



ARRANGEMENTS FOR REDUCING/PREVENTING INCIDENTS, ACCIDENTS & OCCUPATIONAL ILL HEALTH

This document is a set of arrangements to be followed and used in conjunction with the Roman Electrical Ltd. Health & Safety Policy and Site Policy to reduce/prevent incidents, accidents, and occupational ill health. This aligns with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Electricity at Work Regulations 1989, and relevant HSE guidance.

1. Risk Assessment & Safe Systems of Work (SSoW)

- Conduct site-specific risk assessments for all electrical tasks.
- Develop written method statements and SSoW.
- Review assessments when conditions change.
- Communicate findings to all workers.

2. Competence, Training & Supervision

- Use trained and competent persons (ECS/JIB-graded).
- Provide mandatory electrical safety and related training.
- Supervise apprentices and new starters.
- Maintain training records.

3. Safe Isolation Procedures

- Follow HSG85 and GS38.
- Use permit-to-work systems for energisation.
- Require proper test equipment and lock-off devices.
- Audit isolation procedures.

4. Control of Tools, Plant & Equipment



- Ensure PUWER compliance and regular inspections.
- Use 110V or battery tools where possible.
- Perform PAT testing.
- Maintain equipment registers.

5. Personal Protective Equipment (PPE)

- Provide safety footwear, FR clothing, arc-flash PPE, insulated gloves.
- Maintain and replace PPE when needed.

6. Control of Subcontractors & Visitors

- Vet subcontractors for competence.
- Provide site inductions.
- Monitor performance and compliance.

7. Incident Reporting, Investigation & Monitoring

- Implement a reporting system for near misses and incidents.
- Investigate root causes.
- Track trends and KPIs.
- Report RIDDOR incidents.

8. Occupational Health Surveillance

- Provide HAVS, noise, respiratory, and dermatitis surveillance.
- Offer wellbeing support.
- Maintain confidential health records.

9. Control of Hazardous Substances (COSHH)



- Assess chemicals and substances.
- Provide ventilation, PPE, and COSHH sheets.
- Use safer alternatives.

10. Working at Height & Access Equipment

- Provide safe access equipment.
- Train in ladder and MEWP use.
- Conduct pre-use inspections.

11. Site Management

- Liaise with site management with regard to access and egress.
- Use barriers & signage where appropriate to prevent slips trips and falls, and unwanted access of third parties to work areas.
- Provide suitably qualified operatives to complete tasks.

12. Emergency Preparedness

- Ensure operatives are aware of the emergency escape routes and the location of the muster point.
- Ensure operatives are aware of the site first aiders and the location of the first aid kit, first-aiders and AEDs.

13. Communication & Consultation

- Hold toolbox talks and briefings.
- Encourage worker involvement.
- Use noticeboards and reporting apps.

14. Document Control & Record Keeping



- Maintain controlled versions of safety documents.
- Review annually or after changes/incidents.

15. Continuous Improvement & Auditing

- Conduct inspections and audits.
- Review performance.
- Set and monitor safety objectives.
- Follow HSE and industry guidance.