

## Health & Safety Policy Document

The Management of E-TCS Ltd regard the promotion of health and safety measures equal to that of any other management function carried out by employees/approved contractors at all levels and have revised our Policy to take into account the regulations and guidelines brought into force following the Corona Virus Covid 19 Pandemic

The law states, under Section 2 of the Health and Safety at Work Act 1974, that every company employing five or more people must prepare and keep up-to-date a detailed written policy on health and safety.

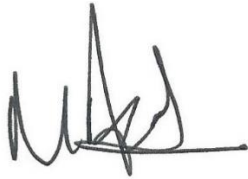
Essentially, E-TCS Limited's (*hereinafter called "the company"*) policy encompasses three main areas, namely:-

- ❖ **Part 1 General Policy Statement**
- ❖ **Part 2 Organisation**
- ❖ **Part 3 Arrangements**

### Part 1 General Policy Statement

- 1.1 The company is to make proper provision for the Health, Safety and Welfare at Work of all its employees/approved contractors through its organisation, development and maintenance of good working practices.
- 1.2 The promotion of Health, Safety and Welfare at Work is an integral function and the responsibility of the executive management.
- 1.3 A reporting system will be maintained to promote good practices in respect of Health, Safety and Welfare at Work.
- 1.4 The company requires those responsible to obtain and provide relevant information and necessary training to employees/approved contractors in respect of risks to their Health and Safety, which may arise from their work, or at their work, or in the work place. If the provision of a safe system of work for the benefit of the company's employees/approved contractors involves company information and instruction as to the potential dangers being given to persons other than the company employees/approved contractors, then the company is under a duty to provide such information and instruction.
- 1.5 All employees/approved contractors are expected to work safely and consider the safety of others at all times. Where safety equipment or PPE (Personal Protective Equipment) is provided, then it is the employee's/approved contractor's duty to use that equipment in a proper manner. All employees/approved contractors are expected to observe local Health and Safety rules, which are designed to prevent accidents and promote sound health and to co-operate with management in their aim to maintain and promote safe and healthy working conditions.

- 1.6 These general responsibilities will extend to any work undertaken by employees of the company to ensure that such activities do not adversely affect the health and safety of others, such as colleagues, contractors, official visitors and members of the public.
- 1.7 The Health & Safety Officer is responsible for the implementation of the Health & Safety Policy throughout the company's management system. The officer is responsible for the authorisation, review, issue and revision of the Policy and ensuring additions and amendments to the organisation and arrangements have the active involvement and commitment to regular review of the policy of the directors and management.
- 1.8 The Health and Safety Policy of any factory, company or site on which an employee/approved contractor is working takes precedence over the company's policy. If the Health and Safety Officer decides that such policy does not meet required standards instructions will be issued as to the parts of the client's policy that will take precedence. If no policy exists then the company's policy is applicable.
- 1.9 The Government are updating the Covid 19 regulations daily and this will be reflected in our Policy see Appendix 1



3 June 2020

**Signature of Managing Director (Marco De-Cotis)**

Document	HS-01
Review date	June 20
Rev.	6

While the Corona Virus is considered live this document will be reviewed weekly.

## Part 3 Arrangements

3.1 The Company's Health and Safety Officer will be responsible for:-

- a) Defining and motivating the directors and management of the Health and Safety functions by delegating responsibilities to supervisors.
- b) Approving and monitoring the company's Health and Safety improvement programmes.
- c) Developing and presenting to the directors of the company the Health and Safety documentation and improvement training programmes.
- d) Support and surveillance of Health and Safety training necessary to achieve the company's policy and improvement programmes.
- e) Liaising with approved contractors ensuring compliance with organisational arrangements for Health and Safety.
- f) Investigating accidents and dangerous occurrences and situations.
- g) Maintaining records and reference material to meet statutory requirements.
- h) Liaising with outside bodies such as the Factory Inspectorate, Local Authorities and HSE to meet requirements and maintain knowledge of current and proposed regulations as well as measures of hazard control.
- i) Organising the company's Fire Fighting arrangements and ensuring that equipment is regularly maintained.
- j) Providing safe and effective arrangements for controlling traffic movement and parking.

3.2 The Managing Director is responsible for ensuring that the company's risk exposures are identified and covered by appropriate insurance.

3.3 The Company's supervisors will be responsible for:-

- a) Implementation of the company's policies and procedures within their area of authority.
- b) Awareness of likely risks of their own operations and those in the vicinity.
- c) Checking potentially dangerous situations and practices and taking appropriate action to correct them.
- d) Organising meetings with employees/approved contractors to discuss Health and Safety and to report findings to the Managing Director.
- e) Recording any accidents or occurrence's in their area of operation and taking steps to avoid reoccurrence where practicable. All accidents or dangerous occurrences must be reported to the Health and Safety Officer and if applicable to the client's Safety Officer.
- f) Ensuring that the safe working practices are known, understood and followed by the workforce under their control.
- g) Supporting and developing new procedures, providing the appropriate training, instruction and supervision to establish their effective use.
- h) Monitoring and controlling the use of approved contractors, visitors etc., to ensure their health and safety.
- i) Ensuring all notices necessary to advise of hazards are prominently displayed.
- j) Keeping the Safety Folder in good order.

- k) Ensuring that all employees/approved contractors and visitors to site are made aware of the company's and site 's safety requirements.
- l) Ensuring that PPE is worn appropriately by personnel when essential to do so and reporting any non-use to the Health and Safety Officer.
- m) Reporting any problems or issues to the Health and Safety Officer.

3.4 All employees/approved contractors have statutory responsibilities for:-

- a) Taking reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- b) Co-operating with the company with the arrangements for ensuring their health and safety.
- c) Avoiding intentional or reckless interference with anything provided by the company to ensure health and safety.
- d) Taking reasonable care of PPE which, is issued for the employee's/ approved contractor's personal safety and to request replacement of damaged or outdated gear.
- e) Reporting all accidents and injuries to their line manager and ensuring that a written report is completed.
- f) Acquainting themselves with the company's safety regulations or those imposed by a main chain contractor or of any site they are working on.
- g) Consulting line managers **if in any doubt**, regarding the safety procedures.

3.5 All employees/approved contractors must be aware and familiar with:-

- a) "Site Safety Policy" (Main Contractor's Document).
- b) Company's Health and Safety Policy.
- c) Safety Management Manual.
- d) All relevant Health & Safety Information.

3.6 Employees/approved contractors are encouraged to put forward suggestions designed to improve Safety and are asked to do this in writing to their Line Manager.

The company undertakes to give full consideration to all suggestions by either implementing them immediately or through discussion at Safety meetings.

3.7 An annual review of the company's Health and Safety will be held and minutes recoded accordingly. Any improvements thought necessary to enhance the Company's policy will be taken.

3.8 Customer Site Safety Plan and Rules

It is regarded as being part of a person's Employment Contract/approved contractor's Service Agreement to obey the client's or the site's Health and Safety rules. It is essential to familiarise yourself with:-

1. Site installation plan.
2. Entry and exit points.
3. Vehicle access.

4. Areas which require work permits.
5. Areas requiring additional PPE.Fire Safety Rules.
6. Emergency procedures.
7. Accident and First Aid procedures.

Requirements to attend Safety Meetings/Inductions.

8. Any special hazards applicable to site including health hazards.
9. Use of portable lights, radios, mobile phones etc.

3.9 Company personnel/approved contractors may be required to:

- a) Wear identification tags.
- b) Undergo gate searches of baggage/vehicles.
- c) Undergo alcohol and drug abuse tests.

Flagrant abuse of 3.8 and 3.9 would be in breach of the company's disciplinary code. Abuse of anything which would endanger life or health will almost certainly entail instant dismissal or end of contract.

**Remember, no job, whether at work or in the home environment, is so important that it cannot be carried out safely.**

## HEALTH, SAFETY AND QUALITY STATEMENT

E-TCS is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable.

We also accept our responsibility for other people who may be affected by our operations and we will endeavour to ensure that we meet our statutory duties at all times.

It is E-TCS' policy, via the implementation of Safe Systems of Work, to minimise accidents any incidents that may result in personal injury to employees/approved contractors/third parties or damage to the environment or property.

All employees/approved contractors will be given such information, instructions and training as is necessary to enable the safe performance of our work activities.

When planning work, E-TCS' directors and management will ensure that Health and Safety is taken into account and given the highest priority and that adequate staffing levels are in place before works are carried out.

Our directors and management will consult with employees' representatives on matters of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties.

The successful implementation of our policy requires total commitment from all levels of employees/approved contractors. Every individual has a legal obligation to take reasonable care of his/her own health and safety and for the safety of other people who may be affected by his/her acts or omissions.

This policy will be regularly monitored to ensure the objectives are achieved. It will be reviewed, and if necessary revised in the light of legislation or organisational changes.

E-TCS operates a system whereby all accidents and incidents, however trivial, are reported via an accident/incident report form, an investigation will take place and appropriate action will be taken. All new measures are fed back to personnel.

No work shall be undertaken until full risk assessments and method statements are in place. Where it is applicable, additional risk assessments will be carried out to cover any "out of scope" work.

## Appendix 1

### COVID 19 REGULATIONS FOR ALL STAFF AND ENGINEERS

These regulations must be adhered to in the course of your work.

- **Before leaving home in the morning please take your temperature, it needs to be below 37.8, this should be sent by text to 07814679436 with the message**

My temp is..... and I do not have any of the COVID 19 symptoms and am fit and well for work.

**All temperatures will be logged. This information will be protected and only shared in the event of a Public Health Enquiry.**

- All office Staff to ensure they have no temperature before arrival at the office and to declare so to the above number.
- ETCS office to be made COVID Secure in line with Government regulations.
- Peterborough Staff to confine themselves to lower ground Floor of the building.
- Staff to regularly sanitise hands and wipe down work stations.
- Work stations to be cleaned before leaving office.
- All bins to be emptied before leaving the office.
- Staff to exercise appropriate hygiene etiquette in the event of coughing and sneezing.
- Visitors will only be received by appointment.
- All visitors to the office to have their temperature taken on arrival and be asked to use hand sanitiser.
- Engineers to Travel to work sites alone - absolutely no car sharing.
- Do not use Public Transport
- Sanitise your hands.
- Put PPE on before entering the building and ensure IPAD and equipment has been cleaned.
- Clean IPad and equipment regularly throughout the day.
- Do a risk assessment of the building. Are you able to social distance to undertake your work?
- If social distancing is not possible advise site contact and contact E.T.C.S office ASAP.
- Do not place yourself in danger.
- Clean as you go and keep your hands sanitised.
- Place all your soiled PPE in a bag and take it with you.
- If possible, remove work t shirt and replace with a clean one when travelling home

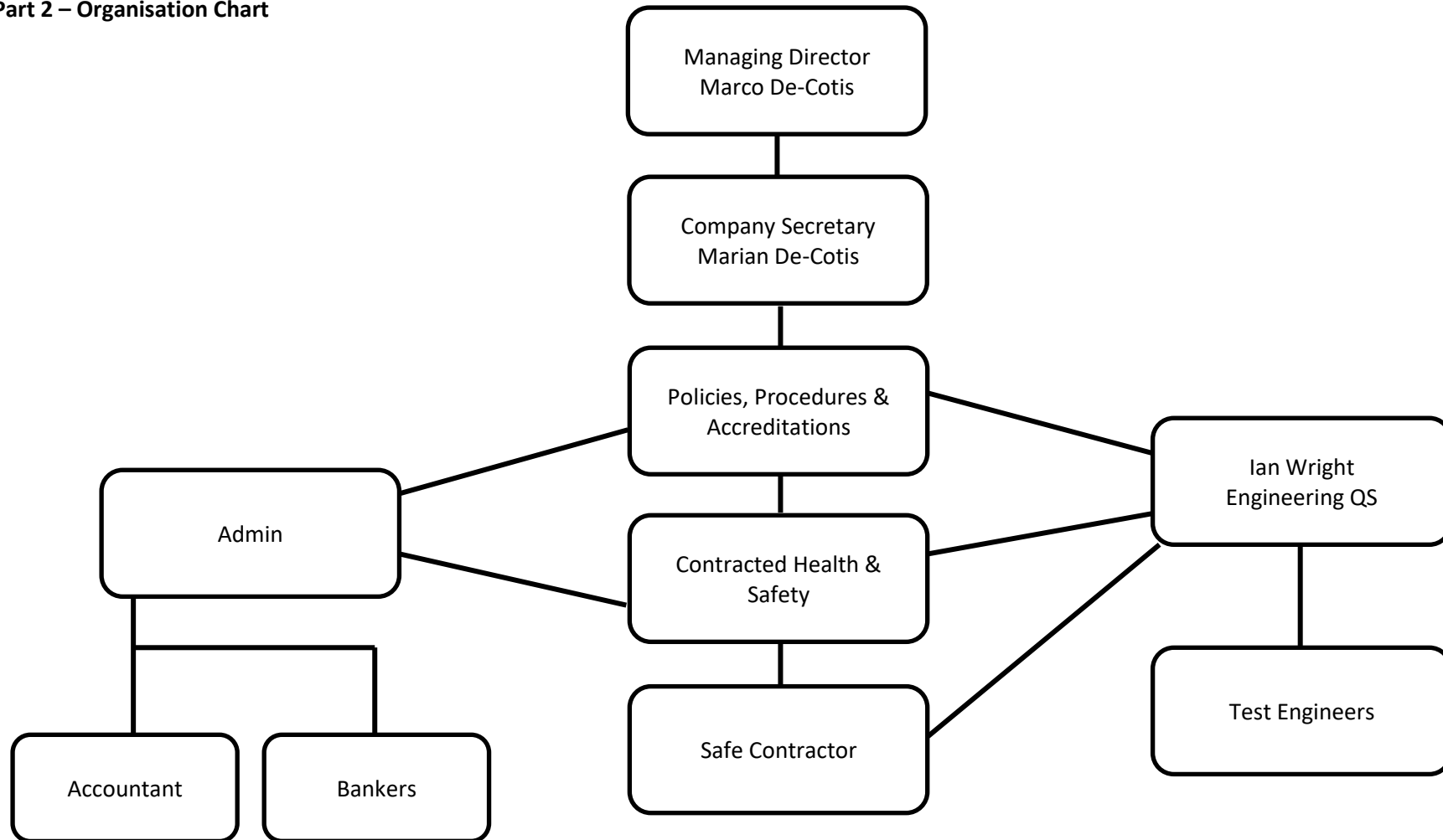
**Engineers will be provided with a safety pack which will include:**

- Digital thermometer
- Face Masks
- Visors – the visor has a safety strip which needs to be removed before use.
- Hand sanitiser
- Gloves
- Wipes
- Soap
- Blue Roll for cleaning and drying
- Bin liners

The list above is not exhaustive, and any PPE items or cleaning equipment paraphernalia required will be made available to all staff.



## Part 2 – Organisation Chart





## 1.2 Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so). We would expect all businesses to demonstrate to their workers and customers that they have properly assessed their risk and taken appropriate measures to mitigate this. You should do this by displaying a notification in a prominent place in your business and on your website, if you have one. Below you will find a notice you should display in your workplace to show you have followed this guidance.

### Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer ETCS LTD Date 17-6-2020

Who to contact: MARCO and DE-COTIS  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)