

## Keyfort Limited Health & Safety Policy

### Part 1: Statement of Intent

The Keyfort Limited is committed to achieving and maintaining a high standard of Health and Safety at work. We will provide effective management of Health and Safety risks at the Keyfort Limited's offices and liaise as appropriate with customers for fieldwork sites where Keyfort Limited staff are required to attend. We will also discharge our Health and Safety duty of care and legal obligations to non Keyfort Limited staff who attend the aforementioned Keyfort Limited office. We will produce clear generic policies, procedures and guidance to ensure a consistent approach throughout the Keyfort Limited. We will expect our clients, contractors and visitors to show equal commitment to these aims.

The aims will be met by:

- Implementing a Health and Safety management system.
- Assessing risks in advance of any significant personal exposure.
- Reducing risks by appropriate and effective control measures.
- Nominating suitable competent persons.
- Providing appropriate information, instruction and training.
- Routine monitoring of our Health and Safety management activities.
- Implementing health surveillance where necessary.
- Learning from our experience to improve our Health and Safety best practice.

Part 2 of this policy gives details of the organisational arrangements for achieving our aims.

Part 3 lists the Health and Safety procedures, arrangements and other key documents.

Authorized 1<sup>st</sup> July 2011

Last reviewed 9<sup>th</sup> November 2020



Mr R. N. Clayton  
Managing Director

## Part 2: Health & Safety Responsibilities

### 1. Keyfort Limited Safety Committee/Safety Management Team

The Keyfort Limited Safety Committee is comprised of all Keyfort Limited staff.

The Safety Management Team comprises: the Head of Keyfort Limited (R. N. Clayton) & the Health & Safety Officer (P.A.Johnsonl).

### 2. Line Managers

A line manager is “any member of staff who supervises at least one other member of staff”.

All line managers must:

- a) Assess and manage risk for all aspects of Health and Safety under their control, particularly for staff wherever they work.
- b) Be accountable to their line manager for Health and Safety issues under their control.
- c) Report to their manager on the discharge of these responsibilities.
- d) Comply with the guidelines for staff in section 3 below.

### 3. Staff

All staff must:

- a) Safeguard their own Health and Safety and that of co-workers.
- b) Co-operate with line managers in carrying out safety arrangements.
- c) Use safety equipment properly and report its failure or loss.
- d) Report accidents, near misses, incidents, dangerous occurrences, diseases and occupational health problems to the locally recognised system.
- e) Inform their line manager of any concerns about Health and Safety.

### Part 3: Generic Operational Procedures & Arrangements

Standing Keyfort Limited Safety policies can be found on the Keyfort Ltd website [www.keyfort.co.uk](http://www.keyfort.co.uk)

We will comply with the objectives set out in Part One by producing and implementing the following policies and operational procedures:

Procedure / Date of endorsement / Current Version

- Keyfort Limited Health & Safety Policy / 01-07-2011 / version 1.3
- Use of Display Screen Equipment / 30-4-2010 / See Appendix A
- Safe handling, lifting & moving loads / 30-4-2010 / See Appendix B
- Accident reporting / 30-4-2010 / See Appendix C
- First aid arrangements / 30-4-2010 / See Appendix D
- Risk Assessment & Method Statement (RAMS)/version 1.1 / Appendix E

Arrangements

- The fire alarm system will be tested at least every twelve months.
- Office escape routes will be signed and kept clear at all times.
- Staff will be provided with personal protective equipment (PPE) as appropriate for customer site visits including but not limited to high visibility clothing, adequate foot protection including steel toe cap protectors, head protection and eye protection. All PPE will be used correctly and maintained to a high standard.
- Will conduct relevant risk assessments for customer site visits.
  - Site Visit Checklist / Appendix E
  - Risk Assessment & Method Statement (RAMS)/version 1.1 / Appendix F

Health and Safety practice.

In many cases, the Health & Safety Executive and other authorities publish definitive guidance. Where relevant, this is listed in the procedures and staff are strongly advised to use it.

## **Appendix A - Use of Display Screen Equipment**

Staff should read the attached leaflet from the Health and Safety Executive, entitled *Working with VDUs (INDG36 rev3)*. If you have any concerns, please bring them to the attention of your line manager, who will be happy to advise and assist with any necessary improvements.

We recommend you have regular eye and eyesight tests by a qualified optometrist. Keyfort Limited will pay for the test upon receipt of an invoice from your practitioner.

## **Appendix B - Safe handling, lifting & moving loads**

Staff should read the attached leaflet from the Health and Safety Executive, entitled *Getting to grips with Manual Handling: A short guide (INDG143 rev2)*. If you have any concerns, please bring them to the attention of your line manager, who will be happy to advise and assist with any issues.

Although Keyfort is a low risk environment, we take the issue of avoiding injury very seriously and recommend the use of best practice in dealing with manual handling.

## **Appendix C - Accident reporting**

Accidents and ill health at work should be recorded in the office accident report book and reviewed to decide if any changes to procedures would be beneficial to staff. Any incidents should be reported to HSE if required under RIDDOR.

## Appendix D - First Aid arrangements

The first aid box is located in the kitchen area and will be checked and maintained by the Operations/Deputy Operations Manager.

Staff should read the attached leaflets from the Health and Safety Executive, entitled Basic advice on first aid at work (INDG347 rev1), and First aid at work (INDG214 rev1). These provide notes on good practice.

If someone should become injured in the workplace, those to hand must immediately assess the situation. A minor injury can be dealt with right here as we have a First Aid box. Moderate injury should be given basic first aid while arrangements are made to take the person to a doctor. In case of a major injury immediately call for an ambulance for assistance.

In case of an accident, first deal with any injuries caused as described above. Even if no injuries resulted, the line manager must investigate the cause. Perhaps procedures need to be reviewed, or further training for affected staff should be implemented, in order that the incident will not be repeated. Details must be recorded in the accident report book.

**Appendix E - Site Visit Checklist**





### KEYFORT Health and Safety Site Visit Checklist

Lead engineer \_\_\_\_\_

Date of visit \_\_\_\_\_

Customer \_\_\_\_\_

Site location \_\_\_\_\_

Customer contact \_\_\_\_\_

Work to be done \_\_\_\_\_

Date	Action
	Pre-visit discussion of site safety requirements
	Upon arrival - Engineer received site specific safety information
	Prior to work commencing - Engineer to conduct a Risk Assessment of actual conditions

HAZARD(S)	Risk (circle)			Control measures to reduce risk and any other notes
	L	M	H	
Access route to work area	L	M	H	
Slips Trips Falls	L	M	H	
Electrical installation	L	M	H	
Manual handling required	L	M	H	
Local conditions (weather/noise/air quality)	L	M	H	
Other	L	M	H	

Signed

Date

## **Appendix F - Risk Assessment & Method Statement (RAMS)**

## KEYFORT TASK STATEMENT INSTALLATION OF CABLES AND WIRING SCHEMES IN END USERS PREMISES

### Introduction

This model task statement has been prepared by Keyfort to document the generic risks associated with the installation and recovery of wiring schemes for voice and data networks in end users premises. It is to be associated with the site-specific method statement to which these work activities apply.

Where specific site rules apply or unusual hazards are present at the work site these should be identified during discussion with the End User or their representative at the work planning stage.

Prior to work commencing whether pre-planned or not the lead engineer will undertake an on-site risk assessment to verify the conditions outlined in these documents apply. If there are significant differences and the engineer cannot make changes to the work methods to satisfactorily control the risks then the manager will attend site and undertake a local risk assessment. The local assessment, which will be recorded and attached to the documents in the work pack, will identify any amendments required to the normal safe work procedure to mitigate the site risks.

### Work Activities

1. Installing electrical equipment into Comms room or suitable IT approved area to include: router, firewall, switches, computer servers
2. Installing satellite equipment with either penetrable or non-penetrable mounts
3. Running cables to access sockets via floor traps and raised computer floors
4. Running cables to access sockets via skirting and low level wall mounted trunking
5. Running cables above and below ceiling tiles in trunking, baskets and tray based systems and down wall based voids to access sockets
6. Running and fixing cables on walls using steps, ladders etc
7. Terminating cables at access points, frames, wall mounted cabinets

### Operator Competence

In accordance with Keyfort policy all skilled operatives and their managers will have received sufficient training and experience to undertake the tasks in a competent and safe manner. Semiskilled people, those who have received the appropriate training but do not have sufficient field experience to undertake the work unsupervised, will be under the close control and supervision of skilled and experienced operatives.

Keyfort operatives will have received formal training on tasks such as:-

- Manual Handling
- Running and supporting of aerial cables

Keyfort managers have the necessary knowledge and experience of the work and work processes to ensure that the work is undertaken correctly, in a safe manner and in accordance with Keyfort's safe system of work. The managers will have the ability to conduct all work quality and active monitoring checks as specified in Keyfort's documented procedures.

Managers will possess the knowledge to enable them to competently conduct suitable and sufficient local risk assessments when required.

## Information

Equipment manufacturers also provide safety related information. The information can be provided during a training event, in a technical service bulletin or in literature provided with the equipment.

As an organisation Keyfort seeks to ensure that its procedures meet all current legislation. In the absence of a company instruction, guidance is obtained from HSE ACOP's and Guidance documents. It should be noted that information from these documents is incorporated into Keyfort instructions, safety documents and training material at the first opportunity.

## End User Site and Process Risks

It is accepted that the End Users understand the risks inherent in their operations far better than can an operative from a contracting company. It is for this reason that Keyfort always seeks advice from the End User or their representatives about the risks at the End User's premises as well as their work processes. Where these impinge on the Keyfort operation on site, arrangements are made to mitigate any adverse effect. It may be necessary for the End User or their representative to assist in formulating a safe system of work as they will have a greater experience of the situation.

End Users frequently issue Site Rules to their visitors. Keyfort operatives will always seek to apply these rules unless they consider the rules and Keyfort's safe systems are not compatible. Where Keyfort's standards are higher these will be followed.

## Site Liaison

Keyfort employees will liaise with the End User or their site representative prior to commencing the work to agree worksite access and other safety issues. Where Keyfort operations restrict access to the work area then arrangements will be agreed with the representatives for alternative access if required. Keyfort operatives will always ensure that all work areas are adequately signed and guarded.

The End User or their representative must give sufficient information about site emergency procedures.

**Contaminated Land** - If the site contains any substances hazardous to the health / contaminants the End User or their representative must provide information regarding the site and will conduct an appropriate induction, and also give guidance on the suitability of the site for particular uses.

Using this information and knowing the extent of the work Keyfort is to carry out on site, the Operative's manager should decide if advice from specialists in Keyfort is required. There may be additional requirements for Personal Protective Equipment and decontamination (wheel washing) of the vehicle prior to leaving site. If in doubt Keyfort people should seek advice from the End User or their representative.

**Equipment Contamination** - Where End User-owned / rented equipment is contaminated with body fluids, hypodermic syringes and needles the End User or their representative should arrange for cleaning of the equipment to be carried out before work can commence.

Where contamination exists in underground structures and cabinets within end user premises, the End User or their representative should arrange for pumping out / cleaning of the equipment to be carried out before work can commence.

**Asbestos** - It is Keyfort's policy that their staff shall not carry out any work which requires cutting, drilling or in any other way working on or with asbestos or materials containing asbestos. Cable routes, pole and equipment locations will be selected to achieve this.

The End User or their representative must provide a copy of the Asbestos Survey Records showing locations of asbestos in their premises.

If suspect material is found during the work an alternative route / location will be selected. When this is not possible the End User or their representative will be requested to obtain analysis certificates proving the area is free from asbestos. If asbestos is confirmed work will only recommence after its removal. The End User or their representative must provide an analysis certificate showing it has been satisfactorily removed and the area is clear of fibres before work will continue.

If asbestos or suspect material is found in a friable (crumbling) condition adjacent to the selected routes, pole or equipment locations work will cease until it has been removed or made safe and an analysis certificate is provided to confirm this.

The aim at all times will be to ensure that no one, neither Keyfort's people or End Users employees are put at risk by an escape of asbestos fibres into the workplace.

**Hot Site working** - Hot sites are areas where the earth potential is significantly above zero. At these locations it is possible for anyone in contact with a conductor connected to a good earth to receive an electric shock. It is essential that the end user representative tell the Keyfort engineers if the site is affected by this phenomenon as Keyfort has methods of dealing with it and protecting both personnel and the network.

## Electrical Safety

The operative will make a visible inspection of the work environment and may ask to see the electrical test certificates if he/she feels this is appropriate.

## Keyfort Risk Assessment, Installation of Cables and Wiring Systems in End Users Premises

No differentiation is made between work activities, as the hazards and activities found during provisioning will also be present during recovery, repair and maintenance. The importance of suitable and sufficient consideration of the principles outlined in section 2 of the Health and Safety at Work Act 1974 is accepted with special emphasis on 2(2) (c), the need for information, instruction, training and supervision.

(Highest Risk Rating (RR) = 49, using  $L \times S = RR$ . L= Likelihood, S = Severity. Both scored 1 (Low) to 7 (High))

Activity / Task	Significant Hazards	Injury Risk	Control Measures	L	S	RR	H&S Statute Applicable
1. Installing electrical and computer equipment	Manual Handling frame Using cabled or battery operated drills to wall mount cabinets and frames Fixing bifurcating strips and access sockets Trips slips falls Electric shock Excessive noise Airborne dust and debris	Muscle / Back strain Hand/foot crushing Cuts and contusions Eye injuries Electric burns Work related hearing loss Respiratory ailments	Kinetic lifting techniques. 2 man lift etc. Mechanical aids, lifts, trolleys etc. Correct Personal Protective Equipment (PPE) Warning signs / guards / police area Good housekeeping Visual inspection by operator Electrical test/inspection (PAT) Request end user to move clear obstructions e.g. furniture, waste etc.	3	4	12	HASWA MHSW PPE EWR CDM
2. Installing satellite equipment with either penetrable or non-penetrable mounts	Manual Handling frame Using cabled or battery operated drills to wall mount cabinets and frames Trips slips falls Electric shock Excessive noise Airborne dust and debris Over reaching from steps and ladders onto roofs etc.* Falls from step ladders Using draw tapes, wires & rods. Pulling in cables Electric Shock	Muscle / Back strain Hand/foot crushing Cuts and contusions Eye injuries Electric burns Work related hearing loss Respiratory ailments	Kinetic lifting techniques. 2 man lift etc. Mechanical aids, lifts, trolleys etc. PPE hand & foot protection plus high vis Warning signs / guards / police area Good housekeeping Visual inspection by operator Electrical test/inspection (PAT) Request end user to move clear obstructions e.g. Furniture, waste etc. Check asbestos register and if suspect material found cease work until appropriate action has been taken Any time spent on roofs will be at a minimum.	3	5	15	HASWA MHSW MHOR WHSW PPE WHR LOLER PUWER WAH CAWR EWR CDM

	Manoeuvring cable drums Collision into ladders, hanging tiles, furniture, people etc. Items falling (tools, tiles, trunking etc.) Slips, trips and falls over scrap, tools and cable Asbestos exposure						
3. Running cables to access sockets via floor traps and raised floors.	Manoeuvring cable drums Opening traps/ raised tiles Using draw tapes, wires and rods Pulling in cables Manual handling cable drums Electric Shock Trips slips and falls into floor traps, over equipment, tools etc. Asbestos exposure Airborne dust and debris Impact with people, furniture and fittings Infestation (rodents, insects) Loss of earth bonding	Back & muscle strains Collisions, hand/foot crushing Splinters from cable drums Cuts from draw tapes Electrical burns Cuts and contusions Bites and stings Asbestosis	Kinetic lifting techniques, 2 man lift etc Mechanical aids, lifts, trolleys etc Use correct lifting tools or request end user to arrange lifting of tiles Request end user to move furniture Request end user clears risers of rodent and rubbish hazard Check that floor plates are in place Use cable jacks, cable tensioner Keep work area tidy and free of trip hazards Warning signs / guards/ police area Correct PPE Check asbestos register, do not fix to boarding or disturb cladding Use temp earth bonding Inform end user of electrical hazards End user to provide power linked trunking back boxes No live working	3	4	12	HASWA MHSW MHOR WHSW CAWR PPE LOLER COSHH PUWER CNWR CVWR EWR WAH CDM

(Highest Risk Rating (RR) = 49, using  $L \times S = RR$ . L= Likelihood, S = Severity. Both scored 1 (Low) to 7 (High))

Activity / Task	Significant Hazards	Injury Risk	Control Measures	L	S	RR	H&S Statute Applicable
4. Running cables in skirting and low level wall mounted trunking	Removing trunking covers Using draw tapes, wires and rods Pulling in cables Manoeuvring cable drums	Back & muscle strains Splinters from cable drums Cuts and contusions Eye injure from draw tapes, wires and rods	Kinetic lifting techniques Use cable jacks Mechanical aids, lifts, trolleys etc. Keep work area tidy and free of trip hazards Warning signs /guards/ police area	3	4	12	HASWA MHSW MHOR WHSW PPE

	Moving furniture Cuts on cable ties Electric Shock Impact with people, furniture and fittings Trips, slips and falls	Electric burns	PPE hand & foot eye protection Inform end user of electrical Hazards End user to provide power linked trunking, back boxes No live working				LOLER PUWER CNWR CVWR EWR WAH CDM
5. Running cables above and below ceiling tiles in trunking, baskets and tray based systems and down wall based voids to access sockets	Remove ceiling tiles Working with step ladders Over reaching from steps and ladders into voids above false ceilings etc.* Falls from step ladders Using draw tapes, wires & rods. Pulling in cables Electric Shock Manoeuvring cable drums Moving furniture Collision into ladders, hanging tiles, furniture, people etc. Items falling (tools, tiles, trunking etc.) Slips, trips and falls over scrap, tools and cable Asbestos exposure	Back and muscle strains Splinters from cable drums Electric Shock Muscular Skeletal injuries Cuts and contusions Eye injuries Asbestos inhalation  Note * End users employees and others may be injured if over-reaching causes a large area of false ceiling to fall.	Kinetic lifting techniques Use cable jacks Mech. aids, lifts, trolleys Request end user to move furniture Stow tools, tiles, trunking safely Warning signs /guards/ police area Guard base of steps Keep work area tidy and free of trip hazards PPE Hand & foot protection PPE Eye protection required when rodding Inform end user of hazards End user to provide power linked trunking, back boxes No live working Check asbestos register and if suspect material found cease work until appropriate action has been taken	3	5	15	HASWA MHSW MHOR WHSW PPE WHR LOLER PUWER WAH CAWR EWR CDM

(Highest Risk Rating (RR) = 49, using L x S = RR. L= Likelihood, S = Severity. Both scored 1 (Low) to 7 (High))

Activity / Task	Significant Hazards	Injury Risk	Control Measures	L	S	RR	H&S Statute Applicable
6. Running and fixing cable on walls using steps, ladders	Working with step ladders and extension ladders Using draw tapes, wires and rods. Pulling in cables	Back & muscle strains Splinters from cable drums Electric burns Eye injuries while	Kinetic lifting techniques. Use cable jacks Mechanical aids, lifts, trolleys etc Request end user to move furniture	3	5	15	HASWA MHSW WHSW



etc.	Manual handling cable drums and equipment. Moving furniture Terminating cables and whilst fixing cleats. Electric Shock Trips, slips & falls over equipment, tools etc. Impact with inhabitants, furniture or fittings Asbestos inhalation	terminating cables and whilst fixing cleats Cuts and contusions Asbestosis	Stow tools, tiles, trunking safely Warning signs /guards/ police area Guard base of steps, ladders, scaffold & lifts Inspection of scaffold/keep register Secure ladder or use feet 1A and apply weight to foot and 1: 4 angle, ladder accessories Keep work area tidy and free of trip hazards PPE Eye, Hand & foot protection Inform end user of electrical hazards Check asbestos register and cease work if suspect material found				WAH EWR PPE PUWER CAWR CDM
7. Terminating cables on frames, data cabinets and access points	Stripping outer cable sheath Bifurcating at all termination points Working on steps ladders Slips, trips and falls on scrap cable and rubbish	Cuts on bifurcating tags Cuts and bruises stripping outer sheath Cuts and contusions Eye injuries	Keep work area tidy and free of trip hazards Correct PPE Use cable strippers (Not Knives) Warning signs / guards / police area Guard base of step ladders	2	3	6	HASWA MHSW WHSW PPE WAH, CDM PUWER

Keyfort operatives should liaise with end users on worksite access issues.

Where Keyfort operations restrict access for end users personnel, the end user should arrange alternative access for its people.

Keyfort operatives will always ensure that all work areas are adequately signed, guarded and policed by sufficient equipment and people.

Definitions of Abbreviations used in Column Headed H&S Statute Applicable. The Regulation dates quoted are correct at the last document review if superseded the current Regulations apply.

HASWA	Health & Safety at Work etc Act 1974	MHSW	Management of Health & Safety At Work Regulations 1999	MHOR	Manual Handling Operations Regulations 1992
WHSW	Workplace (Health, Safety & Welfare) Regulations 1992	COSHH	Control of Substances Hazardous to Health Regulations 2002	DSE	H & S (Display Screen Equipment) Regulations 1992
PUWER	Provision & Use of Work Equipment Regulations 1998	PPE	Personal Protective Equipment at Work Regulations 1992	CDM	Construction (Design & Management) Regulations 2007
WAH	Work at Height Regulations 2005	CS	Confined Spaces Regulations 1997	LOLER	Lifting Operations & Lifting Equipment Regulations 1998
CLWR	Control of Lead at Work Regulations 2002	NRSWA	New Roads and Streetworks Act 1991	RIDDOR	The Reporting of Injuries, Diseases and

					Dangerous Occurrences Regulations 1995
EWR	Electricity at Work Regulations 1989	RRFSO	Regulatory Reform (Fire Safety) Order 2005	CAWR	Control of Asbestos at Work Regulations 2006
CNAW	Control of Noise at Work Regulations 2005	CVAW	Control of Vibration at Work Regulations 2005		
PER	The Pressure Equipment Regulations 1999	PSS	The Pressure Systems Safety Regulations 2000		