

**Health and Safety: How would you ensure the safety of Authority members of staff whilst carrying out work at the premises?**

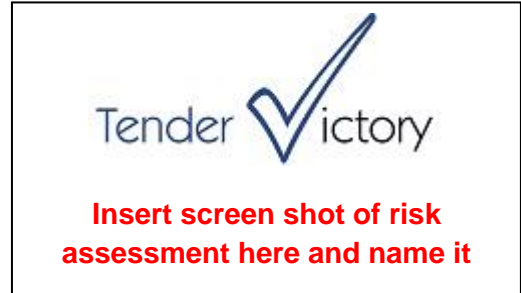
Typical Response

We always ensure that our staff work carefully at our customer premises and complete risk assessments where required.

Tender Victory Response

In order to ensure the safety of Authority members of staff whilst carrying out work at the premises, **Tender Victory** engineers shall conduct a thorough risk assessment upon arrival at the Authority's premises.

A written risk assessment and method statement for the work is then generated by the engineer. In the process of assessment the engineer shall also request access to the building's Asbestos Register and the Safety File and also familiarise himself with any COSHH implications that might be present in the working area. Our Site Safety Checklist is also completed.



If the engineer fully satisfies himself that his work can proceed, he shall begin to prepare the working area in the usual way. If high risks are identified that risk control mechanisms cannot reduce to an acceptable level, the engineer will contact the Authority's representative to alert them to this and to discuss and agree the best way forward.

In the majority of cases, we anticipate that after conducting their risk assessments and completing their method statements, our engineers shall be in a position to continue with work as usual. In order to prepare a safe working area for Authority staff, our engineers use signage, cones, tape and barriers to cordon off their working area. Our engineers are recognisable to the Authority's members of staff from their uniform. They also carry and wear high visibility vests for working in areas where visibility is required.

On completion of works at a customer's premises, our engineers ensure that they leave the working area clean and tidy by removing all equipment, parts, tools, spares, cabling, barriers, signage and tape.

If during the course of their work an engineer needs to leave the working area, perhaps to retrieve something from their van, they always tidy away any tools or equipment that being used. Our engineers never leave out tools, cabling, parts or spares.

As an accredited contractor under the Safecontractor scheme, at **Tender Victory** we fully understand our Health and Safety responsibilities when working at client and customer premises. In addition our Engineering Manager **[Name]** has also achieved the IOSH Managing Safely Certificate. **[Name]** cascades such training to the other engineers on the team. The electric tools utilised by our engineers are Portable Appliance Tested (PAT) twice annually.



Copies of our Site Safety Checklist, Risk Assessment and Method Statements are attached for your reference (please see attached Risk Assessment, Method Statement and Site Safety Checklist).