

Birmingham Electrical Training will provide working conditions which comply with all the relevant statutory requirements and officially approved codes of practice that are designed to ensure good standards of health and safety.

Company Responsibilities

- To provide information, instruction and supervision to enable all employees to contribute positively to their own health and safety at work.
- To ensure that electrical equipment and systems of work are safe and do not endanger health
- To provide safe arrangements for the storage, handling and movement of materials and substances.
- To provide welfare facilities and benefits so far as is reasonably practicable.
- To provide safe means of access to and from places of work which are under the Company's control.

Employees' responsibilities

- To take reasonable care for the health and safety of themselves and others who may be affected by his/her acts or omissions at work.
- To co-operate fully with the Company to enable it to comply with any relevant legislation regarding health and safety at work.
- To report and co-operate in the investigation of accidents or incidents that may have led or may lead to injury.
- To refrain from intentionally or recklessly interfering with or misuse of anything provided by the Company in the interested of health, safety and welfare in pursuance of the relevant legislation.

Health and Safety at Work Rules

1. Your duty

It is your duty whilst at work to take reasonable care for your own safety and for that of others who may be affected by your acts or omissions.

2. Legal Responsibilities

The Company and its employees also have legal responsibilities under the Health and Safety legislation. If you need more information please ask.

3. Extra Precautions

There may be special precautions and / or codes of conduct relating to your use of particular equipment. You should familiarise yourself with these and observe them at all times.

4. Fire Procedures

You must comply with the Company's fire regulations, fire drill practices and procedures. Copies of relevant standards are on all notice boards and in the rest area.

5. Reporting Accidents

You must report any accident which occurs at your place of work - however trivial it appears to be. You must complete the accident book which is kept in the main area of the office.



6. Safety Awareness

All employees are expected to adopt a safety conscious attitude and be aware of the circumstances which can cause accidents. You should, therefore, report immediately any hazards or potential hazards in your work place to your line manager.

7. Electrical Equipment

Equipment which does not require continuous operation should be switched off when not in use and disconnected from the main electricity supply at the end of the day. On no account should you carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and your line manager notified of any details.

8. Workplace

You should endeavour to keep your work place in a tidy state at all times. Care should be taken to ensure that cupboard doors and desk drawers are not left open unnecessarily. Special care should be taken to ensure that rights of way and escape routes are never obstructed.

9. Working from Home

Where employees work from home they must complete a risk assessment to ensure a safe working environment. Should an individual require assistance with this please speak to your line manager.

Manufacturer's instructions

When using machines you must always follow the manufacturer's instructions and never take short cuts to save time.

Lifting

As serious injury, particularly to the back, can result from incorrect lifting, you should familiarise yourself with the correct method of lifting heavy or awkwardly shaped objects.

First Aid Boxes

Details of the location of First Aid Boxes are available from your manager. Neither First Aiders nor any employee is permitted to dispense pharmaceutical products including aspirin and related products. In cases of serious illness or injury you should telephone for an ambulance if deemed necessary.

Breach of Health and Safety Regulations

In certain circumstances, breaches of health and safety regulations and / or law and / or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event, a failure to comply with the appropriate standards will render an employee liable to disciplinary action.

VDU Equipment

The Company provides VDU equipment, which complies with health and safety legislation.

All VDU users should experiment to find the most comfortable position; normally arms should be bent at the elbows at an angle of 90° with the forearms. Wrists and hands should be parallel to the work surface and the floor.

The relevant EU Directive on the use of VDU equipment contains the following points: -

- The screens should be the right size
- The keyboard should be detachable from the screen



- The screen should have contrast and brightness controls. All users should find a setting that is most suited to them. It may be necessary to change this setting on occasions e.g. if the ambient lighting changes during the day.
- The VDUs should tilt and swivel. Users should adjust the angle of the screen and its distance away from them so that they can read it clearly. Looking down 15° - 20° to the centre of the screen is normally recommended.
- The surface of the keys, keyboard and screen surround should be a matt finish.
- Anti-static / anti-glare screens should be available for VDU users. These noticeably assist the readability of screen and help towards reducing eye strain.

Faults

It is important that VDU users report any of the following faults to their line manager at each branch for immediate correction:

- Images / characters which are unclear or difficult to see
- Flickering screens

Glare

Wherever possible, screens should not be sited adjacent to a window. If this is unavoidable, the screen should be positioned at right angles to windows, thereby reducing the likelihood of glare or reflection on the screen.

General Points

- Never place drinks near electrical equipment
- Do not cover or obstruct ventilation grilles.
- If there are trailing wires near workstations please report them to your line manager who will ensure that the necessary action is taken.
- Avoid rapid repetitive movements of the head or eyes.
- Remember to blink regularly and to glance away from the screen to rest eyes and to stop the surface of the eye from becoming dry.
- Most jobs incorporate tasks, which require the employee to move away from the keyboard and screen. Breaks should be taken away from the equipment to provide the opportunity to change posture and to rest both eyes and hands.
- If the lighting surrounding the workstation is too bright or too dim, please report it.

The use of mobile phones whilst driving

Employers have a legal duty under health and safety law, to ensure the safety of their employees and of anyone else who may be affected by their activities. This duty also applies when employees are driving for work purposes.

Employees are **not** permitted to use mobile phones whilst driving. If you receive a call on your mobile phone whilst driving you must not answer, you must first stop the car in a safe place and return the call whilst the car is stationary and the engine switched off. The Company will neither fund nor encourage the use of hands free devices.

Breach of this rule may lead to disciplinary action. Furthermore, if you are fined for breaking this law, and the Company receives a request for payment of such fines; these will be deducted from your salary. Employees will also be personally liable for any penalty points on their licence.

There is an exemption for calls to 999 in genuine emergencies where it is unsafe or impractical to stop.



Monitoring

We are committed to reviewing our policy and good practice annually.

Last Reviewed: January 2023

Next Review Date: January 2024