



Reaction Group

HEALTH AND SAFETY POLICY

INTRODUCTION

Reaction Limited undertakes:

- Fixed Electrical Installation Inspection and Testing
- Portable Electrical Appliance Inspection and Testing
- Emergency Lighting Systems Inspection and Testing
- Electrical Installation Work
- Service and Maintenance of Portable Fire Extinguishers
- Fire Alarm Maintenance.

PRINCIPAL LEGISLATION

The principal health and safety legislation that may affect the company's operations is listed below.

- Chemicals (Hazard Information and Packaging for Supply) Regulations
- Construction (Design & Management) Regulations
- Control of Asbestos at Work Regulation
- Control of Lead at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Dangerous Substances and Explosive Atmospheres Regulations
- Electrical Equipment (Safety) Regulations
- Electricity at Work Regulations
- Employers Liability (Compulsory Insurance) Regulations
- Environmental Protection Act
- Gas Safety (Installation and Use) Regulations
- Groundwater Regulations
- Health and Safety (Consultation with Employees) Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Health and Safety (First Aid) Regulations
- Health and Safety (Information for Employees) Regulations
- Health and Safety (Miscellaneous) Regulations
- Health and Safety (Safety signs and Signal) Regulations
- Lifting Operations and Lifting Equipment Regulations
- Management of Health & Safety at Work Regulations
- Manual Handling Operations Regulations
- Noise at Work Regulations
- Personal Protective Equipment (PPE) Regulations
- Provision and Use of Work Equipment Regulations
- Regulatory Reform Fire Safety Order
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations
- Safety Representatives and Safety Committee's Regulations

- The Clean Air Act
- The Health & Safety at Work etc Act
- The IET Wiring Regulations (18th Edition) BS7671:2018
- The Work at Height Regulations
- The Working Times Regulations
- The Workplace (Health, Safety and Welfare) Regulations

The above lists legislation relevant to the company business but is not exhaustive. Additional specific legislation may be added.

HEALTH AND SAFETY POLICY STATEMENT

Reaction Limited recognises our responsibility under The Health and Safety at Work Act 1974, and subsequent legislation listed above to protect and safeguard the health, safety and welfare of all employees and other persons who may be affected by our undertakings or activities.

All employees and contractors have a responsibility for their own safety, health and environmental performance under the Health and Safety at Work Act 1974. This includes the duty to take reasonable care for their own safety and that of others whilst co-operating to enable Reaction Limited to comply with the law and make sure safe and healthy working is routine. We therefore expect you to co-operate and offer any assistance required to ensure that this Policy is effectively implemented.

Failure to comply with this policy may result in disciplinary action.

HEALTH AND SAFETY STRATEGY

- To aim for best practice Health and Safety standards in training, procedures, services, premises and equipment.
- To liaise with our employees, encourage them to have a voice and participate in Reaction Limited's commitment to Health and Safety standards.
- To promote effective communication at all levels of the organisation to encourage high standards of Health and Safety within Reaction Limited recognising the need for continuous monitoring and improvement.
- To provide adequate information, training and supervision to ensure that all employees are fully aware of their responsibilities and of Health and Safety issues associated with their work.
- To develop safe working practices to ensure the Health and Safety of both employees and others who may be affected by Reaction Limited activities.
- To protect the welfare of visitors to Reaction Limited premises, contractors working on Reaction Limited premises or on behalf of Reaction Limited and other persons affected by their activities.
- To ensure sufficient resources are allocated to promote best practice in Health and Safety, whilst encouraging continuous improvement of Health and Safety within the organisation.
- To review this Policy on a regular basis to ensure compliance with the relevant Health and Safety laws.
- To make this Policy and any changes to it, accessible to all Reaction Limited employees via SharePoint and also to stakeholders on request.

RESPONSIBILITIES FOR HEALTH AND SAFETY

James Canter, Managing Director has overall responsibility for health and safety at Reaction Limited, and will ensure that:

- A signed health and safety policy has been implemented which contains a statement of intent.
- Arrangements are in place for the review of the health and safety policy, and associated procedures, and the effectiveness of those policies and procedures are monitored.
- All managers, supervisors and employees are aware of their responsibilities with regard to health and safety, have been provided with appropriate training and understand the company policy for health and safety.
- Adequate resources have been allocated to ensure health and safety is a priority.
- A personal example is set when visiting site by wearing appropriate protective equipment.

The above may be achieved through delegation.

Alongside the Managing Director, the Business Director, Gary Boyce will be responsible for all of the above and:

- Investigating accidents and implementing corrective action, in particular collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013.
- Reviewing health and safety legislation and implementing any new requirements pertaining to Reaction Limited's undertaking.
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate regarding health and safety matters.

EMPLOYEES

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

- a. to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him as far as is necessary to enable that duty or requirement to be performed or complied with.
- c. In order for all employees to comply with their legal duties, they will undertake and be responsible for:
 - Reading, understanding and being aware of their responsibilities with regard to Reaction Limited's Health and Safety Policy, and carrying out their work safely and in accordance with its requirements.

- Ensuring that all personal protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- Reporting any defects to work equipment immediately to Gary Boyce, Business Director.
- Reporting to Gary Boyce, Business Director any incidents, which have led or might lead to injury or damage.
- Reporting any accidents or near misses however minor to Gary Boyce, Business Director.
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations 1999. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc.)
- The introduction or modification of new/existing machinery or technology.
- A change in employee position/work activity or responsibility.

Any training provided by Reaction Limited will be formally recorded.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

HEALTH AND SAFETY ARRANGEMENTS FOR CARRYING OUT DUTIES

RISK ASSESSMENTS

The Managing Director or Business Director of Reaction Limited in his absence will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Managing Director / Business Director. The Managing Director or Business Director ensures operators are provided with appropriate instruction and training on risk assessments.

METHOD STATEMENTS

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

CO-OPERATION WITH CLIENTS

Employees who are undertaking work on a clients premises must ensure they familiarise themselves with client procedures when first attending site and request an on-site induction to learn general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times unless said instruction contravenes health and safety, instances of this nature should be reported to the Business Director immediately.

SAFE PLACE OF WORK

Head Office

Regular housekeeping and cleaning is carried out at Head Office to ensure the work environment is healthy and safe in which to work.

Client Site

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

WORKING FROM HOME

All employees who work from home are required to undertake the necessary health and safety for homeworkers online training and complete the associated assessment, also known as a Display Screen Equipment (DSE) form, on an annual basis, or as and when home working arrangements change, such as following a house move.

WORK EQUIPMENT

All work equipment (including Electrical equipment) used at work, as part of Reaction Limited's undertaking will comply with the Provision and use of Work Equipment Regulations 1998 (PUWER).

Before new equipment is introduced into the working environment, an assessment will be made by James Canter, Managing Director or Gary Boyce, Business Director in his absence in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice.

Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to Gary Boyce, Business Director.

The person responsible for ensuring that the regular maintenance of all work equipment is conducted is Gary Boyce, Business Director.

All electrical equipment that is used by Reaction Group must be regularly PAT tested. The interval for combined inspection and testing is 12 months. The person responsible for Reaction Limited's inspection and testing regime is James Canter, Managing Director or Gary Boyce, Business Director in his absence.

The use of electric hand tools is not permitted unless provided and inspected within Reaction Limited guidelines stated.

In addition to combined inspection and testing, user checks must be carried out on all portable electrical equipment before each and every use. Portable electrical equipment can be defined as anything with a mains-powered plug – this includes all IT and kitchen equipment.

Each user of electrical equipment must carry out the following checks before each and every use.

- Check the cable for any signs of damage
- Check the plug for any signs of damage or overheating
- Check the appliance casing for any signs of damage or overheating

If the user identifies any faults from the checks above, they must stop use of the equipment and report it to Gary Boyce, Business Director immediately.

HAZARDOUS SUBSTANCES

In accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Reaction Limited will ensure that it has arrangements in place to assess the exposure of its employees (and other persons) to hazardous substances and take appropriate steps to avoid or control the exposure.

For all hazardous substances a COSHH assessment will be completed which identifies how and when they will be used along with how exposure will be minimised. Storage requirements will be identified along with emergency measures and transportation requirements (dangerous goods) and any PPE that should be worn during its use.

As part of the client site induction the employee must ask if there are any hazards that they should be aware of whilst working on site. If there are, the client must be asked to provide details.

FIRST AID AND ACCIDENT REPORTING

In accordance with the Health and Safety (First Aid) Regulations 1981 Reaction Limited will ensure the provision of adequate first aid for all its employees and any visitors to Head Office.

At Head Office the first aid box is located in the kitchen, is suitably marked and is easily accessible to all employees at all times when they are at work.

All accidents or near miss incidents should be reported to Gary Boyce, Business Director. This applies to all employees including, but not limited to home workers during working hours and lone workers who work on client sites and must be documented in the company supplied accident book. This needs to be signed by the site first aider.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), any serious accidents, incidents and diseases as defined by RIDDOR will be submitted online to the relevant Health and Safety enforcement agency.

Accidents of this nature include, but are not limited to:

- any work-related injury that leads to an employee being absent from work for more than 7 working days.
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent).
- chemical or hot metal burn to the eye or any penetrating injury to the eye.
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

ASBESTOS

In accordance with the Control of Asbestos Regulations 2012, Reaction Limited will ensure appropriate control measures are put in place to manage any asbestos identified at Head Office and make any persons that work on its premises aware of its location and condition.

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

All employees who work on client sites are required to undertake Asbestos Awareness training as part of their induction and annually thereafter.

Where Reaction Limited employees work off site and asbestos is discovered (or suspected), work will immediately cease and the matter will be brought to the attention of the Client and/or Principal Contractor, along with Gary Boyce, Business Director.

MANUAL HANDLING

In accordance with The Manual Handling Operations Regulations 1992 (as amended) Reaction Limited will ensure that all employees regardless of work location are suitably trained in manual handling techniques. However, it is Reaction Limited's objective to avoid or mechanise all manual handling tasks.

If employees have to engage in manual handling which includes but is not limited to lifting, carrying, pushing, pulling and holding, they are not permitted to move any item's over 20kg in weight. Employees must use proper lifting techniques such as bending from knees and not twisting awkwardly whilst lifting.

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. All employees are advised not to manually handle loads which they feel incapable of moving safely.

FIRE SAFETY & EMERGENCY PROCEDURES

HEAD OFFICE

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to evacuate the premises must be capable of being easily and immediately opened from the inside. Reaction Limited staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes.

Stairways in buildings must be free from any risk of fire or spread of fire e.g., unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is: Gary Boyce, Business Director.

In the event of an employee discovering a fire, the nearest fire-alarm must be activated.

In the event of the fire alarm being activated, all employees must make their way to the assembly point in the front car park of the building.

ON CLIENT SITES

All Reaction Limited's employees are required to observe the fire rules put in place by the client when working on a client's premises, which should be made clear on arrival on site, and employees must ensure they are familiar with the fire evacuation procedure prior to commencing work.

Regardless of work location, all employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with Reaction Limited's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

HOME WORKERS

Regardless of work location, all employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

PUBLIC SAFETY

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to Reaction Limited's activities will be closed off by appropriate means (e.g., safety signage, bollards, tape, hoarding) in order to restrict access.

WORKING AT HEIGHT

A number of our employees regularly work at height as part of their job. It is our policy to ensure that these staff and any visitors etc. are not placed at any extra risk as a result of their job role. In order to achieve this, a risk assessment will be carried out before any work at height is undertaken. Following this, the most suitable control measures for each individual job will be introduced as are necessary.

All equipment used for work at height will be maintained in accordance with the manufacturer's instructions and any current legislative requirements. Employees are also expected to make visual inspections of this equipment before it is used. Any further inspection which is required by statute will also be carried out by an appropriately qualified individual. It should be noted that work at height now refers to all work carried out where there is a risk of a fall, and not just those activities involving heights of two metres or more.

MONITORING HEALTH AND SAFETY PROCEDURES

At regular intervals, the Managing Director or his nominated representative will carry out a health and safety audit on each engineer on a regular basis.

The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required.

Where the Managing Director considers it necessary in order to maintain the desired level of health and safety, they may seek the assistance of an external Health and Safety Advisor in carrying out audits and identifying corrective actions.

The results of these inspections will be sent to the Managing Director or his nominated representative who will review and take action, as necessary.

Further to this, the Managing Director or his nominated representative will carry out a review of health and safety arrangements in the office on a regular basis.

ARRANGEMENTS FOR ISOLATION AND LIVE TESTING

Reaction Limited recognises that during some types of test including thermal imaging and earth loop impedance testing, live testing may be required.

The provisions of the Electricity at Work Regulations have been included in the measures taken to eliminate and control hazards arising from its activities.

In particular, Regulations 12 (shown below) are observed.

12.—(1) Subject to paragraph (3), where necessary to prevent danger, suitable means (including, where appropriate, methods of identifying circuits) shall be available for—

- (a) cutting off the supply of electrical energy to any electrical equipment; and
- (b) the isolation of any electrical equipment.

(2) In paragraph (1), "isolation" means the disconnection and separation of the electrical equipment from every source of electrical energy in such a way that this disconnection and separation is secure.

(3) Paragraph (1) shall not apply to electrical equipment which is itself a source of electrical energy but, in such a case as is necessary, precautions shall be taken to prevent, as far as is reasonably practicable, danger.

Reaction Limited will ensure locking off devices and procedures are used along with the use of rubber mats, insulated tools (rated to a minimum of 1000v) and 'do not operate' signs, where appropriate. PPE such as rated gloves and safety glasses will also be used, where appropriate.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

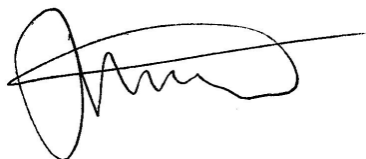
In accordance with the Personal Protective Equipment at Work Regulations 1992, Reaction Limited will ensure that suitable PPE conforming to relevant standards is provided to any employees carrying out work activities which may expose them to residual risk.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Employees are expected to use PPE in accordance with manufacturer's instructions and ensure that PPE is not misused or used for purposes for which it was not intended. Any defects or malfunction of PPE must be reported to Gary Boyce, Business Director.

Reaction Limited is committed to assessing and improving the impact of its activities, including the risk to, and expectations of all stakeholders. **The policy will be updated, at least, every 12 months.**

James Canter



Managing Director

Last reviewed 11.01.24

The content of company policy documents may vary by source, however the principles and context remain unchanged and not open to alternative interpretation.

Issue:	Date:	Description of Amendment:	Authorised by:
00	May 2014	Original Issue (Issue 04).	James Canter
01	16 Nov 15	Company change of format - re-branding	James Canter
02	11 Dec 15	Revised/ reformatted and Addition of interested parties	James Canter
03	17 Nov 16	Addition of Fire Services	James Canter
04	01 May 19	Review and update	James Canter
05	01 March 20	Reviewed and updated	James Canter
06	01 March 21	Reviewed and updated	James Canter
07	28 Oct 2022	Reviewed and updated	James Canter
08	11 Jan 2024	Reviewed	Gary Boyce