee who feels under pressure due to work or domestic/personal situations must report their issues to their line manager where such matters will remain confidential.

3.39 Office Equipment Maintenance

All office equipment,shall be subject to regular inspection by the office Responsible Person for Health and Safety who will withdraw damaged or unsuitable equipment from service immediately.

Where contractors are visiting offices to carry out maintenance on fixed equipment (air conditioning, electrics, plumbing etc) records will be maintained separately by the office administration and visits recorded in the office Fire Log.

3.40 Personal Protective Equipment

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by Imperium Electrical Solutions Ltd free of charge. The relevant PPE must be worn at all times whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and their site foreman to monitor the wearing of PPE on sites under their control. Persons found to be breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.41 Portable Appliance Testing (PAT)

The term 'portable' is used to mean portable, movable or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and

socket. It includes equipment that is hand held or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

3.42 Purchase Policy

The Health and Safety at Work Act as amended imposes duties upon Imperium Electrical Solutions Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired-in equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended; The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery / equipment Imperium Electrical Solutions Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures / suppliers guidance or ACOPS ruling at the time of use.

3.43 Risk Assessments

The MD or their nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The MD or their nominated representative will carry out site specific risk assessment for sites where company employees/contractors are obliged to work. Such assessments will consider the health and safety of employee / contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

3.44 Road Safety Transport

Covering vehicles in excess of 3.5 Tonnes GVW

Imperium Electrical Solutions Ltd strives to prevent vehicle accidents and promote safe driving practices and consideration for the environment amongst all company drivers.

Imperium Electrical Solutions Ltd will only employ drivers who hold relevant licences for the class of vehicle used. All vehicles will undergo regular vehicle inspection and maintenance in line with legislative and manufacturer requirements.

All company transport is managed in line with the requirements of current legislation and the Highway Code. Only experienced, capable and qualified drivers are allowed to drive on company business and licences are monitored on an ongoing basis. It is a legal requirement that drivers must wear seatbelts at all times and smoking in vehicles is not allowed. Any breach of these requirements will be dealt with by strict disciplinary procedures.

Imperium Electrical Solutions Ltd endeavours to use the most efficient routing to minimise costs and environmental pollution, taking into account driving hours regulations and other fees/tolls and constraints. In order to ensure that our drivers are kept up to date on legal responsibilities, safety, speed limits, cyclists, breakdown, accidents, alcohol and drugs, mobile phones and fatigue; information is conveyed via frequent tool box talks.

Imperium Electrical Solutions Ltd requires drivers to undergo eye-sight checks every two years and ensure that the company is kept advised of any medical condition or prescribed medication which might impair their driving so that appropriate assistance and safeguards can be implemented.

All drivers must abide by the driving hours regulations and submit the vehicle Tachograph chart at the end of each shift or journey or when requested by VOSA or other regulatory bodies.

On no account may Goods Vehicles over 3.5 tonnes be operated without a Tachograph or Driver Card at any time. Tachograph disks or Driver Cards must not be used by other than the named User/s.

The company sets its controls based on the findings of risk assessment. These are to be reviewed at least annually or more often if required.

The company will monitor their drivers' hours to ensure legal driving hours are not exceeded in accordance with tachograph rules.

3.45 Safety Audits and Monitoring

At regular intervals the MD or their nominated representative will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.46 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

Imperium Electrical Solutions Ltd authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.47 Stress and mental wellbeing

We are dedicated to protecting all of our workers from undue stress and enhancing their mental health and wellbeing, treating everyone with respect.

Risk assessments: Our goal is to constantly make our workplace's stress, mental health environment and culture better. We'll do risk assessments to spot and reduce any work processes, procedures, and behaviours that could cause stress or harm our colleague's mental health.

Work Planning: We aim to minimise the work demands placed on our workers, provide good communication, and where possible, will encourage job rotation to help staff develop and form positive relationships, and support any vulnerable individuals.

Support from Mental Health First Aiders: Where it's a good fit, we'll choose and train Mental Health First Aiders. They'll know how to spot common mental health issues at work and guide our workers to the right support.

Training for early identification: We'll train our workers and managers to notice early signs of stress and encourage all workers to speak up about stress, mental health and wellbeing concerns.

Monitoring: We will continually monitor the work environment for early signs of stress or mental health issues and

take appropriate action to protect workers.

Special considerations for night workers: We'll make sure night workers can have a free health check regularly.

Providing support: We're committed to offering or arranging the right support to tackle stress, mental health and wellbeing challenges for all workers.

We urge our workers to get involved with our stress management and mental health processes and to share any worries as soon as they arise.

3.48 Transport & Company Vehicle Safety

It is the policy of Imperium Electrical Solutions Ltd to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK licence for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct licence for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to provide detail of driving licence number, national insurance number and Post Code registered on driving licence in order that annual checks may be made on applicable vehicle licences and any penalty points registered.

3.49 Welfare

In most cases company employees / contractors will be able to use toilet / washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in peoples homes we will make a verbal request to use their washing facilities if required.

3.50 Work-related ill health and occupational disease

We will ensure a safe and healthy working environment for all workers, and part of that commitment involves identifying, preventing, and managing work-related ill health and diseases. We recognise workplace stress, sickness, and unsafe practices contribute to absence and injury.

Key areas of focus

Our efforts will centre on preventing and managing such health issues as:

- Occupational lung disease
- Asbestos-related disease
- Musculoskeletal disorders
- Stress, depression and anxiety
- Occupational cancer
- Work-related skin disease
- Hand-arm vibration
- Noise-induced hearing loss.

Risk management

We'll conduct risk assessments to identify and control health and safety risks from work activities. This includes health

surveillance as needed.

Risk assessments will be reviewed annually or upon significant changes to ensure relevance and continuous improvement.

Expectations

We expect workers to:

- Not interfere with safety measures
- Report Health & Safety concerns promptly or personal health issues that may affect them at work
- Take care of their own Health & Safety
- Cooperate with Health & Safety control measures

Our commitment

We commit to:

- Providing adequate training on health risks and occupational diseases.
- Engaging and consulting with workers on Health & Safety matters.
- Ensuring the safe storage of harmful substances.
- Maintaining safe equipment, machinery, and working conditions.
- Provide health surveillance where workers may be exposed to risks that could result in occupational diseases or conditions.
- Protect the confidentiality of workers health information
- We'll align with other business policies, like workers wellbeing, to enhance workplace safety.

3.51 Working at Height

It is the policy of the company to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible. Where work at height can not be avoided, the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to provide safe access to height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

3.52 Workplace Occupational Health

It is our policy to provide, so far as is reasonably practicable, a healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

Any health risks will be managed by carrying out a risk assessment to see what, if any action is required. Should a sufficient risk be identified, any employees affected will be advised of the measures that will be taken in order to safeguard their health. If this involves any further training, or instruction in how to wear or maintain personal protective equipment, this will be arranged.

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. Imperium Electrical Solutions Ltd will carry out risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

We recognise the importance of having a workforce which is able to carry out the work which we require. This is important for employees' own health and safety, as well as their colleagues. For this reason, we retain the right to require any employee working in a safety-critical role to complete a health questionnaire.

Should a problem arise which needs further clarification, we also retain the right to make a referral to an independent medical advisor of our choice. Where this becomes necessary, the right of an employee to access any medical report is protected. This and any related information will also be kept in accordance with the requirements of the current **Data Protection** regulations at all times.

Should an employee have any occupational health-related concerns, please raise them with the Managing Director in the first instance. It will be dealt with promptly and where necessary, advice will be given on any further action required.

All employees will attend a Back to Work interview after a period of absence from work due to illness. This is to ascertain whether current work practices have contributed to an employee's illness, and to see if ergonomical changes are required.

3.53 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business.

There are also special provisions for young people in the Working Time Regulations concerning limits of hours of work, rest from work and annual holidays.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers.
- Take into account their inexperience, lack of awareness and immaturity.
- Prohibit certain activities where higher risks are identified.
- Not allow the young person to operate any machinery or equipment without proper supervision and training.
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken.
- Provide suitable supervision at all times.
- Not employ any person under the age of 14 years for any paid or non paid employment.

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]