

Health and Safety at Work Act 1974 – REV. 9

This is the Health and Safety Policy of:

Company name: JACOBS ELECTRICAL SERVICE LTD

Address: 158 ST WILLIAMS WAY, ROCHESTER, KENT, ME1 2PE

Company's main activities: ELECTRICAL CONTRACTORS

Our Health and Safety policy is to:

Prevent, as far as is reasonable practicable, accidents and work related ill-health, by:

- maintaining a **safe and healthy working environment**.
- providing **adequate control of health and safety risks** arising from our work activities;
- **communicating effectively on health and safety with clients and any sub-contractors**
- providing adequate **information, instruction, training and supervision for employees;**
- ensuring all **employees are competent** to do their tasks;
- allocating **clear responsibilities for health and safety** (see attached);
- having clear and **effective health and safety arrangements** (see attached);
- **consulting with our employees** on matters affecting their health and safety.

Signature and date:

Company Managing Director: STEPHEN JACOBS

Date: 15TH March 2023



Director: Stephen Jacobs

Director: Leah Jacobs

VAT Registration No. 194 0130 31

Registered Office: 57 Windmill Street, Gravesend,
Kent DA12 1BB



Registered in England No.9100908

Review date for this policy: March 2023

Confirmation that the policy has been reviewed

Signature and date when review:



15TH March 2022

Notes (these are not part of the health and safety policy)

It is a *legal requirement* for an employer of five or more people to have a health and safety policy and arrangements. The arrangements should show clearly 'who is responsible for what health and safety measures', and should refer to the assessment of the most significant health and safety risks to employees (and others), and the measures to reduce risks. The assessment should cover the company's premises and any other places of work.

Note: We advise that you refer to HSE's free leaflet 'INDG 324' when considering the content of your health and safety policy, companies must *amend the content if need be* to reflect their own particular circumstances and requirements.

Health and Safety responsibilities:

1. Overall responsibility for health and safety is that of:

Stephen Jacobs - Managing Director

2. Day-to-day responsibility for ensuring our health and safety policy is *put into practise* is delegated to:

Stephen Jacobs - Managing Director

3. *All our employees* are required to :

- Co-operate with supervisors and managers on health and safety matters;
- Take reasonable care of their own health and safety;
- Report health and safety concerns to an appropriate person (as shown in ox 4);

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- Not interfere with anything provided to safeguard their health and safety.

At our own premises:

Arrangements

4. Employees should report any health and safety concerns, or make health and safety suggestions, to:

Stephen Jacobs - Managing Director

5. Our 'Health and Safety Law poster' is displayed at:

1st floor office - 158 St Williams Way, Rochester, Kent ME1 2PE

First aid

6. First aid box(es) on our premises is/are kept at:

1st floor office - 158 St Williams Way, Rochester, Kent ME1 2PE

7. The first aider(s)/first aid appointed person(s) is/are:

Stephen Jacobs

Emergency measures

8. Escape routes and fire extinguishers are checked by:

N/A

9. Fire alarms will be tested every:

**Industrial & Commercial Electrical
Contractors**

Tel: 01634 757544
Email: admin@jes-ltd.co.uk
Website: www.jes-ltd.co.uk

6 Months

10. Emergency evacuation will be tested every:

6 Months

11. Risk assessments are undertaken by:

Our risk assessments can be found on hard drive of main JES Ltd Computer

Work at our own, or at a client's (or other) premises

12. The findings of risk assessments are reported to:

Stephen Jacobs

13. Action required to remove/control significant risks is approved by:

Stephen Jacobs

14. The person who liases with clients and sub-contractors on health and safety risks is:

Stephen Jacobs

15. The person who ensures that risk assessments under the Control of Substances Hazardous to Health Regulations (COSHH) are carried out is:

Stephen Jacobs

16. The person who ensures that risk assessments are reviewed as necessary is:
Risk assessments should be reviewed at suitable intervals, or if the work activity changes

Stephen Jacobs

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17. The person who checks that action has been taken to remove/reduce risks is:

Stephen Jacobs

18. The person who ensures that new equipment meets health and safety standards is:

Stephen Jacobs

19. The person responsible for ensuring that work equipment is properly maintained is:

Stephen Jacobs

Reporting and investigating any health and safety incidents

20. All accidents and cases of work-related ill health must be recorded in the company 'accident book' (BI 510). The book is kept by/at:

1st floor office - 158 St Williams Way, Rochester, Kent ME1 2PE

21. The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is:

Stephen Jacobs

Monitoring the workplace

22. Our arrangements for checking working conditions, and ensure safe working practises can be found at:

Risk assesments/Method Statements prior to the task – copy given to the worker and copy in JES Ltd Hard drive.

Point of work Risk assesments/Method Statements – to be completed at the point of works

23. The person responsible for investigating any accidents or work-related sickness is:

Stephen Jacobs

24. The person responsible for acting on the findings of an investigation, to help prevent a reoccurrence is:

Stephen Jacobs

Advice, training, supervision and consultation

25. Consultation with employees on health and safety issues is the responsibility of:

Stephen Jacobs

26. Health and safety advice for our employees is available from:

Stephen Jacobs / HSE Website / External training providers

27. The person who ensures that our employees, working at locations under the control of other employers, are given the required health and safety information is:

Stephen Jacobs

28. Supervision of young workers/trainees will be arranged/.undertaken/monitored by:

Stephen Jacobs

29. Induction health and safety training for all our employees will be provided by:

Stephen Jacobs or external training provider

30. Job-specific health and safety training will be provided by:



**Industrial & Commercial Electrical
Contractors**

Jacobs Electrical Services Ltd

158 St Williams Way
Rochester
Kent
ME1 2PE

Tel: 01634 757544
Email: admin@jes-ltd.co.uk
Website: www.jes-ltd.co.uk

Arranged by Jacobs Electrical Services Ltd / On site with Client / External training provider

31. Training needs will be identified, and arranged and monitored by:

Stephen Jacobs

32. Training records are kept at/by:

**1st floor office - 158 St Williams Way, Rochester, Kent ME1 2PE
On main JES Ltd hard drive**

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