

**VPS**

Vector Power Solutions Ltd

# **Health and Safety Policy 2015/16**

Next review date: May 2016

## About Vector Power Solutions Ltd

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Vector Power Solutions Ltd. offers a wide range of power system protection services. These include design, commissioning, fault investigation, incident investigation and training. These services are available for HV and EHV power systems covering transmission and distribution networks, generation, industrial and transportation systems.

## Organisation

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The Managing Director of Vector Power Solutions Ltd., Ken Chapman, has ultimate responsibility for the implementation of the health and safety at work policy. Peter McCormick is Health & Safety Director of Vector Power Solutions Ltd and is professionally qualified in this area. The other directors of the company are:

- Keith Allan, Director
- Paul Hindle, Director
- Adrian Newbould, Director

I confirm that each of these persons are aware of the responsibilities delegated to them and I am satisfied that they are competent to carry out these duties in accordance with the Management of Health and Safety at Work Regulations 1999.

Signed:



Date:

23<sup>rd</sup> May 2015

Ken Chapman

The Axis Building, Main Gate, Kingsway North, Team Valley, Gateshead, NE11 0NQ

Next review date: May 2016.

Signed: Date:



23<sup>rd</sup> May 2015

Peter McCormick

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## Purpose

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The purpose of this Policy Document is:

- To establish, describe and maintain effective Health and Safety Management arrangements;
- To identify and provide a guide to the procedures that ensure work is operated correctly by all personnel;
- To provide a reference document for all staff whose activities may have an influence on health and safety performance;
- To assist in the provision of safety related training for personnel;
- To demonstrate to interested parties that arrangements exist which lead to continual improvement in health and safety performance.

## Health and Safety Policy Statement

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Vector Power Solutions Ltd works to ensure and create a working environment that safeguards the health and safety of everyone connected with our business.

We make safety an integral part of everything we do.

To ensure the health and safety of all concerned with our work, we are committed to the following objectives and expectations:



- To ensure that all reasonable and practical measures are taken to ensure the health, safety and welfare of all its employees and any other persons who may be affected by the Company's activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To provide information, instruction and supervision for all employees.
- To ensure all employees are competent to do their tasks, and give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To provide the necessary resource to ensure the implementation of this policy.
- To review and revise this policy as necessary at regular intervals.

Health and safety is and will remain a key component of good corporate governance for Vector Power Solutions Ltd. Work-related illnesses, injuries, and incidents are not acceptable.

## Health and Safety Responsibilities

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Each Director within Vector Power Solutions Ltd is individually responsible for promoting Health and Safety within the company. The day to day management of health and safety on premises, sites and elsewhere is delegated to the person in charge of the work.

All Employees are responsible for:

- Working safely, taking care of themselves and others;
- Co-operating with management and complying with safety and health systems, procedures and rules; and
- Reporting shortcomings in safety arrangements and taking positive action in situations at work which present serious and imminent danger to the safety and health of any individual.

## The Law

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The work activities of Vector Power Solutions Ltd are many and varied and each will have some element of Health and Safety legislation that is applicable to it.

However the main legislation applicable to our more common activities is listed overleaf:

- Work at Height Regulations (2005)
- Control of Noise at Work Regulations (2005)
- Control of Vibration at Work Regulations (2005)
- Control of Asbestos Regulations (2006)
- Control of Substances Hazardous to Health Regulations (2002)
- The Management of Health and Safety at Work Regulations (1999)
- Provision & Use of Work Equipment Regulations (1998)
- Lifting Operations and Lifting Equipment Regulations (1998)
- Confined Spaces Regulations (1997)
- Health and Safety (Consultation with Employees) Regulations (1996)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regs (1995)
- Workplace (Health, Safety and Welfare) Regulations (1992)
- Personal Protective Equipment at Work Regulations (1992)
- Manual Handling Operations Regulations (1992)
- The Environmental Protection Act (1990)
- The Electricity at Work Regulations (1989)
- The Health and Safety at Work Act (1974)
- Requirements for Electrical Installations (BS7671)

## Summary of Vector Power Solutions Ltd Health and Safety Arrangements

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1. **Healthy Working Environment:** Ensuring the provision and maintenance, so far as is reasonably practicable, of a safe and healthy working environment for employees and adequate facilities for their welfare at work.
2. **Access and Egress:** Ensuring the provision, so far as is reasonably practicable, of places of work with suitable access and egress, which are maintained in a safe and healthy condition.
3. **Safety Factors:** Taking all reasonably practicable steps to ensure all known safety factors are considered in the planning, operation and maintenance of plant (including machinery, equipment and appliances).
4. **Safe Systems of Work:** Ensuring the provision of safe systems of work relative to plant, materials, substances or processes used by company employees that are known to be potentially hazardous to health or safety.
5. **Handling, Storage and Transport:** Ensuring that adequate arrangements are in place in connection with the use, handling, storage and transport of articles and substances, and the management of road risk.
6. **Personal Protective Equipment:** Ensuring the provision and proper use, where appropriate, of approved personal protective equipment and clothing.
7. **Information and Training:** Ensuring that all employees have adequate information, instruction, supervision and training on all aspects of their work.
8. **Monitoring and Review:** Ensuring that all operations and methods of work are kept under review so that they can, if necessary, be revised in the light of changes to working practice and best practice.
9. **First Aid:** Ensuring the provision of suitable facilities, equipment and training for first aid to ensure the prompt treatment of injuries and illness at work.
10. **Fire Prevention:** Ensuring that procedures are in operation for fire prevention and appropriate fire fighting, together with suitable training provision for personnel involved.

11. **Professional Advice:** Ensuring that professional advice is available where potentially hazardous situations exist or might arise.
12. **Reporting:** Ensuring that procedures are in operation for the adequate response to accidents and dangerous occurrences, including reporting and investigation; and ensuring that recommendations are made and acted upon to prevent recurrences.
13. **Coordination:** Ensuring the effective co-ordination the activities of Vector Power Solutions Ltd and of their contractors, having particular regard to the implementation and maintenance of safe systems of work, to ensure full compliance with their obligations in relation to the health, safety and welfare of their own employees and of other persons.

## Health and Safety Processes and Documentation

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The company has established and maintains this Health and Safety Policy document, which describes:

- The health and safety policy
- Organisational roles and responsibilities
- The relationship between documents and their purpose.

There is an annual review and revision of this policy document and associated Health and Safety Procedures.

Below is a summary of the key Health and Safety processes and documentation employed by Vector Power Solutions Ltd.





**Pre-Work Risk Assessments:** The risk assessments include consideration of what might cause harm and how and, the people who might be affected. They take into account any controls which are already in place and identify what, if any, further controls are required (see Appendix 1). All operational staff are trained to identify hazards prior to the commencement of work using the risk assessment tool. The assessment is based on a 3x3 matrix of severity vs. likelihood. The on-site risk assessment is a vital end of process tool in the control of safety risks to Vector Power Solutions Ltd. personnel.

**Pre-Work Method Statements:** A method statement describes in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks. This allows the job to be properly planned and resourced (see Appendix 2).

**Daily Risk Assessment:** In addition to the pre-work risk assessments, daily risk assessments are also completed to ensure health and safety is reviewed on an on-going basis, and any risks identified and assessed on a daily basis (see Appendix 3). These assessments cover all applicable activities carried out by the company.

## Training, Awareness and Competence

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It is company policy to ensure that its employees and contractors are appropriately trained and qualified to carry out their duties, in accordance with all health and safety requirements.

General awareness training is provided to all new staff, topics covered will include an explanation of the health and safety policy and objectives, significant health and safety aspects and requirements of the health and safety management system.

Training is administered to existing operational and non-operational staff, and contractors according to need.

For employees whose responsibilities have a potentially significant impact on company health and safety performance, additional specific training may be required. Records of completion of courses are maintained as part of each employee's training record.

## Consultation and Communication

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Vector Power Solutions Ltd. recognises the importance of good communications between the various levels and functions of the company, with its contractors, clients and with other interested parties.

Key mechanisms for internal communication within the company include team meetings, consultations on procedures and training sessions.

## Checking and Corrective Action

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### Accidents, Incidents, Non-conformances and Corrective and Preventive Action

The Health and Safety Manager, in conjunction with the relevant Directors, shall initiate investigation and appropriate corrective action in the event of non-compliance with specified requirements relating to health and safety.

All accidents must be reported to the relevant Director or Manager. Corrective action must be taken following accidents and incidents and changes made as appropriate to the relevant risk assessments and control measures.

### Records and Records Management

The company maintains a record of all associated health and safety documentation including method statements and risk assessments.

### Management Review

On an annual basis Company Directors will carry out a review of the health and safety management arrangements to ensure its continuing suitability and effectiveness for meeting Vector Power Solutions Ltd. policies and objectives, and aim for continual improvement.

These reviews will take account of changing circumstances, concerns of relevant interested parties, the commitment to continual improvement, accident reduction and legal compliance.

## **Appendices**

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Appendix 1: Pre-Work Risk Assessment Template

Appendix 2: Method Statement Generic Template

Appendix 3: Daily Risk Assessment Template

[name of job]

**RISK ASSESSMENT**

[title of risk assessment]

Client:

Project Title:

Client Job No:

VPS Job No:

**Circulation:** (original to main contract file)

Issue	Description	Date	Raised by	App'd VPS	App'd Client

**HAZARD IDENTIFICATION LIST**

To allow Vector Power Solutions Ltd to complete a mandatory risk assessment, please complete the following

<b>Activity No</b>	<b>Hazard Elements</b>	<b>Tick</b>
1.	Acids or alkali substances present in area	
2.	Asbestos could be present in work area	
3.	Asphyxiant gas can be present in area	
4.	Auto fire system operates in area	
5.	Below ground work will be necessary	
6.	Working in a Substation	
7.	Bunker or silo work is applicable	
8.	Chemical plant workings are located in area	
9.	Commissioning is taking place in work location	
10.	'Confined space' work is necessary	
11.	Construction taking place in area	
12.	Conveyors operate in work area	
13.	Demolition/dismantling taking place in work location	
14.	Dust(s) will be present in work area	
15.	Excavation(s) taking place in work location	
16.	Exposed electrical conductors/equipment in work area	
17.	Fire/explosion risks are present in this area	
18.	Flames in work area	
19.	Fork Lift Trucks operate in work area	
20.	Fumes/vapour could be present in area	
21.	Hazardous substances are applicable to work location	
22.	Heat (radiant) and hot products are present in area	
23.	Height work will be necessary	
24.	High voltage work is necessary	
25.	Interface operations at work site location	
26.	Lasers operate in work location	
27.	Lead/Lead-based products form part of job	
28.	Lighting inadequate in work location	
29.	Mobile cranes/plant operate in area	
30.	Molten metal/Slag in work area	
31.	Moving machinery operates in work location	
32.	Noise of excessive levels in area	
33.	Openings/open edges are at work location	
34.	Open water/fluids in work area	
35.	O.H. cranes operate in area	
36.	Overhead work in operation at work location	
37.	Overhead power lines/cables in area	
38.	Overhead service lines in area	
39.	Oxygen and/or Nitrogen Services in work area	
40.	Piped services run through work area	
41.	Pedestrian routes in work location	
42.	Pressurised systems operate in area	
43.	Radiation sources are located in work location	
44.	Rail traffic operates in work area	
45.	Remote controlled plant in area	
46.	Roof work is required	
47.	Robotic/automatic equipment operates in area	
48.	Rotating plant at work location	
49.	Scaffolds are erected at work location	
50.	Stacking in work area	

<b>Prepared by:</b>	
<b>Telephone No:</b>	
<b>Date:</b>	
<b>Project:</b>	
<b>Client:</b>	

No	Activity	Potential Hazard	Persons in Danger	Severity (1 to 10)	Likelihood (1 to 10)	Risk SxL	Risk Evaluation *see below	Detail any further action to be taken	Action By

\* Risk Evaluation:

**T** = Trivial Task  
**A** = Adequately Controlled  
**N** = Not Adequately Controlled  
**U** = Unable to Decide – further information required

Client:	
Project:	

### Risk Rating Using Scales from Croner's Risk Assessment

Severity	
10	Multiple death
8	Single death
6	Major injury
4	Loss time injury
2	Damage / minor injury
1	Delay

Likelihood	
10	Certain
8	Very likely
6	Likely
4	May happen
2	Unlikely
1	Very unlikely

Likelihood	Severity					
	Multiple death	Single death	Major injury	Loss time injury	Minor injury	Delay
Certain	100	80	60	40	20	10
Very likely	80	64	48	32	16	8
Likely	60	48	36	24	12	6
May happen	40	32	24	16	8	4
Unlikely	20	16	12	8	4	2
Very unlikely	10	8	6	4	2	1

#### Risk Evaluation:

The final step in the risk assessment process is to arrive at an evaluation of whether the risk is controlled to the level required by specific regulations or so far as is reasonably practicable. For the purposes of evaluation, the matrix shown above can be used to provide an initial breakdown of the hazards into categories as follows:

- hazards with risk ratings in the un-shaded area can usually be considered as trivial risk
- hazards with risk ratings in the shaded area below the lower black line can be considered as adequately controlled risk
- hazards with risk ratings above the upper black line must be considered as not adequately controlled – further controls will be required
- hazards with risk ratings in the darker shaded areas above the upper black line will require consideration of whether to suspend the operation until controls are introduced
- the control measures provided for hazards with risk ratings between the two black lines must be examined against current standards to arrive at a decision about whether the hazard is adequately controlled or not adequately controlled.

It should be noted that the same risk rating score might be evaluated differently, e.g. compare the evaluation of the risk rating score of 8 in the 'Delay' column and the 8 in the 'Lost time injury' column. This is because this particular evaluation system is based on the prime consideration of risk which is likelihood. The important factor in risk evaluation is how likely the harm is. The Management Regulations ACOP's definition of risk is the likelihood that the harm from the hazard is realised; severity is considered as part of the extent of the risk. The risk rating enables decisions to be taken on the amount of effort to be expended on a hazard, but any hazard that is certain or very likely to cause loss must be attended to and the risk reduced even if the severity is low. The measures will correspondingly be low in terms of cost.





**Appendix 2**

[name of job]

**METHOD STATEMENT**

[name of method statement]

Issue	Description	Date	Raised by	App'd VPS	App'd Client

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3. Quality Assurance .....	1
4. Work Location .....	1
5. Controlling Legislation / Regulations / E.A. Electrical Rules .....	1
6. Work Planning .....	2
7. Supervision .....	2
8. Materials / Plant / Equipment .....	2
9. Test Equipment .....	2
10. Acceptance Tests .....	2
11. Hygiene and Safety .....	2
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## 1. Introduction

[Explanation of what the method statement covers].

## 2. Objective

This document covers the arrangements for work to be undertaken in at [location], additionally it provides clear guidelines for a safe system of working for Vector Power Solutions Ltd personnel.

## 3. Quality Assurance

This work is to be carried out in accordance with the Vector Power Solutions Ltd Quality Assurance Protocols.

## 4. Work Location

[Details of where the work is to be undertaken].

## 5. Controlling Legislation / Regulations / E.A. Electrical Rules

Vector Power Solutions Ltd will ensure compliance with current UK statutory requirements and in particular the following which are applicable to the work:

- Work at Height Regulations (2005)
- Control of Noise at Work Regulations (2005)
- Control of Vibration at Work Regulations (2005)
- Control of Asbestos Regulations (2006)
- Control of Substances Hazardous to Health Regulations (2002)
- The Management of Health and Safety at Work Regulations (1999)
- Provision & Use of Work Equipment Regulations (1998)
- Lifting Operations and Lifting Equipment Regulations (1998)
- Confined Spaces Regulations (1997)
- Health and Safety (Consultation with Employees) Regulations (1996)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regs (1995)
- Workplace (Health, Safety and Welfare) Regulations (1992)

- Personal Protective Equipment at Work Regulations (1992)
- Manual Handling Operations Regulations (1992)
- The Environmental Protection Act (1990)
- The Electricity at Work Regulations (1989)
- The Health and Safety at Work Act (1974)
- Requirements for Electrical Installations (BS7671)

## 6. Work Planning

[Details of work planning arrangements].

## 7. Supervision

The work will be supervised by the Vector Power Solutions Ltd designated Engineer / or sub-contractor's approved representative who is knowledgeable to the extent of the contract works. In addition, the designated responsible person will ensure, along with the attendant engineer that all operatives have adequate information, instruction and training to proceed in a safe and responsible manner at all times.

[Detail any additional supervision requirements].

## 8. Materials / Plant / Equipment

[Details of all materials, plant and equipment].

## 9. Test Equipment

[Details of any test equipment involved].

## 10. Acceptance Tests

[Details of any acceptance tests required].

## 11. Hygiene and Safety

- All site personnel to 'sign in' and receive site induction before work can commence.
- All lifting tackle will be suitable for purpose and certificates available for inspection.

- All wagons/delivery vehicles must be escorted on and off site, the vehicle movement shall be watched front and back, all wagons must have a reversing alarm or flashing lights.
- The delivery company under the supervision of the Installation staff will offload the panel.
- Workplace will be left clean and tidy, all tools / plant removed and ground re-instated upon completion. Any defects to be reported to the site representative.
- Hard hats, steel toe-capped footwear with steel mid insole, light eye protection and yellow reflective Hi-Visibility vest must be worn. Gloves and ear protection must be carried plus any other PPE required by the nature of the works.
- All Manual-handling tasks should be reduced to a minimum and performed in accordance with manual-handling regulations.
- All lifting tasks will be undertaken with the use of mechanical assistance.

[Detail any environmental issues that are envisaged with this method of working].

Upon completion of the programmed works, the work area will be left tidy.

## 12. Risk Assessment

[Make reference to all relevant risk assessments associated with the work]



**Appendix 3**

**On Site Risk Assessment Record**

Carry out your risk assessment before, during work and on completion. Discuss and agree assessment with the rest of the team on site. Whilst working, look out for any site changes which may affect the level of risk. If in doubt about the risks or control measures to be used, STOP, and ask your supervisor for advice

Name of Responsible Person:			
Assessment Date:		Assessment Time:	

**Location and Brief Description of Task:**

**REMEMBER: What are the Hazards? Are the Risks High? Have you left the Site Safe?**

**Consider who or what might be affected by the activities:**

Staff	Public	Contractors	Environment	Highway	Site	Property	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Significant <u>Hazards</u> identified	Time Noted / Reviewed	Control measures we have put in place to reduce risks to an acceptable level (Make sure control measures work!)	Is the level of risk now acceptable? State: High, Medium or Low

**All team members and visitors must fill in their name below:**

All staff to initial for additional risks				All staff to initial for additional risks			
Name:		<input type="checkbox"/>	<input type="checkbox"/>	Name:		<input type="checkbox"/>	<input type="checkbox"/>
Name:		<input type="checkbox"/>	<input type="checkbox"/>	Name:		<input type="checkbox"/>	<input type="checkbox"/>
Name:		<input type="checkbox"/>	<input type="checkbox"/>	Name:		<input type="checkbox"/>	<input type="checkbox"/>
Name:		<input type="checkbox"/>	<input type="checkbox"/>	Name:		<input type="checkbox"/>	<input type="checkbox"/>

Continue onto the back of this risk assessment if more space for names is required

**Checked by Supervisor / Engineer:**

Name:		Date:	
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(Form to be retained for 12 months)