

DURHAM PAT TESTING Health and safety policy

This is the statement of general policy and arrangements for:

Durham PAT Testing

Overall and final responsibility for health and safety is that of:

Edward Gorman / Managing Director Owner
--

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Edward Gorman

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Edward Gorman / Owner	We conduct inspection and testing of electrical appliances in the workplace of other companies. We conduct a visual risk assessment before undertaking every task.
To provide adequate training to ensure employees are competent to do their work	Edward Gorman / Owner	All employees are qualified
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Edward Gorman / Owner	Carried out weekly where applicable
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Edward Gorman / Owner	We refer to the emergency procedures of the site we are working at

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Edward Gorman / Owner	We refer to the maintenance procedures of the site we are working at. Part of what we do is assessing the maintenance procedures of the site we are working at.
---	-----------------------	---

Health and safety law poster is displayed:	In our office
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Not applicable

Signed: (Employer)	Edward Gorman	Date:	30 th November 2018	
Subject to review, monitoring and revision by:	Edward Gorman	Every:	12 months	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment for Inspection and Testing of Electrical Appliances

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

- Durham PAT Testing have less than 5 employees so a risk assessment is not legally required
- Part of the formal visual inspection process is to conduct a risk assessment on every appliance
- We rely on your workplace being risk assessed by you

Organisation name: Durham PAT Testing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Electric Shock</i>	<i>We may be harmed in the inspection of faulty electrical appliances</i>	<i>We carry out a visual assessment before handling all electrical appliances & remove from the mains supply before starting</i>	<i>Once the appliance is disconnected from the mains supply the risk is removed</i>	<i>All</i>	<i>N/A</i>	<i>Every day</i>
<i>Electrocutions</i>	<i>We may be electrocuted in the inspection of faulty electrical appliances</i>	<i>We carry out a visual assessment before handling all electrical appliances & remove from the mains supply before starting</i>	<i>Once the appliance is disconnected from the mains supply the risk is removed</i>	<i>All</i>	<i>N/A</i>	<i>Every day</i>
<i>Back Injury</i>	<i>PAT Engineers have to bend down, work in confined spaces and move heavy objects</i>	<i>We bend and lift in the correct manner to prevent injury occurring</i>	<i>In extreme circumstances a risk assessment may be required for an individual case</i>	<i>All</i>	<i>N/A</i>	<i>On site</i>
<i>Falling from height</i>	<i>Electrical equipment at height may require testing</i>	<i>We request clients remove equipment from height so we can inspect it at floor level. We don't carry out testing at height.</i>	<i>No further action required</i>	<i>All</i>	<i>N/A</i>	<i>On site</i>

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11