

TECH TEST UK

Making Safety Paramount

**17 GLAISHER DRIVE
MEIR PARK • STOKE on TRENT
STAFFORDSHIRE
ST3 7RF**

9th January 2015

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INTRODUCTION

Our Health & Safety Policy has been set out to inform of our arrangements, principles and procedures for securing the Health & Safety of our employees and those who may be affected by our activities and in particular Portable Appliance Testing.

We are aware that the accepted procedure to successful Health & Safety management can be achieved by implementing the following.

1. Setting the policy
2. Organizing staff
3. Planning & setting standards
4. Measurement of performance
5. Audit & review

Our policy follows the above principle and identifies the mechanism in place for informing our employees of the contents and arrangements identified within this document.

It should be noted that Tech Test UK specializes in portable appliance testing, fixed wiring testing and electrical installations and does not perform any other type of work. Although we have a Head Office, the majority of our work is performed on the premises of our clients. We value Health & Safety; therefore whenever we visit a site to perform any work, a detailed risk assessment of each site is compiled so actions can be taken to prevent problems.

Next Policy Review Date: 9th January 2016

Signed:

Andrew Bestwick
(Director)

HEALTH & SAFETY POLICY STATEMENT TECH TEST UK

- We will ensure that we implement measures so that Health & Safety risks arising from our work activities are adequately controlled.
- Detailed risk assessments will be written in relation to each site visited by a Tech Test UK employee and all findings will be acted upon.
- We will ensure consultation with our employees or their elected representatives on matters concerning Health & Safety.
- We will provide and maintain safe plant and equipment throughout all areas of operations.
- We will ensure the provision of suitable and sufficient training to ensure that employees are competent to perform the tasks they are expected to undertake.
- We will ensure the provision of suitable and sufficient information & supervision for employees.
- We will maintain measures to ensure the prevention of accidents and cases of work-related ill health.
- We will ensure the provision of a safe & healthy working environment throughout all areas of operations. If we are not satisfied our employees are safe to work at any site, we will not send them to work there.
- We will ensure that where other people are affected by our activities on site, our management accepts the responsibility to provide appropriate levels of safety for them.
- We will ensure the review and revision of this policy as may be necessary when new techniques and/or technology which affect Health & Safety are introduced.
- We will ensure that this policy is monitored and reviewed every 6 Months.

Signed: Andrew Bestwick

Position: Director

Date 9th January 2015

Review Date: 9th January 2016

CONSULTATION WITH OUR EMPLOYEES

We are aware that recognised trade unions may appoint safety representatives under the Safety Representatives and Safety Committees Regulations 1977. Such Representatives and Safety Committees are permitted to fulfill functions, as detailed within the regulations.

The following proviso is however set out pertaining the Safety Representatives:

“Without prejudice to Sections 7 & 8 of the Health & Safety at Work, no function given to a Safety Representative....shall be constructed as imposing any duty on Him/Her.”

We are aware that the Health & Safety (Consultation with Employees) Regulations 1996 require us to consult with those employees outside the scope of the Safety Representative & Safety Committees Regulations 1977 in good time, relating to the following issues:

- The introduction of any measure that could substantially affect the Health & Safety of any employee.
- The appointment of competent persons under the management of Health & Safety at Work Regulations 1999 to assist with Health & Safety assistance.
- The appointment of competent persons to assist with the evacuation of the premises in the case of serious and imminent danger.
- The provision of a legally required Health & Safety information
- The introduction of any new technology into the workplace
- The planning and organization of any Health & Safety training, which we are legally required to provide.

THE PROCESS OF CONSULTATION

We are aware that we may consult with our employees directly, or through representatives elected by the employees concerned.

Health & Safety meeting are held on the last Friday of every Month so it is possible to consult with our employees.

Direct consultation with employees hired to work on site is Andrew Bestwick
Direct consultation with employees hired to work at our Head Office is Andrew Bestwick

Where we have elected representatives we will ensure that they are provided with reasonable training and paid time off to allow them time to perform their functions and/or undergo any necessary training.

Where we consult with employees, or through a representative of employee safety, we will make available the necessary information to allow them to participate effectively and fully in the consultation.

DELEGATED HEALTH & SAFETY RESPONSIBILITIES

GENERAL RESPONSIBILITIES

The person with overall and final responsibility for the publication of this policy is Andrew Bestwick.

Day to day implementation of this policy is delegated to Andrew Bestwick.

SPECIFIC AREAS OF RESPONSIBILITIES

INFORMATION, INSTRUCTION & TRAINING

The person responsible for implementing Health & Safety training and providing suitable and sufficient information and instruction is Andrew Bestwick.

RISK ASSESSMENTS

The person responsible for ensuring that risk assessments are carried out is Andrew Bestwick

The person who will be informed of the finding of each risk assessment will be Andrew Bestwick. This data will be documented.

The person who will ensure that any action(s) resulting from the assessment are implemented is Andrew Bestwick.

EQUIPMENT TO BE USED AT WORK

All equipment and machinery that we use on site is covered by the Provision and Use of Work Equipment Regulations 1998. Regulation 6 of these regulations elaborates on the more general duty in the Health & Safety at Work Act 1974 and defines the obligation to maintain all equipment.

The person responsible for identifying all plant and equipment in need of maintenance is Andrew Bestwick.

The person responsible for ensuring that the maintenance schedule covering all identified plant and equipment is Andrew Bestwick. This includes annual service and calibration of electrical testing equipment.

The person responsible for ensuring that all new plant and equipment meets current Health & Safety standards prior to its purchased is Andrew Bestwick.

The person responsible for inspecting all new plant and equipment prior to its use is Andrew Bestwick.

EQUIPMENT TO BE USED AT HEAD OFFICE

All equipment and machinery that is used at our Head Office is covered by the Provision and Use of Work Equipment Regulations 1998. Regulation 6 of these regulations elaborates on the more general duty in the Health & Safety at Work Act 1974 and defines the obligation to maintain all equipment frequently.

The person responsible for ensuring new office equipment meets current Health & Safety standards prior to its purchased is Andrew Bestwick.

The person responsible for ensuring frequent maintenance checks are carried out on all head office equipment is Andrew Bestwick.

EMPLOYEES DUTIES

The Health & Safety at Work Act 1974, places legal duties on all our employees.

These Are:

Section 7

“To take reasonable care for the Health & Safety of themselves and of other persons who may

Be affected by their acts or omissions at work”

“To co-operate with management to enable the employer to carry out His/Her legal duties or

Any requirements as may be imposed.”

Section 8

“No person shall intentionally or recklessly interfere with or misuse any item provided For the intended use of Health & Safety.”

The management of Health & Safety at Work Regulations 1999 (Regulation 14) places other duties on the employee, these being:

“Every employee must use electrical testing equipment, machines and all other equipment and dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training & instructions received and in accordance with any training in the use of the equipment concerned which has been received by Him/Her and the instructions respecting the use....”

“Every employee must inform the employer or any other employee with specific Health & Safety responsibilities for fellow employees.....”

“Of any work situation where it is considered that the training and instruction received by them or a fellow employee, could represent a serious & imminent danger to their Health & Safety.....”

“Of any matter where it is considered that the training and instruction received by them or fellow employee, could present a failure in the employers’ protection arrangements for Health & Safety, even where no immediate danger exists....”

COMPANY HEALTH & SAFETY POLICE FOR EMPLOYEES

This section of our health & safety policy specifies the safety rules that employees must adhere to. We have prepared these rules in accordance with legal requirements and acknowledged these rules in accordance with legal requirements and acknowledged safe working practices.

It is not possible to document here every possible safety rule as circumstances may vary depending upon the nature of the work and the working environment. However, our employees are expected to act in a sensible manner and adhere to written or verbal instruction given by the management.

Our Employees:

- Will wear Company ID badge on Client premises.
- Will lock tool box when employee is away from the test location
- Must not operate any item of equipment unless they have received full training and are authorized to do so.
- Must make full & proper use of all safety and guarding equipment.
- Must report immediately any fault, damage, defect or malfunction of any item of plant, equipment, implement, tool or utensil.
- Under the age of 18 years must not operate any item of equipment unless they have received sufficient training or are under adequate supervision.
- Must not make any repairs or carry out any maintenance work of any description unless authorized to do so.
- Must use & dispose of all substances, chemicals, liquids etc. in accordance with all written instructions.
- Must comply with all hazard warning signs and notices displayed on the premises.
- Must use, store and maintain all items of protective clothing/equipment provided as instructed
- Must comply with all Client emergency procedures.
- Must not obstruct any fire escape route, fire equipment or fire doors.
- Must report any use of firefighting equipment to their supervisor.
- Must not use company vehicles unless insured & authorized to do so.
- Must seek medical treatment for any injury they may receive, no matter how slight it may seem to be.
- Must report all accidents and dangerous occurrences to management as soon as it is practicable and fill in an incident form.

In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

GENERAL ARRANGEMENTS

PROVISION OF INFORMATION

To comply with The Health & Safety Information for employees Regulations 1989 we are required to provide a poster (Health & Safety Law – What You Should Know) or provide leaflets informing employees with information on Health & Safety.

The poster (Health & Safety Law – What You Should Know) is displayed next to the employee notice board in the staff room at Head Office.

The Employers Liability (Compulsory Insurance) Act 1998 requires us to display a “Certificate of Insurance” on the premises in such a position as to be easily observed and read by the employees, and thereafter be retained for at least 40 Years.

The Employers Liability (Compulsory Insurance) Act 1998, a Certificate of insurance is displayed on the main certificate wall in the main reception at head office.

COMPETENT HEALTH & SAFETY ADVICE

We are required to comply with the Management of Health and Safety at Work Regulations 1998 (Regulation 7) to have access either in-house or externally to competent Health & Safety advice.

Health & Safety advice is provided to us by:

HSE

Signed:

Andrew Bestwick
(Director)

FIRE ARRANGEMENTS

The fire precautions (Workplace) (Amendment) Regulation 1997 require the provision & maintained of appropriate measures to detect, fight, give warning of fire and to ensure the safe evacuation of persons from the premises or workplace via emergency routes and exits.

Will ensure that all employees, visitors and those working at our Head Office premises are made aware of the fire arrangements and procedures.

A signing in/out register will be kept at reception for all staff and visitors to monitor who is in the building. This will be checked each day as the last person exits the building.

We will ensure that all employees working at clients' sites are made aware of the fire arrangements and procedures of each site.

AUDIO FIRE WARNING

The warning sound in the event of a fire is:

“EMERGENCY...LEAVE THE BUILDING...FIRE...FIRE”

On hearing the alarm or being informed of a fire, the assembly point at Head Office is located at the main car park in front of the main building.

The person responsible for fire safety matters at Head Office is Andrew Bestwick.

THE FOLLOWING ACTION SHOULD BE TAKEN IN THE EVENT OF A FIRE

Action when discovering a fire

If you should discover a fire:

- Sound the alarm by shouting the above warning sound.
- Activate a further alarm by breaking the glass alarm unit.

Action on hearing the fire alarm

The person responsible for fire safety matters will:

- Ensure the fire brigade has been summoned.
- Perform the evacuation procedure.

EVACUATION PROCEDURE FOR HEAD OFFICE

On hearing the fire alarm or being notified of a fire, evacuate the premises or workplace via the safest route closing all windows and doors where possible.

Do not stop to collect personal belongings or coats.

Proceed to the nominated assembly point where the person responsible for fire safety or a nominated fire marshal will perform a roll call based on the signing in/out register (if available), to ensure all person are accounted for.

WHEN THE FIRE BRIGADE ARRIVES

The person responsible for fire safety will liaise with the fire brigade on arrival and should inform them of:

- Details of the fire
- Where the fire is situated
- Any person/persons who is missing and their last known whereabouts
- Advice the senior fire officer of relevant details regarding the environment and any hazards associated with our work activities.
- Provide the senior fire officer with a plan of the building

DO NOT RE-ENTER THE PREMISES OR WORKPLACE UNTIL TOLD TO DO SO BY THE SENIOR FIRE OFFICER.

Fire instruction notices are posted throughout the building. It is the responsibly of all staff to read these notices and memorize them in order that they take appropriate action in an emergency.

Employees going onto a client's sites to perform PAT testing will be informed by management of the fire procedures of each site. It is the responsibility of the management to obtain this information from the client and relay it to all relevant employees.

FIRST AID ARRANGEMENTS

There is a requirement to comply with the Health & Safety (First Aid) Regulations 1981 and that a suitable person must be appointed to take responsibility for first aid provision & maintenance of the first aid box.

Each company van taken to a client's site will be issued with a separate first aid box.

The first aid box at Head Office is kept in the white cupboard on the wall in the staff room.

The accident report book is kept in the desk draw in our reception.

We are also aware that a suitable person is one who has undergone training & achieved a standard that is approved by the Health & Safety Executive.

Our arrangements for first aid provision are:

Our qualified first aid personnel are:

Head Office: Andrew Bestwick

On Site: Andrew Bestwick

CONTENTS OF FIRST AID BOX

There is one compulsory list on of items that the first aid box must contain; a decision on what should be included in the box will be decided after a risk assessment of the site.

We will ensure that a minimum stock of the following items will be available to all employees; these items are located in the all vehicles provided for work.

DESCRIPTION	QUANTITY
Guidance card	1
Individually wrapped sterile adhesive dressing (assorted sizes) and appropriate to work conditions. E.g. oil/grease proof, detectable for food handlers	20
Sterile eye pads	2
Individual wrapped triangular bandages (sterile)	4
Safety pins	10
Medium sized individually wrapped sterile non-medicated wound dressing	6
Large sterile individually wrapped non-medicated wound dressing	2
Individually wrapped moist cleaning wipes	20
Disposable gloves	4

NB TABLETS & MEDICATION

We acknowledge that in particular circumstances the assessment might identify a need for items such as protective equipment, where for example, first aid trained people have to enter dangerous atmospheres: or blankets are required to protect casualties from the elements. We understand that these additional items should be securely stored near the first-aid container, in the first-aid room or in the hazard area, as appropriate. It is important that access to these items is restricted to people trained in their use.

ACCIDENT REPORTING ARRANGEMENTS

All work activities are covered by THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

It includes all employees, trainees & self-employed persons working on our premises.

When they are injured, or suffer a disease as a result of work activity, members of the public, students, hotel residents and residents of homes for the elderly are also included.

The following is to be carried out when any of the above categories occur:

- Every injury no matter how trivial it may seem must be reported.
- The accident book must be completed by the qualified first aid person, appointed person or senior person present.

Certain accidents require reporting to our Enforcing Authority, reportable occurrences are:

- The death of any person, whether or not He/She is at work, as a result of an accident arising out of or in connection with any work.
- Any person suffering a major injury or condition.
- A person not at work (e.g. a member of the public) suffers an injury as a result of an accident and is taken from the scene to hospital for treatment
- A specified dangerous occurrence arising out of or in connection with work.
- A person is incapacitated for His/Her normal work for more than 3 days as a result of injury.
- The death of an employee if this happens within 1 year after a reportable injury or condition.
- A person being affected by a specified disease diagnosed by a doctor and where the person's work involves a specified work activity.

Serious accidents and occurrences must be reported to our Enforcing Authority immediately by the most practicable means available.

The most common accident is where a person is incapacitated from His/Her normal work for more than 3 days as a result of the injury. For this, complete the form F2508 (For Injuries and Dangerous Occurrences), retain a copy and submit it to our Enforcing Authority within 10 days.

A copy of forms F2508 & F2508A can be found in appendix to section 1.

EMERGENCY ARRANGEMENTS

We are required to establish & give effect to appropriate procedures to be followed in the event of serious & imminent danger to:

- Person at work & in our undertaking

And to

- Provide a sufficient number of competent persons to implement those procedures.
- Ensure that access is prohibited to an area that where this is restricted on Health & Safety grounds unless the employee concerned has received adequate Health * & Safety instructions.

Our Emergency Procedure is:

In the event of emergency call the EMERGENCY SERVICES stating slowly and calmly the following:

This is:	Employees Name
Company Name:	Tech Test UK
Address:	17 Glaisher Drive, Meir Park, Stoke on Trent
Post Code	ST3 7RF

State the telephone number

Telephone Number	01782 399793
Mobile Telephone	07821 748394

State the need

We require:

POLICE – FIRE – AMBULANCE

Give details to the exchange operator upon request

The nominated competent person responsible for the implementation of the emergency procedure is Andrew Bestwick.

RISK ASSESSMENTS

The management of Health & Safety at Work Regulation 1999, Regulation 3(1) requires that a formalized risk assessment be carried out to determine the risks associated with working operations. The assessment will need to identify risks both to employees and to any other person who may be affected.

The purpose of the risk assessment is to:

...enable the employer to determine remedial actions necessary to comply with the relevant statutory provisions...

Regulation 3(3) of The Management of Health & Safety at Work Regulations 1999 requires that risk assessments are kept up to date. Which means any significant change which affects risk (e.g. a new employee, testing equipment or work practice) should lead to re-assessment of risk.

Our company will carry out detailed risk assessments for each site that we visit to perform Portable Appliance Testing. The enclosed examples of typical risk assessments are for testing at client's sites

The record of risk assessments will need to include information regarding the following:

- Any significant sources of harm (hazards) to Health & Safety identified during the assessment.
- Any existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to work manuals or other documentation if appropriate)
- The persons who may be affected by the risks identified, in particular and personnel who may especially be at risk.
- The decisions taken as a result of the assessment.
- Training in risk assessment techniques provided to employees.

After identifying the hazard, they should be classified and given a priority rating. The purpose of the risk assessment will be to formulate a system of control for hazards associated with the daily working environment and work practices.

To achieve this, a proper system for the formulation of remedial actions to cater for hazards identified should be developed.

All items of concern arising from the completed risk assessment procedure and any hazards arising from the assessments and which have been given the priority of urgent or high priority action require to be discussed by both management and employees or representatives, with work stopping if necessary.

Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

A DETAILED RISK ASSESSMENT FOR CARRYING OUT PORTABLE APPLIANCE TESTING

TYPICAL TYPE OF ENVIRONMENT:	ON SITE TESTING FOR AN OFFICE, FACTORY WORKSHOP, PUBLIC ESTABLISHMENT (E.G. HOTEL), NURSING HOME. ETC.
NAME OF CLIENT:	
SITE ADDRESS:	
DATE OF ASSESSMENT:	** ** *
SIGNATURE:	
ASSESSMENT REVIEW DATE:	BEFORE NEXT TESTING ON SITE

ASSESSMENT:

HAZARDS	PEOPLE AT RISK	CONTROLS IN PLACE FOR PREVENTION
Injury due to carrying out testing on an appliance	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Test only in safe environment. • Make sure client employees are away from testing. • Only carry out tests trained to do so. • Make sure appliance is fully isolated. • Make sure appliance is free from other items/appliances.
Electric shock	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Isolate appliance from mains supply when carrying out testing. • Do not touch appliance during testing through electrical test equipment. • Only carry out Flash Testing if trained to do so and authorized by management. • Make sure environment is safe to carry out testing. • Make sure client employees are at a safe distance when testing. • No work on live parts will take place during testing.
Risk of Fire	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners 	<ul style="list-style-type: none"> • No work will take place in explosive/flammable atmospheres.

	<ul style="list-style-type: none"> • Members of the public • Staff with disabilities • Visitors 	
Working at height	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Make sure ladders are fully and frequently maintained. • Never test reaching for appliance • Make sure surrounding environment is free from client employees. • Make sure surrounding environment is free from obstacles. • Bring appliance down to ground to carry out testing. • Put warning sign up: "Warning...engineers working on ladder"
Moving parts	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Engineer will assess surrounding environment when carrying out functional checks, to ensure it is safe to do so. • Engineer will use provided guards on appliances when carrying out formal tests.
Tripping hazards	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities/visitors 	<ul style="list-style-type: none"> • Make sure equipment is organized and free from gangways between desks. • Make sure cables/leads are organized when testing. • Do not allow extension lead to run across walkways.
Vehicles	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Make sure company vehicle is parked in appropriate parking place.
Poor lighting	<ul style="list-style-type: none"> • Tech Test UK employees 	<ul style="list-style-type: none"> • Make sure lighting is sufficient to carry out testing.
Adequately trained Tech Test UK engineers	<ul style="list-style-type: none"> • Tech Test UK engineers • Competent testing 	<ul style="list-style-type: none"> • All employees will be trained to the minimum standard of City & Guilds Certificate 2377
	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers 	<ul style="list-style-type: none"> • Electrical testing equipment will be serviced and calibrated on an annual basis.

Results of Testing	<ul style="list-style-type: none"> • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Engineer will carry out frequent visual checks on their testing equipment.
Appropriate safety wear	<ul style="list-style-type: none"> • Tech Test UK engineers 	<ul style="list-style-type: none"> • All employees will wear appropriate work clothing i.e. steel toe capped boots to BS EN 345/6/7:1993. • All employees will wear industrial work trousers.
Faulty equipment	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • All tools and equipment will have regular maintenance checks to ensure full safe working order. These checks will be monitored. • Engineer will carry out frequent visual checks on their equipment in between maintenance checks. • Engineer will not carry out a task unless they have the appropriate equipment for that task.
Fire evacuation	<ul style="list-style-type: none"> • Tech Test UK employees • Office staff • Manual workers • Maintenance personnel • Contractors • Operators • Cleaners • Members of the public • Staff with disabilities • Visitors 	<ul style="list-style-type: none"> • Tech Test UK management will inform employees visiting each site of their fire evacuation procedure.
Client site health & safety policy	<ul style="list-style-type: none"> • Tech Test UK employees 	<ul style="list-style-type: none"> • Tech Test UK management will inform employees visiting each site of their health and safety policy. • Each employee visiting a site will be made aware of the site health and safety representative

Safe Working Method

Important Portable appliance testing should only be carried out by persons trained and competent in the process.

Entering the building

- Tech Test UK employees will wear company ID badge.
- When entering the building Tech Test UK staff will always sign in to the visitors book and make themselves known to the contact name.
- Tech Test UK employees will receive and wear Client visitor badge.
- Tech Test UK staff will inquire about any previous PAT testing results.
- Tech Test UK staff will conform to any Health and Safety requirements imposed by a client.
- Tech Test UK staff will note your emergency fire evacuation procedure and emergency exits.
- Tech Test UK staff will inquire about access to rooms and buildings required.

Before Testing

Before testing, Tech Test UK staff will identify the risks in the area He/She will be working and locate a safe area for tool box and PAT tester and an appropriate electrical supply.

Tech Test UK employees will lock their tool box, when the employee is not within close proximity of the test area.

Tech Test UK employees will use a Hazard Warning Sign to forewarn client employees & visitors of any dangers caused by the activities of Tech Test UK employees.

Risk assessment

Visual inspection

- Check appliance for missing covers, defects and loose screws.
- Check cable for damage insulation, fraying and signs of overheating.
- Check plug for damage, loose wiring and correctly rated fuse.

The visual inspection is now complete, move on to PAT testing only if appliance is satisfactory.

PAT Testing

- Enter site address and location.
- Power up PAT test equipment.
- Plug the appliance into the PAT test equipment.
- Select the test appropriate to the appliance.
- Start the PAT testing.
- Enter appliance description.
- Analyse results and fit appliance with the required sticker.
- Return appliance to its location.
- Move on to next appliance.

On completion of testing

- Issue client with a detailed report of all appliances tested
- Advise on any changes or improvements that could be made to the appliances.

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1999

These regulations which replace older versions of the commonly known COSHH Regulations came into force on 25th March 1999. The original COSHH Regulations were among the early examples of widely applicable Regulations which required a detailed risk assessment. There will be a need to ensure that adequate attention is paid to the following:

- Hazard identification, including the establishment of an inventory of all chemicals on site.
- Control of chemicals and adequate storage arrangements.
- Recording of COSHH assessments.
- Maintenance and control measures.

Although we will not be dealing with any chemicals directly in the portable appliance testing business, it is important to be aware of these principles should this need addressing when testing at such a relevant site.

There is a requirement to make arrangements to control employee exposure to all substances, which may affect their health.

Exposure must be prevented or, where this is not reasonably practicable, adequately controlled. Arrangements must also be made for notifying the Health & Safety Executive when biological agents are first used in a workplace.

There is a duty where a substance has been assigned a MEL (maximum exposure limit), to reduce exposure as far as is reasonably practicable and at least to below the MEL. Prior to the 1999 Regulations Mel's were found within the Regulations needed to be amended. Mel's are now shown in the HSE publication EH40 Occupational Exposure Limits which is revised annually.

Where a substance has been assigned an OES (occupational exposure standard) there is a duty to reduce exposure to that standard.

Where the standards are being exceeded, there is a duty to identify the reason for this and take action to remedy the situation as soon as reasonably practicable.

DISPLAY SCREEN EQUIPMENT REGULATION 1992

Under these Regulations there is a requirement to carry out an analysis of display screen workstations for the purpose of assessing risks, in particular the risks of muscular-skeletal discomfort, visual disturbance and mental stress.

Identified risks must be remedied, as far as is reasonably practicable, as soon as possible.

The Regulations also identify that the work routine of employees must be organized so as to break up periods of continuous display screen equipment work.

The definitions of "display screen equipment", "workstation", "user" and "operator" determine whether or not the Regulations apply in a particular situation.

- "User" means an employee who habitually uses display screen equipment as a significant part of their normal work.
- "Operator" means a self-employed person who habitually uses display screen equipment as a significant part of their normal work.
- "Display screen equipment" means any alphanumeric or graphic display screen, regardless of the display process involved.
- "Workstation" means an assembly comprising:
 - i. Display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device).
 - ii. Any optional accessories to the display screen equipment.
 - iii. Any disk drive, telephone, modem, printer, document holder, work chair, work desk surface or other item peripheral to the display screen equipment: and
 - iv. The immediate work environment around the display screen equipment.

Persons falling within the definition of a "user" are entitled to an eye and eyesight test and to corrective appliances (i.e. spectacles) where specifically necessary for display screen work.

Training must be given before a person ("user" or "operator") begins to work on display screens and whenever the task significantly changes or the workstation is substantially modified.

Employees and others (operators) must be given adequate information about health and safety at the workstation so as to enable the safe use of display screens.

Guidance published by the Health & Safety Executive refers to fatigue and stress as health hazards.