

J J E ELECTRICAL CONTRACTORS LTD

HEALTH & SAFETY POLICY

Professional Electrical Contractors Domestic |
Commercial | Industrial

Company Registration No.	16182299
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Directors	Mr Sean Michael Kerrigan & Mr John Joseph Kerrigan
Employees	2–15
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1. Health & Safety Policy Statement

J J E Electrical Contractors Ltd is committed to protecting the health, safety and welfare of its employees, subcontractors, clients, visitors and members of the public who may be affected by the company's activities.

The company will plan, organise, control, monitor and review its work so far as reasonably practicable, and will comply with applicable UK health and safety law and relevant industry guidance.

No work is considered so urgent or important that it cannot be carried out safely. The company will provide appropriate resources, information, instruction, training, supervision, equipment and welfare arrangements necessary to maintain safe working conditions.

The policy will be communicated to employees and reviewed when circumstances change and as part of the company's ongoing health and safety management.

2. Objectives

Prevent accidents, injuries and work-related ill health; protect employees and others; identify hazards and control risks; provide suitable training and supervision; provide suitable PPE; maintain safe tools, equipment and vehicles; investigate incidents; consult workers; and continually improve health and safety performance.

3. Organisation and Responsibilities

Directors: Mr Sean Michael Kerrigan and Mr John Joseph Kerrigan have overall responsibility for ensuring that the policy is implemented, resources are made available, suitable arrangements are established and performance is reviewed.

Health & Safety response: Mr John Joseph Kerrigan is the designated company health and safety response person. Where specialist competence or advice is required, appropriate competent external advice will be obtained.

Employees: Employees must take reasonable care of themselves and others, follow company and site procedures, use PPE, report hazards and defects, attend required training and only undertake work for which they are competent.

Subcontractors: Subcontractors must be competent for their work and comply with relevant company, client and site arrangements.

4. Risk Assessment and RAMS

The company will identify hazards, determine who may be harmed, evaluate risks, record significant findings where required, implement controls and review assessments when work or circumstances change.

Risk assessments will consider electrical hazards, work at height, manual handling, tools, dust, noise, vibration, hazardous substances, asbestos, fire, vehicles, lone working, excavation and ground works, members of the public and other project-specific risks.

Where appropriate, risk assessments will be supported by method statements and communicated to the people carrying out the work.

5. Electrical Safety and Safe Isolation

Electrical work will be carried out by suitably competent persons using appropriate procedures, equipment and test instruments.

Safe isolation will be used where reasonably practicable. Supplies will be identified, isolated, secured against reenergisation where appropriate, and proved dead using suitable equipment before work proceeds.

Live work will only be undertaken where justified, permitted and subject to suitable competence, planning and precautions.

Electrical installations, temporary supplies, extension leads and portable equipment will be maintained and inspected as appropriate.

6. Personal Protective Equipment

PPE will be provided where risks cannot be adequately controlled by other means. Depending on the task, this may include safety footwear, head protection, high-visibility clothing, eye/face protection, gloves, hearing protection and specialist protective clothing.

Employees must use PPE as instructed, maintain it in good condition and report defects or loss.

7. Working at Height

Work at height will be avoided where reasonably practicable. Where necessary, it will be properly planned, risk assessed and carried out by competent persons using suitable access equipment.

Equipment such as towers, scaffolds, platforms and ladders will be selected for the task. Access equipment will be inspected and used in accordance with instructions and site requirements.

8. Manual Handling

Manual handling will be assessed where it presents a significant risk. Mechanical aids will be used where reasonably practicable. Employees will consider load weight, size, route, environment and their own capability, and will seek assistance where required.

9. Tools, Equipment and Inspection

Tools and equipment must be suitable, maintained and used for their intended purpose. Employees must carry out appropriate pre-use checks and remove defective equipment from service.

Company vans, tools, test instruments, access equipment and other relevant equipment will be maintained and inspected at suitable intervals.

10. COSHH and Hazardous Substances

Where hazardous substances are used or encountered, suitable assessments and controls will be implemented. This may include adhesives, sealants, solvents, cleaning products, fuels, dusts and other construction-related substances. Controls may include substitution, ventilation, safe storage, restricted access, suitable PPE and appropriate disposal.

11. Asbestos

Employees must not disturb suspected asbestos-containing materials. Work will stop where asbestos is suspected until the risk has been appropriately assessed and suitable arrangements made.

No asbestos-related work will be undertaken unless the required competence, training, controls and legal arrangements are in place.

12. Fire Safety

Suitable measures will be maintained to prevent fire and protect people in the event of fire. Employees must follow site fire arrangements, keep escape routes clear, report hazards and comply with hot-work requirements where applicable.

Fire alarms, extinguishers and other safety equipment must not be obstructed or misused.

13. First Aid

Suitable first-aid arrangements will be provided having regard to the size of the workforce, activities and workplace risks.

Designated first aiders: Mr Sean Michael Kerrigan and Mr John Joseph Kerrigan. First-aid equipment will be accessible and maintained. Accidents and injuries must be reported promptly.

14. Accidents, Incidents, Near Misses and RIDDOR

All accidents, incidents and near misses must be reported to management. Significant incidents will be investigated to identify immediate and underlying causes and prevent recurrence.

Where an incident is reportable under RIDDOR, the company will make the required report to the appropriate enforcing authority within the applicable timescale.

15. Emergency Procedures

Emergency procedures will cover, as relevant, serious injury, electric shock, fire, chemical spills, flooding and other foreseeable emergencies.

In an emergency, stop work where safe, raise the alarm, contact emergency services where necessary, evacuate to the designated assembly point and do not re-enter until authorised.

16. Vehicles and Driving

Drivers must hold the appropriate licence and comply with road traffic law. Vehicles must be roadworthy and loads must be secured.

Drivers must wear seat belts, must not drive under the influence of alcohol or drugs, must not use handheld mobile phones while driving and must report vehicle defects.

17. Welfare and Housekeeping

Suitable welfare arrangements will be provided or confirmed for the workplace or project. Work areas must be kept clean and orderly. Walkways, exits and access routes must be kept clear and cables, materials and waste managed to prevent slips, trips and other hazards.

18. Subcontractors and Coordination

The company will take reasonable steps to ensure subcontractors are competent and appropriately qualified. Relevant risk information, site rules and emergency arrangements will be communicated.

Where other employers or contractors share a workplace, the company will cooperate and coordinate arrangements so far as necessary to protect everyone affected by the work.

19. Public Protection and Site Security

Work areas will be controlled to prevent unauthorised access and to protect clients, visitors and members of the public. Openings, tools, materials, cables and temporary works will be managed to reduce foreseeable risks.

20. Training and Competence

Training needs will be identified for employees, including new starters and those undertaking new or higher-risk work. Training may include electrical safety, safe isolation, working at height, manual handling, fire safety, first aid, asbestos awareness, COSHH and tool/equipment use.

Employees must not undertake work beyond their competence. Records of relevant training and qualifications will be maintained where appropriate.

21. Worker Consultation

Employees will be encouraged to raise safety concerns and suggestions. Consultation will be used to improve risk controls and working arrangements. No employee will be penalised for raising a genuine health and safety concern.

22. Environmental Controls

The company will seek to minimise environmental impacts through responsible waste handling, recycling where reasonably practicable, pollution prevention, appropriate storage of fuels and hazardous substances, and responsible disposal of electrical and construction waste.

23. Monitoring, Auditing and Review

Health and safety arrangements will be monitored to ensure controls remain effective. The policy and supporting arrangements will be reviewed at least annually and sooner where there are significant changes, incidents, new risks, changes in legislation or evidence that controls are not effective.

The company will follow the principles of Plan, Do, Check, Act to support continual improvement.

24. Approval and Signatures

This policy is approved by the Directors of J J E Electrical Contractors Ltd and is to be made available to employees and relevant contractors.

Director: Mr Sean Michael Kerrigan

Signature:  Date: 28/08/2026

Director: Mr John Joseph Kerrigan

Signature:  Date: 28/08/2027

Policy Review Date: 28/08/2026

Next Review Date: 28/08/2027