

# J O B B E R

P R O J E C T S   L I M I T E D



## HEALTH & SAFETY POLICY **2021**

Commercial tiling and stonework contractor working in London and the surrounding Home Counties.

## GENERAL STATEMENT OF SAFETY

The Health and Safety Policy of Jobber Projects Ltd, is based on our conviction that the wellbeing of our employees must be one of the major considerations in all operations. People are our most important asset and their safety is one of our greatest responsibilities.

It is the Company's firm intention to ensure that the highest practicable standards of health, safety and welfare are achieved in respect of its operations.

Management and staff have the duty and responsibility for implementing this Policy in a manner which ensures that the health, safety and welfare considerations are always given priority.

The effectiveness of the Jobber Projects Ltd.'s Health and Safety Policy relies heavily on the co-operation of the Company's employees and the competency of those persons engaged by the Company. Jobber Projects Ltd will ensure the competence of employees, through its training policy but it is also their duty and responsibly to do everything possible to prevent injury or loss, to themselves and others.

It is also true that a good safety record is clear evidence of good management. Operational accidents which result in injury or death and/or loss of property, are usually preventable. It is our policy to do everything reasonably practicable to prevent injury to anyone who comes into contact with our operations.

The aims of our Health and Safety Policy are as follows:

To provide a safe working environment including a clean operation, well maintained equipment and safe methods of work

To train all employees to do their work in a safe and efficient manner. Safety training must be an integral part of any job training and employees must be taught the safe way to do their job. Every employee must be aware that they must assume responsibility for their own personal safety and wellbeing. In addition, they should also be aware that they have a duty to their fellow workers and the Company, to do their work in a safe manner that will not endanger others, or cause damage to property or material loss

To promote participation in the safety effort and to comply with all health and safety legislation, codes, rules and regulations. To be successful, the health and safety programme must have the active support of every employee.

To recognise that it is also our duty as managers of the Company to be conscious of the environment at all times. To this end, we must always be sure that our operations do not contravene legislation or recognised working codes of practice, or the rights of the public or environment

Jobber Projects Ltd has appointed the Managing Director, Mr Paul Jobber as the person with overall responsibility for Health, Safety and Welfare.



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Paul Jobber  
Managing Director

Dated: 4th January 2021

## **RESPONSIBILITIES FOR SAFETY**

### **Responsibilities**

In this section, detailed individual responsibilities are set out in order to ensure that an effective system is set up to communicate health and safety information throughout the Company.

### **Mr Paul Jobber - Managing Director**

Paul Jobber as Managing Director has the overall responsibility for health, safety and welfare within the company and to achieve the objectives of this Policy, he will ensure that all employees and contractors know and are aware of their responsibilities.

Detailed responsibilities include:

Ensuring that all employees and sub-contractors understand this Policy and to arrange relevant training, where necessary

Before any work commences, providing all employees or sub-contractors with the appropriate health and safety information and ensuring that they comply with the contents

Dealing with the investigation of any accidents or incidents and the reporting of such, in the manner and within the timescales prescribed by legislation and taking any action as a result of the findings

Taking any action necessary (including disciplinary action where appropriate) to ensure that the arrangements detailed in this Policy are adhered to by all persons under the control of the company

Obtaining and checking the Health and Safety Policy of all sub-contractors and ensuring that work methods and safety practices are agreed and, if necessary, providing any safety training that may be appropriate for them to comply with these requirements

Informing all employees or sub-contractors of any hazards at work that may affect them or of safe systems of work

Ensuring compliance with all statutory legislation

Devising and ensuring that all emergency procedures are understood by everyone concerned

Providing equipment and tools necessary to carry out work safely including suitable and sufficient PPE for employees and ensuring that such equipment is provided to and used by all sub-contractors and that training is given for everyone in its correct use

Undertaking the assessment of hazards present in the workplace, assessing the risks and implementing Method Statements with control measures and good working practices

Monitoring and reviewing assessments, as required and documenting any significant changes to these assessments or safe systems of work

Reviewing this Policy annually, or as required.

In order to ensure the quality of the company's health and safety culture, randomly undertaking safety checks that will entail checking company vehicles, visiting work sites and noting areas of safety in which it is felt the company requires the allocation of resources and establishing the attitudes of the workforce to the company's strategies and standards with regard to health, safety & welfare

Undertaking regular and formal inspections of offices/workshops to ensure that all work equipment is suitably maintained and checked for damage and wear, in accordance with regulations and for ensuring that the general office/workshop environment is assessed for health and safety compliance (e.g. blocked access and egress routes, risk assessments and working practices)

Communicating with external Health & Safety Advisors to ensure that details of all new legislation are conveyed to all employees

Monitoring all projects to ensure that they comply with legislation and this Policy

The implementation of this Health and Safety Policy for persons under their control

To ensure that employees and sub-contractors are instructed properly and understand their responsibilities regarding this Health and Safety Policy

Ensure that all accidents are reported in line with the company's Health and Safety policy, and to guarantee that the injuries are also reported with the principle contractor.

To fully co-operate with the principle contractor, where applicable, with regards to site Health, Safety and Welfare. To ensure all operatives attend site induction training and follow all site safety rules.

To inform employees and sub-contractors of any hazards at work that may affect them and safe systems of work

To ensure compliance with statutory legislation

Ensuring that COSHH assessments are completed for all hazardous substances within the workplace and Material Safety Data sheets are gathered from all chemical suppliers

To ensure that all emergency procedures are understood

To ensure that equipment and tools necessary to carry out work safely are provided and that suitable protective clothing is also provided and used as appropriate

To take any action necessary to ensure that the arrangements detailed in this Health and Safety Policy are adhered to

To report and where necessary investigate all injuries, dangerous occurrences and reported diseases, in the area of their responsibility and to maintain statutory documents and records

To undertake assessments of hazards present in the work place to assess the risk and to write Method Statements and implement control measures

To monitor and review assessments as required and to document any significant changes to the assessment or safe systems of work

### **Qualified First Aiders**

Administer the appropriate first aid to a casualty in an emergency situation

Ensuring all first aid boxes are fully stocked and all relevant equipment is within its use by date

### **Other Employees**

All employees have a legal responsibility under Section 7a of the Health and Safety at Work etc. Act 1974, to take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, under Section 7b of the Act, they are to co-operate with the Director responsible for health, safety & welfare in satisfying the safety requirements of any statutory provision

All employees should understand the contents of this Policy and bring to the attention of the management team any accidents, incidents or any requirements that they have for training

Personal Protective Equipment will be worn at all relevant times (see section on PPE) and employees must take care of any items issued and should not misuse them. Loss or damage of protective equipment should be reported to a Contracts Manager immediately

Employees are only to carry out those tasks for which they are competent and for which they have been trained and Robert Djelal or Site Supervisor should be informed of any requirement for further training

Any employee should immediately report any unsafe or unhealthy work conditions to the Managing Director or Site Supervisor

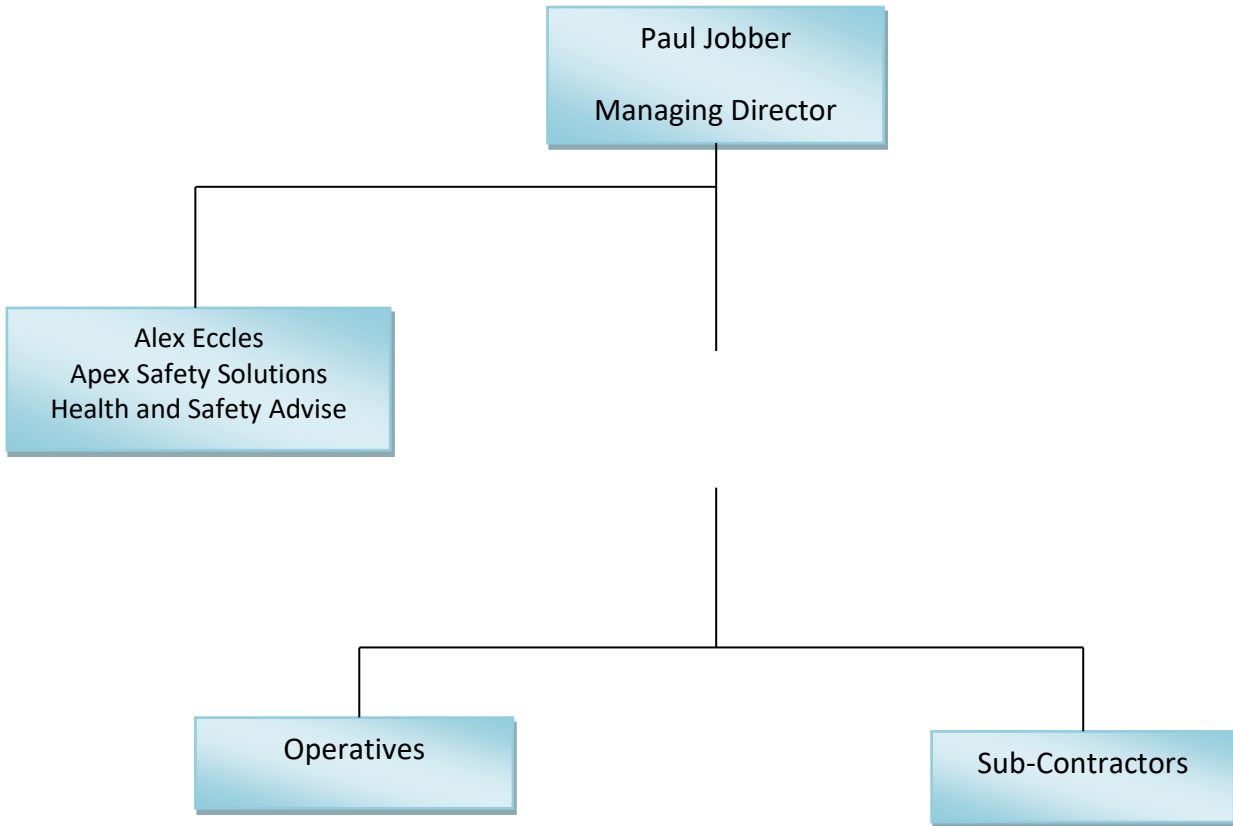
If at any time any employee is unsure of the safe or correct procedure to carry out a task, or is not trained to carry out an operation, then he or she must not continue but must report the situation to a Managing Director or Site Supervisor immediately

All Supervisors who are responsible for a site or sites have a responsibility to ensure that all aspects of this Policy are made known to employees and sub-contractors and that they comply with all aspects of health and safety

All such Supervisors will also assist the Director responsible for health, safety & welfare to achieve those tasks set out above

Health & Safety applies as much to an office, as to an operational site and so office staff should acquaint themselves with the section on Display Screen Equipment and the section on Office Health & Safety.

**ORGANISATIONAL CHART OF JOBBER PROJECTS LTD**



## **ALCOHOL, DRUGS AND SOLVENTS**

- 1 The company is concerned that employees do not expose themselves, or other persons, to risks to their health or safety by acts or omissions at work. It is, therefore, the policy of the company that employees are, so far as is reasonably practicable, fit and well for work at all times.
- 2 No person will be allowed to be at work if they are under the influence of alcohol, drugs or solvents.
- 3 Any employee who is aware of any person who is at work and under such influence must report the matter immediately to a manager.
- 4 Where an employee is, or has been dependent upon alcohol, drugs or solvents, the company will not treat this, in itself, as a disciplinary offence provided that the employee has recognised the problem as an illness and has sought medical advice. The employee must accept any medical treatment that his or her doctor recommends.
- 5 If any employee shows signs of alcohol, drug or solvent dependence and subsequently fails to seek medical advice or to accept treatment, it will be open to the company, if any health and safety risk, loss of performance or breaches of discipline occur, to take action in the normal way under its Disciplinary Procedure.
- 6 Where a person's employment depends upon his or her ability to drive a vehicle, behaviour that contravenes the above and which may lead to the loss of his or her driving licence, will leave him or her no longer qualified for that employment.

## **ASBESTOS**

Ref - The Control of Asbestos Regulations 2012

- 1 These Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos in 1985 and for white asbestos in 1999. They also continue to ban the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles and include panels that contain asbestos and which have been covered with paint or textured plaster.
- 2 The ban applies to new use of asbestos. If existing asbestos-containing materials are in good condition they may be left in place, their condition monitored and properly managed to ensure that they are not disturbed.
- 3 In accordance with Regulation 4, the company recognises its 'duty to manage asbestos' in non-domestic premises and will:
  - take reasonable steps to find asbestos-containing materials on any site and check their condition
  - presume materials contain asbestos unless there is strong evidence to suppose they do not
  - report any suspected asbestos materials to the Client or, if applicable, the Main Contractor
  - keep an up-to-date written record of the location and condition of asbestos containing materials
  - assess the risk of exposure to asbestos-containing material
  - prepare and put into effect a plan to manage the risk
- 4 Jobber Projects Ltd will fully comply with all of the Regulations and under Regulation 10, will provide training for anyone who may be liable to be exposed to asbestos at work and others who may come into contact with, or who may disturb, asbestos.
5. Any employee who suspects that they may be working on asbestos will, in all circumstances, down tools immediately and report their suspicions to the managing director. The employee will also evacuate the immediate area and insure that nobody re-enters the room or area containing the suspected asbestos.
6. Jobber Projects Ltd will request a copy of the asbestos register from all commercial clients before commencing any work. The register will be reviewed and assessed with the planned works in mind prior to work starting. No work will be carried out on asbestos containing material.
7. In all circumstances where there is asbestos present or the suspicion of asbestos on a site then a specialist company will be brought in to advise and deal with it.



## COMMUNICATION AND REVIEW OF POLICY

- 1 Jobber Projects Ltd will seek to ensure that this Policy and any other guidance, information, instruction or training allied hereto, is fully understood by all employees and sub-contractors and any others, as appropriate.
- 2 Copies of this Policy will be kept at the company's office and will be provided to the Supervisor on each site and all employees and sub-contractors will have access to the Policy through Robert Djelal.
- 3 The 'General Statement of Safety' will be displayed on The Company Notice Board.
- 4 The contents and detail of this Policy will be covered on the induction of all new employees.
- 5 Particular employees will be trained in elements of the Policy where appropriate and will be required to demonstrate their understanding of the procedures from time to time.
- 6 Important arrangement sections of the policy will be displayed in conspicuous places and will be brought to the attention of all employees and sub-contractors through Toolbox Talks and briefings.
- 7 All employees who can contribute to making any improvements to this Policy will be encouraged to do so by the management team.
- 8 This Policy is a working document and will change constantly as employees, materials, equipment, best practice and systems change. This Policy will however be formally reviewed annually by the Managing Director and the company safety advisers, Apex Safety Solutions. A re-signed copy of the General Statement of Safety will be displayed as above.
- 9 All employees will be made aware of any changes of significance which have been made as a result of the review process.
- 10 Consideration in any review will be given to recommendations of the HSE, Fire Authority and other recognised agencies.
- 11 **Communication of Health & Safety Information to non-English Speakers**

Where communication with an employee or sub-contractor is found to be difficult due to English not being their first language then the Site Supervisor must be informed immediately and the employee or sub-contractor must not be allowed to start work. The Site Supervisor should then contact Robert Djelal at the company's head office, who will organise a competent translator to communicate the information and ensure that the employee or sub-contractor fully understands his or her responsibilities and the requirements of this Health & Safety Policy.

### 12 **Co-operation between Trades**

Good communication and co-operation between trades plays an important part in creating a positive health & safety culture within the workplace. As such, all Directors, Contract managers, Supervisors, employees and sub-contractors must work together to maintain a safe working environment.

## CONFINED SPACES

Ref -The Confined Space Regulations 1997

- 1 Confined spaces are any work area as defined in the above regulations i.e. any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. Should entrance to a confined space be required, training of relevant employees will be undertaken in accordance with the above Regulations to ensure their safety and competence.
- 2 A detailed Method Statement together with a Permit will be required for all entries into confined spaces, to ensure, as a minimum that there is a rescue hoist line and harness, together with an escape procedure. The confined space must be tested for oxygen and flammability and if either the oxygen or flammability test equipment records any adverse conditions, then the chamber must not be entered and if necessary, forced ventilation will be used to clear the chamber. Only when consistently satisfactory readings have been obtained, may the chamber be entered.
- 3 Continuous monitoring of the confined space must take place throughout the work period. A person must remain outside this chamber and be ready to operate the escape procedure, should the need arise.

## **CONTROL OF POLICY**

- 1 It is the legal responsibility of the company to provide and maintain this Health and Safety Policy.
- 2 It is the responsibility of the Supervisors for the day-to-day operation of this Policy and the local arrangements which form part of the policies and procedures at operational level.
- 3 The Managing Director will maintain this Policy and make copies accessible to all staff. Staff will also have access to other health and safety information in relation to this Policy in the health and safety file.
- 4 The Managing Director, in conjunction with the company advisers, Apex Safety Solutions, will monitor this Policy and make any amendments and alterations as they see fit, bearing in mind always the health, safety and welfare of employees.
- 5 The company will arrange for Apex Safety Solutions to audit the company against this Policy and ensure that the law, guidance, codes or practice and the duty of care are being fulfilled.
- 6 All employees have a responsibility to report possible defects or failings in this Policy and to be involved in health and safety matters. Employees should report any defects to a Supervisor but, due to the importance of health and safety, employees can always go directly to the Managing Director.
- 7 In all cases this Policy will be reviewed annually considering risk assessments and feedback from employees and from any health and safety advisers.
- 8 Regard shall also be had to Environmental Health or Health & Safety Executive Officers and other Governmental Inspectors, Fire Officers, Insurance Advisors and other officials and their advice will be considered and amendments made to this Policy, as appropriate.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Ref - Control of Substances Hazardous to Health Regulations 2005

- 1 The company recognises that certain substances used at work can be dangerous or hazardous depending on the use, storage, environment, exposure and other factors including the chemical make-up of the substances.
- 2 Jobber Projects Ltd will comply with all legislation in relation to hazardous substances in particular the COSHH regulations, Codes of Practice and guidance issued by the HSE and manufacturers.
- 3 It is important that all employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent and reduce any risks to health and safety. The company will identify all hazardous substances and assess the risks associated with their use to identify preventative measures that which will be brought to the attention of all employees.
- 4 The procedures for dealing with hazardous substances will be as follows:
  - a) All potentially hazardous substances will be identified and include all those substances classified as 'Harmful', 'Toxic', 'Very Toxic' or 'Irritant'.
  - b) All substances identified above will be suitably marked with their respective warning label. Substances will also be stored in a safe manner and use restricted to designated personnel.
  - c) To identify hazardous substances the company will:
    - use information supplied with the product
    - use product data sheets
    - observe warning notices
    - have regard to HSE guidance and other guidance from manufacturers, consultants or other competent persons
    - use information gathered from experience in a substance's use refer to technical publications
  - d) All hazardous substances identified will be subject to a risk assessment as required under Regulation 6 COSHH 2005. All employees need to be aware that substances include not just liquids but also dusts, fumes, solids and any composition which can be hazardous to health.
  - e) Assessments will only be carried out by those persons deemed competent and trained to do so and will be suitable and sufficient for the purpose and will include:
    - an assessment of the risks to health
    - the steps which need to be taken to achieve adequate control to the exposure (in accordance with regulation 7)
    - identifying other actions that may be required (by virtue of Regs 8-12)
  - f) Assessments will be carried out using the company's form and will consider the following:-
    - to which substances employees are exposed

- what effects the substances may have, including the sources and entries including absorption, injection, inhalation and ingestion
  - where the substances are present and in what form
  - the ways in which and the extent to which any employee, or group of employees are at risk, taking into account the nature of the work, processes, environment and any other factors
  - an estimate of exposure
  - where valid standards exist representing adequate control, comparison of the estimate with these standards
- g) If comparison shows that control is likely to be, or become, inadequate then the assessment will go on to determine the steps or further steps that need to be taken to obtain and sustain adequate control.
- h) The assessment may require the carrying out of sampling or other measurements, to determine the exposure. In certain cases 8 hour personal sampling will be undertaken.
- i) The records of assessment will be kept on each site where the substances may be used and in a master file in the company head office. It may also be made available alongside the product where it is stored or used whichever is the most appropriate.
- j) All employees will be trained in the use of any substances identified as hazardous in accordance with the assessment. All such training will be recorded and documented.
- k) Assessments will be reviewed whenever there is evidence to suspect that an assessment is no longer valid, or circumstances have changed substantially.
- 5 The company will ensure that, as a result of the assessment, the exposure is adequately controlled.
- 6 The following methods of preventing or controlling hazardous substances will be considered and followed where appropriate:
- elimination of the use of the substance
  - substitution of the substance with a less hazardous one

For controlling exposure:

- enclosing processes and the substance
  - engineering and process systems which reduce exposure
  - partial enclosure and local exhaust ventilation
  - general ventilation
  - reduction in the number of employees exposed
  - reduction in the length of exposure time
  - regular cleaning, maintenance and disinfection
  - provision of safe and suitable storage
  - suitable and effective disposal
  - suitable personal protective equipment (PPE)
  - prohibition of eating, drinking and smoking
  - provision of adequate welfare arrangements
- 7 The selection of PPE will be determined after considering the following:

- the ability of the material to resist penetration by a substance where the risk is by absorption
  - the adequacy of the design of the clothing and whether it is suitable for its intended use
  - the environment in which it will be worn
  - in the case of dust, the dust release characteristics of the material
- 8 Jobber Projects Ltd will ensure that control measures, PPE and other measures are properly used or applied and every employee must make full and proper use of any control measure or items of PPE and report any defect in the measures or PPE.
- 9 All necessary control measures, as identified, will be implemented without delay.
10. Training in COSHH Assessments will be the responsibility of a member of the management team.
11. Detailed compliance with COSHH Assessments will be the responsibility of the appropriate Site Supervisor. In addition all employees should be accountable for their own actions in relation to the substances they are using during the course of their work.
12. Employees will only use hazardous substances in accordance with the information and instruction that they have been given and in accordance with this Policy.

## DISPLAY SEREEN EQUIPMENT (DSE)

Ref - Health and Safety (Display Screen Equipment) Regulations 1992

- 1 There are a number of potential risks from using DSE but these are preventable if they are used correctly. A competent person, trained to do so, will assess each work station in association with the user, taking into account the:
  - equipment and user
  - desk, work surfaces and chair
  - environment
  - type of work and screen graphics
- 2 The results of the assessment will be recorded on the company's form.
- 3 All employees who are classed as users will receive training in the health and safety aspects of using their workstations and the best postural positions to adopt.
- 4 Where a problem arises in the use of DSE e.g. eye-strain, upper limb pains or headaches, employees must inform the Managing Director and the company will:
  - take all necessary steps to investigate the circumstances
  - put into place corrective measures where appropriate
  - advise the employee of the action to be taken by the company and what action needs to be taken by them
- 5 Jobber Projects Ltd will consider, where practicable, changes of task within the working day to prevent intensive periods of on-screen activity, if this is a problem for the employee.
- 6 Where a visual problem is experienced in relation to the use of DSE, an employee may request an appropriate eyesight test and this will be paid for by the company.
- 7 All users who, as a result of an eyesight test, require prescriptive lenses for DSE use, will be provided, free of charge, with corrective spectacles to the value of £20.00. Should a more expensive pair of spectacles be preferred by the user, then the £20.00 allowance can be used as a contribution towards the overall costs. Evidence of purchase must be produced before payment is made.
- 8 The cost of any eyesight test will only be met by the company provided that the correct procedure has been followed and where an employee has a test independently and without the prior knowledge and consent of the company, then the employee alone will be responsible for all costs.

## **DRESS CODE**

- 1 All employees must dress in such a manner as is appropriate for their job, having regard to both the image of the company and all health and safety issues
- 2 Employees will wear such corporate clothing as the company shall, from time to time, provide.
- 3 Employees must not wear excessive jewellery (particularly dangling chains and/or bracelets) that may cause danger or increase the risk of injury.
- 4 Employees should not wear loose, baggy or hanging clothing which may become trapped or entangled and thereby increase the risk of injury.
- 5 Long hair must be tied back to avoid potential entanglement.
- 6 Correct Personal Protective Equipment) must be worn when on any company site where such clothing is required (see section on PPE).
- 7 The wearing of sleeved tops is mandatory, even in the hottest weather. At no time will any employee or sub-contractor appear on site with no garment protecting their upper body. However, where the work so permits without creating any risk, it is permissible for shorts to be worn.



## **HAND-ARM VIBRATION**

Ref: Control of Vibration at Work Regulations 2005

- 1 Jobber Projects Ltd recognises that employees and sub-contractors will, at times, have to use tools and equipment that cause vibration. Regular exposure to hand-arm vibration can cause a range of conditions known as Hand Arm Vibration Syndrome (HAVS) which includes vibration white finger and carpal tunnel syndrome. Similarly whole-body vibration can cause back pain or make this worse.
- 2 Any employee who suspects that he or she may have any problem that might stem from using such equipment, must inform their Site Supervisor who will report the matter to the Managing Director. Action will then be taken to verify the medical situation, during which time the employee or sub-contractor will not be permitted to use any equipment that may further affect their condition.
- 3 Where possible to reduce exposure, the company will:-
  - research alternative methods of working
  - supply alternative equipment
  - limit the daily hours of usage
  - provide ergonomic aids
  - provide health surveillance

## **HOT WORKS**

- 1 If there is a practical method to carry out a task without involving 'hot work', the alternative method should be used.
- 2 Any sub-contractor or their operative who intends to carry out any form of temporary operation that might be capable of providing a source of ignition such as heat or sparks, including operations such as welding, cutting, brazing, grinding, burning, heating, soldering, pipe-thawing or torch applied roofing must only do so when a Hot Works Permit has been issued by the company.
- 3 Where specific firefighting equipment is included in the precautions for the work it is the Site Supervisor's responsibility to ensure that it is in good working order.
- 4 All equipment used for hot work must be in good order and fit for the intended purpose. Sub-contractors or their operatives must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must immediately be withdrawn from service by the sub-contractor or operative.
- 5 If hot work is subject to a Hot Work Permit, the Site Supervisor will complete the safety checks set out in the company's form of permit before giving permission for the work to commence and the work must be commenced and completed within 1 day of the giving of the permit.
- 6 The area where the work is to be carried out will be examined by the Site Supervisor immediately before commencement of the work to ensure arrangements are in place to minimise the risk of fire.
- 7 If unsafe conditions are noted during the work, the Site Supervisor will cease all hot work until the conditions are made safe.
- 8 If a sub-contractor or operative is discovered performing any hot work other than that which appears on the permit, or in an undesignated areas without obtaining a permit, the Site Supervisor will immediately stop the work until a revised permit is obtained.
- 9 After all works have been completed, the Site Supervisor will inspect the work areas and will complete and sign off the reverse of the permit

## ELECTRICAL SAFETY

Ref: Electricity at Work Regulations 1989

- 1 The company aims to comply with current legislation and guidance from HSE contained in HS (R) 25 “Memorandum of Guidance on the Electricity at Work Regulations 1989”. In addition the company will also comply with other codes of practice and the current edition of IEE Regulations.
- 2 Electrical work and installation will only be carried out by those persons deemed to be competent to do so and who are properly registered to do such work.
- 3 Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. Jobber Projects Ltd will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.
- 4 Staff who need to use electrical equipment must report any fault or defect immediately to a Supervisor. Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.
- 5 As soon as a member of staff becomes aware of any defect they should stop the equipment by removing the power source and report it as indicated above. The item should then be put in a secure place labelled ‘Do Not Use’ until attended to and the fault rectified.
- 6 PAT Testing - All electrical equipment will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided. All portable apparatus, including extension leads, will be recorded in a register. The register will indicate how often each item should be recalled for routine inspection and maintenance. The frequency of the recall will depend on the type and use of the apparatus based on an assessment of risk.
- 7 In relation to portable electrical appliances, guidance contained in HSE Guidance Note PM32 “The Safe Use of Portable Electrical Appliances” will be followed.
- 8 In relation to electrical equipment, management and employees must have regard to the following:
  - Strength and capability of the equipment
  - Adverse or hazardous requirements or circumstances
  - Insulation, protection and placing of conductors
  - Earthing and other precautions
  - Integrity of reference conductors
  - Connections and means of protection from excess of current
  - Means of cutting off the supply and for insulation
  - Precautions for work on equipment made dead
  - Work on live conductors
  - Lock off procedure
  - Permits to work
  - Work space, access and lighting
  - Persons to be competent to prevent danger and injury

## **EMERGENCY PROCEDURES (FIRE & BOMB THREATS/SCARES)**

### **FIRE**

1 Each site will have a Fire Action Plan that will be communicated, as part of the on-site induction or through training, to all employees, sub-contractors and visitors.

2 The Fire Action Plan will also be prominently displayed at all sites, this will include:

- What to do on discovering a fire
- How to recognise the alarm and what to do on hearing the alarm
- Escape Routes and Assembly Points
- How to summon the Fire Brigade and who is responsible for making the call

### **3 On Discovering a Fire**

- Leave the building by the nearest exit
- Raise the alarm and inform the Site Supervisor
- Only fight the fire if you are trained to do so - do not take risks
- Call the Fire Brigade or check that the responsible person has done so
- Once out, do not re-enter building until told it is safe to do so

### **4 On Hearing the Alarm**

- Switch off and make safe all equipment
- Leave the building by the nearest exit
- Do Not go back for belongings
- Go to Assembly Point
- Once out, do not re-enter building until told it is safe to do so

### **5 Evacuation**

Any evacuation should be carried out in a safe manner. On hearing the alarm, the Supervisor will be responsible for the safe and controlled evacuation of the site which includes all employees, contractors, visitors and members of the public. The Supervisor will then check that all employees, sub-contractors and visitors are accounted for.

The Supervisor will:

- Sound the alarm
- Place staff to direct the evacuation of everyone on site and to prevent re-entry
- Remove the Site Register from the site, to use in a roll call
- Follow the procedure as set out in the Fire Action Plan
- Carry out a roll call at the Assembly Point
- Once done, the Site Supervisor should nominate staff to lead people to a point a safe distance away from the site

Once the above has been carried out and when the Fire & Rescue Service arrive the Supervisor will liaise with them, providing relevant information on fire location, hazards and any missing personnel.

## BOMBS

- 6 What is generally called a 'bomb' is, in fact, any form of Improvised Explosive Device (IED) which also covers incendiary devices. However, there are many instances of unexploded munitions, mainly left over from World War 2, being unearthed during construction operations.
- 7 In the event of a site receiving a bomb threat of any nature, the safety of those on site and members of the general public is of paramount importance.
- 8 Such a threat will normally be received by telephone and the person taking the call should:
- a) If possible, give a co-worker a signal to listen in
  - b) Obtain as much detailed information as possible including -
    - What time is the IED set to explode?
    - Where is it located? (Get as specific detail as possible)
    - What kind of IED is it?
    - What does it look like? (Write down a description)
    - What reason the caller has to place such a device?
  - c) Note things like the caller's voice and accent, any background noise and try to note down the exact words used
  - d) If necessary, ask the caller to repeat statements
  - e) If you are not he or she, notify the Supervisor
  - f) The Supervisor, upon receiving the call or report of one, will immediately call 999 and report the matter to the Police and will put the evacuation procedure set out above, into operation.
- 9 When any form of suspect device is found, it must immediately be reported to the Supervisor. The person finding it should also inform his or her colleagues who should move away from the area, pending further instructions from the Supervisor.

**Under no circumstances should anyone attempt to uncover more of the device, or tamper with it in any way.**

- 10 If you have any reason to believe that a suspect device has been found during construction operations, the following precautionary measures should be observed -
- Never attempt to open a suspect package but leave it in its original position
  - Do not place a package believed to contain an IED device in water, as water is a conductor of electricity and may set it off
  - Do not cut, remove or undo string or wire on a suspect device as this may release trigger mechanisms and cause it to explode
  - Do not lift the cover off a box believed to contain an IED device

- Do not smoke in the vicinity of a suspected device
- Warn people to leave the immediate area, pending further instructions from the Site Supervisor and awaiting expert assistance
- Always remain calm, keep your voice as low as possible
- Move in a positive way but do not run or create panic
- Do not openly speculate within hearing distance of any person - all of your actions should reflect a “business as usual” attitude

**11 Evacuation**

Once the Supervisor has verified the situation, then the evacuation procedure set out above, will be carried out

## **FIRST AID**

Ref - Health and Safety (First Aid) Regulations 1981

- 1 Jobber Project Ltd, in making adequate arrangements for first aid, will comply with all relevant legislation and the HSE Approved Code of Practice L74 "First Aid at Work".
- 2 The company will maintain an adequate number of qualified first-aiders in order to provide first aid at all practicable times.
- 3 The Managing Director will be responsible for arranging First Aid training and arranging refresher courses.
- 4 Training of first-aiders will be in accordance with HSE approved list of courses and course providers.
- 5 First aid should only be applied by a trained first-aider, the purpose being to sustain life and the condition of the injured person until professional assistance arrives.
- 6 It is the responsibility of each Supervisor to maintain the first aid kits and their materials and Supervisors will have the ultimate responsibility to check their content.
- 7 Under no circumstances must any form of loose medicinal tablet be given to a member of staff or a member of the general public (even at their own request) as this could have serious medical implications for that person.
- 8 Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel.

## **HAND TOOLS**

Ref - Provision and Use of Work Equipment Regulations 1998

- 1 Hand tools are classed as work equipment and, as such, need to be considered in line with the section on Machinery and Equipment.
- 2 Jobber Projects Ltd will provide such tools as are suitable for a job and all hand tools must be used for the job for which they are intended. Through Robert Djelal, employees should request the supply of hand tools where there are none and these will be provided, as long as they are deemed to be suitable for the job.
- 3 All hand tools must be used in a proper manner and in line with any manufacturer's instruction and training given in their use, where required.
- 4 Hand tools must be maintained in an efficient working condition and any defects must be reported to a Supervisor who will arrange for repairs to be carried out.
- 5 Electrically powered hand tools will comply with BS2769:1964 and unless 'all insulated' shall be effectively earthed.
- 6 All hand tools must be stored properly and not be exposed to misuse, or substances or articles which will affect their performance.
- 7 Employees should take proper care when using hand tools so that they do not expose themselves or others to undue risk. Any employee who is unsure of the correct use or method of work should ask the Supervisor, or request training.



## **HOUSEKEEPING**

- 1 The general tidiness and cleanliness of a site is a reflection of the professionalism of the company and its employees. In addition, good housekeeping is a reflection on the standards set by the company regarding health, safety and welfare and can contribute greatly to reduced risks and reduced accidents.
- 2 All employees and sub-contractors are responsible for the general state of the premises with regard to rubbish and debris. They must dispose of any waste material in the containers provided and must not allow accumulations of rubbish of any description.
- 3 All employees and sub-contractors must keep their own areas of responsibility clean and tidy.
- 4 Corridors must be kept free from any hazard including solid objects and also from any liquid spills.
- 5 Any spillages must be cleaned up immediately using appropriate materials and observing the proper warning signs during and after the operation (and see section on COSHH).
- 6 No combustible materials must be allowed to accumulate anywhere on site and all means of access and egress must be kept free from any object which is likely to affect the safe use.
- 7 Employees and sub-contractors will be responsible for clearing away any rubbish or surplus material and placing them in the relevant containers (see section on Environmental).
- 8 Any accumulation of dirt or waste that has not been cleared should be reported to the Supervisor but it is stressed that the general cleanliness and hygiene is the responsibility of all employees and sub-contractors.

## **INCIDENT & ACCIDENT REPORTING AND INVESTIGATION**

Ref - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

- 1 All accidents, injuries, near misses, diseases and dangerous occurrences involving employees, sub-contractors or any other person on the premises (hereafter all called by the term 'accident') must be reported.
- 2 Employees must report all such accidents immediately to a qualified First Aider, a Site Supervisor or a Contracts Manager within 24 hours. All such reports will be recorded in a company Accident Book which will detail the name and contact details of the person affected and give details of the accident including dates, times, location and description of the events of the accident. On every company site, the Accident Book is kept with the First Aid Box. All completed accident records will be removed from the Accident Book and filed in accordance with the Data Protection Act 1998.
- 3 All fatalities, major injury accidents and dangerous occurrences must be reported to the Managing Director who will then immediately report it to the relevant enforcing authority by telephone (0845 300 9923) and via the RIDDOR.gov.uk website or official report form F2508.
- 4 The official form F2508 will be sent to the relevant enforcing authority for all accidents and to any employee who, as a result of the accident, is unable to continue normal work for more than 7 days following the accident, within 15 days of the accident. Photocopies will be taken and retained on file as a record.
- 5 All employees will report all diseases or occupational ill health as soon as they are aware, or suspect that, they are suffering ill effects as a result, or in connection with, work. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508. All forms will be completed by the member of staff involved in conjunction with a Contracts Manager.
- 6 Accidents and cases of ill health will be investigated by the Managing Director or his representative, to endeavour to identify the cause of the accident or ill health. Measures for prevention will also be devised in all cases where applicable, to ensure that similar accidents do not re-occur.
- 7 Full co-operation is required from all employees or sub-contractors during any investigation by the company, its insurers or any enforcing authority Inspectors. All staff will be asked to sign an acknowledgement, as acceptance of their clear understanding of the procedures to be followed in the reporting of accidents.
- 8 All entries in the Accident Book will be checked monthly by the Managing Director to identify any common accidents or trends, so that preventative measures can be taken.
9. Any electric shock to any person will be reported and entered into the Accident Book.

## **LONE WORKING**

- 1 Jobber Projects Ltd, in making adequate arrangements for lone working, will comply with all relevant Codes of Practice and guidance from the HSE.
- 2 Initially, to reduce any risks, it is the intention of the company to consider the employees that are required to carry out lone working. The company will check to ensure that no lone worker has a medical condition that makes him or her unsuitable for the task.
- 3 Jobber Projects Ltd will consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individuals.
- 4 The company will also ensure that adequate first-aid equipment is supplied for mobile workers.
- 5 Paul Jobber or Robert Djelal will periodically visit and observe lone workers to ensure that employees are following company policies and procedures.
- 6 All lone workers are required to carry a mobile phone in case of problems or emergencies.
- 7 Jobber Projects Ltd will carry out a Risk Assessment on lone working and all employees will be trained in any hazards that specifically affect them whilst lone working.

## **MACHINERY & EQUIPMENT**

Ref - Provision and Use of Work Equipment Regulations 1998 and Machinery Directive (CE Marking)

- 1 The company's aim is to provide equipment for employees' use at work which is, so far as is reasonably practicable, safe and without risks to health. To comply with this Policy Jobber Projects Ltd will satisfy the requirements of all legislation in relation to equipment and in particular the above and guidance on them produced by HSE and the Machinery Directive (19) and associated Regulations and information.
- 2 Jobber Projects Ltd will endeavour to ensure that the right equipment is purchased and prior to its use, equipment will be checked and any instructions or information in manuals will be read and considered. Information, instruction and training will be given to employees and sub-contractors who will use the equipment. Such training will include an outline of the risks and the preventative and protective measures to be adopted, the correct use of guards, safe systems of work and any personal protective clothing that is required to be worn.
- 3 Employees and/or sub-contractors will not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 4 Employees or sub-contractors will report any damage, malfunction or unsafe equipment to Robert Djelal and they will not interfere with or repair any equipment unless authorised to do so.
- 5 All equipment will be maintained by the company in efficient working order and, where applicable, particular equipment will have a routine and planned maintenance programme.
- 6 Proper and safe procedures will be adopted for maintenance of equipment and this includes the proper isolation of sources of energy.
- 7 The following general principles will be applied in line with B.S. 5304:1988 "Code of Practice for Safety of Machinery" and the above Regulations.
  - a) Identifying the hazard - the main risks associated with equipment are: contact, entanglement, being struck by ejected particles, trapping, burns through friction contact and from being struck by materials being machined
  - b) Eliminating or reducing the hazard - such as using enclosed areas, by guarding, using recognised manufacturers, filling in any gaps etc.
  - c) Using safeguards: trip devices, electro sensitive systems, two-hand control devices and mechanical devices using interlocks.
  - d) Using safe working practices: using physical safeguards to reduce risk, including having safe systems of work that must be adopted and will include planning, setting, use, adjustment and maintenance of the equipment.

- 8 Particular requirements and regulations apply to certain machinery and will be complied with appropriately
- 9 When hiring equipment, the company undertakes only to hire any items from a reputable supplier and to ensure that it is in safe working order.
- 10 When any equipment is brought on to site by third parties, the company reserves the right to inspect visually any such equipment and reserves the right to prohibit the use of the equipment if there is any doubt as to its fitness. The inspection will be carried out by the Supervisor and, in the event of any dispute; a qualified person will be called in to arbitrate.
- 11 No employee will use any item of sub-contractor's equipment e.g.: ladders or tools, as by doing so, in the event of an accident, the member of staff may invalidate the company's insurance cover.

## **MANUAL & MATERIALS HANDLING**

Ref - Manual Handling Operations Regulations 1992 (amended 2002)

- 1 Jobber Projects Ltd accepts that there is a risk of injury to employees or sub-contractors from manual handling operations. To reduce and/or prevent those risks, the company will comply with all current legislation and guidance given by HSE.
- 2 As a starting point, no person will be expected to, and must not; move any load which they think may cause them injury. Everyone should have regard to good manual handling techniques and follow the systems of work devised, including the use of any aids provided.
- 3 Employees who have to carry out manual handling operations will be adequately trained in the process and in the best way to move loads in order to reduce the risk of injury. The company will verify that all sub-contractors have been so trained.
- 4 However, firstly, if the task can be avoided - then it should be. Secondly, if the task can be automated or mechanised, it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 5 Through Risk Assessment, Jobber Projects Ltd will identify all manual handling operations which may involve any risk of injury and this includes pushing, pulling, lifting, carrying and supporting a load. The company will use a competent person to identify and assess the risks from manual handling operations, using the company's Risk Assessment form.
- 6 All remaining manual handling operations that involve a risk of injury and cannot be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.
- 7 These assessments will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk. These risk assessments and the preventative and protective measures will be made available to all relevant employees and be kept in the health and safety file at the office.

## **NOISE**

Ref - The Control of Noise at Work Regulations 2005

- 1 Jobber Projects Ltd recognises the hazard to health of noisy operations, therefore all operations involving excessive noise will be subject to a "Noise Assessment".
- 2 When required, all employees will be given ear protection together with full instruction on the wearing and maintenance of such protection. Failure to wear the supplied PPE when required will result in disciplinary action being taken.
- 3 All operations will be carried out with regard to existing legislation which provides that in any activity where the noise levels exceed 85dBA, the operator must wear ear protection when the noise cannot be contained. In any activity where the noise level is below this, the operator is not legally required to wear ear protection but the company will provide it, if it is requested.
- 4 A Risk Assessment will be carried out on any operation where there may be a threat of excessive noise, where this assessment indicates a risk to health and safety to anyone who is, or is liable to be, exposed to noise, then they will be put under suitable health surveillance. Where the company has identified that employees are exposed to noisy operations, then the company will provide such health surveillance which will be organised with the employee and a suitable medical professional.
- 5 Whenever possible, noise will be reduced or eliminated by modifying machinery. Employees can play their part by maintaining equipment in good operation and reporting noisy equipment to a Supervisor when it requires attention.
- 6 Ear protectors can be very effective but only if they fit properly and are worn correctly. Hearing protectors may initially feel uncomfortable but employees should give themselves a chance to get used to them.
- 7 Jobber Projects Ltd will, if requested, provide ear 'plugs' of expandable slow recovery foam that can be compressed into shape prior to insertion. One size will fit almost everyone and once in the ear foam plugs expand to provide a snug and secure fit.
- 8 Employees should be aware that noise does not have to be uncomfortably loud to cause damage. Ears become used to noise but this could be a sign that hearing loss has already begun. As a guide, when a person feels that they need to shout to be heard three feet away from another person, the noise levels are such that ear protectors are recommended.

## **NON-STATUTORY INSPECTIONS**

- 1 Directors are periodically responsible for the inspection of sites and offices. Some of these inspections are not required by law but are part of the company's commitment to maintaining the highest standards of health and safety.
- 2 The Managing Director will periodically inspect, or cause to be inspected, all of the company's offices, sites, processes, equipment and materials that are detailed in this Policy.
- 3 First Aid kits will be inspected every month by the Supervisors who are responsible for their upkeep.
- 4 All employees or sub-contractors will be responsible for examining any equipment or machinery before its use, to ensure that they are in good working order and safe to use.
- 5 The Managing Director will organise the inspection, by a competent person, of firefighting equipment, means of escape, signage etc. required by legislation, or as per this Policy.
- 6 The Managing Director will also arrange for an annual Fire Risk Assessment to be carried out on all relevant premises and for services such as electricity and gas to be inspected regularly by a competent person.
- 7 All Accident Books will be examined monthly by the Managing Director.
- 8 Lighting, heating, ventilation and welfare facilities will be inspected regularly to ensure their continued adequacy.



## **NON-ENGLISH SPEAKING PERSONS**

- 1 Jobber Projects Ltd is aware that, at times, it may be necessary to employ, or sub-contract with, persons whose spoken English is weak, or even non-existent therefore they will have difficulty in understanding verbal and written instructions.
- 2 Non-English speakers have as much right to health and safety as English speakers and the company is therefore committed to ensuring that no mis-communication occurs that might lead to injury or loss.
- 3 Where any situation occurs that requires communication to persons who might have difficulty in understanding then the company will ensure that there is someone who can interpret accurately what is being said, or what has been written. This may be a fellow worker whose native language is the same, or an external person.
- 4 Where possible, if there are several people who speak the same language, they will be grouped together so that they can help each-other.
- 5 Where there are any continuing items of communication (signs, forms etc.) that are being used by the person, then they will be translated into that persons' native language. All items that come under COSHH will have labels in relevant languages on them.
- 6 Risk assessments and Method Statements will be interpreted for non-English speakers and will reflect any additional risk because of the language barrier.
- 7 Where any person in a supervisory role on a site where there are any non-English speakers, he or she will ensure that these procedures are activated and in the event of any doubt, then the matter must be reported to the Managing Director who will take such action as is necessary.

## **OFFICE HEALTH & SAFETY**

1. Employees should make themselves aware of situations that are potentially hazardous, so that they can develop the right attitude towards them.
2. If an employee considers that there is a hazardous situation within the workplace, he or she should report it to Robert Djelal without delay.
3. Areas that should be recognised as a potential cause of injury are:
  - Filing Cabinets -  
Where there are drawer-type filing cabinets, the drawers should never be open all at the same time. Even a heavy drawer, fully open, could overbalance the cabinet and cause it to fall over - so place heavy items in bottom drawers
  - Desks and Chairs -  
Watch for rough edges or splinters on desks and chairs. Never swing back on two legs on a chair. Be aware of open desk drawers or cupboard doors when moving around the office and get into the habit of always closing drawers and doors
  - Climbing -  
Climbing on chairs and furniture e.g. to open or close windows, or to reach high shelves is a not permissible. If items need to be stored or recovered from a position that is out of reach, proper equipment (e.g. a step-ladder or step-up) should be used (and see section on Working at Height)
  - Electrical Office Equipment -  
In accordance with this Policy, do not attempt to repair, or in any way interfere with, electrical machinery of any kind (and see section on Electrical Safety)
  - Guillotines -  
Guillotines should be properly guarded and guards should not be removed. Defective equipment must be reported
  - Floor Coverings -  
Watch for loose, worn, damaged and turned-up floor coverings that may cause a trip hazard. Immediately report any such finding to the Managing Director
  - Trailing Wires -  
Make every endeavour to conceal all wires leading from computers, electrical equipment, machinery, telephones etc. and if this cannot be done, ensure that they are kept away from walk areas. Use cable protectors where possible
4. Employees should ensure that they are fully aware of all emergency procedures, particularly the evacuation procedure.
5. An office is at less risk than a working site but that is not to say that there are no hazards. All employees should be aware of the need for them to look after themselves in a way that does not cause danger to them, or their colleagues

## **PPE (PERSONAL PROTECTIVE EQUIPMENT)**

- 1 Jobber Projects Ltd will provide Personal Protective Equipment (PPE) for all employees and the Supervisor will check that all sub-contractors are so equipped. This PPE will be to a standard identified by the risk assessment to give adequate protection from the identified hazard.
- 2 All employees will receive training in the correct use of the PPE, why PPE is required and its limitations.
- 3 PPE will be issued to employees who will sign for it and it must be worn correctly by employees, sub-contractors and visitors, at all relevant times. Employees are responsible for the PPE and should ensure that it is kept clean and in good condition. Lost or damaged PPE should be reported to the Supervisor immediately.
- 4 Site PPE requirements will be included in the site induction for all employees, sub-contractors and visitors. The Supervisor will carry out spot checks on PPE use, incorrect or no use of PPE where required is a breach of Health & Safety rules and may lead to an employee, sub-contractor or visitor being removed from site.
- 5 The Managing Director will ensure that there is at least one set of PPE available to the Supervisor, who can use it should any person fail to be in possession of any equipment and it will be issued for the one day and safely returned.

## **PURCHASING POLICY**

- 1 It is the policy of Jobber Projects Ltd not to buy any article or service that will not meet the health and safety standards expected by the company, or not meet all current legislation and the standards set by official bodies including the European Community (EC) and British Standards (BS).
- 2 In purchasing any article or service, regard will be had to health and safety and relevant quality standards.
- 3 Any tender for sub-contractors will include adequate clauses on health and safety and require checking of the sub-contractor's Health & Safety Policy and Risk Assessments.
- 4 Where practicable, no piece of machinery shall be purchased unless it meets the requirements of the Supply of Machinery (Safety) Regulations 1992 (i.e. it is CE Marked). If this is not practicable then due regard will be had for the Regulations and CE approval will be sought, prior to placing the equipment into use.
- 5 Upon the purchase of any equipment or article, adequate health and safety information must be provided by the supplier, or if it is not, it will be requested by the company.
- 6 Any hazardous substance purchased will be required to include the Data Sheet setting out the technical specification of the substance, in order to assist the company in producing a relevant COSHH Assessment.
- 7 In the purchasing of any article or substance, the company will endeavour to purchase items presenting least risk in terms of health and safety and environmental protection. Alternatives to, or substitution of, more hazardous articles or substances to less hazardous items will be adopted where possible.
- 8 In purchasing any item, regard shall be had to the practicability of ongoing health and safety aspects such as examinations, testing, inspection and maintenance.

## RISK ASSESSMENTS

Ref - Management of Health and Safety at Work (Amendment) Regulations 2006

- 1 Jobber Projects Ltd will carry out on-going Risk Assessments for operations in accordance with current legislation, using the company's form.
- 2 Should it be considered that, on a Risk Assessment having been carried out, that there may be hazardous activities, or multiple hazardous activities to be undertaken, a Method Statement will be completed.
- 3 Method Statements will highlight the sequence of steps to be taken to ensure a safe system of work and they will highlight the hazards and controls to be employed to limit those risks. The risks and controls to be implemented will be communicated to all staff. Generic risk assessments will also be produced which will be checked to ensure their complete relevance at each work site.
- 4 All employees will ensure that they are familiar with Method Statements before commencing their activities and that, if they are assessing risk, they are competent in the production of such assessments.
- 5 This procedure will be continuous and assessments will be updated as required by situations or statutory requirements. All employees will be supervised to ensure that the above system is being adhered to and that assessments are a true reflection of the risks.
- 6 Supervision will always be present in situations where a Method Statement is being followed to ensure the safe system of work is not deviated from.
- 7 Risk management is the basis of the Company's objective of achieving safe places of work. The risk management procedures that Jobber Projects Ltd adopts are as follows: -
  - Identification of the risks
  - Assessments of the risks
  - Identification of methods and practices of working to reduce the risks
  - Implementation of controls to reduce risk
  - Assessment of the reduced risk levels
  - Monitoring and control of risk and risk reduction procedures
- 8 In accordance with previous sections of the Policy, all sub-contractor's Risk Assessments and Method Statements will be checked by The Managing Director, prior to any work commencing.

## **TRAINING**

- 1 Jobber Projects Ltd recognises the importance and value of health and safety training and is committed to providing adequate information, instruction and training to its employees and to ensure that all sub-contractors do the same. Training will be given in accordance with the requirements under Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1992 and in accordance with good business practice.
- 2 Jobber Projects Ltd will ensure that all new employees receive effective Induction Training upon commencing employment with the company. This will be done by a member of Managing Director and details kept on the personnel file. All new (and existing) staff will be asked to sign that they have:
  - Undertaken this training
  - Read and understood this Health & Safety Policy
- 3 Training will be updated as necessary and will be ongoing. Compulsory minimum training will be arranged for all staff as follows:
  - Fire Safety
  - Equipment & Manual Handling
  - Asbestos Awareness (as per the Regulations)
  - Where used, abrasive wheels
- 4 When first visiting a site, all employees and sub-contractors will be shown around the site by the Supervisor and given a Site Safety Induction, including pointing out the important aspects of the site and the fire arrangements, First Aid point etc.
- 5 In addition to the above, specific information will be provided relevant to the employee's particular tasks or job.
- 6 Jobber Projects Ltd will make available this Policy as previously stated and the Supervisor will ensure that the site safety file is kept up to date and available to employees at all reasonable times.
- 7 All staff training will be recorded and this includes any ongoing training, in addition to the Induction and compulsory training.
- 8 Jobber Projects Ltd will ensure that the management team all receive adequate training, instruction and information to ensure that they can adequately manage their health and safety responsibility.

## **VISITORS AND SUB-CONTRACTORS**

- 1 All visitors, sub-contractors and their employees must sign in the Visitors Book kept for visitors and sub-contractors on each site. The book will record the date, time and name of the visitor or sub-contractor and the purpose of their visit.
- 2 In the case of sub-contractors, the responsibility for co-ordinating them rests with the Supervisor.
- 3 Every person on site, including visitors, sub-contractors and their employees will be required to wear such PPE as this Policy requires or, in special circumstances, that the Supervisor deems necessary. All such persons will also be given general information regarding the health and safety arrangements on the site.
- 4 The Managing Director will set such Rules for the site as he shall deem to be appropriate and these shall be detailed in the Site Safety Rules. All visitors, sub-contractors or their employees must:
  - Be given a copy of these Rules
  - Sign the Visitors Book to confirm that they have received the rules and agree to the conditions set out in it.
  - Sign out upon completion of their visit
- 5 All regularly used sub-contractors will be written to, on an annual basis and asked for an acknowledgement of their acceptance of the company's Site Safety Rules.
- 6 On sites where there is a Principal Contractor and the company is working as a sub-contractor, then all employees shall adhere to the Site Rules set by that Contractor, unless they are seen to be inadequate in which case the employee or Supervisor will immediately report the matter to the Managing Director.

## **WELFARE FACILITIES**

- 1 Welfare arrangements on site consist of the provision of:
  - Clean drinking water
  - Toilet and washing facilities
  - A rest area
- 2 It will be the responsibility of the Managing Director to ensure that, before work commences, all sites have adequate and sufficient welfare provision for employees, sub-contractors and visitors. Where necessary, temporary arrangements will be made to provide these facilities nearby or to bring them onto a site which may, due to construction work, be rendered unusable for any extended period.
- 3 The Supervisor will ensure that these facilities are easily accessible, adequately lit and kept in a clean condition at all times.
- 4 The arrangements for this provision will be included in the site induction for all employees, sub-contractors and visitors.
- 5 On sites where there is a Principal Contractor and the company is working as a sub-contractor, then a Supervisor will be responsible for ensuring that such facilities are available to employees and sub-contractors. If any employee considers that the facilities are less than required by this Policy, the employee or Supervisor will immediately report the matter to the Site Manager who will address the matter up with the Managing Director.



## **WORKING AT HEIGHT & EQUIPMENT**

Ref - The Work at Heights Regulations 2005

### **1 Working At Height - Code of Practice**

The Regulations cover all working at height in connection with construction. Working at Height is defined as working in any place from which a person could fall and suffer injury.

All working at height must be properly planned and supervised and all employees and sub-contractors must report to the Supervisor before working at height commences.

All employees and sub-contractors must follow any existing, or provide a, Risk Assessment and Method Statement for any working at height activities carried out on site.

Working at height should only take place if there are no adverse conditions which could affect the safety of the work such as bad weather, other trades working in the area, un-level floors or any other unsafe or unsecured work areas.

When working at height, safe access and egress must be provided, all high level access must be adequate for the load it will carry, be stable and where necessary the access must be secured to prevent unauthorised access.

Areas of increased hazard, such as fragile surfaces and loose roofing should be clearly signed and all employees and sub-contractors informed of any hazard before work commences.

Defects to any working at height equipment must be reported to the Supervisor immediately, so that an inspection can be made before work commences.

### **2 Visual inspections will be carried out on ladders prior to use, any defects will immediately be reported and the ladder taken out of service.**

### **3 Mobile Scaffolding Towers**

Mobile scaffolding towers will only be erected, inspected or dismantled by suitably qualified employees or contractors.

A schedule of inspections by a competent person should be organised with written records kept on site and regular reports made to the Supervisor.

Employees must refer to the manufacturer's instruction sheet to calculate the maximum height in relation to the base dimensions, including outriggers if fitted. As a guide, the base to height ratio shall be no more than 1:3.

Mobile scaffolding used outside, in windy weather should be tied to securely to the building and be anchored or have the base extended by fitting outriggers

Guardrails and toe-boards must be fitted all round.

A safe means of access must be provided to give access to the working platform - employees or sub-contractors must never climb the outside of the tower.

Mobile scaffolds will only be used on ground that is firm and level.

The working platform should be clear of people and materials when the scaffold is being moved and should only be so moved by pushing or pulling at the base.

Wheels should be fixed to the scaffold, turned outwards to provide maximum base dimensions and wheel brakes must be "on" and locked when the scaffold is used.

Mobile scaffolding must not be overloaded or pressure applied which could tilt it.

Mobile scaffolding must be disassembled or securely tied to the building before it is left unattended.

#### 4 Ladders - Code of Practice

Secure ladders against slipping, by tying at the top or alternatively, secure at the sides or at the foot.

Ladders should extend at least 1m above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support.

Arrange ways of carrying tools and materials up and down so that both hands are free to grip the ladder.

Always have 3 points of contact (mainly hands and feet) with the ladder and usage should be in short intervals.

Never place ladders where there is a danger from moving vehicles, overhead cranes or electricity lines.

Make sure ladders have level and firm footings. Never use unsteady bases such as oil drums, boxes or planks. Do not support ladders on their rungs.

Extending ladders should have an overlap of at least three rungs.

Set ladders at the most stable angle - a slope of four units up to one out from the base, is ideal

Regularly check ladders for defects. Never use damaged or "homemade" ladders. If there is any defect, the ladder should not be used and it should be reported to a Site Supervisor who will decide whether to destroy or have it repaired.

Please note: Follow similar rules with stepladders and trestles.

#### 5 Scaffolding

Where fixed scaffolding is required on site by the company or for the use of a sub-contractor then only a qualified scaffolding provider will be permitted to be used.

A schedule of inspections by a competent person should be organised with written records kept on site and regular reports made to the Site Supervisor.

Any sub-contractor wishing to erect scaffolding on site must obtain permission from the company and provide evidence of the erector's competency and they must comply with H&S requirements for regular inspections and giving written and verbal reports to the Site Supervisor.

6 Mobile Elevated Work Platforms (MEWPS)

Use of a MEWP comes under the Regulations and as such all work should be properly planned and supervised. MEWPS include cherry pickers, scissor lifts and vehicle mounted booms.

The requirements for each task must be considered before the choice of MEWP is made.

Areas to be considered are

- (a) Is the MEWP appropriate for the job
- (b) The height of the work to be carried out
- (c) Ground conditions and any obstruction on the ground and at height.

Only trained persons should operate the MEWP and the operator should be involved in the planning of any work carried out with the equipment.

PPE including harnesses and restraints must be provided and used for each operation carried out with the MEWP.

The Site Supervisor will be responsible for spot checking correct use of all MEWPs and use of PPE.

All equipment used must comply with appropriate regulations and must have been inspected before use by a competent person.

Extra care should always be taken when working close to power cables.

Any defects with the MEWP or equipment must be reported to the Site Supervisor immediately and work stopped until defects have been fixed.

7 The company reserve the right to inspect any scaffolding, ladders or trestles brought on to any premises and used by outside contractors.

**N.B. All of these rules also apply to any sub-contractors using such equipment on any of the company's sites and it is the responsibility of Supervisors to ensure that they are followed**