



# ComPATable

## Professional Electrical Testing Service

Portable Appliance Testing Specialists

Frizzels Wood House,  
Spott, Burnhead,  
Dunbar,  
East Lothian  
EH42 1RN

Phone / Fax: 01368 850 275  
Mobile: 0790 161 6691  
e-mail: alan.bradd@virgin.net

## Health & Safety Document

## Table of Contents

Table of Contents .....	Page 2
Health & Safety Policy Statement .....	Page 3
Organisation of business & responsibilities.....	Page 4
Risk Assessments & Working Procedures.....	Page 5

## Health & Safety Policy Statement

This policy has been formulated addressing the fact that work will be carried within a diverse range of client environments. These premises could be commercial, industrial, agricultural, academic or domestic.

Before work commences a risk assessment of new premises will be conducted, the results of which will determine any special requirements such as personal protective equipment or special working practices.

A responsible representative of the client will be sought to establish any special Health & Safety requirements in force on the premises including registering in the personnel log, emergency evacuation & muster points.

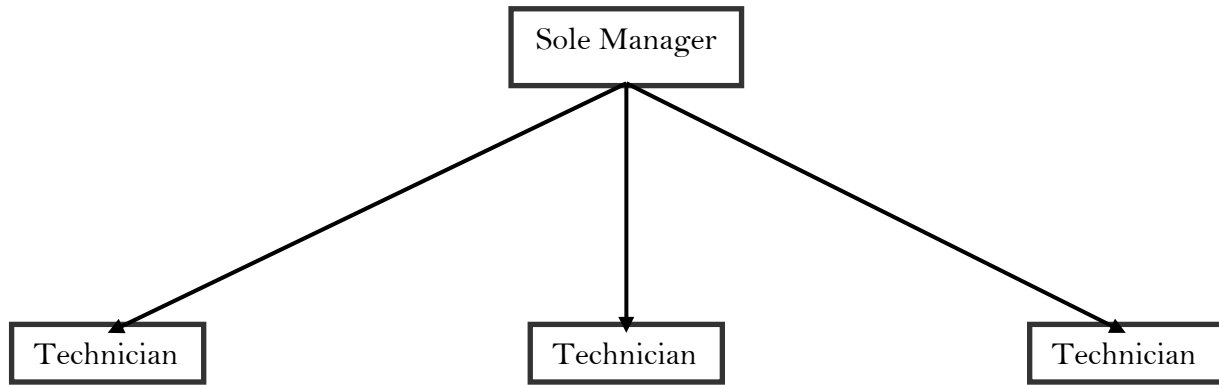
Work will be carried out by competent personnel trained to operate the equipment in a safe manner as laid out in the work procedures & in accordance with manufacturers recommendations.

Personnel will be trained & consulted in Health & Safety issues to foster a dynamic approach to H & S issues which by feedback, will modify & improve working procedures & this policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Organisation Structure



## Responsibilities

### Manager

The Manager is responsible for the maintenance & implementation of this Health & Safety Policy.

He must appraise & maintain work procedures the contents of which will contain Health & Safety duties to be carried out by Technicians.

He must ensure that employees are trained to an adequate level of competency in Health & Safety & safe working practices.

The Manager must also provide personal protective equipment as required & ensure the technician is trained in its proper use.

He must ensure that adequate risk assessments are conducted on the premises in which work is to be carried out.

The Manager is responsible for reporting accidents in accordance with R.I.D.D.O.R

### Technician

The Technician is responsible for adhering to the contents of the Health & Safety Policy & to conduct his/her work in such a manner as not to endanger themselves or others.

The Technician must also conduct his/her work following work procedures & use equipment according to the manufacturers recommendations, he/she must also adhere to the Health & Safety policy & procedures in force in the customers premises.

The Technician must use personal protective equipment if required to do so, keep it in good condition & report any defects.

The Technician must report any injury or near miss incident to the manager.

## **Risk Assessments**

The following Risk Assessments will be carried out to assist in minimising the risk of injury when conducting work:-

- 1) The Work environment ( to be conducted on new premises )
- 2) Manual Handling ( as required )
- 3) Personal Protective Equipment.( as required )
- 4) Display Screens ( as required )
- 5) Noise ( to be conducted on new premises )

The results of the risk assessments will be used to modify & improve the working procedures.

Any major changes to working practices will cause further risk assessments to be carried out.

Any significant incident will prompt further risk assessments to be carried out & the value of the previous assessments analysed.

## **Working Procedures**

The Work procedures will contain information that reflects best working practices and used as guidance to the technician carrying out the work.

They will be regularly reviewed & updated as required, these reviews will reflect the results of risk assessments & consultation with the Technicians.

The procedures contain Health & Safety information to which Technician must adhere.